

Charity Registration No. 1048919

Company Registration No. 3048461

CRAWLEY OPEN HOUSE

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

CRAWLEY OPEN HOUSE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Michael Bolton Christopher Bryant Richard Burrett Lesley Constant John Higgins Stephen Joyce Malcolm Liles Christopher Oxlade Nigel Boxall Patricia Shadforth Sir Lyndon Hugh Jones
Charity number	1048919
Company number	3048461
Principal address	Riverside House, Stephenson Way Three Bridges West Sussex RH10 1TN
Registered office	1-7 Station Road Crawley West Sussex RH10 1HT
Auditors	Richard Place Dobson Services Limited 1-7 Station Road Crawley West Sussex RH10 1HT
Bankers	Royal Bank of Scotland plc 50-54 High Street Crawley West Sussex RH10 1YZ

CRAWLEY OPEN HOUSE

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CRAWLEY OPEN HOUSE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2013

The trustees present their report and accounts for the year ended 31 March 2013.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity is a company limited by guarantee, does not have a share capital and was incorporated on 21 April 1995. The trustees/directors are appointed at the annual general meeting or during the year at trustees' meetings.

Crawley Open House has charitable status and its charity registration number is 1048919.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Michael Bolton

Christopher Bryant

Richard Burrett

Lesley Constant

Elizabeth Hicklin

(Retired 30 September 2012)

John Higgins

Stephen Joyce

Malcolm Liles

Christopher Oxlade

Nigel Boxall

(Appointed 31 July 2012)

Patricia Shadforth

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £10 in the event of a winding up.

The trustees have been examining the major strategic, business and operational risks which the charity faces and confirm that systems are established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Objectives and activities

The objects of the charity are to provide accommodation and support for the homeless in the Crawley area. These objects have not changed in the year.

Achievements and performance

The last year has been another very successful one with important developments for the project despite our sadness at losing the management of Southwell Lodge during the year.

The year has seen on-going vital work at the Riverside House hostel. During the year the occupancy rate was again extremely high at 99.7%. It is sad to report again that it was necessary to turn away 2,594 applicants during the year as we were full, but we were able to resettle 81. It was encouraging to see 52% of the residents successfully moved on to settled accommodation.

Move On

Moving people on successfully is a key aspect of our service. The 'move on' accommodation at Southgate has proved so important, and during the year a significant number of the residents were able to move to settled accommodation. We feel so positive about the value of the move on accommodation that we opened a second move on house during the year and we intend to open a third in the next year.

CRAWLEY OPEN HOUSE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

Southwell Lodge

Housing 16 to 18 year old young people at Southwell Lodge has been an important development of Open House in recent years. During the year this 10 bed space high support hostel has moved on 11 young people to settled accommodation. On arrival 70% of the young people were not in education or training but during the year all of them took part in some form of education or training. During the year the management of Southwell Lodge was successfully transferred to Sussex Central YMCA.

Riverside House

The hostel building at Riverside House also accommodates the day centre. The services provided within the day centre include general advice, resettlement, mental health support, counselling, substance misuse issues, a community psychiatric nurse and other medical services including a doctor and chiropodist. In the current economic climate the day centre is proving so important in offering support to people in need and 15,563 people used this service during the year.

Outreach Team

Following a request from Crawley Borough Council and the Police we set up a street Outreach Team who make contact with entrenched street drinkers and substance abusers. They offer them help, advice and empathy and are proving to be extremely successful. We are now reaching a group of people that desperately need help and it is a service that we would like to consolidate over the next year.

Thank you

Many thanks are due to so many people for the continuing service provided by the staff at Open House. Firstly, thanks to those individuals and organisations who provide resources for the project including finance, furniture and food etc. We are so grateful for this essential support. I would also like to thank the Trustees and members of the Management Committee who oversee the project. Peter Mansfield-Clark the Director and Charlie Arratoon the Deputy Director lead a dedicated staff team. Many thanks to Peter, Charlie and the staff for their commitment to working in a service that can at times be very challenging. In addition we value so much the role of volunteers and are grateful for their contribution to the success of the project.

The project is definitely moving on positively and we look ahead to the next year when we plan a major review of the service to ensure that we are most effectively meeting the needs of the clients of Open House.

Public Benefit

We have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Financial review

During the year the charity has had net incoming resources of £105,723 (2012 £75,144) as shown on the statement of financial activities on page 7 of the accounts. All of the charity assets are held for the furtherance of the charity's objectives. The charity is heavily reliant on voluntary assistance which amounts to around 2,235 hours a year.

It is the policy of the charity to maintain unrestricted funds to cover approximately three to six months' expenditure. The Trustees are aware that at present the unrestricted fund falls below this criteria and are taking steps to increase the level of this fund. It is also the policy of the charity to build up a designated fund to a level representing the value of the occupied property.

Asset cover for funds

Note 13 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

CRAWLEY OPEN HOUSE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

Disclosure of information to auditors

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

On behalf of the board of trustees



Christopher Bryant

Chair of the Trustees

Dated: 17.9.2013

CRAWLEY OPEN HOUSE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

CRAWLEY OPEN HOUSE

INDEPENDENT AUDITORS' REPORT

TO THE TRUSTEES OF CRAWLEY OPEN HOUSE

We have audited the accounts of Crawley Open House for the year ended 31 March 2013 set out on pages 7 to 15. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of Crawley Open House for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

The trustees have elected for the accounts to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

CRAWLEY OPEN HOUSE

INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE TRUSTEES OF CRAWLEY OPEN HOUSE

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts; or
- the charitable company has not kept adequate accounting records; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Darren Harding

Darren Harding (Senior Statutory Auditor)
for and on behalf of Richard Place Dobson Services Limited

Chartered Accountants
Statutory Auditor
1-7 Station Road
Crawley
West Sussex
RH10 1HT

Dated: 18/09/13

Richard Place Dobson Services Limited is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

CRAWLEY OPEN HOUSE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2013 £	Total 2012 £
<u>Incoming resources from generated funds</u>						
Grants and donations	2	128,461	-	72,574	201,035	215,354
Activities in furtherance of the charity's objects	3	728,994	-	-	728,994	844,901
Other incoming resources	4	18,959	-	-	18,959	12,910
Total incoming resources		876,414	-	72,574	948,988	1,073,165
<u>Resources expended</u>						
Costs of generating funds	5					
P.R. Literature and Brochures		1,940	-	-	1,940	1,478
Net incoming resources available		874,474	-	72,574	947,048	1,071,687
Charitable activities						
Direct running costs		690,473	-	13,104	703,577	818,168
Office running costs		21,092	-	-	21,092	21,836
Premises related costs		95,216	-	11,154	106,370	142,497
Total charitable expenditure		806,781	-	24,258	831,039	982,501
Governance costs		10,286	-	-	10,286	14,042
Total resources expended		819,007	-	24,258	843,265	998,021
Net incoming resources before transfers		57,407	-	48,316	105,723	75,144
Gross transfers between funds		10,040	(10,040)	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		67,447	(10,040)	48,316	105,723	75,144
Fund balances at 1 April 2012		78,557	599,866	3,126	681,549	606,405
Fund balances at 31 March 2013		146,004	589,826	51,442	787,272	681,549

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CRAWLEY OPEN HOUSE

BALANCE SHEET

AS AT 31 MARCH 2013

	Notes	2013 £	£	2012 £	£
Fixed assets					
Tangible assets	8		611,627		619,987
Current assets					
Debtors	9	26,563		35,623	
Cash at bank and in hand		228,689		65,263	
		<u>255,252</u>		<u>100,886</u>	
Creditors: amounts falling due within one year	10	<u>(79,607)</u>		<u>(39,324)</u>	
Net current assets			<u>175,645</u>		<u>61,562</u>
Total assets less current liabilities			<u><u>787,272</u></u>		<u><u>681,549</u></u>
Income funds					
Restricted funds	11		51,442		3,126
Unrestricted funds:					
Designated funds	12		589,826		599,866
Other charitable funds			146,004		78,557
			<u>787,272</u>		<u>681,549</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2013, although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on17/09/13.....


.....
Christopher Bryant

Trustee

Company Registration No. 3048461

CRAWLEY OPEN HOUSE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Donations and similar incoming resources are included in the year in which they are receivable which is when the charity becomes entitled to the resource.

Grants are included in the accounting period to which they relate.

Activities in Furtherance of charitable objects includes rental income and is included in the year in which it is receivable which is when the charity becomes entitled to the resource.

Other incoming resources include washing machine use, payphone use and meeting room rental income all of which are included in the accounts when the charity becomes entitled to the resources.

1.3 Resources expended

Expenditure is included as incurred and includes irrecoverable VAT.

Costs are attributable between the different types of expenditure on an actual basis.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the external auditors fees and legal and professional costs.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land is not depreciated	
Freehold buildings	Straight line over 50 years
Computer equipment	33% straight line
Fixtures, fittings and equipment	33% straight line
Motor vehicles	33% straight line

It has been decided by the Trustees that only items of a value of £1,000 and over will be capitalised as anything smaller is not deemed material.

1.5 Taxation

The charity is not subject to corporation tax or any other taxes on income or gains arising from its charitable objectives.

1.6 Donated gifts

There are considerable gifts of food given to the charity which have been estimated at £25,000 for the year. This has been reflected in the accounts by introducing income and expenditure to this value.

CRAWLEY OPEN HOUSE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

1 Accounting Policies

(continued)

1.7 Fund accounting

Unrestricted funds are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed.

2 Grants and donations

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Donations and gifts	62,990	44,796	107,786	46,669
Grants receivable for core activities	65,471	27,778	93,249	168,685
	<u>128,461</u>	<u>72,574</u>	<u>201,035</u>	<u>215,354</u>

During the year the charity received various grants to be used either for general or specific purposes which include the following:

Crawley Borough Council Riverside House Grant	£44,153
Crawley Borough Council Outreach workers	£25,000
Crawley Borough Council Southwell Lodge Grant	£10,818
Three Oaks Trust	£10,000
West Sussex County Council	£2,778
Alvor Trust	£500

3 Activities in furtherance of the charity's objects

	2013 £	2012 £
Supporting People	329,298	402,202
Housing Benefit	362,974	406,743
Amenity Charges	36,722	35,956
	<u>728,994</u>	<u>844,901</u>

CRAWLEY OPEN HOUSE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

4 Other incoming resources

	2013 £	2012 £
Other income	14,038	7,919
Kitchen receipts	4,921	4,991
	<u>18,959</u>	<u>12,910</u>

5 Total resources expended

	Staff costs £	Depreciatlon £	Other costs £	Total 2013 £	Total 2012 £
Costs of generating funds					
P.R. Literature and Brochures	-	-	1,940	1,940	1,478
Charitable activities					
<u>Direct running costs</u>					
Activities undertaken directly	652,970	960	49,647	703,577	818,168
<u>Office running costs</u>					
Activities undertaken directly	-	-	21,092	21,092	21,836
<u>Premises related costs</u>					
Activities undertaken directly	-	10,040	96,330	106,370	142,497
	<u>652,970</u>	<u>11,000</u>	<u>167,069</u>	<u>831,039</u>	<u>982,501</u>
Governance costs	-	-	10,286	10,286	14,042
	<u>652,970</u>	<u>11,000</u>	<u>179,295</u>	<u>843,265</u>	<u>998,021</u>

Governance costs include payments to the auditors of £6,254 (2012- £6,254) for audit fees.

6 Trustees

During the year none of the trustees (or any persons connected with them) received any remuneration or received any reimbursement of expenses relating to their duties as trustees and directors.

CRAWLEY OPEN HOUSE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

7 Employees

Number of employees

The average monthly number of employees during the year was:

	2013 Number	2012 Number
Southwell Lodge	4	8
Riverside	29	30
	<u>33</u>	<u>38</u>

Employment costs

	2013 £	2012 £
Wages and salaries	599,660	713,959
Social security costs	53,310	64,210
	<u>652,970</u>	<u>778,169</u>

There were no employees whose annual remuneration was £60,000 or more.

CRAWLEY OPEN HOUSE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

8 Tangible fixed assets

	Land and buildings	Computer equipment	Fixtures, fittings & equipment	Motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2012	666,469	19,387	110,776	9,194	805,826
Additions	-	2,640	-	-	2,640
Disposals	-	(1,200)	(17,960)	-	(19,160)
At 31 March 2013	666,469	20,827	92,816	9,194	789,306
Depreciation					
At 1 April 2012	66,603	15,199	94,843	9,194	185,839
On disposals	-	(1,200)	(17,960)	-	(19,160)
Charge for the year	10,040	960	-	-	11,000
At 31 March 2013	76,643	14,959	76,883	9,194	177,679
Net book value					
At 31 March 2013	589,826	5,868	15,933	-	611,627
At 31 March 2012	599,866	4,188	15,933	-	619,987

9 Debtors

	2013	2012
	£	£
Other debtors	24,488	33,453
Prepayments and accrued income	2,075	2,170
	26,563	35,623

10 Creditors: amounts falling due within one year

	2013	2012
	£	£
Payments on account (current)	10,800	16,889
Grants payable	8,333	8,333
Other creditors	47,233	-
Accruals	13,241	14,102
	79,607	39,324

CRAWLEY OPEN HOUSE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

11 Restricted funds

The income funds of the charity include restricted funds consisting of the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Balance at 31 March 2013
	Balance at 1 April 2012	Incoming resources	Resources expended	
	£	£	£	£
Riverside Replacement Van	-	4,000	-	4,000
Southwell Holiday Fund	604	-	(604)	-
Kitchen Fund	2,522	43,574	(11,154)	34,942
Outreach Fund	-	25,000	(12,500)	12,500
	<u>3,126</u>	<u>72,574</u>	<u>(24,258)</u>	<u>51,442</u>

Riverside Replacement Van Fund - this is to fund the purchase of a new van for Crawley Open House.

Southwell Holiday Fund - this is a grant received towards the cost of a holiday given to the residents at Southwell lodge. As Southwell is no longer under the remit of Crawley Open House they used this fund for a farewell barbeque.

The Kitchen Fund consists of donations towards improving the Kitchen facilities at Riverside.

The Outreach fund represents a grant provided by Crawley Borough Council to enable Crawley Open House to employ two members of staff to provide help and advice to people on the streets who misuse alcohol and other substances.

12 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Balance at 31 March 2013
	Balance at 1 April 2012	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Land and Building Fund	599,866	-	-	(10,040)	589,826
	<u>599,866</u>	<u>-</u>	<u>-</u>	<u>(10,040)</u>	<u>589,826</u>

The Land and Building Fund represents the funds set aside for the charity's occupation of the land and buildings.

CRAWLEY OPEN HOUSE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

13 Analysis of net assets between funds

	General funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2013 are represented by:				
Tangible fixed assets	21,801	589,826	-	611,627
Current assets	203,810	-	51,442	255,252
Creditors: amounts falling due within one year	(79,607)	-	-	(79,607)
	<u>146,004</u>	<u>589,826</u>	<u>51,442</u>	<u>787,272</u>