

Charity Registration No. 1048919

Company Registration No. 3048461

CRAWLEY OPEN HOUSE

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2012



RICHARD PLACE DOBSON

CHARTERED ACCOUNTANTS

CRAWLEY OPEN HOUSE



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Michael Bolton Christopher Bryant Richard Burrett Lesley Constant Elizabeth Hicklin John Higgins Stephen Joyce Malcolm Liles Christopher Oxlade Patricia Shadforth
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 2012

The trustees present their report and accounts for the year ended 31 March 2012.

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

Rev. Peter Farquhar

(Deceased 31 July 2011)

Elizabeth Hicklin

John Higgins

Stephen Joyce

Malcolm Liles

Christopher Oxlade

(Appointed 19 July 2011)

Patricia Shadforth

Veronica Strachan

(Resigned 20 September 2011)

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 first words that came to my mind when thinking of writing this report were 'moving on'. This is clearly relevant when we think of our client group. One of our main aims is to support clients in the process of moving on in their lives. It also relates to the service we provide towards that aim.

This last year has seen a clear development in our aim to move on as an organisation. Our plans to increase the office and working space have come to fruition during the year and work commenced to increase significantly the space at Riverside House by the addition of a first floor on part of the adult hostel and day centre. The plans were to provide additional offices for resettlement, health care and our counsellors. It will also house our administration team and provide a training/meeting area as well as an additional surgery. The work commenced in October and was drawing to a close at the end of the financial year. As I write this report the office space is now being fully used and what an improvement it is. So many thanks are due to the many individuals and organisations who helped finance this much needed work.

CRAWLEY OPEN HOUSE



TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

The year has also seen the ongoing vital work at the Riverside House hostel. During the year the occupancy rate was again extremely high at 98.9%. It is sad to report again that it was necessary to turn away 1,936 applicants during the year as we were full, but we were able to resettle 123. It was encouraging to see 50% 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 5 of the residents were able to move to settled accommodation. We feel so positive about the value of the move on accommodation that we have begun to think about how we can develop that aspect of our service.

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 100% of them took part in education or training.

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 16,357 people used this service during the 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 £75,144 (2011 £102,976) as shown on the statement of financial activities on page 5 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 7,280 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.

CRAWLEY OPEN HOUSE



TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

Asset cover for funds

Note 14 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.

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

A handwritten signature in black ink, appearing to read 'C. Bryant'.

Christopher Bryant

Chair of the Trustees

Dated:6th SEPTEMBER 2012



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.



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 2012 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 2012 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.

Richard Place Dobson Services Ltd

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: *07/09/12*

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 2012

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
<u>Incoming resources from generated funds</u>						
Grants and donations	2	126,513	-	88,841	215,354	196,528
Investment income	3	-	-	-	-	237
		126,513	-	88,841	215,354	196,765
Activities in furtherance of the charity's objects	4	844,901	-	-	844,901	825,409
Other incoming resources	5	12,910	-	-	12,910	12,016
Total incoming resources		984,324	-	88,841	1,073,165	1,034,190
<u>Resources expended</u>						
Costs of generating funds	6					
P.R. Literature and Brochures		1,478	-	-	1,478	150
Net incoming resources available		982,846	-	88,841	1,071,687	1,034,040
Charitable activities						
Direct running costs		816,668	-	1,500	818,168	806,235
Office running costs		21,836	-	-	21,836	21,665
Premises related costs		105,025	-	37,472	142,497	96,328
Total charitable expenditure		943,529	-	38,972	982,501	924,228
Governance costs		14,042	-	-	14,042	6,836
Total resources expended		959,049	-	38,972	998,021	931,214
Net incoming resources before transfers		25,275	-	49,869	75,144	102,976
Gross transfers between funds		17,208	47,934	(65,142)	-	-
Net income/(expenditure) for the year/ Net movement in funds		42,483	47,934	(15,273)	75,144	102,976
Fund balances at 1 April 2011		36,074	551,932	18,399	606,405	503,429
Fund balances at 31 March 2012		78,557	599,866	3,126	681,549	606,405

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 2012

	Notes	2012 £	£	2011 £	£
Fixed assets					
Tangible assets	9		619,987		604,504
Current assets					
Debtors	10	35,623		29,328	
Cash at bank and in hand		65,263		56,353	
		<u>100,886</u>		<u>85,681</u>	
Creditors: amounts falling due within one year	11	<u>(39,324)</u>		<u>(83,780)</u>	
Net current assets			<u>61,562</u>		<u>1,901</u>
Total assets less current liabilities			<u><u>681,549</u></u>		<u><u>606,405</u></u>
Income funds					
Restricted funds	12		3,126		18,399
Unrestricted funds:					
Designated funds	13		599,866		551,932
Other charitable funds			<u>78,557</u>		<u>36,074</u>
			<u><u>681,549</u></u>		<u><u>606,405</u></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 2012, 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 on 6 September 2012

Christopher Bryant

Trustee

Company Registration No. 3048461



NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

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.

The main source of income relating to rental is included in the year in which it is receivable which is when the charity becomes entitled to the resource.

1.3 Resources expended

Expenditure is included as incurred.

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

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.



NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012

2 Grants and donations

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Donations and gifts	44,770	1,899	46,669	98,999
Grants receivable for core activities	81,743	86,942	168,685	97,529
	126,513	88,841	215,354	196,528

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	£43,289
Crawley Borough Council Southwell Lodge Grant	£25,454
Kleinwort	£30,000
Clothworkers	£25,000
Wates	£21,800
Three Oaks Trust	£10,000

3 Investment income

	Total 2012 £	Total 2011 £
Interest receivable	-	237

4 Activities in furtherance of the charity's objects

	2012 £	2011 £
Supporting People	402,202	403,585
Housing Benefit	406,743	389,839
Amenity Charges	35,956	31,985
	844,901	825,409



NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012

5 Other incoming resources

	2012 £	2011 £
Other income	7,919	6,413
Kitchen receipts	4,991	5,603
	12,910	12,016

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2012 £	Total 2011 £
Costs of generating funds					
P.R. Literature and Brochures	-	-	1,478	1,478	150
Charitable activities					
<u>Direct running costs</u>					
Activities undertaken directly	778,169	1,527	38,472	818,168	806,235
<u>Office running costs</u>					
Activities undertaken directly	-	-	21,836	21,836	21,665
<u>Premises related costs</u>					
Activities undertaken directly	-	10,040	132,457	142,497	96,328
	778,169	11,567	192,765	982,501	924,228
Governance costs	-	-	14,042	14,042	6,836
	778,169	11,567	208,285	998,021	931,214

Governance costs include payments to the auditors of £6,254 (2011- £5,875) for audit fees.

7 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.



NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2012 Number	2011 Number
Southwell Lodge	8	8
Riverside	30	30
	38	38

Employment costs

	2012 £	2011 £
Wages and salaries	713,959	681,923
Social security costs	64,210	62,838
	778,169	744,761

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

9 Tangible fixed assets

	Land and buildings £	Computer equipment £	Fixtures, fittings & equipment £	Motor vehicles £	Total £
Cost					
At 1 April 2011	658,711	16,021	94,850	9,194	778,776
Additions	7,758	3,366	15,926	-	27,050
	666,469	19,387	110,776	9,194	805,826
Depreciation					
At 1 April 2011	56,563	14,346	94,169	9,194	174,272
Charge for the year	10,040	853	674	-	11,567
	66,603	15,199	94,843	9,194	185,839
Net book value					
At 31 March 2012	599,866	4,188	15,933	-	619,987
At 31 March 2011	602,148	1,675	681	-	604,504

The land and building additions in the year represent the building of the 1st floor in Riverside.

**NOTES TO THE ACCOUNTS (CONTINUED)**
FOR THE YEAR ENDED 31 MARCH 2012

10 Debtors	2012	2011
	£	£
Other debtors	33,453	27,063
Prepayments and accrued income	2,170	2,265
	<hr/> 35,623 <hr/>	<hr/> 29,328 <hr/>

11 Creditors: amounts falling due within one year	2012	2011
	£	£
Payments on account (current)	16,889	16,045
Grants payable	8,333	8,333
Accruals	14,102	59,402
	<hr/> 39,324 <hr/>	<hr/> 83,780 <hr/>



NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012

12 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 2012
	Balance at 1 April 2011	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Building Extension Fund	-	65,142	-	(65,142)	-
Re-Furbishing Fund	13,200	21,800	(37,473)	2,473	-
Southwell Holiday Fund	604	-	-	-	604
Kitchen Fund	-	400	-	2,122	2,522
Green Room/Shed Conversion Fund	4,595	-	-	(4,595)	-
Southwell Project	-	1,499	(1,499)	-	-
	<u>18,399</u>	<u>88,841</u>	<u>(38,972)</u>	<u>(65,142)</u>	<u>3,126</u>

Building Extension fund - this fund represents money received to put towards the cost of the 1st Floor at Riverside

The Re-Furbishing Fund represents a grant received from the Wates Foundation to re-refurbish bedrooms on the ground floor.

Southwell Holiday Fund - this is a grant received towards the cost of a holiday given to the residents at Southwell lodge.

The Green Room and Shed Fund represents a donation received from the Gatwick Trust.

The Southwell project fund is to help towards the cost of a gap year for one of the residents in Southwell.

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



NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2012

13 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 2012
	Balance at 1 April 2011	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Land and Building Fund	551,932	-	-	47,934	599,866
	<u>551,932</u>	<u>-</u>	<u>-</u>	<u>47,934</u>	<u>599,866</u>

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

14 Analysis of net assets between funds

	General funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2012 are represented by:				
Tangible fixed assets	20,121	599,866	-	619,987
Current assets	97,760	-	3,126	100,886
Creditors: amounts falling due within one year	(39,324)	-	-	(39,324)
	<u>78,557</u>	<u>599,866</u>	<u>3,126</u>	<u>681,549</u>