

Trustees' Report

about Our Year and Our Money



This is an easy read version of our
Trustees' Annual Report and Financial Statements
For the year ending 31 March 2017



Charity Number 1060002

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Who is who at Opening Doors



This section shows the key people at Opening Doors from 1st April 2016 to 31st March 2017.



These people are the Officers, Trustees and Advisers of the charity.

Officers



Chairperson
Hayley Burwood



Vice Chairperson
Janet Brandish



Treasurer
Peter Moule



Secretary
Richard Everitt

Who is who at Opening Doors

Trustees who stood down from 9th January 2017



Andrew Borrett



Helen Goddard



John Pye



Fred Winterbone



Jim Porter

Who is who at Opening Doors

Trustees from 9th January 2017



Dan Barrett



Hayley Burwood



Karen Bunning



Louise Fenn



Janet Brandish
from 17 July 2012



Carol Barber
from 13 March 2017

Who is who at Opening Doors

Senior Adviser



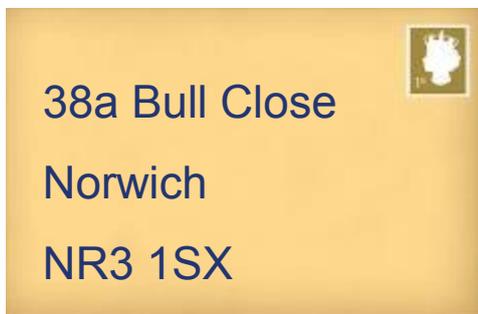
Kate Jones



Jo Brown

Kate and Jo do the Senior Adviser job as a **job share**.

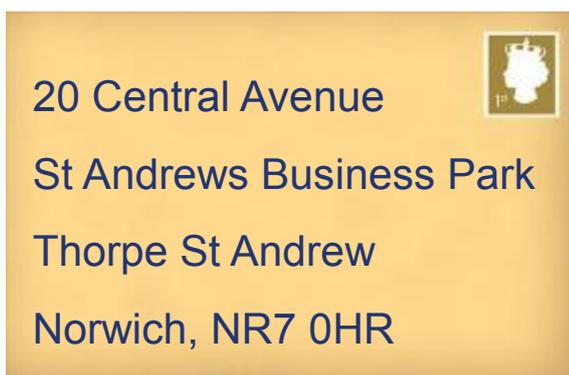
Main Office



Charity number - 1060002



Accountants - Price Bailey Chartered Accountants



Trustees' Annual Report



There are rules and laws about what reports Trustees need to do.

Trustees confirm this **Annual Report** covers everything the law says it needs to.



We have done our Trustees' Report in easy read so that we can all understand it.



Some bits of our report are still in **hard words**, this is because there are some sections we have to use to meet the law.

We have put these sections in black.

The Trustees submit their annual report and the financial statements of Opening Doors (the charity) for the year ended 31 March 2017.

The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2015 (FRS 102).

Trustees' Report



Our Charity has a **Constitution** which says what kind of work we can do.

Constitution is the name for the rules we have to follow.



The **Constitution** says that we are registered with the Charity Commission.

We have to follow what the **Constitution** says.

The charity is constituted under a Charity Commission Scheme and is a registered charity number 1060002.

The charity is unincorporated and governed by Constitution (adopted 12 December 1996, amended and adopted 20 January 2005, amended and adopted 19 May 2010).

There have been no changes in the objectives since the last annual report.



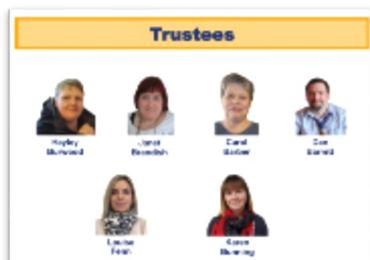
Our mission is for all adults with learning disabilities in Norfolk to be confident individuals, controlling their own lives and making their own decisions, with support from people they trust.

Trustees' Report



Our **Constitution** says all about how our charity runs, who should be in charge and what sort of things we can work on.

Under the terms of the amended Constitution, and with effect from 19 May 2010, Opening Doors is run on a daily basis by a Management Committee which is elected and co-opted under the terms of the trust deed.

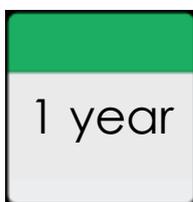


Our **Board of Trustees** is legally in charge of the charity.

The **Board of Trustees** includes people with and without a learning disability.



You can be a Trustee for **3 years**. After this you can offer to be a Trustee again for another 3 years.



After 6 years as a Trustee you have to stand down for at least 1 year.

How Opening Doors is structured



Opening Doors is run by a **Management Committee** made up of only people with learning disabilities.

This group make the day-to-day decisions and plan the work of the charity.



The Chairperson, Vice-Chairperson, Treasurer and Secretary are elected at the first Management Committee meeting after the **Annual General Meeting (AGM)**.



One of the very important things Trustees have to do is check whether there are any **risks** to the charity.



Our Trustees think that Opening Doors is not at **risk**. We have put things in place to protect the organisation.

This is called **risk management**.

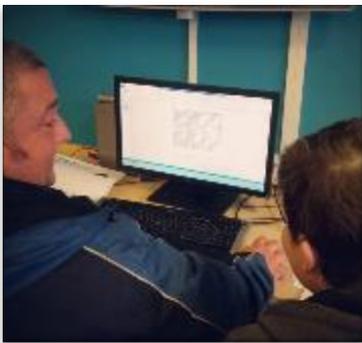
Our Aims



Every charity has **aims**.

These say what the charity is trying to do.

Opening Doors has main **aims** which say what we are trying to achieve.



- To provide training and education for people with learning disabilities in Norfolk so people learn new skills and gain in confidence to help them take part in their community.



- To train people who don't have a learning disability so they understand the rights and needs of people with learning disabilities.



- To work on things that are important to people with learning disabilities - taking part in research and sharing what we find with other organisations.

What we do to achieve our aims



We have done lots of different things this year to meet our charity's **aims**.

These are the main things we have done:



- We have worked closely with Norfolk County Council and the Specialist Contract Group to deliver our contract for Information, Advice and Advocacy in a way that works.



- We have held regular meetings of our Management Committee and our Trustee Board.



- We have worked closely with the Making it Real Board, the Learning Disability Partnership Board and Locality Groups.



- We have supported members to run regular advocacy groups across Norfolk.

What we do to achieve our aims



- We have run training courses for professionals, workers and students. We teach them about what it is like having a learning disability.



- We have had key meetings to plan for the charity - especially Training Group and Forward Planning Group.



- We have done lots of fundraising. Some is smaller fundraising to support groups and we have also done bigger fundraising to support our charity going into the future.



- We have worked with the Department of Health and social care organisations on co-production and Transforming Care. We have presented at conferences across the country.

What we do to achieve our aims



- We have attended the Eastern Region Forum and the National Forum.

We supported the National Forum campaign about their funding being cut.



- We have trained 102 workers and professionals about making things easy read so they understand their duties.



- We have continued to provide a service translating documents into easy read for other organisations. This includes organisations in Norfolk and across the whole country.



- We have attended meetings of the Learning Disability Provider Forum in Norfolk. This is a group for all the organisations who work with people with learning disabilities in Norfolk.

Public Benefit



There are rules about how charities work. These rules are set out by the **Charity Commission** which is the organisation that has to check what charities are doing.



Public Benefit is the name for 2 big rules that charities have to stick to:

- **Benefit** - this means the work charities do must make things better for people.
- **Public** - this means the work charities do must make things better for the public.



- A charity is allowed to help certain groups like Opening Doors which is for people with learning disabilities.



The Trustees understand this and make sure that the work of Opening Doors fits the rules about **public benefit**.

Our highlights of this year



We do not have space to include every single thing we have done this year. We will show some of our main highlights.



Information, advocacy and advice contract with Norfolk County Council.

This is a big part of the work at Opening Doors. This involves groups and also 1:1 support from an Adviser to support people with learning disabilities with difficult issues.

What issues people needed help with	Last year 2015-2016	This year 2016-2017
 Health issues	2743	3796
 Welfare and benefits	305	945
 Mental Health	3118	4292
 Social Care	1648	2688

Our highlights of this year

What sort of help people needed	Last year 2015-2016	This year 2016-2017
 <p>Information</p>	4946	6633
 <p>Advice</p>	3994	6525
 <p>Advocacy</p>	1191	1668
 <p>Representation</p>	221	578

How people got in touch with us	Last year 2015-2016	This year 2016-2017
 <p>Telephone</p>	4946	6633
 <p>E-mail</p>	3994	6525
 <p>Drop-in</p>	1191	1668
 <p>Text message</p>	221	578

Our highlights of this year



All the training we do is planned and led by people with learning disabilities.

Members attend 'Train the Trainer' sessions to develop their skills and confidence in delivering courses.



We have 2 Training Groups, 1 in Norwich and 1 in Cromer.

The Norwich group oversees all the training and makes sure members get a chance to learn new skills and take part.



Training future professionals

We have worked closely with the University of East Anglia (UEA) this year.

We have taught future workers about the needs of people with learning disabilities.

We have taught over 300 students who are training for these jobs:



Our highlights of this year

Making Information Accessible

The NHS Accessible Information Standards were launched in July 2016. These rules say people must be given information in a way they can understand.

We have trained 102 professionals and workers so they can make information easy read in line with the law.



We have done easy read translations for lots of different organisations.

Our easy read translations are co-produced where someone with a learning disability works alongside a staff member.



Our clients this year for easy read translations have included Norfolk County Council, Norfolk Clinical Commissioning Groups, Disability Rights UK, Norfolk and Suffolk Foundation Trust Norfolk Police and Crime Commissioner.

Our highlights of this year



Training for people with learning disabilities

During this year members of the Training Group have run a project about Diabetes Prevention.



Health Mentors June Walton and Peter Moule ran sessions at a Hub in South Norfolk for people with learning disabilities.

They taught people how to cut down the sugar in their diet and to use NHS apps to see how healthy different foods are.



The Award winning Bus Information Project continued this year. Extra funding meant the project could run across the whole county.



People with learning disabilities have learnt how to get around on the bus with training from their peers and volunteers.

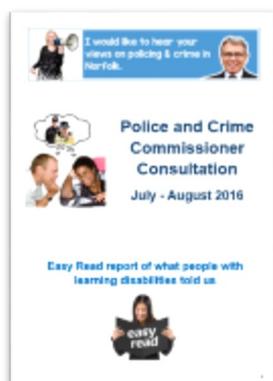
Carol Barber taught Carol Woodbine how to get around Norwich on the bus.

Our highlights of this year

Consultations



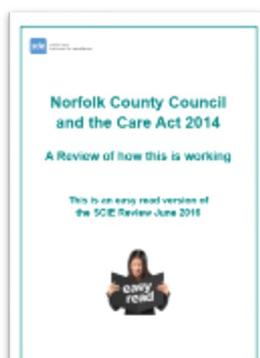
One of our key responsibilities is making sure that people with learning disabilities are given the opportunity to speak up and get their voices heard.



During this year we have supported people with learning disabilities across Norfolk to take part in a consultation about the Police and Crime Commissioner priorities.



We have supported people with learning disabilities to take part in a consultation about Information, Advice and Advocacy services provided by the County Council.



We have worked with Norfolk County Council to support 5 members to take part in a consultation about the Care Act.

Our highlights of this year



Speaking up about health

Members have been supported to go to Clinical Commissioning Group meetings across Norfolk.



Martha Leader and Rita Goldsmith went to the North Norfolk Clinical Commissioning Group meeting.



They talked about medication which is not used and goes to waste.

This costs health services a lot of money and people need support with this.



Graham Boreham went to the South Norfolk Clinical Commissioning Group meeting.

He talked about the health needs of people with learning disabilities and the support people need to see their GP.

Our highlights of this year



Advocacy for people in secure settings and prison

This year we have carried on working to make sure that people living in secure settings have the chance to get their voices heard.



A team of 6 members have worked on the wards at Astley Court and Broadland Clinic.

They have run groups so people with learning disabilities to have their say about issues they face living in a secure service.



We have also begun to work at Cawston Park secure setting to train staff in how to make things easy read around their site.



Andy Walton and Ricky Nicholson have been attending Cawston Park every week to support staff and patients with easy read.

Our highlights of this year



Advocacy Groups across Norfolk

Self-advocacy groups have carried on throughout this year.

These groups are run by people with learning disabilities with support from Advisers.



Diss Advocacy Group members have been concentrating on making links in the local community to make contact with more people with learning disabilities.



Norwich Advocacy Group have heard from a range of speakers including Victim Support, Learning Disability Nurses and Wellbeing workers.



Cromer Advocacy Group worked on health and fitness.

Members tried Tai-chi to help them develop strength and fitness.

Our highlights of this year



Working on Local Projects

Transforming Care is a national project.

In Norfolk we have been working in partnership with Norfolk County Council and South Norfolk Clinical Commissioning Group.



The main aims of Transforming Care are:

- people with learning disabilities are only in hospital or secure settings as long as they need to be
- People receive safe and positive care and support in secure settings
- People are supported when they leave and move into the community.



Making it Real is a co-production project supported by Norfolk County Council.

Hayley Burwood and Janet Brandish go to this group to make sure the voices of people with learning disabilities are not lost.

Our highlights of this year



Working on National Projects

Janet Brandish (the Opening Doors Training Officer) has continued to work with the National Co-Production Advisory Group in London throughout this year.



Janet continues to represent people with learning disabilities on the Disability Research on Independent Living and Learning group.



Ricky Nicholson and Andy Walton have worked on the National Transforming Care Programme with NHS England.

Nationally they have shared their stories to try and make sure services get better.



Ricky and Andy presented in London at a workforce development event explaining the support people need when they move out of a secure service.

Our highlights of this year



Office skills groups

Over 30 people with learning disabilities have taken part in office skills groups in Norwich and Cromer.



These are not 'practice' sessions, these are the times where members are responsible for running the office.

Peer support means people help each other learn new skills and make sure their office runs well.



In Norwich members have worked hard on achieving an 'easy read' office where all key information is in an accessible format.



In Cromer members have learnt new skills and take on key tasks like posting out AGM information and booking speakers for groups.

About our money



Reserves Policy

Charities have **reserves** which are just like savings. This is money which is put safely away.

Reserves money is used if a charity has to close. It is used to pay off any bills.



At Opening Doors the Trustees have to decide how much money needs to be in the **reserves**.

This is called the **Reserves Policy**.

Trustees review this every year.



The Trustees have decided that Opening Doors should have enough money to pay its costs for 3 months.



The Trustees have looked carefully at all the money and are happy that this is a safe amount of **reserves** for the charity at the moment.

About our money



Some money Opening Doors gets is for special projects.

It can only be spent on those things.

This is called **restricted money**.



We have to be able to show what we are spending any **restricted money** on.

If Opening Doors closed we could be asked to pay some of the money back if we had not done the work yet.



If we add up all the money and equipment Opening Doors owns and take away all the bills we have to pay we can see what money we have left.



£110,753

This money is called **net assets**.

Opening Doors has **£110,753** of **net assets** at the end of March 2017.

About our money

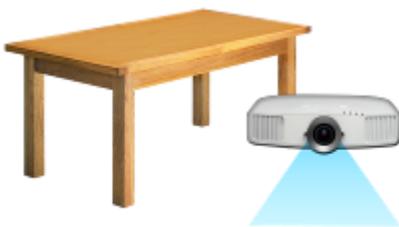


Restricted reserves is the amount of savings money which might have to be paid back to other people.



£17,100

Opening Doors has **£17,100** of **restricted reserves** at the end of March 2017.



Opening Doors also has something called **fixed assets**. These are things we own for longer than a year like equipment.

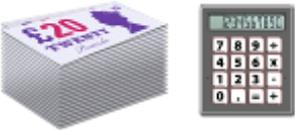


£78,081

If we take away our **fixed assets** and our **restricted reserves** then the money that is left is called **free reserves**.

Opening Doors has **£78,081** of **free reserves** at the end of March 2017.

Our money this year

<p>The money we have been given or earned</p> 	 <p>£216,384</p>
<p>The money we spent</p> 	 <p>£210,924</p>
<p>The amount left over at the end of March 2017</p> 	 <p>£5,460</p>
<p>We got in more money than we spent.</p> 	<p>This means we could add this money to our savings account this year.</p> 



A copy of our full money reports for 2016-2017 is available.

Ring the office and ask for our **Financial Statements**.

Plans for the future



Forward Planning Group

Opening Doors now has a Forward Planning Group to work on plans for the organisation.



Each group voted to choose their **Rep**.

A **Rep** is someone who goes to the meeting to speak up for their group.



The Forward Planning Group has been looking at what Opening Doors does now and what members want to do in the future.



The Group has to make sure that any plans fit with the **Constitution**. This is the name for the rules about how Opening Doors runs.



The Forward Planning Group is responsible for writing the **strategy** for Opening Doors.

A **strategy** is a big plan to say how things will work.

Plans for the future

Aims for the future



We need to make sure we have enough money to run Opening Doors safely and well.

New
Exciting
Breaking
down barriers



We aim to fundraise so we can carry on doing **ground-breaking work**.

This means work that is new and exciting. Often this is work no-one else is doing.



We want to make certain that all people with learning disabilities feel welcome at Opening Doors.

We want to encourage people from all different faiths, background, race and those who are LGBT to become members.



We aim to make sure more people know about all the brilliant work we are doing at Opening Doors.

Trustees' responsibilities



Each year Trustees have to do some things that the law says must be done.

This is to show if the charity is being run safely and well.



Trustees have to write this Annual Report to say what the charity has achieved during this year.

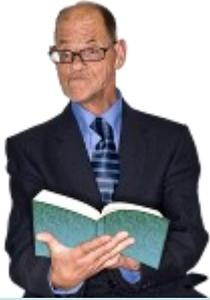
Financial Statements



Trustees also have to share information about Opening Doors' money.

This is called **financial statements**.

It is like a bank statement but for the whole charity and for the whole year.



There are some very **hard words** about what things Trustees must do. This is called

The Trustees' Responsibility Statement.

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP (FRS 102)
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



Report Approved



Signed.....
Carol Barber



Signed.....
Dan Barrett



Signed.....
Janet Brandish



Signed.....
Hayley Burwood



Signed.....
Karen Bunning



Signed.....
Louise Fenn



Date.....

OPENING DOORS

INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31 MARCH 2017

Independent examiner's report to the Trustees of Opening Doors

I report on the accounts of the charity for the year ended 31 March 2017 which are set out on pages 39 to 53.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the 2011 Act;
follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Price Bailey LLP

Chartered Accountants
Statutory Auditors

20 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich
NR7 0HR

Date:.....

OPENING DOORS
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Restricted Funds 2017 £	Unrestricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
INCOME					
Donations and legacies	2	50,025	108,204	158,229	184,029
<i>Income from Charitable activities:</i>					
Other incoming resources	3	-	58,102	58,102	42,564
Investment income	4	-	53	53	231
TOTAL INCOMING RESOURCES		50,025	166,359	216,384	226,824
EXPENDITURE					
<i>Costs of raising funds:</i>					
Costs of generating voluntary income	5	-	28,394	28,394	18,915
<i>Expenditure on charitable activities:</i>					
Training, education and support for people who have learning disabilities	7	58,009	124,521	182,530	146,584
TOTAL EXPENDITURE		58,009	152,915	210,924	165,499
NET INCOME/EXPENDITURE AND NET MOVEMENT IN FUNDS FOR THE YEAR		(7,984)	13,444	5,460	61,325
Total funds at 1 April 2016		25,084	80,209	105,293	43,968
TOTAL FUNDS AT 31 MARCH 2017	13	17,110	93,653	110,753	105,293

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 41 to 53 form part of these financial statements.

OPENING DOORS
BALANCE SHEET
AT 31 MARCH 2017

			2017		2016
	Notes	£	£	£	£
FIXED ASSETS					
Tangible fixed assets	10		15,572		3,397
CURRENT ASSETS					
Debtors	11	17,999		26,213	
Cash at bank and in hand		83,873		107,874	
		<u>101,872</u>		<u>134,087</u>	
CREDITORS: AMOUNTS					
	12	<u>(6,691)</u>		<u>(32,191)</u>	
NET CURRENT ASSETS			95,181		101,896
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>110,753</u>		<u>105,293</u>
CHARITY FUNDS					
Restricted funds	13		17,100		25,084
Unrestricted funds	13		<u>93,653</u>		<u>80,209</u>
TOTAL FUNDS			<u>110,753</u>		<u>105,293</u>

The financial statements were approved by the Trustees on and are signed on their behalf by:

.....

Dan Barrett

.....

Hayley Burwood

.....

Karen Bunning

.....

Louise Fenn

.....

Janet Brandish

.....

Carol Barber

The notes on pages 41 to 53 form part of these financial statements.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

1 ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2016) - (Charities SORP (FRS 102)) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The charity, being small in size, has used the exemption provided by Charities SORP (FRS 102) under which it is not required to include a cashflow statement as part of the financial statements.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no significant areas of adjustment and no key assumptions in the financial statements.

The financial statements are presented in pounds sterling.

1.2 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Investment income, gains and losses are allocated to the appropriate fund.

1.3 INCOME AND DONATIONS

Income and donations are recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amounts can be measured reliably.

Income received in advance of a project is deferred until the criteria for income recognition is met (see note 12).

In accordance with the Charities SORP (FRS 102), no amounts are included in the financial statements for services donated by volunteers.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

1.4 RESOURCES EXPENDED

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note 6.

1.5 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £100 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Furniture and fixtures	25% reducing balance
Office equipment	25% reducing balance
Computer equipment	33.33% reducing balance
Leasehold improvements	Over the remaining life of the lease

1.6 DEBTORS

Debtors are recognised at the settlement amount due.

1.7 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.8 CREDITORS

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any discounts due.

1.9 PENSIONS

Employees of the charity are entitled to join a defined contribution scheme. The charity contribution is restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end. The costs of the defined contribution scheme are included within support and governance costs and charged to the unrestricted funds of the charity using the methodology set out in note 15.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

2 DONATIONS AND LEGACIES

	2017	2016
	£	£
Donations	71,071	31,494
Grants	87,158	152,535
	<u>158,229</u>	<u>184,029</u>

In 2017 £50,025 (2016: £66,429) was attributable to restricted income funds with the balance of £108,204 (2016: £117,600) adding to unrestricted funds.

3 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2017	Restricted Funds 2016
	£	£
Other incoming resources	<u>58,102</u>	<u>42,564</u>

4 INVESTMENT INCOME

	Unrestricted Funds 2017	Restricted Funds 2016
	£	£
Interest received	<u>53</u>	<u>231</u>

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

5 COSTS OF GENERATING VOLUNTARY INCOME

	Unrestricted Funds 2017 £	Restricted Funds 2016 £
Fundraisers expenses	12,726	13,176
Support fees	15,668	5,739
	28,394	18,915
	28,394	18,915

6 ALLOCATION OF SUPPORT AND GOVERNANCE COSTS

The breakdown of support costs and how these were allocated between governance and other support costs is shown in the table below.

Cost type	Total allocated £	Governance related £	Other support costs £	Basis of apportionment
Legal and professional	434	-	434	Direct allocation
Admin support	3,226	-	3,226	Direct allocation
Sundry support costs	2,831	-	2,861	Direct allocation
Depreciation	9,057	-	9,057	Direct allocation
	15,578	-	15,578	
	15,578	-	15,578	

Governance costs:	2017 £	2016 £
Accountancy	1,800	1,800
Conference and AGM expenditure	1,047	(193)
	2,847	1,607
	2,847	1,607

Support costs have been allocated to charitable activities on the basis of actual use.

All wages and salaries costs are considered to relate to activities undertaken directly by the charity and have been classified as such this year.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

Allocation of governance and other support costs:

	2017 £	2016 £
Training, education and support for people who have learning difficulties	18,425	12,867

7 ANALYSIS OF CHARITABLE EXPENDITURE

	Activities undertaken directly 2017 £	Support and governance costs 2017 £	Total 2017 £
Training, education and support for people who have learning difficulties	164,105	18,425	182,530

	Activities undertaken directly 2016 £	Support and governance costs 2016 £	Total 2016 £
Training, education and support for people who have learning difficulties	133,717	12,867	146,584

In 2017 the expenditure on charitable activities was £182,530 (2016: £146,584) of which £124,521 (2016: £104,428) was expenditure from unrestricted funds and £58,009 (2016: £42,156) was expenditure from restricted funds.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

8 STAFF COSTS

	2017 £	2016 £
Staff costs were as follows:		
Wages and salaries	103,316	84,723
Employer NIC	5,613	3,369
Other pension costs	5,160	1,579
	<u>114,089</u>	<u>89,671</u>

The average monthly number of full time employees during the year was as follows:

	No.	No.
Charitable activities	<u>6</u>	<u>5</u>

The charity considers its key management personnel to comprise of the trustees and the interim senior advisor. The total employee benefits including employer pension contributions of the key management personnel were £32,470 (2016: £15,631). No employee has employee benefits in excess of £60,000 (2016: none).

9 NET INCOME/(EXPENDITURE)

	2017 £	2016 £
This is stated after charging:		
Depreciation of tangible fixed assets:		
- owned by the charity	9,057	1,263
Pension costs	5,160	1,579
Independent examiners fee	1,800	1,740
Operating lease controls	9,250	9,250
	<u>9,250</u>	<u>9,250</u>

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

10 TANGIBLE FIXED ASSETS

	Leasehold Improvements	Furniture, fittings and equipment £	Total £
COST			
At 1 April 2016	-	53,347	53,347
Additions	19,435	1,797	21,232
	<hr/>	<hr/>	<hr/>
At 31 March 2017	<u>19,435</u>	<u>55,144</u>	<u>74,579</u>
DEPRECIATION			
At 1 April 2016	-	49,950	49,950
Charge for the year	6,478	2,579	9,057
	<hr/>	<hr/>	<hr/>
At March 2017	<u>6,478</u>	<u>52,529</u>	<u>59,007</u>
NET BOOK VALUE			
As 31 March 2017	<hr/> 12,957	<hr/> 2,615	<hr/> 15,572
As 31 March 2016	<hr/> -	<hr/> 3,397	<hr/> 3,397

11 DEBTORS

	2017 £	2016 £
Trade debtors	14,796	26,213
Accrued income	3,203	-
	<hr/>	<hr/>
	<u>17,999</u>	<u>26,213</u>

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Trade creditors	2,977	2,014
Accruals and deferred income	1,800	28,195
Other creditors	1,914	1,982
	<u>6,691</u>	<u>32,191</u>

DEFERRED INCOME

	£
Balance as at 1 April 2016	26,455
Amounts received during the year	-
Amounts released to SOFA	(26,455)
	<u>-</u>
Balance carried forward as at 31 March 2017	<u>-</u>

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

13 STATEMENT OF FUNDS

<u>2017</u>	Brought forward £	Incoming resources £	Resources expended £	Carried forward £
GENERAL FUNDS				
General funds - all funds	<u>80,209</u>	<u>166,359</u>	<u>(152,915)</u>	<u>93,653</u>
RESTRICTED FUNDS				
Parents Group Income	1,038	-	(1,038)	-
Healthy Norwich	1,000	-	(1,000)	-
Living Well in Cromer	1,296	-	(1,296)	-
Awards for All at Bull Close	12,000	-	(12,000)	-
Work & Social Skills	1,500	4,000	(5,500)	-
St James's Place	5,750	-	(5,570)	-
Garfield Weston	2,500	-	(2,500)	-
Bailey Thomas Bus Project	-	3,000	(3,000)	-
NHS Diabetes Prevention	-	4,928	(4,928)	-
Norfolk Community Grant	-	6,490	(4,090)	2,400
Norwich Consolidated Funding Bid	-	11,716	(5,916)	5,800
HPFT for Broadland Clinic	-	8,891	(4,491)	4,400
OPCCN for Safer Places	-	6,000	(1,500)	4,500
ACT Foundation Grant	-	5,000	(5,000)	-
	<u>25,084</u>	<u>50,025</u>	<u>(58,009)</u>	<u>17,100</u>

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

<u>2016</u>	Brought forward £	Incoming resources £	Resources expended £	Carried forward £
GENERAL FUNDS				
General funds - all funds	46,157	160,395	(123,343)	80,209
RESTRICTED FUNDS				
Big Lottery Fund Grant	811	5,436	(6,247)	-
Parents Group Income	-	16,993	(15,955)	1,038
Healthy Norwich	-	5,000	(4,000)	1,000
Living Well in Cromer	-	6,000	(4,704)	1,296
Awards for all in Bull Close	-	12,000	-	12,000
Work and Social Skills	-	6,000	(4,500)	1,500
St James's Place	-	10,000	(4,500)	5,570
Garfield Weston	-	5,000	(2,500)	2,500
	811	66,429	(42,156)	25,084

RESTRICTED FUNDS DETAIL

The **Parents Groups** are funded by an anonymous donor. This funding finished in June 2016.

The **Healthy Norwich** project is funded by NHS Norwich Clinical Commissioning Group and ended in May 2016.

Living Well in Cromer is funded by the Norfolk Community Foundation Flux Family Fund and ended in June 2016.

Renovations to Bull Close were part funded by **Awards for All** and **Beatrice Laing**.

Work and Social Skills in Norwich is funded by the **Mrs Smith and Mount Trust** (ending in March 2017) and The **Boshier Hinton Foundation** (ended in June 2016).

Your Choice, Your Voice Transition Project is funded by the **St James's Place Foundation** and ends in October 2017.

The **Bus Information Project** is part-funded by the **Garfield Weston Foundation** (ended September 2016) and **Bailey Thomas** (ends 2017).

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS

RESTRICTED FUNDS DETAIL (continued)

The **Diabetes Prevention Project** is funded by **NHS England** (ending March 2017).

The **Mental Health and Wellbeing Project** is funded by **Norfolk Community Grant** and ends in August 2017.

Advocacy work in Secure Services is funded **Norwich Consolidated Funding Bid** and ends in October 2017.

Advocacy work in Broadland Clinic is funded by **HPFT Broadland Clinic** and ends in September 2017.

The **Safer Places Project** is funded by the **Office of the Police and Crime Commissioner for Norfolk (OPCCN)** and ends in November 2017.

The Act Foundation funded the purchase and fitting of a new, automated door for the Bull Close premises.

UNRESTRICTED FUNDS

The unrestricted funds are available to be spent for any of the purposes of the charity.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £
Fixed assets	-	15,572	15,572
Current assets	17,100	84,722	101,872
Creditors due within one year	-	(6,691)	(6,691)
	<u>17,100</u>	<u>93,653</u>	<u>110,753</u>

	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £
Fixed assets	-	3,397	3,397
Current assets	30,012	104,075	134,057
Creditors due within one year	(4,928)	(27,263)	(32,191)
	<u>25,084</u>	<u>80,209</u>	<u>105,293</u>

15 PENSION COMMITMENTS

The charity operates three defined contribution pension schemes. The assets of the schemes are held separately from those of the charity in independently administered funds. The total pension cost charge represents contributions payable by the charity to the funds and amounted to £5,160 (2016 - £2,563).

Opening Doors participates in the Prudential Group Personal Pension Scheme, and at the balance sheet date there was one active member of the Scheme employed at Opening Doors.

Opening Doors also participates in the NEST Pension scheme in which it has five employees, as well as St James Place pension Scheme in which there is one employee.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

16 OPERATING LEASE COMMITMENTS

At 31 March 2017 the charity had annual commitments under non-cancellable operating leases as follows:

	2017 £	2016 £
Expiry date:		
Within 1 year	7,850	9,250
Between 2 - 5 years	19,350	27,200
	<u> </u>	<u> </u>

17 RELATED PARTIES

The trustees all give freely their time and expertise without any form of remuneration of other benefit in cash or kind (2016: £nil). Expenses paid to 5 trustees in the year totalled £825 (2016: 5 trustees totalling £869). Freelance services were also charged to the charity by one trustee totalling £6,368 (2016: £6,805).

Getting in touch

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