

Trustees' Report

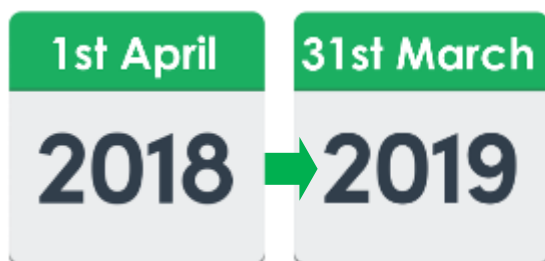
About our year and our money



This is an easy read version of our **Trustees' Annual Report and Financial Statements for the year ending 31 March 2019**

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This report is about what we have done at Opening Doors between **1st April 2018** to **31st March 2019**.



Our report is in easy read as much as possible. This is to make it easier for our members to understand.

Who is who at Opening Doors

Trustee Board members

 <p>Carol Barber</p>	 <p>Dan Barrett</p>	 <p>Karen Bunning</p>	 <p>Hayley Burwood</p>	 <p>Elizabeth Morgan</p>
 <p>Helena Pickford</p>	 <p>Oliver Marshall (joined the Board 3rd October 2018)</p>	 <p>Emma Ockelford (joined the Board 11th November 2018)</p>	 <p>Janet Brandish (Stood down 2nd July 2018)</p>	

Our staff team

 <p>Ian Hubbard</p>	 <p>Jo Brown*</p>	 <p>Kate Jones*</p>	 <p>Stefan Mardell</p>
 <p>Lauren Andrews</p>	 <p>Louise Whitlam</p>	 <p>Lou Isherwood</p>	

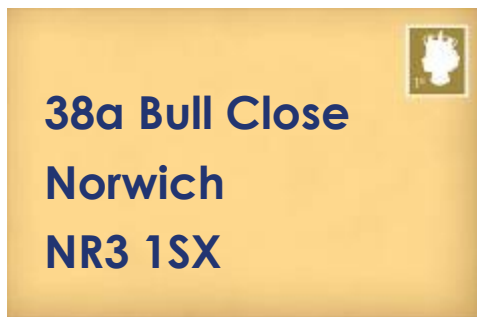
***Senior Advisers (jobshare)**

Who is who at Opening Doors

Officers

			
Chairperson Francis Chennell	Vice Chairperson Oliver Marshall	Treasurer Sam Craig	Secretary Rita Goldsmith

Main Office



Charity number - 1060002



Accountants - Price Bailey Chartered Accountants



Trustees' Annual Report



Our Trustees have checked this Annual Report.

They agree it covers everything the law says they need to report on.



Some bits of this report are written in hard words.

They have to be there to meet the rules and laws about Trustee Reports.

These are in black and in a grey box.

The Trustees submit their annual report and the financial statements of Opening Doors (the charity) for the year ended 31 March 2019.

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).

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.



Opening Doors has a set of rules called a **Constitution**.

This says what work we can do and how we are run.



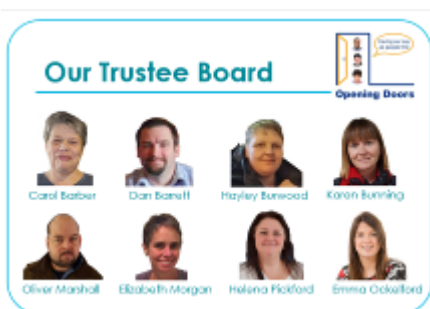
Opening Doors is registered with the Charity Commission.

This is the organisation that checks charities are being run safely and well.



Our Board of Trustees is legally in charge of our charity.

They check that Opening Doors is run safely and manage risks to the charity.



Opening Doors has Trustees with and without a learning disability who all work together.



Trustees can be on the Board for 3 years. After that they can then offer to stay on for another 3 years.

After 6 years they must take a break for at least 1 year.

How Opening Doors is run



Opening Doors is a user-led organisation. The day-to-day running is done by the Management Committee members who all have learning disabilities.



The officers of Opening Doors are chosen at the Management Committee and then voted in at the AGM meeting.



The Management Committee and the Trustee Board work together.

2 Trustees who have learning disabilities are also Management Committee members.

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.

To choose new board members, potential new trustees meet the current trustees and are selected with a view to ensuring an appropriate mix of skills and experience.

Public Benefit



Charities have to stick to the rules about something called **Public Benefit**.

This means charities have to say about how their work is...



- **Public** - the charity must do things that make things better for the public
- **Benefit** - charities must make sure their work makes things better for people



Charities can say what groups of people they support. Opening Doors is a charity for people with learning disabilities.

The main work of the charity is training, education and support for people with learning disabilities.



Our Trustees understand the Charity Commission guidance about **public benefit** and make sure the work of Opening Doors fits within these rules.

Our aims



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.



Every charity has aims. These say what the charity is trying to do. Opening Doors has 3 key aims which are set out in our Constitution.



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 do not 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.

Working to achieve our aims



Education and training for people with learning disabilities in Norfolk to teach them new skills and give them more confidence.



We run a Training Group where people with learning disabilities write training.

200 learners



Over 200 people with learning disabilities have come to our courses and workshops during this year.



We have led workshops at day services, residential homes, secure services and at advocacy groups.



Loan Sharks



Women's health



Avoiding diabetes



CTR training



Self advocacy



Winter safety



Mental health and wellbeing



Working to achieve our aims



Training people who do not have a learning disability to promote a better understanding of the needs and rights of people with learning disabilities.



We have trained over 250 workers and professionals.
We have worked with students and staff in key professions to train them about learning disabilities.

Speech therapy students



Social Work students



Learning Disability Nursing students



Workers from other charities



Paramedics



County Council staff



Pharmacy students



Staff from secure services



We have trained over 100 workers in how to produce easy read information.

Working to achieve our aims



Working on things that are important to people with learning disabilities and can make life better.

Like taking part in research and sharing information.



We support 2 self advocates working on a research project with University of East Anglia.

The project aims to make sure people with memory problems and learning disabilities are not left out of research.



We have worked hard to share consultations and supporting people with learning disabilities to have their say on important issues.



Sharing resources to make life better for other people with learning disabilities like the My Winter Plan which was free for people to use.

We make **Out and about in...** booklets to show people what they can do in their local area.

Some highlights of this year



Transforming care work - aiming to make sure people with learning disabilities lead safer lives in the community by:



Experts group - people working together to make life better for adults with learning disabilities in secure services and prison

Next Steps



Launching a **Specialist advocacy group** - for people coming from secure services and prison



Filming with Sky News about secure services



Peer advocacy at Broadland Clinic



Supporting the **STOMP campaign** at all groups

“Next Steps group was a life saver for me when I moved”

“The Sky News report was so important. There are people stuck in hospitals and people just do not know about it”

“We know what’s happened to everyone in hospital and we can make a change”

Some highlights of this year



Offering accessible **information and advice support** for people with learning disabilities across the county by:



Running self advocacy groups where **people learn together** in a safe place where they can support each other



Supporting people to **speak up about their right to reasonable adjustments**



Finding or **making accessible versions of information** resources



Sticking with people and supporting them to deal with problems






Employing Advisers who are committed to being in a user-led organisation and who work with people looking at their skills and what they can do.

Some people call this way of working an **asset based approach**.





We are proud of the hard work our Advisers and peer supporters do as part of our contract for **information and advice** with Norfolk County Council.

What issues people needed help with	Last year 2017-2018	This year 2018-2019
 Health issues	4,309	7,012
 Welfare and benefits	1,655	4,711
 Mental Health	4,776	6,737
 Social Care	3,379	5,425
 Other issues	5,746	7,931

“The Adviser helped me sort things out for me and my family”

“I was so scared about my benefits assessment. I could not cope with it at all. My Adviser helped me with the form and kept me safe on the day”

“Opening Doors helped me to get my life back on track”

Some highlights of this year



Being who I am - supporting people with learning disabilities to be proud of who they are and live their best lives by:



Supporting **parents with learning disabilities** with issues around schools, health and access



Creating safe spaces for men and women to talk separately about issues they face and health worries



Norfolk Disability Pride

Going to **Norfolk disability pride** to show a positive view of people with a learning disability



Supporting a group to join the **Norwich Pride parade** proudly and confidently

“Going to the Pride march was amazing, I was with friends who accept me for who I am. I was brave and proud and I wasn’t judged badly that day”

“I loved it and did learn about things like a smear test. We talked about lady things and it felt safe and not scary”

Some highlights of this year



Better health and wellbeing - supporting people to find their own solutions and take steps to stay well by:



Running a **Well Women project** where women learnt about their bodies, health screening, being safe and feminism



Working with partners on a project to **help people feel less lonely** and link up more



Running a **peer learning project about diabetes prevention** and healthy eating

Creating **My Winter Plan** a free resource to help people plan for the winter months safely and hosting 3 Winter Warmer events



“I feel I am proud to be a woman with a learning disability after our project”

“I have diabetes and I like training people with learning disabilities about how to avoid it”

“My Winter plan is great and helped me feel safe and not to panic”

Some highlights of this year



Leading by example and sharing good practice - using our work to show what people with learning disabilities **can do** by:



Training for our Trustees and Management Committee to run our organisation well



Doing **easy read translation and training** so there is more accessible information



Presenting at conferences and events where we share our knowledge as **experts by lived experience**



Sticking to **our values and beliefs** in everything we do

“This course gave me a great opportunity to make the community a more equal fair place- thank you for teaching this course”

“absolutely thought provoking presentation, just shows how important it is to hear from people with learning disabilities themselves”

Some highlights of this year



Leading safer lives - supporting people with learning disabilities to get out and about and be safe by:



Working with the Norfolk Safeguarding Adults Board to help them design accessible surveys.

Testing out how to report a concern to safeguarding to look at barriers for people with learning disabilities.



Running a **stop loan sharks project** to teach people how to recognise and avoid unsafe lenders



Linking up with police officers regularly at all advocacy groups

“I get on with the police who come to group, they are safe people”

“We did a loan shark project because so many people with learning disabilities have problems with money and debt”

“I had a loan from a loan shark and it was so scary when they come round to get it”

Some highlights of this year



Feeling more confident and trying new things is one of our aims we achieve by:



Offering placements for people from secure services to come and volunteer at Opening Doors



Running office skills where we do the work to run our organisation



Running 4 advocacy groups where people with learning disabilities learn to speak up and speak out about things that matter to them



Teaching each other how to do new things and learn new skills

“It’s a great group. We have had speakers and I like going to that group each time”

About our money

How we fund our work



We raise money through bids and grants. Our staff team work **with** us to find funders who will support the work we do.



We have a contract with Norfolk County Council to provide information and advice services for adults with learning disabilities across Norfolk.



We provide an easy read translation service which we charge for.

Our easy read is coproduced and self advocates with learning disabilities are paid for their time on this work.

Opening Doors understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate, but does not fundraise from the public or use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year.

About our money

Managing risks



Risks are when something could go wrong. For Opening Doors risks things that make it hard to run the charity well, or could mean it has to close.



At Opening Doors the Trustees have the responsibility for looking at risks.

They work together on a **risk list** where they work out what steps to take to make things safer for Opening Doors.



Having staff training, good policies and safe systems are ways we keep risks down at Opening Doors.

This links with our Big Plan about being a good organisation.

Trustees at Opening Doors monitor the principal risks and uncertainties by way of maintaining policies, systems and procedures to mitigate those risks.

About our money



Reserves Policy

Charities have **reserves** which is another word for emergency savings.

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



At Opening Doors our Trustee Board decides how much money to put by as emergency savings.

This is called the **Reserves Policy**.

Trustees look at this every year.



Our 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 Opening Doors at the moment.



Some money Opening Doors gets given is to run special projects.

We can only spend that money on running those projects.

This is called **restricted money**.



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

We keep good records to show how we are using **restricted money** for the right things.



Opening Doors

Restricted Reserves

If Opening Doors closed we could be asked to pay back some of the **restricted money** for any work we have not done.

The amount we could have to pay back is called **restricted reserves**.



£28,009

Opening Doors has **£28,009** of **restricted reserves** at the end of March 2019.



Opening Doors also has things we own. This could be equipment, computers and furniture we have bought.



We only count things we will own for more than 1 year. These things we own are called **fixed assets**.



We add up how much money these things are worth.

We have to remember that if we sold them we would get less money than we paid for them.



If we add up all our money and take away our **fixed assets** and our **restricted reserves** we can see how much is left.





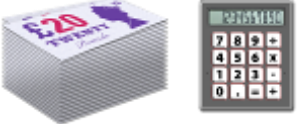



This money is called **free reserves**.



£55,394

Opening Doors has **£55,394** of **free reserves** at the end of March 2019.

Our money this year

<p>The money we have been given or earned</p> 	 <p>£235,237</p>
<p>The money we spent</p> 	 <p>£254,400</p>
<p>The difference between our spend and earnings</p> 	 <p>- £19,163</p>
<p>We spent more than we got in</p> 	<p>We spent out more than we got in. We are running a savings plan to help with this.</p> 



Each bag this size shows £100,000



Each bag this size shows £10,000



Each bag this size shows £1,000

Our future plans



Accessible website - we aim to launch our new easy read website in October as part of our 25th birthday celebrations. This links with our Big Plan aims about **telling people about what we do**.



Work hard to put in more funding bids - this would give us more freedom about what projects and work we do. This links with our Big Plan aims about **looking after our money and spending it well**.



Holding roadshows - we aim to run training courses for people with learning disabilities in more areas of Norfolk. This links with our Big Plan aims about **making life better for people with learning disabilities**.



Reviewing our constitution (our charity rules) - we want to make sure the way Opening Doors is organised and run is as user led as it can be. This links with our Big Plan aims about **we are a great organisation**.



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.



Report Approved



Carol Barber

Carol Barber



Dan Barrett



EMorgan

Elizabeth Morgan



EMOckelford

Emma Ockelford



Hayley Burwood

Hayley Burwood



HPickford

Helena Pickford



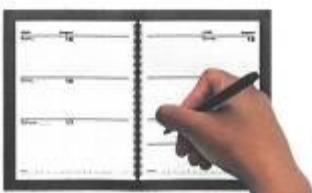
KTBunning

Karen Bunning



O Marshall

Oliver Marshall



Date approval signed 2nd JULY 2019.

OPENING DOORS

INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31 MARCH 2019

Independent examiner's report to the Trustees of Opening Doors

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31st March 2019 which are set out on pages 31 to 46.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5) b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material aspect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Helena Wilkinson

Helena Wilkinson FCA DChA

Price Bailey LLP, Chartered Accountants

Anglia House, 6 Central Avenue

St Andrews Business Park

Thorpe St Andrew, Norwich,

Norfolk, NR7 0HR

Date: *11 July 2019*.....

OPENING DOORS
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

	Notes	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
INCOME					
Donations and legacies	2	83,347	17,109	100,456	88,695
<i>Income from Charitable activities:</i>					
Training, education and support for people who have learning disabilities	3	9,000	125,736	134,736	149,133
Investment income		-	45	45	57
TOTAL INCOME		92,347	142,890	235,237	237,885
EXPENDITURE					
Costs of raising funds	4	-	16,833	16,833	38,787
<i>Expenditure on charitable activities:</i>					
Training, education and support for people who have learning disabilities	5	85,058	152,509	237,567	202,681
TOTAL EXPENDITURE		85,058	169,342	254,400	241,468
NET INCOME/EXPENDITURE AND NET MOVEMENT IN FUNDS FOR THE YEAR		7,289	(26,452)	(19,163)	(3,583)
Total funds at 1 April 2018		20,720	86,450	107,170	110,753
TOTAL FUNDS AT 31 MARCH 2019		28,009	59,998	88,007	107,170

The statement of financial activities includes all gains and losses recognised in the year.
The notes on pages 33 to 46 form part of these financial statements.

OPENING DOORS

BALANCE SHEET

AT 31 MARCH 2019

	Notes	£	2019 £	£	2018 £
FIXED ASSETS					
Tangible fixed assets	10		4,604		11,417
CURRENT ASSETS					
Debtors	11	4,700		5,824	
Cash at bank and in hand		85,676		98,678	
Creditors: Amounts due within one year	12	(6,973)		(8,749)	
NET CURRENT ASSETS			83,403		95,753
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>88,007</u>		<u>107,170</u>
Restricted funds	13		28,009		20,720
Unrestricted funds	13		59,998		86,450
TOTAL FUNDS			<u>88,007</u>		<u>107,170</u>

The financial statements were approved by Trustees on 2nd July 2019 and are signed on their behalf by:

 Carol Barber	 Dan Barrett	 Elizabeth Morgan	 Emma Ockelford
 Hayley Burwood	 Helena Pickford	 Karen Bunning	 Oliver Marshall

The notes on pages 33 to 46 form part of these financial statements.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1 ACCOUNTING POLICIES

General Information

Opening Doors is a Charity limited by guarantee incorporated in England and Wales under the Companies Act 2011. The registered office is 38a Bull Close, Norwich, Norfolk, NR3 1SX.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) - (effective 1 January 2015) - Charities SORP (FRS 102)) and the Charities Act 2011.

The financial statements have been prepared to give us a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair view". This departure has involved following 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from April 2005 which has since been withdrawn.

Opening Doors meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

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

Fund accounting

Unrestricted funds are those which are available for the general purposes of the Charity at the discretion of the Trustees.

Restricted funds are those which have been received for undertaking an activity specified by the donor.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1 ACCOUNTING POLICIES *continued*

Going concern

The trustees consider the period of 12 months from the date of signing the financial statements and believe that the charity will continue as a going concern for the foreseeable future.

Income

Income is 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 amount can be measured reliably

Income is generated through donations, grants and other sources

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following headings:

- Costs of raising funds comprise the apportionment of staff costs to this area on the basis of time spent raising funds;
- Expenditure on charitable activities includes that which related directly to fulfilling the charitable objectives of the Charity, as outlined in the Trustees' Report.

Allocation of support costs

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs are included in support costs and relate to the direct running of the Charity, allowing it to operate and generate the information required for public accountability. They include the costs of accounts preparation and independent examination.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1 ACCOUNTING POLICIES *continued*

Tangible Fixed Assets

Individual fixed assets costing £400 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows;

Asset category	Annual Rate
Leasehold improvements	33% straight line
Furniture, fittings and equipment	25% reducing balance
Computer equipment	33% reducing balance

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Creditors are recognised when 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.

Cash at bank and in hand

Cash at bank and in hand includes cash held in bank accounts. There are no short term investments.

Financial instruments

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Financial assets include trade debtors and accrued income (but exclude prepayments).

Financial liabilities include trade creditors and accruals but exclude social security and other taxes.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1 ACCOUNTING POLICIES *continued*

Pensions

The Charity provides a defined contribution pension scheme, whereby the charity and its staff each fund the scheme, managed by a third party provider, the assets of which are held by the provider separately from the assets of the charity. The pension charge in the financial statements represents the amounts payable by the charity to the fund in respect of the period.

Corporation tax

The Charity is exempt from taxation in respect of income and capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to the charitable purposes.

Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described above, the Trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The Trustees do not consider that there are any critical judgments or sources of estimation uncertainty in the financial statements.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

2 DONATIONS AND LEGACIES

	Restricted 2019 £	Unrestricted 2019 £	Total 2019 £
Donations	4,976	17,109	22,085
Grants	78,371	-	78,371
	<u>83,347</u>	<u>17,109</u>	<u>100,456</u>

	Restricted 2018 £	Unrestricted 2018 £	Total 2018 £
Donations	16,218	16,186	32,404
Grants	56,291	-	56,291
	<u>72,509</u>	<u>16,186</u>	<u>88,695</u>

3 INCOME FROM CHARITABLE ACTIVITIES

	Restricted 2019 £	Unrestricted 2019 £	Total 2019 £
Training, education and support for people with learning difficulties	9,000	125,736	134,736

	Restricted 2018 £	Unrestricted 2018 £	Total 2018 £
Training, education and support for people with learning difficulties	9,000	140,133	149,133

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

4 COSTS OF RAISING FUNDS

	Unrestricted Funds 2019 £	Restated Unrestricted Funds 2018 £
Fundraisers expenses	5,380	9,202
Support fees	11,453	29,585
	<u>16,833</u>	<u>38,787</u>

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	Activities undertaken directly 2019 £	Support and governance costs 2019 £	Total 2019 £
Training, education and support for people who have learning difficulties	219,501	18,066	237,567
	<u>219,501</u>	<u>18,066</u>	<u>237,567</u>

	Activities undertaken directly 2018 £	Support and governance costs 2018 £	Total 2018 £
Training, education and support for people who have learning difficulties	183,641	19,040	202,681
	<u>183,641</u>	<u>19,040</u>	<u>202,681</u>

In 2019 the expenditure on charitable activities was £237,567 (2018: £202,681) of which £152,509 (2018: £124,793) was expenditure from unrestricted funds and £85,058 (2018: £77,888) was expenditure from restricted funds.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

6 SUPPORT COSTS

	2019	2018
Cost type	£	£
Legal and professional	1,284	334
Admin support	3,127	3,435
Sundry support costs	814	3,151
Depreciation	8,363	7,289
Governance costs		
Accountancy	2,040	3,240
Conference and AGM expenditure	2,438	1,591
Total	18,066	19,040

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.

7 STAFF COSTS

	2019	2018
	£	£
Staff costs were as follows:		
Wages and salaries	145,320	113,345
Employer NIC	9,072	6,897
Other pension costs	5,924	4,411
	<u>160,316</u>	<u>124,653</u>

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

	2019	2018
	No.	No.
Employees	<u>8</u>	<u>6</u>

The charity considers its key management personnel to comprise the two Senior Advisers. The total employee benefits including employer pension contributions of the key management personnel were £33,617 (2018: £35,308). No employee has employee benefits in excess of £60,000 (2018: none).

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

8 NET INCOME/(EXPENDITURE)

	2019 £	2018 £
This is stated after charging:		
Depreciation of tangible fixed assets	8,363	7,289
Pension costs	5,924	6,092
Operating lease commitments for land and buildings	2,150	8,221
	2,150	8,221

9 INDEPENDENT EXAMINER'S RENUMERATION

	2019 £	2018 £
Independent examination fees	1,200	1,140
Fees payable to the Charity's Independent Examiner in respect of other services	960	2,100
	2,160	3,240

10 TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Furniture, fittings and equipment £	Computer equipment £	Total £
COST				
At 1 April 2018	19,435	27,594	30,684	77,713
Additions	-	-	1,550	1,550
At 31 March 2019	19,435	27,594	32,234	79,263
DEPRECIATION				
At 1 April 2018	12,956	24,953	28,387	66,296
Charge for the year	6,479	660	1,224	8,363
At 31 March 2018	19,435	25,613	29,611	74,659
NET BOOK VALUE				
As 31 March 2019	-	1,981	2,623	4,604
As 31 March 2018	6,479	2,641	2,297	11,417

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

11 DEBTORS

	2019 £	2018 £
Trade debtors	3,530	2,885
Accrued income	1,170	2,939
	<u>4,700</u>	<u>5,824</u>

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	-	2,190
Accruals	4,310	3,350
Social security and other taxes	2,663	3,209
	<u>6,973</u>	<u>8,749</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

13 STATEMENT OF FUNDS

2019	Brought forward £	Income £	Expenditure £	Carried forward £
UNRESTRICTED FUNDS				
General funds	86,450	142,890	(169,342)	59,998
RESTRICTED FUNDS				
Lloyds Bank Foundation	-	39,458	(34,678)	4,780
Handelsbanken	-	4,993	(4,607)	386
Awards for All	6,250	9,950	(6,900)	9,300
Saracens Norfolk Fund	-	4,500	(2,424)	2,076
Boshier Hinton Grant	-	2,000	-	2,000
Illegal Money Lending Team	-	4,976	(4,976)	-
NCF Grant Surviving Winter	-	4,970	(4,970)	-
Better Together Loneliness Project	-	6,000	(6,000)	-
Geoffrey Watling Grant	-	4,000	(520)	3,480
St James' Place	-	2,500	(1,013)	1,487
Santander Discovery Grant	2,985	-	(2,985)	-
NCF Broadland Meridian	4,985	-	(4,985)	-
The Cotton Trust	1,000	-	(1,000)	-
NCF Womens Fund	1,000	-	(1,000)	-
HPFT for Broadland Clinic	4,500	9,000	(9,000)	4,500
	<u>20,720</u>	<u>92,347</u>	<u>(85,058)</u>	<u>28,009</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

13 STATEMENT OF FUNDS

2018	Brought forward £	Income £	Expenditure £	Carried forward £
UNRESTRICTED FUNDS				
General funds	93,653	156,376	(163,579)	86,450
RESTRICTED FUNDS				
Lloyds Bank Foundation	-	38,979	(38,979)	-
Norfolk Community Foundation	-	4,873	(4,873)	-
Awards for All	-	9,939	(3,689)	6,250
Eric Drummond Grant for Living Well	-	496	(496)	-
Illegal Money Lending Team	-	4,752	(4,752)	-
Stangward Charitable Trust	-	1,500	(1,500)	-
Santander Discovery Grant	-	4,985	(2,000)	2,985
NCF Broadland Meridian	-	4,985	-	4,985
The Cotton Trust	-	1,000	-	1,000
NCF Womens Fund	-	1,000	-	1,000
Norfolk Community Grant	2,400	-	(2,400)	-
Norwich Consolidated Funding Bid	5,800	-	(5,800)	-
HPFT for Broadland Clinic	4,400	9,000	(8,900)	4,500
OPCCN for Safer Places	4,500	-	(4,500)	-
	<u>17,100</u>	<u>81,509</u>	<u>(77,889)</u>	<u>20,720</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

13 **RESTRICTED FUNDS DETAIL (continued)**

The **Accessible Office improvement project** was funded by **Awards for All** and ended in July 2018

Work to **support wellbeing** through individual crisis advocacy and peer learning in advocacy groups was funded by a **Santander Discovery Grant** and ended in September 2018

Support for adults with learning disabilities affected by **domestic violence** was provided from April 2018 until December 2018 using funding from **The Cotton Trust**

A **Mental health and wellness festival** in Cromer was funded by **Broadland Meridian** and ended in October 2018

The **Women's Project** addressing health and wellbeing issues including promoting access to health screening was funded by **Norfolk Community Foundation Women's fund** and ended in December 2018

Advocacy Work in Broadland Clinic is funded by **HPFT** and ends in September 2019

Criminal Justice work including support for the Transforming Care Experts Group is funded by **Lloyds Bank Foundation** and ends in May 2020

A **Specialist Advocacy group** for people moving on from the criminal justice system or secure services is funded by **Handelsbanken** (via Norfolk Community Foundation) and ends in May 2019

The **Diss Community Office** in South Norfolk is funded by **Saracens Norfolk Fund** (via Norfolk Community Foundation) and will end in August 2019

The **Stop Loan Sharks peer education project** ran from September 2018 to March 2019 and was funded by the **Illegal Money Lending Team**

Family Support for parents with learning disabilities is supported by a grant from St James Place

Work to **reduce loneliness** in Norwich, East and South Norfolk is funded by **Better Together Norfolk** and will end in March 2021

The **My Winter Plan** project supporting people with learning disabilities to plan for poor weather ran from January 2019 to March 2019 and was funded by the **Norfolk Community Foundation Surviving Winter Fund**

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

13 RESTRICTED FUNDS DETAIL (continued)

Work focusing on **health training for people with learning disabilities** and professionals is supported by a grant from the **Geoffrey Watling Charity** – this funding ends in February 2020

The **Accessible Website** project is funded by **Awards for All** and will be completed in February 2020

The **Norwich Advocacy Group** is supported by a grant from the **Boshier Hinton Foundation** – this funding ends in March 2020

UNRESTRICTED FUNDS

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

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Fixed assets	-	4,604	4,604
Current assets	28,009	62,367	90,376
Creditors due within one year	-	(6,973)	(6,973)
	<u>28,009</u>	<u>59,998</u>	<u>88,007</u>
	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £
Fixed assets	-	11,417	11,417
Current assets	20,720	83,782	104,502
Creditors due within one year	-	(8,749)	(8,479)
	<u>20,720</u>	<u>86,500</u>	<u>107,220</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

15 PENSION COMMITMENTS

At the year end the charity operated two defined contribution pension schemes, NEST Pension Scheme and St James's Place Pension Scheme. 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 £5,924 (2018: £4,411). No amounts are outstanding at year end (2018: £Nil).

16 OPERATING LEASE COMMITMENTS

At 31 March 2019 the charity had annual commitments under non-cancellable operating leases as follows:

	2019	2018
	£	£
Land and buildings		
Expiry date:		
Within 1 year	5,375	6,450
Between 2 - 5 years	-	5,375
	<u> </u>	<u> </u>

17 RELATED PARTIES

In their roles as Trustees, the Trustees give their time and expertise freely without any form of remuneration or other benefit in cash or kind. However as part of their roles as self-advocates, 4 Trustees were paid involvement fees totalling £2,751 in the year ended 31 March 2019. In the year ended 31 March 2018, 3 Trustees were paid involvement fees totalling £2,416.

Trustees expenses were incurred during the year for travel totalling £225 for 4 trustees (2018: 4 trustees £225).


There were no other related party transactions (2018: none)



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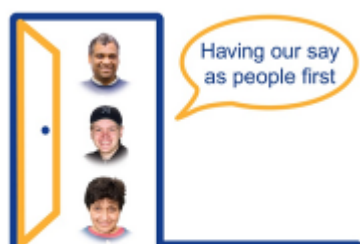
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