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**REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009
FOR
OPEN DOOR – ST ALBANS**

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Open Door- St Albans

Company Information

For the Year ended 31 March 2009.

DIRECTORS: Kerry Pollard
Margaret Lewis JP
Ken Blackburn
John Wright
Melvyn James William Ranson
Alison Mary Steer
Richard Douglas Inglis
Peter John Graham
Sarah Caroline Gray (to September)
Karen Filsell
James William Gilbert Frost

SECRETARY: John Wright

REGISTERED OFFICE: 8 Bricket Road
St Albans
Herts AL1 3JX

REGISTERED NUMBER: 2868633 (England and Wales)

ACCOUNTANT: Lindsey McLeod CPFA
10 Edward Close
St Albans
Herts AL1 5EN

Open Door – St Albans

REPORT OF THE CHAIRMAN

Chair's Annual Report Open Door (St Albans) for the year 1st April 2008 to 31st March 2009

I am pleased to present this Annual Report of the Charity, a company limited by guarantee, administered by a Managing Committee of Trustees who are also the Directors of the Company (referred to in this report as "the Committee")

Membership of the Managing Committee :

My grateful thanks to John Wright, our Hon Company Secretary for the many hours that he spends in looking after the administration of our affairs and in addition chairs the Fundraising and the Governance sub committees. We are indebted to Ken Blackburn our Hon Treasurer for the many hours he spends conscientiously looking after the accounts, a task which he has now carried out since Open Door began. We have a loyal and hard working committee in Kerry Pollard, Bill Ranson, Richard Inglis, Peter Graham, Cllr Alison Steer, Karen Filsell and Jim Frost. In September Sarah Gray resigned as a trustee in order that we might use her expertise as Consultant Fund Raiser for our Redevelopment Project .

Our sincere thanks to our Patrons for their continuing interest and loyal support.

Activities:

The Night Shelter:

Open Door is now in its 16th year and the Night Shelter has remained open every night of the year. It continues to be the only direct access Night Shelter in Hertfordshire and regularly gives shelter to between 10 and 12 people each night. In more recent times it has reached full capacity of 16 with a greater use by females.

Drop In Day Services:

In July 2007 Open Door launched the Drop In Services, currently funded by the Open Door Trust, this has continued during 2008/9. The service continues to be a valuable resource, where people who are homeless or vulnerably housed can receive housing related advice and general advice; health care advice, sign posting and access to other relevant agencies. These services have been well used by both users of the night shelter and others returning to access day services.

The Trust have paid for the services of a Counsellor who has given valuable help to our guests – working along side the staff and volunteers, tackling personal problems and directing them to appropriate services in helping them to access community services and move on accommodation.

The Trust have also paid for the services of a Coordinator of Volunteers who has worked successfully in recruiting help with providing meals, administration and many other activities which have freed up time for staff to concentrate their efforts in resettling guests in long term housing and solving personal problems.

During the year 384 different people have used the night shelter of which 170 have been people new to the service .On average 8/9 people per day use the Drop In services. 52 % of all users have been helped to move on to more appropriate accommodation.

Partnership with Hightown Praetorian & Churches Housing Association :

The Housing Association continues to provide the Management of the Open Door Project and we are very grateful to the staff for the professional, sympathetic and understanding way that they deal with users who come to Open Door for help. We are particularly grateful to Alyson Stapleton who manages the Night Shelter and Drop In services. She keeps us up to date, in her reports to our Trustees meetings, about the day to day activities and welcomes us to the quarterly on site meetings of the Trustees.

It is encouraging to see users of the services given the opportunity to move on to greater independence and to turn their lives around.

Volunteers:

We have been delighted to have Val Wills as the Coordinator of Volunteers. She has maintained and supported a loyal band of around 140 volunteers who perform a variety of tasks including the preparation of evening and lunchtime meals, help with administration tasks and collecting and organising donated food. They instigate fund raising events and support activities put on by the Fund Raising Committee. Most importantly they help to provide a friendly welcoming atmosphere and give support to the staff and users. We owe Val and her volunteers a great debt of gratitude and assure them of our appreciation for their dedication.

Redevelopment:

The year has been somewhat dominated by the need to raise £400,000 to supplement the £525,000 from The Department of Communities and Local Government (Place of Change Programme). This was in addition to the annual £75,000 which is needed to implement existing services at Open Door.

The Redevelopment Programme is managed by a Project Board with St Albans City and District Council taking the lead, as they are the recipients of the £525,000 grant. Hightown Praetorian and Churches Housing Association are the Developers and Open Door Trust are providing the additional £400,000 required to complete the funding. (Recent good news from the successful tender has reduced the fund raising amount needed to £300,000)

In August 2008 a major Fund Raising Appeal was launched by the Trust and in September 2008 the trustees decided that with such a large sum to raise help was needed from a professional Fund Raiser. We were pleased to welcome Sarah Gray – who had previously been a trustee – to that post on a ten hours a week basis for a 12 month period.

We have been delighted with Sarah's success and are now optimistic that together with other fund raising initiatives we will meet our target of £300,000 by September 2009. We are grateful to Herts Community Trust, Pret Foundation and other Local and National Trusts for their support. The local Community have been very encouraging with their specific donations for the Redevelopment Fund and our sincere thanks to them.

Work is due to start mid summer and the whole operation of Open Door will be moved temporarily to another site. There is a 30 week on site period and a return planned for early spring 2010.

General Fund Raising:

Income:

Our thanks to the Local Authority who give us rent free use of 8 Bricket Rd together with a substantial grant.

The 2008 Abbey Sleep Out raised over £12,000 in the financial year but with additional income received since the end of the year and associated gift aid we expect the total to reach £15,000. We are delighted to be one of the recipients of the forthcoming sleep out later this year. Our sincere thanks to Brian and Jean Peyton who are the organisers of this wonderful event.

We gratefully acknowledge grants from Fund for the Future, many local organisations and individual donations.

A special word of thanks to the Churches & other faiths for their loyal and generous support

We are delighted to report a small surplus for the year and our sincere thanks go to Ken Blackburn who has looked after our finances since Open Door commenced in 1993.

Our sincere thanks to Lindsey McLeod who has voluntarily given her time & expertise assisting with our Annual Accounts.

Expenditure:

During the year the Trust has contributed £33,604.30 to the running expenses of the Night Shelter and £36,174 for the Drop In Services, the salary for the Volunteer Coordinator and the Counsellor and the Redevelopment Fund Raiser.

Finally :

There is no doubt that both the Night Shelter and Drop In Services continue to fulfil a real and ever present need. We are indebted to our many supporters & give our assurance of continuing to provide support for homeless people.

Margaret E Lewis BEM JP

Chair . August 2009

REPORT OF THE DIRECTORS
For the Year ended 31 March 2009.

The directors present their report with the financial statements for the company for the year ended 31 March 2009.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of fundraising on behalf of charities for the relief of financial need and the provision of accommodation for the homeless in Hertfordshire. The company is a registered charity (number 1028528).

DIRECTORS

The directors for the year under review were:

Kerry Pollard
Margaret Lewis JP
Ken Blackburn
John Wright
Melvyn James William Ranson
Alison Mary Steer
Richard Douglas Inglis
Peter John Graham
Sarah Caroline Gray (to September)
Karen Filsell
James William Gilbert Frost

This report has been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies.

On behalf of the Board:

M. J. Filsell

Date: *7th Sept* 2009

**ACCOUNTANT'S REPORT TO THE BOARD OF DIRECTORS
ON THE FINANCIAL STATEMENTS OF
OPEN DOOR - ST ALBANS**

To assist you fulfil your duties under the Companies Acts 1985 and 2006, I have compiled the financial statements of the company for the year ended 31 March 2009. These comprise the Profit and Loss Account, Balance Sheet and related notes, and are compiled from the books and records and information provided to me.

This report is made to the company's Board of Directors, as a body, and comprises those financial statements and matters agreed for this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Board of Directors as a body, for my work or for this report.

These statements are compiled in accordance with the requirements of the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities.



Lindsey McLeod CPFA
September 2009.

OPEN DOOR – ST ALBANS

INCOME & EXPENDITURE ACCOUNT

For the year ended 31 March 2009.

	Notes	2008/09 £	2007/08 £
Donations Received		79,387	81,154
less Donations Made		<u>(73,788)</u>	<u>(60,628)</u>
		5,599	20,526
less Other Operating costs		<u>(9,486)</u>	<u>(1,681)</u>
OPERATING SURPLUS/(DEFICIT)	2	(3,887)	18,845
Interest receivable		<u>7,635</u>	<u>9,179</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		3,748	28,024
Tax on deficit on ordinary activities	3	-	-
SURPLUS FOR THE FINANCIAL YEAR AFTER TAXATION		3,748	28,024
Retained surplus brought forward		<u>194,174</u>	<u>166,150</u>
RETAINED SURPLUS CARRIED FORWARD		197,922	194,174

OPEN DOOR – ST ALBANS

STATEMENT OF FINANCIAL ACTIVITIES
Year ended 31 March 2009.

	Unrestricted Funds Year ended 31.3.09		Unrestricted Funds Year ended 31.3.08	
	General £	Redevelopment £	General £	Redevelopment £
INCOMING RESOURCES				
Donations Received	54,185	25,202	81,154	
Investment income	3,239	4,396	7,183	1,996
	<u>57,424</u>	<u>29,598</u>	<u>88,337</u>	<u>1,996</u>
RESOURCES USED				
Donations for Housing costs	34,514		29,467	
Drop In costs	36,174		26,599	
Homeless Support Services (counselling, furniture)	3,100		4,563	
Administration	1,730		1,078	
Fundraising costs	542	7,214	602	
	<u>76,060</u>	<u>7,214</u>	<u>62,309</u>	
NET INCOMING / (OUTGOING) RESOURCES	(18,636)	22,384	26,028	1,996
Fund Balances brought forward	94,822	99,352	50,651	115,499
Transfers			18,143	(18,143)
FUND BALANCES CARRIED FORWARD	<u>76,185</u>	<u>121,736</u>	<u>94,822</u>	<u>99,352</u>

OPEN DOOR – ST ALBANS

BALANCE SHEET as at 31 March 2009

	Notes	31 March 2009 £	31 March 2008 £
CURRENT ASSETS:			
Cash at bank		198,311	194,506
LIABILITIES:			
amounts falling due within one year	4	<u>(389)</u>	<u>(332)</u>
NET ASSETS		197,922	194,174
 RESERVES:	 6		
General Fund		76,186	94,822
Redevelopment Fund		<u>121,736</u>	<u>99,352</u>
TOTAL RESERVES		197,922	194,174

The company is entitled to partial exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 2009.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2009 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985; and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies, and with the Financial Reporting Standard for Smaller Entities (effective from January 2005).

ON BEHALF OF THE BOARD:

..... *John Wright* (JOHN WRIGHT - SECRETARY)

Approved by the Board on 7-9-09

OPEN DOOR – ST ALBANS

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 March 2009

1 Accounting Policies

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective from January 2005).

Turnover represents the gross value of donations received.

Donations for housing costs are all made to Hightown Praetorian Churches Housing Association Limited in support of the emergency shelter in Bricket Road, St Albans.

2 Operating Surplus

The operating surplus is stated after charging:

	31.3.09	31.3.08
	£	£
Trustees emoluments and other benefits	-	-
Reporting Accountants fees for accountancy	762	-

3 Taxation

The Company is a registered charity and therefore not subject to Corporation Tax.

4 Creditors

	31.3.09	31.3.08
	£	£
Funds held on behalf of others	389	332

5 Company Status

The company is limited by guarantee and does not have a share capital.

6 General Reserves

Unrestricted Funds analysis:

	General Fund	Redevelopment Fund
	£	£
As at 1 April 2008	94,822	99,352
Income for year	57,424	29,598
Expenditure for year	(76,060)	(7,214)
Balance at 31 March 2009	76,186	121,736

Reserves Policy:

The Trust's income is fairly volatile and therefore the trustees endeavour to maintain a reserve of the equivalent of one year's normal expenditure as a current income reserve.

The Trustees hold a Redevelopment Reserve Fund. Fundraising continues to build up this reserve to allow the development of the Night shelter and Day Centre.