

# **OPEN DOOR MINISTRIES**

## **ANNUAL REPORT AND ACCOUNTS**

**YEAR TO 31ST MARCH 1999**

Company Registered Number 3177916



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COMPANIES HOUSE

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13/12/99

## **OPEN DOOR MINISTRIES**

### **Trustees' Report for the year ended 31st March, 1999**

Open Door Ministries is a Company Limited by Guarantee, no. 3177916, and is a registered charity, no. 1055109. Its address is 90 East Hill, known as 'Beacon House', and its registered office is at 16 Wakefield Close, Colchester CO1 2SD. It was registered as a company on 26th March 1996.

The trustees who were directors during the year to 31st March 1999 were:-

Mr Barry Lowden	Chairman	Personnel and Publicity
Mr Henry Spyvee	Secretary	Legal and Buildings Maintenance
Mr Chris Chapman	Treasurer	Finance
Mr David Harper		Church Relations - appointed 11th November 1998

#### **Audit Exemption**

The company has decided not to appoint auditors. Under the provisions of the Act, the directors have appointed Reporting Accountants whose report is shown on page 3 of the accounts.

The directors have taken advantage, in the preparation of their report, of the special provisions of Part VII of the Companies Act 1985 relating to small companies.

#### **Objects, Organisation and Activities**

The objects of the company, expressed in the Memorandum of Association, are the relief of poverty and sickness amongst people who are homeless or have no permanent accommodation by the provision, according to Christian principles and faith, of healthcare, counselling and other support services.

The work at Beacon House commenced in August, 1996 and this report thus covers its second full year of operation. A team of paid and volunteer staff carry out the functions of the charity. All staff are professing Christians in accordance with Company policy. At the year end six staff were paid. The trustees are grateful to all staff, paid and unpaid, for their high level of commitment.

The services offered are nurse clinics, advice and referrals, showers, provision of clothing laundry and haircutting. All services were well used but provision of clothing and laundry services were the most popular. Relations with local GP's continue to be good. In addition counselling services are offered and this work is operating close to capacity.

The premises at Beacon House continue to need maintenance and adaptation to better serve our purposes. During the year we were able to adapt the former garage as a room for washing and drying of clothes. This allowed the semi-basement area where clothes can be obtained and where clothes are handed in for washing to store the reserves of clothing we have. This in turn freed the third floor for use as a Training Room for carrying out Personal Development Programmes (PDP) and Life Skills training to help people to acquire the inter-personal and technical skills needed to get and maintain their own independent home. Since the end of the year the first PDP course has been successfully held. As well as starting this necessary work, we need to obtain the capital and revenue resources to maintain it as an on-going function of Beacon House.

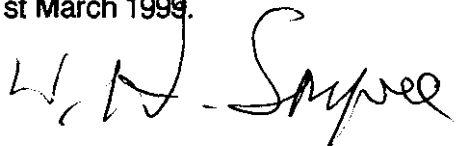
Open Door Ministries is pleased to acknowledge the considerable capital income received from statutory bodies, charitable trusts, companies, churches, individuals. Its revenue costs are primarily met by Joint Finance on an arrangement which tapers after three years and ends after seven years. This has already started to have an effect and will be a continuing challenge. These substantial funds never did cover all costs and Open Door Ministries has had good support to make up the balance.

Relationship with the churches of Colchester and district are a vital part of this. We are conscious that we need informed prayer support and financial assistance from the Christian community if our work is to prosper and grow. Since his appointment as a trustee, David Harper has developed this part of our work. There is a need for a Fund Raiser or group to work with the other bodies and individuals who can help us.

The trustees are grateful to God for the support and goodwill we have in the Christian community and beyond.

**Financial Position**

The accounts on Pages 4 to 9 set out the transactions for the year and the financial situation at 31st March 1999.

A handwritten signature in black ink, appearing to read 'H. N. Spyvee', written in a cursive style.

Henry Spyvee, Director/Company Secretary  
17th August, 1999  
on behalf of the board of directors

**ACCOUNTANTS' REPORT**  
**to the directors on the unaudited accounts**  
**OF OPEN DOOR MINISTRIES**

We report on the accounts for the year ended 31st March 1999 set out on pages 4 to 9.

**Respective responsibilities of directors and reporting accountant**

As described on page 6 the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.


**Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the provisions specified in section 249C(6) of the Act; and
  - (ii) the company satisfied the requirements for the exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1) (a) to (f)

  
David R. Fletcher  
Certified Accountant  
Reporting Accountant  
21 Layer Road  
COLCHESTER CO2 7HT

## **OPEN DOOR MINISTRIES**

### **Summary Income & Expenditure Account**

For the year ended 31st March 1999

	Note	1999 £	1998 £
Total income of continuing operations		86057	92638
Total expenditure of continuing operations	5	89027	69835
Net income for the year		(2970)	22803

Total income comprises £68463 (£76042) for unrestricted funds and £17594 (£16596) for restricted funds.

Detailed analyses of the expenditure are provided in the Statement of Financial Activities and Note 5.

Net expenditure for the year of £2970 (£22803) comprises £5655 (£13632) net expenditure of unrestricted funds plus £2685 (£9171) net income of restricted funds, as shown in the Statement of Financial Activities.

The summary Income and Expenditure Account is derived from the Statement of Financial Activities on page 5 which, together with the notes to the accounts on pages 7 to 9 provides full information on the movements during the year on all funds.

The notes on page 7 to 9 form part of these accounts.

## **OPEN DOOR MINISTRIES**

### **Statement of Financial Activities**

For the year ended 31st March 1999

	Note	Unrestricted Funds £	Restricted Funds £	1999 Total £	1998 Total £
<b><u>Incoming Resources</u></b>					
Donations and gifts		11944	10000	21944	36609
Grants receivable		53429	7594	61023	55405
Investment income		1289	-	1289	504
Other income		1801	-	1801	120
		<hr/>	<hr/>	<hr/>	<hr/>
Total Income Resources	4	68463	17594	86057	92638
		<hr/>	<hr/>	<hr/>	<hr/>
<b><u>Resources Expended</u></b>					
Direct Charitable Expenditure					
Health care costs		47518	14996	62514	42360
Support costs		8362	-	8362	8945
		<hr/>	<hr/>	<hr/>	<hr/>
		55880	14996	70876	51305
		<hr/>	<hr/>	<hr/>	<hr/>
Other expenditure					
Fund raising & publicity		13330	-	13330	12083
Management and administration of the charity		4638	183	4821	6447
		<hr/>	<hr/>	<hr/>	<hr/>
		17968	183	18151	18530
		<hr/>	<hr/>	<hr/>	<hr/>
Total Resources Expended	5	74118	14909	89027	69835
		<hr/>	<hr/>	<hr/>	<hr/>
Net Incoming Resources		(5655)	2685	(2970)	22803
		<hr/>	<hr/>	<hr/>	<hr/>
Fund Balances carried forward at 31st March 1999		28244	98646	126890	129860
		<hr/>	<hr/>	<hr/>	<hr/>

**OPEN DOOR MINISTRIES**  
**BALANCE SHEET AS AT 31ST MARCH 1999**

	Note	£	1999 £	1998 £
<b>FIXED ASSETS</b>				
Tangible assets	6		120519	103531
<b>CURRENT ASSETS</b>				
Debtors	8	1643		84
Cash at bank and in hand		8829		28902
		<hr/>		
		10472		
<b>CREDITORS: Amounts falling due within one year</b>	9	4101		
		<hr/>		2657
<b>NET CURRENT ASSETS</b>			6371	26329
			<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			126890	129860
			<hr/>	<hr/>
<b>INCOME FUNDS</b>				
Unrestricted Funds			28244	33899
Restricted Funds	4		98646	95961
			<hr/>	<hr/>
	7		126890	129860
			<hr/>	<hr/>

For the year ended 31st March 1999 the company was entitled to exemption under subsection 2 of section 249A of the Companies Act 1985. No notice has been deposited under s249B.2 in relation to the accounts for the financial year. The directors acknowledge their responsibility for ensuring that the company keeps accounting records which comply with section 221 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit for financial year in accordance with the requirements of section 226 of the Act, and which otherwise comply with the requirements of this Act relating to accounts so far as applicable to the company.

The directors have taken advantage, in the preparation of the accounts, of the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the board of directors on 11 October 1999 and signed on their behalf by:

..... *W.H. Spivee* ..... Director/Company Secretary  
W.H.F. SPIVEE

## OPEN DOOR MINISTRIES

### NOTES TO THE ACCOUNT YEAR ENDED 31ST MARCH 1999

#### 1. Accounting policies

**Cash Flow Statement.** The Company qualifies as a small company under the Companies Act 1985. The directors have elected to take advantage of the exemption under FRS1 not to prepare a cash flow statement.

**Turnover.** Represents donations, gifts and grants receivable.

**Depreciation** of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:

Freehold buildings	2% straight line
Plant and machinery	20% straight line
Fixtures and fittings	20% straight line

No depreciation is provided on freehold land

#### 2. Operating profit

The operating profit is stated after charging

	1999 £	1998 £
Depreciation on tangible fixed assets	5639	3405
Reporting accountants remuneration	320	250

#### 3. Directors remuneration and transactions involving directors

Directors' emoluments	Nil
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#### 4. Restricted Funds

The income fund of the charity included the following restricted funds:-

	Balance 31st March 1998	Incoming Resources	Expenditure	Balance 31st March 1999
Counselling Services	9669	10000	12302	7367



## 5. Analysis of Total Resources Expended

	Staff Costs	Other	Depreciation	1999 Total	1998 Total
Direct charitable expenditure					
Health care costs	43931	14051	4532	62514	42360
Support costs	8362	-	-	8362	8945
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	52293	14051	4532	70876	51305
Other expenditure					
Fund raising & publicity	8362	4968	-	13330	12083
Management & administration of the charity	-	3714	1107	4821	6447
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	60655	22733	5639	89027	69835
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

## 6. Tangible fixed assets

	Land and buildings £	Plant and machinery etc £	Total £
At Cost			
1st April 1998	98918	9137	108055
Additions	12729	9898	22627
	<hr/>	<hr/>	<hr/>
At 31st March 1999	111647	19035	130682
	<hr/>	<hr/>	<hr/>
Depreciation			
1st April 1998	1578	2946	4524
Charge for year	1832	3807	5639
	<hr/>	<hr/>	<hr/>
At 31st March 1999	3410	6753	10163
	<hr/>	<hr/>	<hr/>
Net book values at 31st March 1999	108237	12282	120519
	<hr/>	<hr/>	<hr/>
Net book values at 31st March 1998	97340	6191	103531
	<hr/>	<hr/>	<hr/>

## 7. Analysis of Net Assets Between Funds

	Tangible Fixed Assets	Net Current Assets	1999 Total	1998 Total
Restricted Funds				
90 East Hill, Colchester	90469	-	90469	85212
Counselling Services	210	7367	7577	9949
Auto clave	600	-	600	800
	<hr/>	<hr/>	<hr/>	<hr/>
Unrestricted Funds	91279	7367	98646	95961
	29240	(996)	28244	33899
	<hr/>	<hr/>	<hr/>	<hr/>
	120519	6371	126890	129860
	<hr/>	<hr/>	<hr/>	<hr/>

**8. Debtors**

	1999	1998
	£	£
Inland Revenue	251	84
Others	283	-
Payments in advance	1109	-
	<hr/>	<hr/>
	1643	84
	<hr/>	<hr/>

**9. Creditors: amounts falling due within one year**

	1999	1998
	£	£
Creditors (including tax and social security of £1715 (£1075))	4101	2657
	<hr/>	<hr/>
	4101	2657
	<hr/>	<hr/>