

**BEACON HOUSE MINISTRIES**  
formerly - OPEN DOOR MINISTRIES  
(A Company Limited by Guarantee)

**ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2003**

**Company Registered Number 3177916**  
**Registered Charity Number 1055109**



**LEGAL AND ADMINISTRATIVE DETAILS**  
**AS AT 31 MARCH 2003**

<b>Registered Numbers:</b>	Charity 1055109 Company 3177916	
<b>Patron:</b>	Rt. Revd. John Perry, Bishop of Chelmsford	
<b>Directors:</b>	D Fletcher Dr. E Hall Revd. D Harper B Lowden H Spyvee	
<b>Company Secretary:</b>	H Spyvee	
<b>Registered Office:</b>	16 Wakefield Close Colchester CO1 2SD	
<b>Activity Address:</b>	Beacon House 90 East Hill Colchester CO1 2QN	
<b>Bankers:</b>	Barclays Bank plc 9 High Street Colchester CO1 1DD	CafCash Limited Kings Hill West Malling ME19 4TA
<b>Reporting Accountant:</b>	John Woodman Chartered Accountant 3 Cadman House off Peartree Road Colchester CO3 0NW	

**CONTENTS**

	Page
Directors' report	2-3
Accountant's report	4
Statement of financial activities	5
Balance Sheet	6
Notes to the financial statements	7-9

**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 MARCH, 2003**

Beacon House Ministries is a Company Limited by Guarantee, No. 3177916, and is a registered charity, no. 1055109. Its address is 90 East Hill, Colchester, known as 'Beacon House'. The Company was formerly known as 'Open Door Ministries'. The name was changed by the members on 11 March 2003 to avoid confusion with Open Door Ministries at Eld Lane which is now a charitable trust; this change of name was registered by Companies House on 18 March 2003.

**Objects, Organisation and Activities**

The objects of the company, expressed in the Memorandum of Association, are the relief of poverty and sickness among 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 sixth 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 eleven staff were paid. The trustees are grateful to all staff, paid and unpaid, for their high level of commitment.

There have been a number of changes in our Directors and senior staff during the year and after the year end. Our Director David Fletcher died on 16 April and is sadly missed. Our Chairman Barry Lowden and his wife Christine, our Senior Counsellor, left the Company after the year end prior to their removal from the area. Barry's leadership has been invaluable from our inception. We welcome two new Directors, Dr. Elizabeth Hall during the year and Benson Ikuesan since the year end. We have felt the need for a Centre Director to take overall charge of our day-to-day work and were fortunate to appoint Claire Johnson to this post. Claire started just after the year end and we are already seeing the benefit of her direction of our affairs. Finally, we lost our Patron, the Bishop of Chelmsford, after the year ended due to his retirement as Bishop. We are grateful for Bishop John's concern for and advocacy of our work.

The services Beacon House offers 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 remain the most popular. Relations with local GP's continue to be good. The important work of Life Skills training continues to expand under the direction of Sheila Muragaiah. Agencies that refer clients for Life Skills training pay for the costs involved and this is becoming an important source of funding.

Beacon House Ministries is pleased to acknowledge the considerable capital income received from its inception from statutory bodies, charitable trusts, companies, churches and individuals. Its revenue costs have been primarily met by Joint Finance on an arrangement which ends after seven years, although the funding bodies have taken up much of the residual funding from that date. To meet this need we have endeavoured to put our relations with the churches and our other donors on a more systematic funding. Rev. David Harper is leading this aspect of the work and these efforts are having a pleasing effect. We also receive revenue funding from Partnership Funding, an arm of the Colchester Primary Health Care Trust. We are most grateful for this generous help which has also been the basis of the expansion of Life Skills training mentioned above. The current funding ends in March 2004 and we will be applying for an extension of this.

**DIRECTORS' REPORT - continued**  
**FOR THE YEAR ENDED 31 MARCH, 2003**

The heavy demands on space at Beacon House led to the purchase last year of the next door property, 91 East Hill. Much of the year was occupied in planning the use of this and the tendering process to carry it out. Building work began in December 2002 and ended on schedule and cost in April 2003. Our thanks are due to our advisor, Keith Rush of PJB Chartered Architects and the builders, SRC Builders for an excellent job. We are most grateful to the Charitable Trusts and other grant-making bodies who enabled this to happen and to the churches which sponsored the carpeting and furnishing. Special thanks are due to The Catalyst Charity for their interest-free loan which helped us to avoid cash flow problems.

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

**Directors**

The trustees who were directors during the year to 31 March, 2003 were: -

Mr. Barry Lowden	Chairman	Personnel and Publicity
Mr. Henry Spyvee	Secretary	Legal and Building Maintenance
Rev. David Harper		Church Relations
Mr. David Fletcher	Treasurer	Finance
Dr. Elizabeth Hall		Medical matters—from 16 Sept. 2002.

**Financial Position**

The accounts on pages 5 to 9 set out the transactions for the year and the financial situation at 31 March 2003.

**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 4 of the accounts.

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

Signed on behalf of the Board of Directors



Henry Spyvee, Director/Company Secretary  
23 September 2003  
on behalf of the Board of Directors

**ACCOUNTANT'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2003**

I report on the unaudited financial statements for the year ended 31 March 2003 set out on Page 5 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 financial statements. They consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

**Basis of opinion**

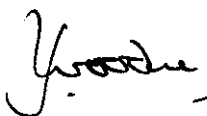
My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the financial statements with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purpose of this report. These procedures provide only the assurance expressed in my opinion.

**Opinion**

In my 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 financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
  - (ii) the company satisfied the conditions for exemption from an audit of the financial statements for the year specified in Section 249A(4) of the Act as modified by Section 249A(5) and did not, at anytime within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).

3 Cadman House  
off Peartree Road  
Colchester CO3 0NW

  
JOHN WOODMAN BSc FCA  
Chartered Accountant

24 September 2003

**STATEMENT OF FINANCIAL ACTIVITIES**  
(incorporating an Income & Expenditure Account)  
**FOR THE YEAR ENDED 31 MARCH 2003**

	Note	Unrestricted Funds £	Restricted Funds £	2003 Total £	2002 Total £
<b>Incoming Resources</b>					
Donations and gifts		16,479	93,025	109,504	155,787
Incoming resources from the operating activities of the charity:					
statutory grants		85,601	0	85,601	87,244
Investment income		2,845	0	2,845	2,795
Other incoming resources		7,842	0	7,842	207
<b>Total Incoming Resources</b>		<u>112,767</u>	<u>93,025</u>	<u>205,792</u>	<u>246,033</u>
<b>Charitable Expenditure</b>					
Cost of activities in furtherance of the charity's objects:					
health care costs		80,046	3,010	83,056	78,678
Support costs		7,244	0	7,244	6,607
Fund raising & publicity		1,477	0	1,477	2,685
Management and administration of the charity		4,328	154	4,482	4,861
<b>Total Charitable Expenditure</b>		<u>93,095</u>	<u>3,164</u>	<u>96,259</u>	<u>92,831</u>
<b>Net Incoming/(Outgoing) Resources</b>		19,672	89,861	109,533	153,202
<b>Fund balances brought forward at 1 April 2002</b>		83,860	224,644	308,504	155,302
<b>Fund balances carried forward at 31 March 2003</b>		<u>£ 103,532</u>	<u>£ 314,505</u>	<u>£ 418,037</u>	<u>£ 308,504</u>
			(Note 4)		

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The deficit for the year for Companies Act purposes comprises the net outgoing resources for the year and was £109,533 (2002: surplus £153,202).

Notes on Pages 7 to 9 form part of these financial statements

**BEACON HOUSE MINISTRIES**  
(A Company Limited by Guarantee)

6


**BALANCE SHEET**  
**AS AT 31 MARCH 2003**

	Note	£	2003 £	2002 £
<b>FIXED ASSETS</b>				
Tangible assets	6		331,160	<u>209,260</u>
<b>CURRENT ASSETS</b>				
Debtors	7	1,545		4,244
Cash at bank and in hand		<u>87,206</u>		<u>97,435</u>
		88,751		101,679
<b>CREDITORS</b>				
Amounts falling due within one year	8	<u>1,874</u>		<u>2,435</u>
<b>NET CURRENT ASSETS</b>			<u>86,877</u>	<u>99,244</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>£ 418,037</u>	<u>£ 308,504</u>
<b>INCOME FUNDS</b>				
Unrestricted funds	9		103,532	83,860
Restricted funds	4		<u>314,505</u>	<u>224,644</u>
			<u>£ 418,037</u>	<u>£ 308,504</u>

For the financial year ended 31 March 2003 the company was entitled to exemption from audit under Section 249A(2) of the Companies Act 1985. No notice has been deposited under Section 249B(2). The directors acknowledge their responsibility for ensuring that the company keeps accounting records which comply with Section 221 of the Act and preparing financial statements 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 surplus or deficit 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 financial statements, of the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the board of directors by D Harper



Approved by the board of directors on 23 September 2003  
and signed on their behalf by D Harper



Notes of Pages 7 to 9 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2003**

**1 ACCOUNTING POLICIES**

**Basis of Accounting:** The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (reviewed October 2000) applicable accounting standards and the Companies Act 1985.

**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
Computers	33 1/3% straight line

No depreciation is provided on freehold land

**2 Operating profit**

The operating profit is stated after charging:-

	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Depreciation on tangible fixed assets	7,006	6,282
Reporting accountants remuneration	520	400

**3 Directors remuneration and transactions involving directors**

Directors' emoluments	Nil
-----------------------	-----

**4 Restricted Funds**

	<b>Balance 1 April 2002</b>	<b>Incoming Resources</b>	<b>Depreciation</b>	<b>Balance 31 March 2003</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
90 East Hill, Colchester	86,331	0	-1,541	84,790
91 East Hill, Colchester	138,313	93,025	-1,623	229,715
	<u>£ 224,644</u>	<u>£ 93,025</u>	<u>£ -3,164</u>	<u>£ 314,505</u>

Of the £231,525 Restricted Fund grants received in the two years to 31 March 2003 for the purchase, refurbishment and adaptation of 91 East Hill, Colchester, £1,502 remained to be spent in the following year on refurbishing and adapting it for use as an enlarged Beacon House. These grants are being written off in line with the amortisation of expenditure on the properties.



**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2003**

**5 Analysis of Total Resources Expended**

	Staff Costs £	Other £	Depreciation £	2003 Total £	2002 Total £
<b>Direct charitable expenditure</b>					
Health care costs	62,539	13,779	6,738	83,056	78,678
Support costs	<u>7,244</u>	<u>0</u>	<u>0</u>	<u>7,244</u>	<u>6,607</u>
	69,783	13,779	6,738	90,300	85,285
<b>Other expenditure</b>					
Fund raising & publicity	0	1,477	0	1,477	2,685
Management & administration of the charity	<u>0</u>	<u>4,214</u>	<u>268</u>	<u>4,482</u>	<u>4,861</u>
	<u>£ 69,783</u>	<u>£ 19,470</u>	<u>£ 7,006</u>	<u>£ 96,259</u>	<u>£ 92,831</u>

**6 Tangible Fixed Assets**

	Land and buildings £	Plant and machinery £	Total £
<b>Cost</b>			
As at 1 April 2002	212,764	24,541	237,305
Additions	<u>128,906</u>	<u>0</u>	<u>128,906</u>
As at 31 March 2003	<u>341,670</u>	<u>24,541</u>	<u>366,211</u>
<b>Depreciation</b>			
As at 1 April 2002	9,093	18,952	28,045
Charge for year	<u>3,455</u>	<u>3,551</u>	<u>7,006</u>
As at 31 March 2003	<u>12,548</u>	<u>22,503</u>	<u>35,051</u>
<b>Net book values</b>			
As at 31 March 2003	<u>£ 329,122</u>	<u>£ 2,038</u>	<u>£ 331,160</u>
As at 1 April 2002	<u>£ 203,671</u>	<u>£ 5,589</u>	<u>£ 209,260</u>

**7 Debtors**

	2003 £	2002 £
Grants	0	2,876
Inland Revenue	1,249	974
Payments in advance	<u>295</u>	<u>394</u>
	<u>£ 1,544</u>	<u>£ 4,244</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2003**

**8 Creditors: amounts falling due within one year**

	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Creditors and accruals	£ <u>1,874</u>	£ <u>2,435</u>

**9 Analysis of Net Assets Between Funds**

	<b>Tangible</b>	<b>Net current</b>	<b>2003</b>	<b>2002</b>
	<b>Fixed Assets</b>	<b>Assets</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Restricted Funds	313,003	1,502	314,505	224,644
Unrestricted Funds	<u>18,157</u>	<u>85,375</u>	<u>103,532</u>	<u>83,860</u>
	£ <u>311,160</u>	£ <u>86,877</u>	£ <u>418,037</u>	£ <u>308,504</u>