

Charity Registration No. 1048919

Company Registration No. 03048461 (England and Wales)

CRAWLEY OPEN HOUSE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

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COMPANIES HOUSE

CRAWLEY OPEN HOUSE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

James Abdool - Chairman
Richard Burrett
Michael Bolton - Treasurer
Clare Hiley
Sue Miles
Ian Collins
Babak Jalaei
Dr Elizabeth Walker
Henrietta Bennett
Sara Heald
Balvinder Ahluwalia
Gabrielle Field

Key Management Personnel

Charlie Arratoon
Glenn Stubbs
Malcolm Nicholas

Jane Nulty
Clare Fox
Mycall Ebanks
Ian Wilkins

Director
Deputy Director
Health and Outreach Team
Manager
HR & Admin Manager
Resettlement Manager
Hostel Manager
Fundraising and Relationship
Manager

Secretary

Mr M Bolton

Charity number

1048919

Company number

03048461

Registered office

1-7 Station Road
Crawley
West Sussex
RH10 1HT

Auditor

Richard Place Dobson Services Limited
1-7 Station Road
Crawley
West Sussex
RH10 1HT

CRAWLEY OPEN HOUSE

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CRAWLEY OPEN HOUSE

CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2021

This year's annual report shows our stakeholders how we have performed over the last year, as we continue our work ensuring clear governance and value in all we do.

Despite the economic uncertainty and challenges that the Covid-19 pandemic presented throughout the year, I am delighted to report that our performance throughout 2020/2021 has again been strong.

If we could dedicate this past year to any group it would again be the NHS and key workers who have continued to support the nation during the pandemic. We are proud to work alongside the key services and grateful for their help with our clients, staff and friends.

Throughout 2020/2021 we continued to invest in our properties to drive the necessary service changes for the future. You will see inside this report how we've spent our income on improving and maintaining our services to the tune of over £1 million which is a major investment for us.

With shops closed and more people shopping online, 2020 saw a move to online Fundraising for us and a much wider, more diverse, group of loyal fundraisers and supporters. We are ever grateful for the support we get and it seems word of Crawley Open House is now spreading much further afield than just the local community.

This report is designed to show how our money is spent, how we are performing compared to previous years and demonstrate our overall financial governance. I hope you find the report and accounts informative.



James Abdool

Chairman

Dated: 21/09/2021

CRAWLEY OPEN HOUSE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Objectives and activities

Purposes and aims

The Trustees review the aims, objectives and activities of the charity each year. This report looks at the achievements and outcomes the charity has made through this reporting period. The Trustees report the success of each key activity and the benefits the charity has brought to people that it is set up to help. The review also helps the Trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

About Crawley Open House

Crawley Open House started its journey in 1982 when doors first opened on a project in Spencers Road known as the Crawley Community Resources Centre. In the winter of 1990 we delivered our first overnight accommodation providing emergency cold weather beds to those that were sleeping rough. In 1994 we launch a permanent hostel instead of a temporary cold weather shelter. Portakabins once used to house construction workers building the channel tunnel were converted to provide twelve single and four double rooms plus an office, a shower, a toilet and a laundry block. In 1996, the hostel and resource centre merge to form Crawley Open House.

Since these early days we have grown to provide accommodation, support and services for those in the Crawley area suffering the effects of homelessness, unemployment, loneliness, discrimination, or other forms of social exclusion. This hasn't changed and our support is available to anyone in need, and can sometimes be as little as a meal or feeling listened to.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The last year has been challenging for everyone and none more so than the homeless community and the growing pressures the local community faced in the midst of the global pandemic. On top of our normal services we have had to adapt to new ways of working and changes in our provision to manage whatever transpired with the Covid-19 problems.

Riverside House

The hostel and day centre at Riverside House is the heart of Crawley Open House where we have our 24 bed hostel and operate a 7 day-a-week day centre. The day centre offers inexpensive food, hot drinks and shelter to every visitor. In addition, it offers general advice, housing and resettlement support, mental health and substance misuse support and counselling, as well as a visiting doctor, chiropodist and hairdresser.

During the pandemic, the Government's 'Everyone In' scheme saw temporary accommodation offered to anyone sleeping rough so that they could self-isolate and stay at 'home' during lockdowns. The Management and Trustees made the difficult decision to close our Day Centre during this time to stay within the recommended Covid-19 guidelines. That did not mean that we stopped offering our support. During this time, we worked with other agencies to help distribute over 40,000 meals to those in need and enable people in need to stay safe. We also moved our support to the available means and provided a large amount of support appointments by telephone, and where possible by video call.

The occupancy of the hostel again exceeded 99% and it is sad that we have to turn away requests for a room every day because we are full. Over the year we provided hostel accommodation for 116 people who would otherwise have been homeless.

We attach great importance to helping clients find more permanent accommodation suitable to their needs, and during the year we were able to resettle 58 in this way. It was encouraging to see 49% of the hostel residents successfully moved on to longer term accommodation. This is slightly down on last year due to people staying longer in the hostel as a consequence of the pandemic.

CRAWLEY OPEN HOUSE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2021***

Move-On

Providing move-on accommodation is a key part of our work to help people move successfully into long-term, secure rented accommodation.

This year we opened our new Laing rooms as a new first stage move-on option. The eight individual bedrooms, with shared living areas, are a way of allowing people to build on the progress they've made in our hostel. With support in place to encourage people to live more independently we are able to offer increased freedom and privileges to our Laing residents. This first stage increases the chances that residents are able to thrive when offered an opportunity to take up a bed in one of our second stage, community based, move-on houses.

We also worked this year to grow our portfolio of second stage move-on houses with the addition of two new houses bringing our total to five. Across these five houses we are now able to offer twenty-three rooms at an affordable rent to people looking to move forward into long-term, secure, independent living and work.

At this point, move-on accommodation and giving people the skills they need to prevent them returning to homelessness in the future is a cornerstone to our work. We now have almost as many move-on beds as we do hostel beds which is a remarkable achievement and represents our commitment to both long-term and short-term solutions for people in need.

Outreach Team

Outreach, i.e., actively going out into the community to find, identify and support those who are sleeping rough, continues to be an important part of our work. . We were delighted to secure renewed funding from Crawley Borough Council for our Outreach Team which will allow us to continue to deliver this valuable work to the most vulnerable in our community.

Resettlement Outreach

This team works with people who are in accommodation but who are at risk of losing their housing for whatever reason. Clients might have a short-term crisis, or a longer-term issue, and need help with issues such as food poverty, financial insecurity, antisocial behavior and a lack of independent living skills. Many of these situations would deteriorate quickly and end in homelessness without support to keep things on track. This team have a proven track record of early interventions that have prevented someone vulnerable from becoming homeless in the first place and, as is commonly said, prevention is undoubtedly better than cure

CRAWLEY OPEN HOUSE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Fundraising Activities

An incredibly broad variety of individuals, schools, companies, Trusts, places of worship and community organisations support our work among those experiencing homelessness locally, and this year was no different. There are hundreds of good causes worthy of help, and we are so grateful that so many people once again chose to give us their money, time, donations in kind and expertise. There are too many to mention specifically, but a huge thank you to each and every one of them.

It has been a tough climate for fundraising in this year ravaged by the Covid-19 pandemic, especially locally with the severe economic downturn affecting Crawley and Gatwick Airport disproportionately. We usually get terrific support from local community activities such as choir performances, bake sales, cycle rides, church events, open gardens and jumble sales, but sadly these have by and large just not happened this year. We have therefore had to adapt where we put our energies and time, and we have done a lot more Trust applications and virtual events.

Last year we were delighted to receive £310,600 in donations, compared with £332,900 in 2019-2020. Cash donations in the year were higher than in 2019-2020, but food donations were much lower and volunteer time was nil because of the restrictions imposed by Covid-19.

Our 1 in 1000 regular giving scheme continues to perform well, with over 340 people signed up to give monthly donations of varying amounts. We are so grateful as this really helps us with our longer-term planning and budgeting, and continues to be a major focus for us.

Major Gifts

One of the highlights of our year was to receive funding from the National Lottery Community Fund towards the renovation and running costs of the new Resource Centre. Their total funding is £426,300 broken down into £71,400 towards the capital costs, and £118,300 each year for 3 years towards the staff and running costs. We are so grateful for this enormous endorsement of our work and plans, and to everyone who plays the Lottery!

In May 2020 we received a grant which enabled us to go ahead and build the 8 move-on rooms above the hostel – an amazingly generous £125,000 from the John Laing Charitable Trust. Laings had supported COH way back in the 90s with financial and practical support, and they liked the fact that their investment in our work back then had helped us grow into the Charity we are today. In recognition of their huge help the upstairs rooms have been named 'The Laing Rooms'.

Other major donors this year towards the Resource Centre building costs were B&CE Ltd, The Batchworth Trust, B&Q Foundation, Charles Lewis Foundation, Mahoro Trust and The G&K Boyes Trust. The net result of all the donations is that virtually all the funding is now in place for this exciting project.

A second-hand people carrier was purchased to help transport residents and clients to their appointments this year, and it was fully paid for by the MCKS Charitable Foundation and the proceeds of our 2.6 Challenge campaign in May 2020. Sometimes it is harder to find funding for our day to day salaries and running costs than specific projects and items, so we were hugely grateful for large core-funding grants and gifts from Three Oaks Trust (our longest standing Trust partner), Waitrose, Ian Askew Charitable Trust, CGG Ltd, Vail Williams, The Albert Hunt Trust, Carpenter Box, Unite The Union, Hermes Ltd, Albert Van Den Bergh Trust, Total Gas & Power, Irwin Mitchell, Skipton Building Society, Longley Trust, ITW Construction and Sussex Police amongst many others.

One silver lining of the Covid-19 crisis was that there was a raft of 'emergency' funding available for charities to apply for from statutory and other agencies. We were pleased to receive large grants from Sussex Community Foundation, National Lottery Community Fund's Covid- 19 Crisis Fund, Clothworkers' Foundation, Crawley Borough Council, Vinci Foundation, Aisbitt Foundation and Tesco.

Many of the gifts given to us are in kind – we have had extraordinary donations of bedding, sleeping bags, food, toiletries, dog food, clothing and all sorts of other essentials from people as diverse as The Hygiene Bank, Dunelm, Nando's, Morrisons, the Master Fryer Pound Hill, Fareshare, Gatwick Airport, EVM, Infigo Software, Romesh Ranganathan, Signature Aviation, Sainsburys, Pizza Hut, Greggs and the Co Op, amongst hundreds of others. Our friends at Control Energy Costs Ltd in Redhill have managed and paid all the utility bills at Riverside House again this year. These amounted to around £12,000 and we are massively grateful for their ongoing support in this way.

CRAWLEY OPEN HOUSE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Events

We were forced to postpone several planned fundraising events, including our inaugural charity golf day and our involvement with Run Gatwick.

We held our first major 'virtual' event in May 2020 called the 2.6 Challenge, driven by social media and email marketing. Around 40 different people took part in a range of challenges, and over £10,000 was raised as well as a lot of profile.

Our 4th annual footgolf tournament took place in September, attended by 18 teams from local companies and community groups. It was as usual a fun and productive evening, meeting friends new and old, and we raised around £2,000. Thanks as ever to Gatwick Footgolf for hosting us so generously.

Our most successful event in terms of raising money was our 'Sleepout At Home' in November. Over 60 people slept out for a night in their sheds, kitchens, gardens, garages or anywhere except their bed. We had participants from several companies, and our youngest participant was 7 and the oldest 92! Again it was driven via social media and email communications with our supporter database. Over £17,000 was raised, with 570 individual donors supporting their family and friends on the JustGiving platform alone.

Summary

It remains a competitive 'market' for charities locally, with several excellent, large and well-resourced organisations operating nearby in Crawley and Sussex. It is sometimes hard to compete with their reach, but many people like supporting smaller, independent, local charities such as Crawley Open House, consistently delivering tangible, life-changing accommodation and support for those experiencing homelessness and poverty over the decades. People know that the vast majority of anything they give goes straight towards our front-line work. We will continue to work hard to look after and grow this wonderful supportive community around us, who allow us to continue our vital work.

Financial position

During the year the charity had net incoming resources of £503,398, (2020: £257,262). This high level of net income reflects the very generous response of supporters to the Covid-19 pandemic together with a reduction in some expenses following the temporary closure of the day centre. It also reflects the impact on the financial statements of development activity during the year, where restricted grants used for the developments are recognised in income but development expenditure is capitalised.

Reserves policy

It is the policy of the charity to maintain unrestricted funds to cover three to six months' unrestricted expenditure. As at 31st March 2021, unrestricted funds were at the top of this range. The Trustees consider this to be an appropriate level of reserves given the financial pressure on the local authorities and other organisations from which we receive a large part of our funding.

It is the policy of the charity to hold a designated fund to a level representing the value of the occupied property.

As at 31 March 2021, the charity added a further £150,000 to the designated fund created to help meet the cost of its redevelopment plans. It also created a designated fund of £205,000 to facilitate the purchase of an additional Move-on property. Smaller designated funds are held as cyclical maintenance funds for the leased Move-On houses and the new Laing Move-on rooms.

CRAWLEY OPEN HOUSE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Covid-19

The Trustees have given consideration to the Charities SORP ('Statement of Recommended Practice') Committee's advice in its publication 'Implications of COVID-19 Control Measures and Charity Financial Reporting' and to the risks arising as a result of the coronavirus pandemic. The Charity is actively monitoring and managing the situation as it develops. We have adapted our operations and consider that the Charity has adequate reserves and committed future grants from supportive and solvent funders.

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems are established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Plans for the Future

We have 3 key projects earmarked for the year ahead. In particular order, we want to (1) complete the renovation of our 2 units on Stephenson Way into the new Resource Centre, (2) grow our portfolio of second stage move-on houses and (3) complete the application process and achieve Registered Provider status.

We will endeavour to reinstate the services that have halted during the Covid-19 pandemic and as always adapt to the "new normal" that we now find ourselves living with.

Structure, governance and management

The charity is a company limited by guarantee, does not have share capital and was incorporated on 21 April 1995. The Trustees / Directors are appointed at the annual general meeting or during the year at Trustees' meetings.

Crawley Open House has charitable status and its charity registration number is 1048919.

The Trustees, who are also the directors for the purpose of company law, and who served during the year are:

James Abdool	Chair
Richard Burrett	
Michael Bolton	Treasurer
Clare Hiley	
Sue Miles	
Lesley Copus	Resigned 30 May 2021
Harlyn Collins	Resigned 21 April 2021
Ian Collins	
John Higgins	Resigned 12 June 2020
Stephen Joyce	Resigned 13 May 2020
Nigel Boxall	Resigned 14 July 2020
Babak Jalaei	Appointed 16 March 2021
Dr Elizabeth Walker	Appointed 16 March 2021
Henrietta Bennett	Appointed 25 March 2021
Sara Heald	Appointed 16 March 2021
Balvinder Ahluwalia	Appointed 16 March 2021
Gabrielle Field	Appointed 16 March 2021

CRAWLEY OPEN HOUSE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

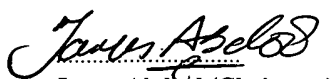
FOR THE YEAR ENDED 31 MARCH 2021

This report has been prepared in accordance with the Statement of Recommended Practice, "Accounting and reporting by Charities", issued in March 2005 and in accordance with the special provisions of part 15 of the Companies Act relating to small entities.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

The Trustees report was approved by the Board of Trustees.



James Abdool (Chairman)

Trustee

Dated: 21/09/2021

CRAWLEY OPEN HOUSE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing those accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- 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 accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

CRAWLEY OPEN HOUSE

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF CRAWLEY OPEN HOUSE

Opinion

We have audited the financial statements of Crawley Open House (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

CRAWLEY OPEN HOUSE

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF CRAWLEY OPEN HOUSE

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, to perform audit procedures to help identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements, and to respond appropriately to identified or suspected non-compliance with laws and regulations identified during the audit.

In relation to fraud, the objectives of our audit are to identify and assess the risk of material misstatement of the financial statements due to fraud, to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatements due to fraud through designing and implementing appropriate responses and to respond appropriately to fraud or suspected fraud identified during the audit.

However it is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

In identifying and assessing the risks of material misstatement in respect of irregularities, including fraud, the audit engagement team made enquiries of management, and those charged with governance, regarding the procedures relating to identifying, evaluating and complying with;

1. laws and regulations and whether they were aware of any instances of non-compliance;
2. detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
3. the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations;

As a result of these procedures we consider the most significant laws and regulations that have a direct impact on the financial statements are FRS 102, General Data Protection Regulations, Companies Act, Charities Act 2011, Charities Statement of Recommended Practice and employment law and regulations. We performed audit procedures to detect non-compliance, which may have a material impact on the financial statements. These included reviewing financial statement disclosures and evaluating advice received from external advisors. There were no significant laws and regulations we deemed as having an indirect impact on the financial statements.

CRAWLEY OPEN HOUSE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CRAWLEY OPEN HOUSE

The audit engagement team identified the risk of management override of controls as the area where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed included but were not limited to testing manual journal entries and other adjustments and evaluating the rationale in relation to any significant, unusual transactions and transactions entered into outside of the normal course of business.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's Trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Richard Place Dobson Services Limited
Chartered Accountants
Statutory Auditor
1 - 7 Station Road
Crawley
West Sussex
RH10 1HT

30/09/2021
.....
Date

Richard Place Dobson Services Limited is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

CRAWLEY OPEN HOUSE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Current financial year

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes					
Income and endowments from:						
Grants and donations	3	450,151	-	356,664	806,815	594,215
<u>Activities in furtherance of the charity's objects</u>						
Amenity Income	4	32,562	-	-	32,562	39,506
Supporting People	4	222,764	-	-	222,764	242,420
Housing Benefit	4	500,611	-	-	500,611	454,942
Other trading activities	5	17,375	-	-	17,375	21,227
Investment income	6	2,359	-	-	2,359	5,320
Other income	7	5,075	-	1,560	6,635	7,230
Total income		1,230,897	-	358,224	1,589,121	1,364,860
Expenditure on:						
Raising funds	8	31,803	-	-	31,803	36,174
<u>Charitable activities</u>						
Outreach projects	9	-	-	114,226	114,226	104,707
Hostel and day centre	9	810,383	10,640	48,080	869,103	878,780
Move-on accommodation	9	57,835	-	-	57,835	69,843
Local Assistance Network	9	-	-	12,756	12,756	18,093
Total charitable expenditure		868,218	10,640	175,062	1,053,920	1,071,423
Total resources expended		900,021	10,640	175,062	1,085,723	1,107,597

CRAWLEY OPEN HOUSE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Net incoming resources before transfers	330,876	(10,640)	183,162	503,398	257,263
Gross transfers between funds	(270,929)	450,591	(179,662)	-	-
Net income for the year/ Net movement in funds	59,947	439,951	3,500	503,398	257,263
Fund balances at 1 April 2020	399,396	1,366,585	14,231	1,780,212	1,522,949
Fund balances at 31 March 2021	459,343	1,806,536	17,731	2,283,610	1,780,212

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CRAWLEY OPEN HOUSE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year

		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes				
<u>Income and endowments from:</u>					
Grants and donations	3	419,873	51,542	122,800	594,215
<u>Activities in furtherance of the charity's objects</u>					
Amenity Income	4	39,506	-	-	39,506
Supporting People	4	242,420	-	-	242,420
Housing Benefit	4	454,942	-	-	454,942
Other trading activities	5	21,227	-	-	21,227
Investment income	6	5,320	-	-	5,320
Other income	7	7,230	-	-	7,230
Total income		1,190,518	51,542	122,800	1,364,860
<u>Expenditure on:</u>					
Raising funds	8	36,174	-	-	36,174
<u>Charitable activities</u>					
Outreach projects	9	-	-	104,707	104,707
Hostel and day centre	9	848,363	12,557	17,860	878,780
Move-on accommodation	9	64,877	4,966	-	69,843
Local Assistance Network	9	-	-	18,093	18,093
Total charitable expenditure		913,240	17,523	140,660	1,071,423
Total resources expended		949,414	17,523	140,660	1,107,597
Net incoming resources before transfers		241,104	34,019	(17,860)	257,263
Gross transfers between funds		(193,956)	193,956	-	-
Net income for the year/ Net movement in funds		47,148	227,975	(17,860)	257,263
Fund balances at 1 April 2019		352,248	1,138,610	32,091	1,522,949
Fund balances at 31 March 2020		399,396	1,366,585	14,231	1,780,212

CRAWLEY OPEN HOUSE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CRAWLEY OPEN HOUSE

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	14		1,361,525		1,075,592
Current assets					
Debtors	15	36,147		22,386	
Cash at bank and in hand		1,455,984		1,104,772	
		1,492,131		1,127,158	
Creditors: amounts falling due within one year	16	(570,046)		(422,538)	
Net current assets			922,085		704,620
Total assets less current liabilities			2,283,610		1,780,212
Income funds					
Restricted funds	17		17,731		14,231
<u>Unrestricted funds</u>					
Designated funds	18	1,806,536		1,366,585	
General unrestricted funds		459,343		399,396	
			2,265,879		1,765,981
			2,283,610		1,780,212

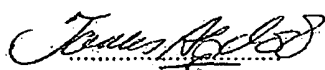
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 21/09/21



James Abdool (Chairman)
Trustee

Company Registration No. 03048461

CRAWLEY OPEN HOUSE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from operations	22		667,847		379,290
Investing activities					
Purchase of tangible fixed assets		(318,994)		(301,187)	
Investment income received		2,359		5,320	
Net cash used in investing activities			(316,635)		(295,867)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			351,212		83,423
Cash and cash equivalents at beginning of year			1,104,772		1,021,349
Cash and cash equivalents at end of year			1,455,984		1,104,772

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Crawley Open House is a charitable company, registered in England and Wales. The registered office is Ground Floor, 1-7 Station Road, Crawley, West Sussex, RH10 1HT

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

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 £.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes of the financial statements.

1.4 Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations and similar incoming resources are included in the year in which they are receivable which is when the charity becomes entitled to the resource.

Grants are included in the accounting period to which they relate.

Activities in furtherance of charitable objects includes rental income and is included in the year in which it is receivable which is when the charity becomes entitled to the resource.

Other incoming resources includes kitchen receipts, placement fees and refunds of overcharged expenses all of which are included in the accounts when the charity becomes entitled to the resources.

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

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 charitable company's activities. These costs have been allocated between the different charitable activities. The bases on which support costs have been allocated are set out in note 9.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the external auditors fees and legal and professional costs.

1.6 Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Land and buildings	2% straight line
Fixtures, fittings & equipment	33% straight line
Computers	33% straight line
Motor vehicles	25% straight line

Freehold Land is not depreciated.

It has been decided by the Trustees that only items of a value of £1,000 and over will be capitalised as anything smaller is not deemed material.

1.7 Cash and cash equivalents

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 Financial instruments

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

1.9 Taxation

The Charity is exempt from corporation tax on its charitable activities

1.10 Provisions

Creditors and provisions 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 and provisions are normally recognised at their settlement amount after allowing for any discounts due.

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.11 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

1.12 Retirement benefits

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.13 Lease commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

1.14 Debtors

Other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.15 Donated goods

There are considerable gifts of food given to the charity which have been estimated at £31,500 (2020: £64,730) for the year.

The Charity received no volunteer assistance during the year because of COVID (2020: Valued at £49,000).

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount 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 these 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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Critical judgements

The main judgement and accounting estimates included in the accounts are:

Deferral of grant income

Income is recognised when the charity is entitled to the income and this will be based on the work being completed and there is no requirement to repay the grant.

Donated stock

Donated items such as food are recognised in income and expenditure based on their fair value.

Volunteer time

Time given freely to the charity by volunteers is recognised in income and expenditure based on an estimated average hourly rate and total number of hours given by volunteers.

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Grants and donations

	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £
Donations and gifts	310,608	-	310,608
Grants	139,543	356,664	496,207
	<u>450,151</u>	<u>356,664</u>	<u>806,815</u>
	Unrestricted funds general 2020 £	Restricted funds 2020 £	Total 2020 £
Donations and gifts	332,856	-	332,857
Grants	87,017	122,800	261,358
	<u>419,873</u>	<u>122,800</u>	<u>594,215</u>

During the year the charity received various grants to be used either for general or specific purposes which include the following:

Donated goods and services

Included within the donations and gifts above are the following non cash donations:

Donated food - £31,500 (2020: £64,730)

Volunteer time - £Nil (2020: £49,000)

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Activities in furtherance of the charity's objects

	Amenity Income	Supporting Housing Benefit	Total
	2021	People	2021
	£	£	£
Income from Charitable activities	32,562	222,764	500,611
	<u>32,562</u>	<u>222,764</u>	<u>755,937</u>

	Amenity Income	Supporting Housing Benefit	Total
	2020	People	2020
	£	£	£
Income from Charitable activities	39,506	242,420	454,942
	<u>39,506</u>	<u>242,420</u>	<u>736,868</u>
	<u>39,506</u>	<u>242,420</u>	<u>736,868</u>

5 Fundraising income

	Unrestricted funds	Unrestricted funds
	general	general
	2021	2020
	£	£
Fundraising events	17,375	21,227
	<u>17,375</u>	<u>21,227</u>

6 Investment income

	Unrestricted funds	Unrestricted funds
	general	general
	2021	2020
	£	£
Interest receivable	2,359	5,320
	<u>2,359</u>	<u>5,320</u>

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Other income

	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £
Other income	5,075	1,560	6,635	7,230

8 Raising funds

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Other fundraising costs	1,803	6,174
Staff costs	30,000	30,000
Costs of Raising Funds	31,803	36,174

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

9 Charitable activities

	Outreach projects	Hostel and day centre	Move-on accommodation	Local Assistance Network	Total 2021	Total 2020
	2021 £	2021 £	2021 £	2021 £	£	£
Staff costs	104,780	607,735	-	1,330	713,845	729,798
Depreciation and impairment	-	27,959	5,102	-	33,061	22,858
Other charitable activity costs	9,446	223,796	51,953	-	285,195	294,527
	<u>114,226</u>	<u>859,490</u>	<u>57,055</u>	<u>1,330</u>	<u>1,032,101</u>	<u>1,047,183</u>
Grant funding of activities (see note 10)	-	-	-	11,426	11,426	13,893
Share of governance costs (see note 11)	-	9,613	780	-	10,393	10,347
	<u>114,226</u>	<u>869,103</u>	<u>57,835</u>	<u>12,756</u>	<u>1,053,920</u>	<u>1,071,423</u>
Analysis by fund						
Unrestricted funds - general	-	810,383	57,835	-	868,218	913,240
Unrestricted funds - designated	-	10,640	-	-	10,640	17,523
Restricted funds	114,226	48,080	-	12,756	175,062	140,660
	<u>114,226</u>	<u>869,103</u>	<u>57,835</u>	<u>12,756</u>	<u>1,053,920</u>	<u>1,071,423</u>

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Charitable activities

(Continued)

For the year ended 31 March 2020

	Outreach projects	Hostel and day centre	Move-on accommodation	Local Assistance Network	Total 2020
	£	£	£	£	£
Staff costs	104,707	620,891	-	4,200	729,798
Depreciation and impairment	-	17,892	4,966	-	22,858
Other charitable activity costs	-	231,477	63,050	-	294,527
	<u>104,707</u>	<u>870,260</u>	<u>68,016</u>	<u>4,200</u>	<u>1,047,183</u>
Grant funding of activities (see note 10)	-	-	-	13,893	13,893
Share of governance costs (see note 11)	-	8,520	1,827	-	10,347
	<u>104,707</u>	<u>878,780</u>	<u>69,843</u>	<u>18,093</u>	<u>1,071,423</u>
Analysis by fund					
Unrestricted funds - general	-	848,363	64,877	-	913,240
Unrestricted funds - designated	-	12,557	4,966	-	17,523
Restricted funds	104,707	17,860	-	18,093	140,660
	<u>104,707</u>	<u>878,780</u>	<u>69,843</u>	<u>18,093</u>	<u>1,071,423</u>

10 Grants payable

	Greater Change & LAN 2021 £	Local Assistance Network 2020 £
Grants to individuals	11,426	13,893
	<u>11,426</u>	<u>13,893</u>

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

11 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Audit fees	-	9,613	9,613	-	8,520	8,520
Legal and professional	-	780	780	-	1,827	1,827
	-	10,393	10,393	-	10,347	10,347
Analysed between						
Charitable activities	-	10,393	10,393	-	10,347	10,347

12 Trustees

During the year none of the Trustees (or any persons connected with them) received any remuneration or received any reimbursement of expenses relating to their duties as Trustees and directors.

13 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Riverside	24	30

Employment costs

	2021 £	2020 £
Wages and salaries	669,159	692,817
Social security costs	61,478	54,757
Other pension costs	13,208	12,224
	743,845	759,798

Key Management Remuneration

There are five key management positions. The amount paid to key management personnel during the year was £209,278 (2020: £203,496).

The number of employees whose annual remuneration was £60,000 or more were:

	2021 Number	2020 Number
£60,000 - £70,000	1	-

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

14 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Computers £	Motor vehicles £	Total £
Cost					
At 1 April 2020	1,228,026	21,571	2,127	27,478	1,279,202
Additions	288,256	10,640	-	20,098	318,994
At 31 March 2021	1,516,282	32,211	2,127	47,576	1,598,196
Depreciation and impairment					
At 1 April 2020	172,070	10,647	2,127	18,765	203,609
Depreciation charged in the year	24,518	4,974	-	3,570	33,062
At 31 March 2021	196,588	15,621	2,127	22,335	236,671
Carrying amount					
At 31 March 2021	1,319,694	16,590	-	25,241	1,361,525
At 31 March 2020	1,055,956	10,924	-	8,712	1,075,592

15 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	25,107	11,346
Prepayments and accrued income	11,040	11,040
	36,147	22,386

16 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Deferred income		402,123	266,056
Other creditors		145,723	132,902
Accruals and deferred income		22,200	23,580
		570,046	422,538

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

17 Restricted funds

The income funds of the charity include restricted funds consisting of the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Transfers	Balance at
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Incoming resources	Resources expended		31 March 2021
	£	£	£	£	£	£	£	£
Counselling Supervision Fund	771	-	(771)	-	-	-	-	-
PFT - Outreach expense	2,105	-	(1,344)	761	-	-	3,500	4,261
PFT - Starter property packs	2,679	-	(1,496)	1,183	-	-	-	1,183
PFT - Hostel bedroom refurbishments	7,944	-	(7,944)	8,968	-	-	-	8,968
Greater change - client resettlement support	11,916	-	(2,948)	-	6,814	(6,814)	-	-
Meeting needs - afternoon classes	3,342	-	(23)	3,319	-	-	-	3,319
WSCC Crawley Foodbank	-	7,500	(7,500)	-	8,079	(8,079)	-	-
TOT - supporting fundraising	3,334	-	(3,334)	-	-	-	-	-
Outreach workers fund	-	97,207	(97,207)	-	141,297	(141,297)	-	-
Local assistant network	-	18,093	(18,093)	-	7,490	(6,691)	(799)	-
MCKS - Purchase of people carrier	-	-	-	-	10,000	-	(10,000)	-
Support for additional COVID costs	-	-	-	-	12,181	(12,181)	-	-
Development of Riverside Move on (Laing Rooms)	-	-	-	-	125,000	-	(125,000)	-
Development of Resource Centre	-	-	-	-	4,555	-	(4,555)	-
WSCC COVID Infection control	-	-	-	-	42,808	-	(42,808)	-
	<u>32,091</u>	<u>122,800</u>	<u>(140,660)</u>	<u>14,231</u>	<u>358,224</u>	<u>(175,062)</u>	<u>(179,662)</u>	<u>17,731</u>

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

17 Restricted funds

(Continued)

The Counselling Supervision Fund was a grant towards the cost of client counselling sessions.

The Outreach expense fund is to help pay the expenses of outreach workers when supporting homeless clients.

The Starter property packs fund is to provide household items to clients moving into a new home.

The Hostel bedroom refurbishment fund is to pay for the periodic refurbishment of the charity's bedrooms.

The Greater Change client resettlement fund is to provide household goods or other support to clients who are being resettled.

The Afternoon Classes fund is to improve the quality of afternoon classes.

The WSCC Crawley Foodbank fund is towards the provision of a permanent foodbank for Crawley.

The Three Oaks Trust fund to support fundraising was to help broaden the charity's fundraising activities.

The Outreach Workers Fund represents grants from Crawley Borough Council to enable Crawley Open House to offer outreach and resettlement services homeless clients or those at risk of homelessness.

The Local Assistance Network Fund is from West Sussex County Council to provide short-term aid to help protect a person's welfare.

The MCKS people carrier fund was given to enable the purchase of a people carrier.

The support for additional Covid-19 costs was given by various donors to help meet additional costs incurred by the charity.

The fund for the development of the Laing Rooms was given by the John Laing Charity and used for that development during 2020.

The fund for the development of the Resource Centre has been given by numerous donors and a small part was used for preparatory work during 2020-21.

The WSCC COVID infection control fund was to meet additional costs to ensure high standards of Covid-19 prevention and control.

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the Trustees for specific purposes:

	Movement in funds							
	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	Balance at 1 April 2020	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£	£	£	£
Land and Building Fund	783,014	51,542	(17,523)	238,923	1,055,956	-	263,738	1,319,694
Minibus Fund	20,000	-	-	-	20,000	-	(20,000)	-
Boiler Fund	10,000	-	-	(10,000)	-	-	-	-
Air conditioning for offices	-	-	-	15,000	15,000	(10,640)	(4,360)	-
Development project fund	250,000	-	-	10,585	260,585	-	(8,701)	251,884
Move on houses cyclical repairs fund	15,000	-	-	44	15,044	-	4,914	19,958
Extension Fund	60,596	-	-	(60,596)	-	-	-	-
Laing Rooms cyclical repairs fund	-	-	-	-	-	-	10,000	10,000
Move-on property purchase fund	-	-	-	-	-	-	205,000	205,000
	<u>1,138,610</u>	<u>51,542</u>	<u>(17,523)</u>	<u>193,956</u>	<u>1,366,585</u>	<u>(10,640)</u>	<u>450,591</u>	<u>1,806,536</u>

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

18 Designated funds

(Continued)

The Land and Building fund represents the value of the land and buildings occupied by the charity.

The minibus fund was for the replacement of the minibus. A people carrier was purchased in 2021.

The boiler fund was for the replacement of the hostel gas boilers, which was completed in 2019.

The air conditioning fund was to provide air conditioning in certain hostel offices. It was installed in 2020.

The development project fund is to ensure that the charity can successfully complete its development programme. The final phase is the Resource Centre which will finish by the end of 2021.

The Move-on houses cyclical repairs fund is to meet the cost of repairs on the charity's leased move-on houses.

The extension fund was set aside to extend the Riverside hostel, as the first phase of the development programme.

The Laing Rooms cyclical repairs fund is to meet the cost of repairs on the new Laing move-on rooms.

The Move-on property purchase fund is to enable the charity to purchase a property for use as a move-on house. The purchase completed in April 2021.

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

19 Analysis of net assets between funds

	General funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2021 are represented by:				
Tangible assets	41,831	1,319,694	-	1,361,525
Current assets/(liabilities)	417,512	486,842	17,731	922,085
	<u>459,343</u>	<u>1,806,536</u>	<u>17,731</u>	<u>2,283,610</u>
	General funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2020 are represented by:				
Tangible assets	19,636	1,055,956	-	1,075,592
Current assets/(liabilities)	704,620	-	-	704,620
	<u>724,256</u>	<u>1,055,956</u>	<u>-</u>	<u>1,780,212</u>

20 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

21 Covid-19

During the year, Covid-19 had a major impact on the operations of Crawley Open House. However, there was no material adverse financial impact and the charity's financial position at the end of the financial year remained strong. The Trustees expect the operational impact to continue, but do not expect an adverse financial impact for the year 2021-22 as a result of Covid-19.

22 Cash generated from operations

	2021 £	2020 £
Surplus for the year	503,398	257,263
Adjustments for:		
Investment income recognised in statement of financial activities	(2,359)	(5,320)
Depreciation and impairment of tangible fixed assets	33,061	22,857
Movements in working capital:		
(Increase)/decrease in debtors	(13,761)	3,453
Increase in creditors	11,441	6,583
Increase in deferred income	136,067	94,454
Cash generated from operations	<u>667,847</u>	<u>379,290</u>

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2021***

- 23 **Analysis of changes in net funds**
The charity had no debt during the year.