

COMPANIES
HOUSE

OPEN DOOR MINISTRIES
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2002

Company Registered Number 3177916
Registered Charity Number 1055109



**LEGAL AND ADMINISTRATIVE DETAILS
AS AT 31 MARCH 2002**

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

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DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2002

Open Door 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'.

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 fifth 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 seven staff were paid. The trustees are grateful to all staff, paid and unpaid, for their high level of commitment. Particular thanks are due to the staff who left during the year. These are Peter Sampson who has returned to the ministry and Alison Lee who is furthering her career by returning to full-time study.

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 remain the most popular. Relations with local GPs continue to be good. During the year we engaged Sheila Muragaiah to move forward our Life Skills training. This she is doing within the limitation of our current premises. Sheila is also a qualified counsellor and we have taken the opportunity to expand our counselling services, which continue to operate near capacity, to a limited degree.

Open Door 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 tapers after three years and ends after seven years, although the funding bodies will take up much of the residual funding from that date. The taper is having an effect and we have endeavoured to put our relations with the churches and our other donors on a more systematic footing. Our director, Revd David Harper, is leading this aspect of the work and these efforts are having a pleasing effect. From April 2001 we have also received revenue funding from Partnership Funding, an arm of the Colchester Primary Health Care Trust. This award runs for three years and has enabled work to continue on a sound financial footing. We are most grateful for this generous help which has also been the basis of the expansion of Life Skills training mentioned above.

The heavy demands on space at Beacon House has caused the trustees to look at means of acquiring different or expanded premises. The next door property 91 East Hill, came on to the market during the year and we were able to purchase it just before the year end. Fund raising, spearheaded by a volunteer fundraiser, Roz Brown, has allowed us to do this without debt. Funds have also been secured or promised to effect the necessary refurbishment and adaptation of No. 91. We look forward to opening an expanded Beacon House during the current year. We are most grateful to the charitable trusts and other grantmaking bodies which have recognised the value of our present work and the work we can do with more space to the extent of making substantial grants so that this expansion can happen. Many of these sums awarded are already in our hands (as Restricted Funds) and our current accounts need to be read accordingly.

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

DIRECTORS' REPORT - continued
FOR THE YEAR ENDED 31 MARCH 2002

Directors

The trustees who were the only directors throughout the year to 31 March 2002 were:-

Barry Lowden	Chairman	Personnel and publicity
Henry Spyvee	Secretary	Legal & building maintenance
Revd David Harper		Church relations
David Fletcher	Treasurer	Finance

Financial Position


The financial statements on Pages 5 to 9 set out the transactions for the year and the financial situation at 31 March 2002.

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 this annual report.

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

9 July 2002

**ACCOUNTANT'S REPORT
FOR THE YEAR ENDED 31 MARCH 2002**

I report on the unaudited financial statements for the year ended 31 March 2002 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).



JOHN WOODMAN BSc FCA
Chartered Accountant

3 Cadman House
off Peartree Road
Colchester CO3 0NW

23 September 2002

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating an Income & Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2002

	Note	Unrestricted Funds £	Restricted Funds £	2002 Total £	2001 Total £
Incoming Resources					
Donations and gifts		17,287	138,500	155,787	18,476
Incoming resources from the operating activities of the charity:					
statutory grants		85,002	2,242	87,244	48,647
Investment income		2,795	0	2,795	2,836
Other incoming resources		207	0	207	61
Total Incoming Resources		<u>105,291</u>	<u>140,742</u>	<u>246,033</u>	<u>70,020</u>
Charitable Expenditure					
Cost of activities in furtherance of the charity's objects:					
health care costs		75,022	3,656	78,678	68,895
Support costs		6,607	0	6,607	6,274
Fund raising & publicity		2,685	0	2,685	2,218
Management and administration of the charity		4,747	114	4,861	5,019
Total Charitable Expenditure	5	<u>89,061</u>	<u>3,770</u>	<u>92,831</u>	<u>82,406</u>
Net Incoming/(Outgoing) Resources		16,230	136,972	153,202	-12,386
Transfer between funds	4	<u>-1,067</u>	<u>1,067</u>	<u>0</u>	<u>0</u>
Net Movement in Funds for Year		15,163	138,039	153,202	-12,386
Fund Balances brought forward at 1 April 2001		68,697	86,605	155,302	167,688
Fund Balances carried forward at 31 March 2002		<u>£ 83,860</u>	<u>£ 224,644</u>	<u>£ 308,504</u>	<u>£ 155,302</u>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The surplus for the year for Companies Act purposes comprises the net incoming resources for the year and was £153,202 (2001: deficit £12,386).

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

BALANCE SHEET
AS AT 31 MARCH 2002

	Note	£	2002 £	2001 £
FIXED ASSETS				
Tangible assets	6		209,260	<u>109,325</u>
CURRENT ASSETS				
Debtors	8	4,244		5,905
Cash at bank and in hand		<u>97,435</u>		<u>41,046</u>
		101,679		46,951
CREDITORS				
Amounts falling due within one year	9	<u>2,435</u>		<u>974</u>
NET CURRENT ASSETS			<u>99,244</u>	<u>45,977</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>£ 308,504</u>	<u>£ 155,302</u>
INCOME FUNDS				
Unrestricted funds			83,860	68,697
Restricted funds	4		<u>224,644</u>	<u>86,605</u>
	7		<u>£ 308,504</u>	<u>£ 155,302</u>

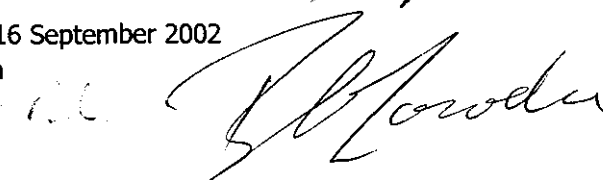
For the financial year ended 31 March 2002 the company was entitled to exemption from audit under Section 249A(2) of the Companies Act 1985. No notice has been deposited under Section 249B(2). The directors acknowledge their responsibility for ensuring that the company keeps accounting records which 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 B Lowden



Approved by the board of directors on 16 September 2002
and signed on their behalf by B Lowden



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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2002**

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 (revised 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

No depreciation is provided on freehold land

Gift in Kind and Volunteers: No recognition is made in these accounts of the value of these to the company and the work of Beacon House.

2 Operating profit

The operating profit is stated after charging:-

	2002	2001
	£	£
Depreciation on tangible fixed assets (corrected for previous year)	6,282	5,800
Reporting accountants remuneration	400	500

3 Directors remuneration and transactions involving directors

Directors' emoluments	Nil
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4 Restricted Funds

	Balance 1 April 2001	Incoming Resources	Expenditure Depreciation	Transfers	Balance 31 March 2002
	£	£	£	£	£
90 East Hill, Colchester	86,405	0	-1,141	1,067	86,331
91 East Hill, Colchester	0	138,500	-187	0	138,313
Autoclave	200	0	-200	0	0
Access to skills	0	2,242	-2,242	0	0
	£ 86,605	£ 140,742	£ -3,770	£ 1,067	£ 224,644

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2002

4 Restricted Funds - continued

The Transfers between funds for the year remedy an inappropriate allocation of depreciation on 90 East Hill, Colchester, since the building was purchased in 1996 until 31 March 2001.

In previous accounts all the depreciation on this building has been charged to the Restricted Fund whereas a proportion of its purchase funding came from unrestricted funds.

The appropriate proportion of depreciation is now transferred to Unrestricted Fund.

Of the £138,500 Restricted Fund grants received in the year for the purchase, refurbishment and adaptation of 91 East Hill, Colchester, £101,117 was expended in the year on purchasing the building. The remaining £37,383 will be spent in the following year on refurbishing and adapting it for use as an enlarged Beacon House.

5 Analysis of Total Resources Expended

	Staff Costs £	Other £	Depreciation £	2002 Total £	2001 Total £
Direct charitable expenditure					
Health care costs	62,311	11,244	5,123	78,678	68,895
Support costs	<u>6,607</u>	<u>0</u>	<u>0</u>	<u>6,607</u>	<u>6,274</u>
	68,918	11,244	5,123	85,285	75,169
Other expenditure					
Fund raising & publicity	0	2,685	0	2,685	2,218
Management & administration of the charity	<u>0</u>	<u>4,102</u>	<u>759</u>	<u>4,861</u>	<u>5,019</u>
	<u>£ 68,918</u>	<u>£ 18,031</u>	<u>£ 5,882</u>	<u>£ 92,831</u>	<u>£ 82,406</u>

6 Tangible Fixed Assets

	Land and buildings £	Plant and machinery £	Total £
Cost			
As at 1 April 2001	111,647	19,841	131,488
Additions	<u>101,117</u>	<u>4,700</u>	<u>105,817</u>
As at 31 March 2002	<u>212,764</u>	<u>24,541</u>	<u>237,305</u>
Depreciation			
As at 1 April 2001	7,474	14,689	22,163
Correction previous year	<u>-400</u>	<u>0</u>	<u>-400</u>
Charge for year	<u>2,019</u>	<u>4,263</u>	<u>6,282</u>
As at 31 March 2002	<u>9,093</u>	<u>18,952</u>	<u>28,045</u>
Net book values			
As at 31 March 2002	<u>£ 203,671</u>	<u>£ 5,589</u>	<u>£ 209,260</u>
As at 31 March 2001	<u>£ 104,173</u>	<u>£ 5,152</u>	<u>£ 109,325</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2002

7 Analysis of Net Assets Between Funds

	Tangible	Net current	2002	2001
	Fixed Assets	Assets	Total	Total
	£	£	£	£
Restricted Funds	187,261	37,383	224,644	86,605
Unrestricted Funds	21,999	61,861	83,860	68,697
	<u>£ 209,260</u>	<u>£ 99,244</u>	<u>£ 308,504</u>	<u>£ 155,302</u>

8 Debtors

	2002	2001
	£	£
Grants	2,876	3,742
Inland Revenue	974	1,235
Others	0	33
Payments in advance	394	895
	<u>£ 4,244</u>	<u>£ 5,905</u>

9 Creditors: amounts falling due within one year

	2002	2001
	£	£
Creditors and accruals	<u>£ 2,435</u>	<u>£ 974</u>