

COMPANY REGISTRATION NUMBER: 03157152
CHARITY REGISTRATION NUMBER: 1053008

Bedford Open Door
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2020

EXCEL ACCOUNTANTS (BEDS) LTD

Chartered accountant
Excel House
3 Duke Street
Bedford
MK40 3HR

Bedford Open Door
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2020

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Bedford Open Door

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

Reference and administrative details

Registered charity name Bedford Open Door

Charity registration number 1053008

Company registration number 03157152

Principal office and registered office 120 Tavistock Street
Bedford
Bedfordshire
MK40 2SA

The trustees

S J Gardner (Chair)	
V Perry (Treasurer)	
O Atunrase	
M A Richardson	
V C Holt	
A King	
S A Reed	(appointed 18 th November 2019)
S J Gray	(resigned 1 st February 2020)
M P Towers	(resigned 18 th November 2019)
M R Fordham	(resigned 18 th November 2019)

Company secretary V Perry (Treasurer)

Management Staff Michele Flynn (Operations Manager)
Donna Galea-Bateman (Clinical Manager)

Independent examiner Excel Accountants (Beds) Ltd
Excel House
3 Duke Street
Bedford
MK40 3HR

Bedford Open Door

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Structure, Governance and Management

Governing document

The company was established under a Memorandum of Association, which determine the objects and powers of the company and is governed under its Articles of Association.

The charity is managed and controlled by its Trustee Board which is responsible for setting the strategic direction of the charity, and the policies it adopts.

The company is limited by guarantee and does not have share capital. Trustees each guarantee an amount not exceeding £10 to the assets of the company in the event of a winding up. The total number of such guarantees at 31 March 2020 was 6 (2019: 9).

Recruitment and appointment of new trustees

The charity seeks to have board members with the right skills to enable it to be managed in an effective manner. The trustees may appoint a person who is willing to act as a trustee, either to fill a vacancy or as an additional trustee.

Induction and training of new trustees

All trustees are given a copy of the Charity Commission Pamphlet CC3 prior to their appointment and, at their induction, a copy of the latest accounts, together with the governing document and operating procedures. The latter include such topics as "Trustees Code of Conduct", "Conflicts of Interest" and "Trustee Eligibility". Where considered necessary, trustees are invited to undertake training in the workings of the Charity and the responsibilities of a trustee.

Objectives and activities

The objects of the charity are to provide free counselling services to young people in Bedford and surrounding areas. We have continued to offer the counselling service free to clients.

Strategic report

The following sections covering the focus of our work, achievements and performance and financial review form the strategic report of the charity.

Purposes and Aims

The focus of our work is:

- Providing a free counselling service to young people aged 13-25 in Bedford Borough and North Central Bedfordshire. We have excellent counselling facilities at our Tavistock Street Centre which is situated conveniently on the outskirts of the town centre.
- During the year we have worked in three Bedford Borough Schools providing an on-site counselling service in Biddenham School, The Bedford Academy and Bedford Free School. We also completed a pilot project to provide an in-school counselling service at the Etonbury Academy in Central Bedfordshire. Funding has since been secured to continue the service.
- We provide a counselling service to YMCA Bedfordshire, seeing clients on two of their supported housing project premises.
- We provide drop in facilities at our Bedford counselling centre.
- Working in a multi-agency way with GPs, CAMHS, adult mental health services, other counselling service providers and local voluntary/statutory agencies to ensure clients are given the most appropriate professional support.

Achievements: How our activities deliver public benefit:

Our main activities and who those we support are described below. All our charitable activities focus on providing free counselling services to young people and are undertaken to further our charitable purposes for the public benefit.

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

- We provide free counselling provision to 13-25 year olds with the offer of 12 session counselling programmes, which is our core operating model. No one else in the Bedford area offers this free provision.
- In the year we had a team of 33 counsellors, a mix of volunteers, students and paid counselling positions. In 2021 the team will increase to 39 when the new cohort of students join us in February /March.
- We provide an on-site counselling service at YMCA Bedfordshire's Cornerstone House supported accommodation project, which looks after 16-18 year old residents. In the year to 2020 (hereby referred to as '2020') we gained funding through the National Lottery Community Fund to also establish a counselling service at The Foyer supported housing project, following a successful pilot.
- Despite losing statutory NHS funding at the end of May 2018, Bedford Open Door continues to receive significant numbers of referrals from NHS/CAMHS agencies. During the year, Bedford Open Door continued to experience very high waiting lists, which had to be closed on 3 occasions, demonstrating a high demand for our services.
- In 2020 Bedford Open Door supported 519 (2019 468) beneficiaries, of whom 63% (2019 70%) were aged between 13 and 18 and 37% for the 19-25 year group (2019 30%).
- In the three years since 2016-17 Bedford Open Door have increased the number of counselling sessions offered to young people from 2,442 to 4,386, an increase of (80%).
- Rooms in our Bedford counselling centre are also used by private counsellors and as a venue for multi-agency meetings.
- In 2020 Bedford Open Door continued to build on a pilot project to support counselling for young unaccompanied asylum seekers, many of whom have experienced extreme trauma. The work involves specialist one to one counselling using interpreters and creative groupwork. Bedford Open Door continues to play a leading role in co-ordinating and chairing a multi-agency forum, which was brought together to establish closer, more effective ways of working amongst key agencies to meet the needs of this vulnerable group of young people. The forum met 3 times in 2019/20 and held a summer retreat for young people at the Chellington Centre including mindfulness, music and creative art activities. The forum has been held up as model of best practice by the Local Government Agency.
- In 2018 we commenced a pilot student counsellor placement project in partnership with Bedford College and other local training providers. We continue to embed this opportunity, providing high quality placements with supervision and CPD to support the development of new counsellors. The counsellors offer 100 hours of counselling which enables them to pass their course requirements for qualification. They then commit to volunteering for at least one year, offering 2 sessions per week on a voluntary basis, to support Bedford Open Door's counselling resources. Feedback from student counsellors and training organisations has been very positive and the BACP gave positive feedback stating "We commend the service on the protocol describes to assess students' competency when working with clients under the age of 18. This is evidence of a high standard of professional practice" BACP Accreditation Assessor, 2019.
- The emergence of the Covid-19 crisis and lockdown in March 2020, required Bedford Open Door to adapt its services to offer continuity of counselling support through remote telephone and zoom video conferencing means, whilst adhering to good BACP practice. Our dedicated volunteer and paid counsellors demonstrated flexibility and commitment to our clients and the organisation and worked with the management to undertake necessary adaptations to enable remote working. All counsellors undertook additional CPD to ensure competence in the new ways of working.

Bedford Open Door

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

The Need for Bedford Open Door's Services:

Ref: House of Common (Public Accounts) Select Committee Report (Mental Health) – January 2019:

- Most young people with a mental health condition do not get the treatment they need.
- Government should step up action to increase staff numbers and develop required skills.
- Cross-departmental planning must improve, with focus on prevention and early intervention.
- One in eight five to 19 year olds are thought to have a diagnosable mental health condition. According to a recent NHS survey, the number of five to 15 year olds with a mental disorder has increased over time: rising from 9.7% in 1999 and 10.1% in 2004 to 11.2% in 2017.
- Mental health issues affect the life chances of individuals in many ways, including their physical health, education and work prospects.

Ref: World Health Organisation (Europe). Mental health and psychological resilience during the COVID-19 pandemic.

The impact of the Covid-19 crisis, with extended lock-downs, reduced schooling and potential life chances, is as yet unknown, although there a number of on-going research studies. In March 2020 the World Health Organisation (Europe) published an article and asked: What could the impact of the COVID-19 crisis be on children's mental health? It states:

- This is an unprecedented time for all of us, especially for children who face an enormous disruption to their lives.
- Children are likely to be experiencing worry, anxiety and fear, and this can include the types of fears that are very similar to those experienced by adults, such as a fear of dying, a fear of their relatives dying, or a fear of what it means to receive medical treatment.
- If schools have closed as part of necessary measures, then children may no longer have that sense of structure and stimulation that is provided by that environment, and now they have less opportunity to be with their friends and get that social support that is essential for good mental well-being.
- Being at home can place some children at increased risk of, or increased exposure to, child protection incidents or make them witness to interpersonal violence if their home is not a safe place. This is something that is very concerning.
- Mental health and psychosocial support services should be in place, and child protection services need to adapt to ensure that the care is still available for the children of families who need it.

Bedford Open Door was established in 1995 through a collaboration of professional counsellors and local GP's, who identified the need for its services. Until May 2018, when the last contract finished, a significant proportion of the charity's funding had come from NHS commissioning groups.

For the first time in its 24 year history Bedford Open Door became totally reliant on funding from non-statutory grant making bodies and trusts and internally generated fund-raising initiatives to continue free provision of counselling to young people in the 13-25 year age group and on a 12 session therapeutic model. We are extremely grateful to a number of bodies for supporting our continued work and facilitating expansion in our service provision both numerically and geographically.

- An initial three year National Lottery Community Fund grant, commencing in October 2016, facilitated the growth in our counselling services. We were able to start counselling in two new upper schools, the Bedford Academy and Bedford Free School, and start a project with young, supported residents in a YMCA Bedfordshire youth hostel. We were also able to extend free

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

counselling provision to the 18-25 age group. In 2019 we successfully applied to the National Lottery Community Fund for three year continuation funding to maintain existing work and further develop new services to address identified needs, including more services in Central Bedfordshire.

- Our core counselling services are provided by the work of ca. 28 volunteer counsellors, who on average offer two sessions a week without pay, and 5 part-time employed counsellors. All counsellors, including our volunteers, require professional operational and clinical management support, supervision and re-imburement of travel expenses. We also need to staff our Bedford counselling centre in order that there is always someone at hand to welcome young clients, making them feel safe and to ensure appointments, the necessary paperwork and record keeping, are diligently administered.
- During 2020 BBC Children in Need Bedford awarded Bedford Open Door a further three years part funding of these costs, required to cover the 13-18 client age group.
- In March 2020 we were awarded a further £20,000 by the Office of the Police Crime Commissioner (OPCC) to fund successful support work by our high needs specialist counsellor. The project offers specialist therapeutic support to young people experiencing mental health issues linked to trauma, adverse childhood experiences and complex, chaotic lifestyles, often relating to abuse, violence and addiction. Our specialist high needs counsellor, with extensive experience of working with youth at risk, also provides a weekly drop in, one-to-one counselling, harm reduction sessions and supported referrals on to other local specialist agencies to meet the needs of the individual. These vulnerable clients often require a more specialist, flexible approach, facilitation of wider support networks, a multi-agency approach and longer-term support to overcome more complex issues.
- In addition we thank Wixamtree Trust, Harpur Trust, Panacea Charitable Trust, St James' Foundation, Biddenham International School & Sports College, Heart Bedford Academy, YMCA Bedfordshire, Etonbury Academy, Brock Charitable Trust, Waitrose, Lions, Club Towers, Advantage Schools, Chris Frankish Trust, Masonic Charitable Foundation, Ian Salverson Trust and Memorial Donations for their grants and donations towards our counselling work in the year. We again thank the Friends of Bedford Open Door who donate regularly.

BOD is extremely grateful to all the above funders and donors, and other individuals not mentioned.

Counselling Provision & Performance:

- BOD's counselling provision is largely provided by 28 professionally accredited volunteer counsellors offering at least two sessions of counselling per week without payment.
 - During the year we employed five part-time paid counsellors, three of whom worked in secondary schools, one in two YMCA supported housing projects and one works at our Counselling Centre as our high needs specialist counsellor with experience in alcohol and substance abuse.
 - Biddenham School and The Bedford Academy successfully pursued grant funding for in-house part-time counsellors through the Harpur Trust. They contracted with Bedford Open Door to provide that service.
 - During 2020 **4,386** counselling sessions were offered. *(3,423 in 2019)*
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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

- During 2020 519 young people were seen by our counsellors for at least one session in the financial year. *(468 in 2019)*
- During 2020 341 clients completed a course of up to 12 counselling sessions *(251 in 2019)*

Investment powers

The Trustee Board has the power to invest or deposit monies not immediately required for its purposes in any lawful manner whilst having regard to the suitability of investments and the need for diversification.

Investment policies and objectives

The Trustee Board considers deposit accounts are the most appropriate vehicle for investing funds as they meet the requirements to maintain access and generate income. Where surplus cash is placed on deposit, the Trustee Board considers that the accounts used for this purpose must ensure the best returns relative to maintaining timely access to funds. The charity maintains an instant access account.

Reserves policy

The Trustee Board have established a policy whereby the total unrestricted funds not invested in tangible fixed assets, and not required to meet future budgeted expenditure, being the "free reserves", should be sufficient to support the future growth of the charity and provide sufficient reserves for dealing with possible contingencies, such as loss of contracts, gaps in restricted funding, short-term cessation of project activity and redundancy.

The trustees have targeted free reserves of up to £100,000, which will represent 50% of the planned future cost base. At March 31st 2020 the level of free reserves stood at £65,185. The trustees did not designate any of its unrestricted funds for specific purposes, as sufficient restricted funding for the next financial year was in place. This represents a significant achievement in representing a full funding recovery from the potentially disastrous financial impact of the discontinuation of NHS funding in 2018.

Incoming resources and expenditure

Total income for the year increased from £174,760 in 2019 to £192,372 in 2020.

The proportion of income receivable for restricted and unrestricted purposes represents was 79% (2019: 81%) and 21% (2019: 19%) respectively of the total incoming resources.

Overall the results show a deficit for the year of £ (14,322) (2019: deficit of £ (9,476)). At 31 March 2020, restricted fund balances totalled **£394,389** (2019: **£421,266**), of which **£322,016** (2019: **£329,180**) relates to the purchase of the Bedford Tavistock Street property and subsequent improvements, which was largely grant funded. Unrestricted fund balances totalled **£65,185** (2019: **£52,736**). **£0** (2019: **£23,477**) of the unrestricted fund balance has been designated.

Plans for the Future Period:

2020 was a successful year for fund-raising which re-establishing a sound financial basis for Bedford Open Door. This protects Bedford Open Door's existing services, maintains the momentum gained over recent years in increasing service provision, for which there is growing demand, and opens opportunities to offer new services.

As part of our application to the National Lottery Community Fund in 2019, we sought funding to establish counselling services in two Central Bedfordshire secondary schools and to open two counselling hubs in Central Bedfordshire. Our clients include approximately 25% who reside in Centrai

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Bedfordshire and have long journeys to receive counselling in Bedford. The objective is to be more accessible to those young people.

The continued high demand and sign-posting through other agencies underpins our faith in our 12 session counselling model. We continue to believe in providing a free service to all young people between 13 and 25 years of age.

The bedrock of our organisation is a strong voluntary ethos from the majority of our counsellors. These can be people relatively new to counselling, looking to gain experience, or can be very experienced professionals, wanting to give something back. As an organisation we felt we should be prepared to offer Level 4 student placement training opportunities in collaboration with colleges. This increases our capacity to provide counselling, but also adds to the national talent pool, where there are shortages in mental health provision. The training scheme was launched in 2018 and has been embedded in 2020 with the first cohort of 6 students successfully completing their 100 hours and gaining their qualifications and 5 new students joining the team in March 2020 and a further 8 expected to join us in early 2021.

Bedford Open Door has continued its work with Asylum seekers, which it initiated in 2018, and has continued to facilitate a multi-agency approach. We consider it extremely important to develop relations with other agencies to improve the experiences of young people in getting the most appropriate mental health support.

In the summer of 2018 we had an externally facilitated organisational Visioning Day to kick start our strategic review. In 2019 we initiated the next phase of evaluation with two areas of work:

a) Embedding the views of young people – a mixed methods research evaluation of service delivery. As part of our commitment to co-production with young people, our Clinical Manager led on a series of clinically supported focus groups with clients across different areas of Bedford Open Door provision. The final report contained recommendations for improvements and developments based on the views of our service users. Recommendations in relation to clinical delivery were agreed as priorities for implementation. As a result of feedback from the clients regarding the counselling environment, Bedford Open Door invested in new furniture and resources for our counselling rooms. A key area of focus was on improving our website which was agreed as a priority project for 2020.

b) An external independent evaluation of our service was completed in June 2019. It involved a series of interviews and meetings with volunteers, staff, trustees, partner agencies and other key stakeholders to provide feedback on the service to management and trustees. The final report provided recommendations under the headings: Counselling, Schools, Outreach and Infrastructure/systems. The report highlighted significant strengths in the organisation, notably the team ethos, high quality counselling provision and its support of vulnerable young people. It identified challenges which the Board is seeking to address in the future:

- The increasing number of CAMHS referrals, despite no NHS funding, increasing pressure on waiting lists.
 - With its sound schools model for counselling, Bedford Open Door is well placed to respond to government initiatives to place counsellors in all UK schools within the next five years.
 - Consider addressing increasing requests for family and systemic counselling services.
 - Continue the development and embedding of a co-creation approach to ensure the voice of young people is central to all we do.
-

Bedford Open Door

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

- Improve IT, back office systems and the website/external communications.

The findings of both reports shaped our forward strategy and informed our Funding Strategy.

In addition to this we have various methods for gathering feedback from young people. We use an assessment tool at the beginning, mid-point and end of counselling that links to key outcomes. Our clients are asked to rate their position on a scale concerning a range of indicators. This approach is interactive and offers an opportunity to reflect on a range of factors linked to mental wellbeing and risk.

We gather other information to help shape services:

- Facilitated focus groups with clients
- Comprehensive statistical data linked to impact and outcomes
- Keeping confidential, records of individual progress
- Client, counsellor and partner organisation testimonials
- Anonymised case studies
- End of attendance service questionnaire focusing on quality and effectiveness
- Compliments and Complaints

The Clinical and Operations Managers review all feedback and use this information to develop and enhance service delivery. All complaints are dealt with in line with our complaints policy and procedure and necessary actions are implemented

The Board of Trustees have decided in principle to rename and rebrand the organisation as Bedfordshire Open Door, to reflect the ambition and reality of providing counselling services outside of Bedford. This will be launched in early 2021. It ties in with our 25th Anniversary.

Covid-19: The Covid-19 pandemic has significantly impacted many of our plans for 2020-21. Focus had to temporarily switch from expanding services to finding safe ways to continue operating a revised service, particularly when lock-down conditions prevented provision of counselling within schools, YMCA hostels and our Bedford Counselling Centre. In order to facilitate the continuation of the service an office presence was maintained during lock-down.

It is to the great credit of the management team and the counsellors that they were quickly able to establish telephone and zoom counselling services in line with BACP protocols, and support those young people who were able to engage under these conditions. We found that nearly 50% of existing client base were unable to move over to the remote working, primarily for safety and confidentiality reasons, preferring to go on hold pending the return of face to face working. These clients were supported with wellbeing checks and all clients were given a Wellbeing Bag containing information, items and activities to support them during lockdown. Whilst remote service did not suit some of our clients, we did find an increase in uptake of new registrations for clients who found the telephone and zoom options met their needs, this led to an increase in young people from more rural areas accessing the service. Under our outreach working, the blended service we now offer continues to support those clients who are unable to attend our Tavistock centre and we have been able to offer a continued service for clients who have gone on to university. To their credit, our counsellors

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Year ended 31 March 2020

committed to additional 80 hour CPD to ensure competence in the new ways of working, successfully completing an accredited online/telephone counselling qualification accredited by the Association for Counselling & Therapy Online, a recognised, BACP approved online/telephone counselling qualification and demonstrating our commitment to an ongoing high standards in practice and service delivery.

Financially, our funding base is relatively secure over the next 12 months. In the short-term rental income and local fund-raising initiatives, planned for our 25th Anniversary celebrations, have been impacted, but the council and various charities have been supportive in covering some property overheads and additional Covid related costs, for which we are grateful.

The trustees' annual report and the strategic report were approved on 21st December 2020 and signed on behalf of the board of trustees by Stephen Gardner (Chair):



S Gardner
Chair

Excel Accountants

Excel House
3 Duke Street
Bedford. Mk40 3HR
01234 860590

Bedford Open Door

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Bedford Open Door

Year ended 31 March 2020

I report to the trustees on my examination of the financial statements of Bedford Open Door ('the charity') for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Independent Examiner

Excel House
3 Duke Street
Bedford
MK40 3HR



V. L. CAMIAH

F.C.C.A

Bedford Open Door

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
Income and endowments					
Donations and grants	5	31,803	153,208	185,011	156,536
Charitable activities	6	997	—	997	9,750
Investment income	7	6,364	—	6,364	8,474
Total income		<u>39,164</u>	<u>153,208</u>	<u>192,372</u>	<u>174,760</u>
Expenditure					
Expenditure on raising funds:					
Costs of raising donations and grants	8	8,619	—	8,619	9,085
Expenditure on charitable activities	9,10	17,991	180,084	198,075	175,151
Total expenditure		<u>26,610</u>	<u>180,084</u>	<u>206,694</u>	<u>184,236</u>
Net expenditure and net movement in funds		<u>12,554</u>	<u>(26,876)</u>	<u>(14,322)</u>	<u>(9,476)</u>
Reconciliation of funds					
Total funds brought forward		52,630	421,266	473,896	483,372
Total funds carried forward		<u>65,184</u>	<u>394,390</u>	<u>459,574</u>	<u>473,896</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 15 to 22 part of these financial statements.

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Statement of Financial Position *(continued)*

31 March 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible fixed assets	16	402,888	411,604
Debtors: amount due after more than one year	17	211,986	—
Current assets			
Debtors	18	205,996	68,752
Cash at bank and in hand		37,482	51,843
		<u>243,478</u>	<u>120,595</u>
Creditors: amounts falling due within one year	19	136,087	14,468
Net current assets		<u>107,391</u>	<u>106,127</u>
Total assets less current liabilities		<u>722,265</u>	<u>517,731</u>
Creditors: amounts falling due after more than one year	20	262,691	43,835
Net assets		<u>459,574</u>	<u>473,896</u>
Funds of the charity			
Restricted funds		394,390	421,266
Unrestricted funds		65,184	52,630
Total charity funds	22	<u>459,574</u>	<u>473,896</u>

£9,318 of the brought forward designated funds of £23,477 were used in the year.
The unspent balance of £14,149 has been transferred to the general reserve as at 31st March 2020.

Of the restricted funds of £394,390, property reserves comprised 82% (2019:78%)

The notes on pages 15 to 22 form part of these financial statements.

Bedford Open Door

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Statement of Financial Position *(continued)*

31 March 2020

For the year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:



S Gardner
Trustee



V Perry
Treasurer

<p><i>Excel Accountants</i> Excel House 3 Duke Street Bedford. Mk40 3HR 01234 880590</p>
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The notes on pages 15 to 22 form part of these financial statements.

Bedford Open Door
Company Limited by Guarantee
Statement of Cash Flows
Year ended 31 March 2020

	2020 £	2019 £
Cash flows from operating activities		
Net expenditure	(14,322)	(9,476)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	10,889	10,796
Dividends, interest and rents from investments	(6,254)	(8,196)
Other interest receivable and similar income	(110)	(278)
Interest payable and similar charges	2,987	3,220
Accrued (income)/expenses	(4,503)	3,138
<i>Changes in:</i>		
Trade and other debtors	(349,230)	(18,928)
Trade and other creditors	348,800	805
Cash generated from operations	(11,743)	(18,919)
Interest paid	(2,987)	(3,220)
Interest received	110	278
Net cash used in operating activities	<u>(14,620)</u>	<u>(21,861)</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	6,254	8,196
Purchase of tangible assets	(2,173)	(2,448)
Net cash from investing activities	<u>4,081</u>	<u>5,748</u>
Cash flows from financing activities		
Proceeds from borrowings	(3,822)	(3,589)
Net cash used in financing activities	<u>(3,822)</u>	<u>(3,589)</u>
Net decrease in cash and cash equivalents	(14,361)	(19,702)
Cash and cash equivalents at beginning of year	51,843	71,545
Cash and cash equivalents at end of year	<u>37,482</u>	<u>51,843</u>

The notes on pages 15 to 22 form part of these financial statements.

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Notes to the Financial Statements

Year ended 31 March 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 120 Tavistock Street, Bedford, Bedfordshire, MK40 2SA.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Bedford Open Door

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Bedford Open Door

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	-	0% and 2% straight line
Improvements to property	-	2% & 10% straight line
Fixtures and fittings	-	15% and 20% straight line
Computer equipment	-	33% straight line

Current assets and liabilities

Current assets and current liabilities are measured at the cash value or other consideration expected to be paid or received and not discounted.

Change in accounting policies

The basis of income recognition for awarded multi-year grants was changed in order to better reflect which period multi-year grant income relates to and therefore provide more relevant information to users of the accounts. As a result the current financial year to 31st March 2020 includes the proportion of income accruing to the 31st March. The balance of the contract award is treated as deferred income. On award the total contract value is recorded in the accounts as accrued income (classified as a debtor). Grants of <1 year are booked to income in entirety, on award. During the prior year the only multi-year award (National Lottery Community Fund 1) was in its final year. Therefore the prior year comparative numbers have not been changed.

The impact of this policy change on the balance sheet has been to increase deferred income by £347,358 and accrued income by £336,610. These figures relate to the award of two grants (National Lottery Community Fund and BBC Children in Need) which were both for a three year period.

Bedford Open Door

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

4. Limited by guarantee

The company is limited by guarantee and does not have share capital. Details of the guarantees provided by each Trustee is provided in the Report of the Trustees.

5. Donations and grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations	31,803	153,208	185,011

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations			
Donations	14,182	142,354	156,536

6. Charitable activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Other income from charitable activities	997	997	9,750	9,750

7. Investment income

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Income from let properties	6,254	6,254	8,196	8,196
Bank interest receivable	110	110	278	278
	<u>6,364</u>	<u>6,364</u>	<u>8,474</u>	<u>8,474</u>

8. Costs of raising donations and grants

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Costs of raising donations and grants	8,619	8,619	9,085	9,085

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Charitable activities	17,284	180,084	197,369
Governance costs	706	—	706
	<u>17,991</u>	<u>180,084</u>	<u>206,694</u>

Bedford Open Door

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	2019
Charitable activities	56,411	117,436	173,847
Governance costs	1,304	—	1,304
	<u>57,715</u>	<u>117,436</u>	<u>175,151</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2020	Total fund 2019
	£	£	£	£
Charitable activities	197,023	346	197,369	173,847
Governance costs	—	706	706	1,304
	<u>197,023</u>	<u>1,052</u>	<u>198,075</u>	<u>175,151</u>

11. Analysis of support costs

	2020	2019
	£	£
Independent accountant's examiner fee	<u>1,000</u>	<u>680</u>

12. Net (expenditure)/Income

Net (expenditure)/income is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation of tangible fixed assets	<u>10,889</u>	<u>10,796</u>

13. Independent examination fees

	2020	2019
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	1,000	680
Other assurance services	290	624
	<u>1,290</u>	<u>1,304</u>

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries inclusive of employer NI and pension contributions	<u>149,083</u>	<u>123,895</u>

Bedford Open Door

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

The average full time equivalent head count of employees during the year was 5 (2019: 4). The average number of full-time equivalent employees during the year is analysed as follows:

	2020 No.	2019 No.
Number of staff - office	2	2
Number of staff - counselling	3	2
	<u>5</u>	<u>4</u>

All staff are employed on a part time basis by Bedford Open Door and the majority of counsellors undertake their roles voluntarily. The average number of part-time employees during the year was 11 (2019: 11)

15. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

No trustee expenses have been incurred.

16. Tangible fixed assets

	Freehold property £	Improve- ments to property £	Fixtures and fittings £	Equipment £	Total £
Cost					
At 1 April 2019	324,097	162,116	17,356	4,697	508,266
Additions	—	—	1,358	815	2,173
At 31 March 2020	<u>324,097</u>	<u>162,116</u>	<u>18,714</u>	<u>5,512</u>	<u>510,439</u>
Depreciation					
At 1 April 2019	44,820	35,215	14,559	2,068	96,662
Charge for the year	4,482	4,210	867	1,330	10,889
At 31 March 2020	<u>49,302</u>	<u>39,425</u>	<u>15,426</u>	<u>3,398</u>	<u>107,551</u>
Carrying amount					
At 31 March 2020	<u>274,795</u>	<u>122,691</u>	<u>3,288</u>	<u>2,114</u>	<u>402,888</u>
At 31 March 2019	<u>279,277</u>	<u>126,901</u>	<u>2,797</u>	<u>2,629</u>	<u>411,604</u>

17. Debtors: amount due after more than one year

	2020 £	2019 £
Accrued income	<u>211,986</u>	<u>—</u>

Bedford Open Door

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

18. Debtors

	2020	2019
Trade debtors	£	£
Prepayments and accrued income	500	-
Other debtors	203,410	68,752
	2,086	-
	<u>205,996</u>	<u>68,752</u>

19. Creditors: amounts falling due within one year

	2020	2019
Bank loans and overdrafts	£	£
Trade creditors	3,822	3,719
Accruals and deferred income	3,965	-
Social security and other taxes	128,300	8,226
Other creditors	-	2,301
	-	222
	<u>136,087</u>	<u>14,468</u>

20. Creditors: amounts falling due after more than one year

	2020	2019
Bank loans and overdrafts	£	£
Accruals and deferred income	39,910	43,835
	222,781	-
	<u>262,691</u>	<u>43,835</u>

The nature of the bank loan relates to a mortgage to Bedford Open Door secured against its premises.

21. Analysis of charitable funds

Unrestricted funds

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
General – Other	£	£	£	£	£
	29,152	39,164	(17,291)	14,159	65,184
Designated Fund	23,477	-	(9,318)	(14,159)	-
	<u>52,630</u>	<u>39,164</u>	<u>(26,609)</u>	<u>-</u>	<u>65,184</u>

Restricted funds analysis presented on next page.

Bedford Open Door

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

21. Analysis of charitable funds (continued)

Restricted funds

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Property Fund	329,180	-	(7,164)	-	322,016
NLCF(1)	33,612	-	(33,612)	-	-
NLCF (2)	-	34,870	(30,492)	-	4,378
Children in Need (1)	5,250	(273)	(4,977)	-	-
Children in Need (2)	-	11,792	(10,969)	-	823
The WixamTree Trust (1)	6,000	-	(6,000)	-	-
The WixamTree Trust (2)	-	9,500	(2,496)	-	7,004
Biddenham School (HT) (1)	8,784	-	(8,784)	-	-
Biddenham School (HT) (2)	-	13,120	(5,837)	-	7,283
The Harpur Trust	-	31,926	(15,660)	-	16,266
Bedford Academy (HT)	-	13,120	(2,604)	-	10,516
Panacea Charitable Trust	2,875	-	(2,875)	-	-
Panacea Charitable Trust	-	12,000	(6,500)	-	5,500
Awards For All	1,576	-	(1,576)	-	-
The Steel Charitable Trust	1,250	-	(1,250)	-	-
OPCC (1)	20,153	-	(20,153)	-	-
OPCC (2)	-	20,153	-	-	20,153
St James's Place Charitable Foundation	5,862	-	(5,862)	-	-
The Masonic Charitable Foundation	-	5,000	(5,000)	-	-
YMCA Bedfordshire	-	2,000	(2,000)	-	-
Other	6,724	-	(6,273)	-	451
Total Non Property Funds	92,086	153,208	(172,920)	-	72,374
Total Restricted Funds	421,266	153,208	(180,084)	-	394,390
Total Funds	473,895	192,372	(206,693)	-	459,574

Property funds represent funds already spent on purchasing 120 Tavistock Street. Expenditure against Property funds is annual depreciation.