

Charity registration number 1048919

Company registration number 03048461 (England and Wales)

**CRAWLEY OPEN HOUSE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

# CRAWLEY OPEN HOUSE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Michael Bolton - Treasurer Clare Hiley Richard Burrett Balvinder Ahluwalia Henrietta Bennett Sara Heald - Vice Chair Babak Jalaci Daryl Gayler Paul Roe James Abdool - Chair	(Appointed 21 November 2023)
<b>Secretary</b>	Michael Bolton	
<b>Key management personnel</b>	Charlie Arratoon Malcolm Nicholas Jane Nulty Karen Young Emily Hunter Ian Wilkins  Tom McAleney	CEO Head of Operations HR & Admin Manager Head of Residential Services Head of Day Services Head of Fundraising & Relationships Hostel Manager
<b>Charity number</b>	1048919	
<b>Company number</b>	03048461	
<b>Registered office</b>	Ground Floor 1 - 7 Station Road Crawley West Sussex RH10 1HT	
<b>Auditor</b>	Richard Place Dobson Services Limited Ground Floor 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 2024*

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

Despite the economic uncertainty including the cost of living crisis, I am delighted to report that our performance throughout 2023/2024 has remained strong which is testimony to the partnerships we have built as well as the review of our services to cater for the changing needs.

During 2023/2024 we continued our programme of investment in future services and inside this report you will get an understanding of how we've spent our income on improving and maintaining our services. This has been a continuation of the work we started in recent years.

We are extremely grateful to all donors who fundraised and donated to Crawley Open House. Each year we are still amazed by the generosity of our supporters.

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

Date: 11.09.2024

# CRAWLEY OPEN HOUSE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

*FOR THE YEAR ENDED 31 MARCH 2024*

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The Trustees present their report and accounts for the year ended 31 March 2024.

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.

#### Financial Review

During the year the charity had net incoming resources of £799,694 (2023: £429,615). This high level of net income partly reflects the good level of donations and grants we received, in particular the grant of £500,000 for the purchase of a further move-on property. Less positively, it also reflects the continuing difficulties we have had recruiting staff to fill vacancies.

#### Reserves Policy

The charity's reserves policy takes account of its expanding operations, the way they are funded and the forward-looking risks to that funding. The reserves policy is to hold unrestricted reserves of between three and six months' projected core expenditure.

As at 31st March 2024, unrestricted funds were £631,317 (2023: £663,037) and projected core expenditure for the financial year 2024-25 is £1,596,900. Reserves are therefore in the middle of the Trustees' target range. The Trustees consider this to be an appropriate level of reserves given the financial pressures everywhere in the UK economy which are likely to impact both the charity's income and expenses.

It is the policy of the charity to hold a designated fund to a level representing the value of the occupied property. The charity has also decided to hold a designated fund representing the value of its essential equipment.

During the year ended 31 March 2024, the charity increased its designated fund for the purchase of additional move-on properties from £700,000 to £1,050,000. It also created a designated fund of £100,000 towards the cost of major renewal projects on its property assets, while releasing the designated cyclical repair funds held for specific properties.

# CRAWLEY OPEN HOUSE

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

*FOR THE YEAR ENDED 31 MARCH 2024*

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### **Achievements and performance**

The past year has once again brought its fair share of challenges for everyone, especially the homeless community and the increasing pressures faced by the local community including the cost-of-living crisis impacting all sectors of Society. This has implications for Crawley Open House in terms of donations of all kinds. In addition to our regular services, we have continuously adapted to new ways of working to better serve our clients and ensure the safety of our staff.

### **Riverside House**

Riverside House hostel is the heart of Crawley Open House, providing round-the-clock staffing for our 24-bed facility. Beyond offering residential services, we provide general advice, housing and resettlement support, mental health and substance misuse assistance, counseling, and access to medical, podiatric, and hairdressing services.

Our hostel has consistently maintained an occupancy rate of over 99%, resulting in the regrettable need to turn away daily requests due to full capacity. In the past year, we were able to offer temporary accommodation to 137 individuals who would have otherwise faced homelessness.

We prioritise assisting our clients in securing more stable, suitable accommodation. Throughout the year, we successfully resettled 86 individuals. We are heartened by the fact that 62.8% of our hostel residents have transitioned to more permanent housing, surpassing last year's figures. This improvement signifies that people are beginning to move on to stable living arrangements more swiftly after the challenges presented by the pandemic.

Being mindful of our impact on the environment, we sought funding for, and have commenced installation of, solar panels on our buildings. The commercial savings on one of our biggest costs will help us immensely with budgeting for future years across all services.

### **Resource Centre**

The Resource Centre opened on 6th July 2022. It offers a wide range of facilities, including workshops, multi-use spaces, a fully equipped kitchen, hot desks in all offices, a laundry, shower facilities and donation station. This Centre hosts a variety of regular classes, such as cycle repairs, baking, CSCS card training, and IT lessons. The decision to separate accommodation and day services has proven to be a success, with the staff witnessing numerous achievements because of this new facility. They continue to gain insights into improving the service for our clients. This year included the purchase of a professional coffee machine, which is utilised for barista training for our clients, with thanks to Sainsbury's.

Moreover, the Resource Centre has become a base for local service partners, allowing them to provide closer, more accessible services to our clients on a regular basis.

### **Move-On**

At Crawley Open House, the provision of move-on accommodation plays a crucial role in our efforts to support individuals in their transition to long-term, secure rented housing. Our initial move-on option, the Laing rooms, consists of eight individual bedrooms with shared living spaces. These rooms serve as a platform for individuals to continue building on the progress they have achieved during their stay at our hostel.

By offering the necessary support to promote independent living, we empower our Laing residents with increased freedom and privileges. This approach has been successful for those individuals who are the right fit for this program, and our team has developed the expertise to integrate these clients within our residential team and cater to their specific needs. The investment in the Move-On houses has been incredibly valuable and is undeniably essential for the future of our charity.

Within our six Move-On houses, we provide twenty-eight affordable rooms at an affordable rent to individuals who are seeking to transition into long-term, secure, and independent living and employment opportunities. Our focus on Move-On accommodation and equipping individuals with the skills necessary to prevent a return to homelessness is fundamental to our mission. We now offer nearly as many move-on beds as hostel beds, which stands as a remarkable achievement and underscores our dedication to providing both short-term and long-term solutions for individuals in need.

# CRAWLEY OPEN HOUSE

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

*FOR THE YEAR ENDED 31 MARCH 2024*

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### **Outreach Team**

Our Outreach Team actively go out into the community to find, identify and support those who are sleeping rough. This is a crucial part of our work and we are delighted to secure renewed funding from Crawley Borough Council to continue 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.

### **Fundraising Activities**

Over the years a wonderfully supportive community has built up around Crawley Open House, and once again this year they have helped us enormously with gifts of time, expertise, goods and money. We have worked hard to diversify our income streams so that we are not over-dependent on any one particular funder or agency, and one encouraging aspect this year is the sheer breadth of support that we received, from corporations and trusts to small, but powerful, acts of kindness from generous individuals. It remains a tough climate within which to fundraise, especially for a relatively small local homelessness charity. Financial pressures remain debilitating for too many people and households, and this has seen a marked drop in individual and community giving across the UK charity sector, and we are not immune. This has been felt this year with a marked drop in the number of people involved in our 1 in 1000 regular giving scheme.

Fortunately we have seen other areas perform strongly, such as support from companies and trusts/foundations, and we have finished the year where we wanted to be in terms of income. Thank you to each and every one of the literally thousands of people who have contributed in one way or another – we couldn't carry out our vital front-line work without you.

### **Major Gifts**

We were grateful once again for significant core-funding from the National Lottery Community Fund, St Christopher's Trust, Three Oaks Trust, Ernest Kleinwort Charitable Trust, Irwin Mitchell Charities Foundation, Albert Van den Burgh Charitable Trust and the Cragwood Fund at Sussex Community Foundation. Their foundational support enabled us to be in a position to bid for specific project income from a wide range of donors including the Ardonagh Community Fund, the NatWest Hardship Fund, Vinci Foundation, Homity Trust, Sussex Masonic Charitable Fund, the Charles Lewis Foundation and CPF Trust.

We worked hard to increase our number of corporate partnerships, and continued active membership of the Gatwick Diamond Business group has definitely raised our profile locally, as has continued investment in our social media presence and website. Companies often get to know us and our work by firstly volunteering, usually in our hostel kitchen or move-on house gardens. Subsequent attendance at our events and/or arranging their own fundraising activity usually follows – our friends at People's Partnership, Thales, Nestle, L3 Harris, Signature Aviation, Thakeham Homes, Crowne Plaza Gatwick, PWC, Tesco and KPMG have all helped us in such ways this year. We also received large financial donations from Amazon, Novo Nordisk, Rentokil, Euroclear, Hall & Woodhouse, PJ Hegarty, RPD & the RPD Foundation, Co-Op, Lawsons Lofts, Waitrose & John Lewis, CGG, Carpenter Box, Ampito, BA Holidays, Spire Hospital Gatwick, Metro Bank and Intelligent Controls, amongst many others. A special mention again to Control Energy Costs who make a large contribution towards our utility bills each year.

Many places of worship from across Crawley and Sussex continue to support us faithfully and wonderfully, and this year major donors included Holy Trinity Cuckfield, Crawley URC, Haywards Heath Methodist Church, St Swithun's East Grinstead, All Saints Lindfield, Hartfield PCC, St Mary's Southgate, St Giles Horsted Keynes, Trinity Methodist East Grinstead and Holy Trinity Colemans Hatch. Thank you to them, their congregations and all the other places of worship who help us in so many ways. Long term supporters Whittington College and Lingfield St Vincent de Paul were once again very active and generous. We were again a chosen charity at many local schools, which we are always humbled by. These included Worth School, Thomas Bennett Community College, St Wilfrid's Catholic School, Cophthorne Prep, Burgess Hill Girls and Hazelwick.

# CRAWLEY OPEN HOUSE

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

*FOR THE YEAR ENDED 31 MARCH 2024*

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Valuable donations are by no means always financial. As mentioned dozens of volunteers give of their time and expertise regularly in our kitchens, gardens, Resource Centre and food warehouse. We have been brought food, toiletries, clothing, household items, dog food, bedding, sleeping bags, care packs and many other essentials by so many people and groups. We can't mention you all individually but special thanks to Sainsbury's West Green, Tesco Hazelwick, Hygiene Bank, Morrisons Oxted, Rapid Relief Team Horsham, Greggs Three Bridges, Master Fryer Pound Hill, Nestle, Bridgeham Clinic and Sub Cool FM for their regular and consistent help. ITW & Hobart donated a brand new commercial oven for the hostel kitchen this year, for which we are extraordinarily grateful.

Due to the ongoing cost of living crisis there were again some understandable withdrawals from our 1 in 1000 regular giving scheme, as well as some new sign-ups, particularly from small local businesses. We are grateful to all past donors via this scheme, and to the 350 plus who remain within it. It's a huge benefit to the budgeting and planning process to be able to count on these wonderful regular donations.

### Events

We benefitted from lots of events organised by others this year. These included theatrical performances by Balcombe's Victory Players, the O'Regan Family sponsored bike ride in memory of Craig O'Regan, beautiful open gardens in Shipley with Zsa and Stevie Roggendorff, packed-out concerts by the Songbirds and Phoenix Choirs, charity feasts arranged by the East Grinstead Justice & Peace Group, carols at Worth Abbey, a raffle arranged by tattooist Jeep Bluezone and a gorgeous Christmas concert in St Margaret's Church Ifield. One especially memorable (and loud) evening was spent with the splendid Band of the Welsh Guards in St Andrew's Church Crawley!

Back at Open House we officially opened the 8 Laing Rooms above the hostel in a moving event with local dignitaries and those who funded them, from John Laing Charitable Trust and Sussex Community Foundation. We also enjoyed visits from the Bishop of Horsham Ruth Bushyager, the Under-Secretary for Housing & Homelessness Felicity Buchan, the Lord Lieutenant of West Sussex Lady Emma Barnard and the High Sheriff of West Sussex Andy Bliss.

Several successful fundraising events were held – the 6<sup>th</sup> annual footgolf tournament took place at Gatwick Footgolf in the drizzle, and our second 'Big Quiz' was a sell out at St Wilfrid's School. Around 50 hardy souls slept out in Queens Square and several other locations in the chill of an October night, and we had a small but effective team in the Run Gatwick 10k at Charlwood. In partnership with the wonderful folk at Crawley URC we sang carols at Three Bridges Station to unsuspecting commuters, and we held our first 'thank you lunch' for the unsung heroes & heroines who help in and around Open House voluntarily. They were nominated by members of staff, and it was a really special time, kindly hosted by Raj and team at the Parsons Pig. We were once again pleased to have a stand at Crawley Pride in Goffs Park in August – an important community gathering. Between all these events around £25,000 was raised for our work, with very few associated costs thanks to the generosity of the various hosts.

### Summary

In a prevailing climate of some world, political and economic uncertainty it remains a challenge to raise funds, and we have to be ever-more proactive, creative and tenacious as we find ourselves in a 'competitive' space alongside so many other great charities. We are reassured by the myriad of different people who have Crawley Open House on their list of causes to support, and thank each and every one of them – we never take it for granted. We are increasingly active across Facebook, X, LinkedIn and Instagram in order to broadcast daily the help we need and the stories of those we have helped, and we continue to invest in the necessary technology and software to improve our communications.

We are grateful for deep and long-standing relationships with so many across our community, and we encourage the curious to visit to see our work first-hand. We continue to work hard prospecting for new sources of income from individuals, companies and Trusts in order to keep a robust pipeline of incoming funds.

### Plans for future periods

Following the success of the Move-On houses it is a key aim to continue to fund the growth of our own houses in the community.

In addition, we will continue to develop the services we can offer through our new Resource Centre to serve the changing needs of our local community.



# CRAWLEY OPEN HOUSE

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

FOR THE YEAR ENDED 31 MARCH 2024

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### 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.

Trustees exercise oversight of all the charity's activities principally through the bi-monthly Trustees' meeting. This meeting comprises all the trustees and is attended by senior management. Its responsibilities include setting the charity's strategy and objectives, monitoring of progress and the appointment of senior management.

The Trustees' meeting is supported by four subcommittees (Finance, Development and Fundraising, Personnel and Policies, Risk and Governance) covering all key aspects of the trustees' responsibilities. Each subcommittee comprises a subset of the trustees with relevant members of the management team in attendance. It reports back to the following Trustees' meeting.

The charity maintains a register of the principal risks to which it is exposed, together with the actions to mitigate those risks. Each subcommittee is responsible for the identification and analysis of the risks falling within its terms of reference. The Trustees' meeting has responsibility for oversight of all risks, together with any risk not within the scope of a subcommittee.

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

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

Michael Bolton - Treasurer

Clare Hiley

Richard Burrett

Balvinder Ahluwalia

Henrietta Bennett

Sara Heald - Vice Chair

Babak Jalaei

A Roberts

(Resigned 3 July 2023)

Daryl Gayler

Paul Roe

(Appointed 21 November 2023)

James Abdool - Chair

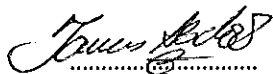
### Auditor

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 - Chair

Date: 11.09.2024

# **CRAWLEY OPEN HOUSE**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2024***

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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

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#### Opinion

We have audited the financial statements of Crawley Open House (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and 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 Financial Reporting Standard 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 2024 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

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#### 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.

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

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The audit engagement team identified the risk of management override of controls and revenue recognition as the areas where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed in regards to management override 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. Audit procedures in relation to revenue recognition included but were not limited to a proof in total test on grant income and substantive testing for rental income.

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 Ltd*

**Richard Place Dobson Services Limited**

**Chartered Accountants**

**Statutory Auditor**

1 - 7 Station Road

Crawley

West Sussex

RH10 1HT

*11/09/2024*

.....  
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 2024

Current financial year		Unrestricted funds general 2024 £	Unrestricted funds Designated 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
	Notes					
<b>Income and endowments from:</b>						
Donations and grants	3	321,332	-	1,038,209	1,359,541	689,212
<u>Charitable activities</u>						-
Amenity income	4	56,448	-	-	56,448	49,578
Supporting people	4	235,016	-	-	235,016	222,764
Housing benefit	4	663,000	-	-	663,000	615,348
Fundraising income	5	16,038	-	-	16,038	20,409
Investments	6	46,874	-	-	46,874	5,196
Other income	7	3,038	-	-	3,038	7,062
<b>Total income</b>		<u>1,341,746</u>	<u>-</u>	<u>1,038,209</u>	<u>2,379,955</u>	<u>1,609,569</u>
<b>Expenditure on:</b>						
Raising funds	8	102,622	-	-	102,622	77,021
<u>Charitable activities</u>						
Outreach projects	9	179,540	-	35,089	214,629	75,398
Hostel	9	332,889	-	304,197	637,086	618,928
Move-on accommodation	9	312,909	-	35,069	347,978	208,828
Resource centre	9	134,923	-	143,023	277,946	199,780
<b>Total charitable expenditure</b>		<u>960,261</u>	<u>-</u>	<u>517,378</u>	<u>1,477,639</u>	<u>1,102,934</u>
<b>Total expenditure</b>		<u>1,062,883</u>	<u>-</u>	<u>517,378</u>	<u>1,580,261</u>	<u>1,179,955</u>
<b>Net income</b>		278,863	-	520,831	799,694	429,614
Transfers between funds		(310,583)	840,583	(530,000)	-	-
<b>Net movement in funds</b>	12	<u>(31,720)</u>	<u>840,583</u>	<u>(9,169)</u>	<u>799,694</u>	<u>429,614</u>
<b>Reconciliation of funds:</b>						
Fund balances at 1 April 2023		663,037	2,993,710	12,852	3,669,599	3,239,985
<b>Fund balances at 31 March 2024</b>		<u>631,317</u>	<u>3,834,293</u>	<u>3,683</u>	<u>4,469,293</u>	<u>3,669,599</u>

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 2024

Prior financial year		Unrestricted funds general 2023 £	Unrestricted funds Designated 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes				
<b>Income and endowments from:</b>					
Donations and grants	3	278,022	-	411,190	689,212
<u>Charitable activities</u>					-
Amenity income	4	48,214	-	1,364	49,578
Supporting people	4	222,764	-	-	222,764
Housing benefit	4	611,450	-	3,898	615,348
Fundraising income	5	20,409	-	-	20,409
Investments	6	5,196	-	-	5,196
Other income	7	7,062	-	-	7,062
<b>Total income</b>		<b>1,193,117</b>	<b>-</b>	<b>416,452</b>	<b>1,609,569</b>
<b>Expenditure on:</b>					
Raising funds	8	74,947	-	2,074	77,021
Outreach projects	9	9,368	-	66,030	75,398
Hostel	9	439,905	112	178,911	618,928
Move-on accomodation	9	208,828	-	-	208,828
Resource centre	9	23,058	-	176,722	199,780
<b>Total expenditure</b>		<b>756,106</b>	<b>112</b>	<b>423,737</b>	<b>1,179,955</b>
<b>Net income/(expenditure)</b>		<b>437,011</b>	<b>(112)</b>	<b>(7,285)</b>	<b>429,614</b>
Transfers between funds		(403,692)	403,692	-	-
<b>Net movement in funds</b>	<b>12</b>	<b>33,319</b>	<b>403,580</b>	<b>(7,285)</b>	<b>429,614</b>
<b>Reconciliation of funds:</b>					
Fund balances at 1 April 2022		629,718	2,590,130	20,137	3,239,985
<b>Fund balances at 31 March 2023</b>		<b>663,037</b>	<b>2,993,710</b>	<b>12,852</b>	<b>3,669,599</b>

# CRAWLEY OPEN HOUSE

## BALANCE SHEET

AS AT 31 MARCH 2024

		2024		2023	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	16		2,770,396		2,274,950
<b>Current assets</b>					
Debtors	17	194,888		33,787	
Cash at bank and in hand		2,004,465		1,923,887	
		<u>2,199,353</u>		<u>1,957,674</u>	
<b>Creditors: amounts falling due within one year</b>	19	<u>(410,848)</u>		<u>(460,921)</u>	
<b>Net current assets</b>			<u>1,788,505</u>		<u>1,496,753</u>
<b>Total assets less current liabilities</b>			<u>4,558,901</u>		<u>3,771,703</u>
<b>Creditors: amounts falling due after more than one year</b>	20		<u>(89,608)</u>		<u>(102,104)</u>
<b>Net assets</b>			<u><u>4,469,293</u></u>		<u><u>3,669,599</u></u>
<b>The funds of the charity</b>					
Restricted income funds	23		3,683		12,852
Unrestricted funds - general			631,317		663,037
Unrestricted funds - Designated	22		<u>3,834,293</u>		<u>2,993,710</u>
			<u><u>4,469,293</u></u>		<u><u>3,669,599</u></u>

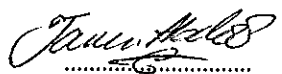
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024, although an audit has been carried out under section 144 of the Charities Act 2011.

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 11.09.2024

  
.....  
James Abdool - Chair



# CRAWLEY OPEN HOUSE

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

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	Notes	2024 £	£	2023 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	28		616,696		466,329
<b>Investing activities</b>					
Purchase of tangible fixed assets		(571,009)		(82,544)	
Investment income received		46,874		5,196	
<b>Net cash used in investing activities</b>			(524,135)		(77,348)
<b>Financing activities</b>					
Repayment of bank loans		(11,983)		(11,515)	
<b>Net cash used in financing activities</b>			(11,983)		(11,515)
<b>Net increase in cash and cash equivalents</b>			80,578		377,466
Cash and cash equivalents at beginning of year			1,923,887		1,546,421
<b>Cash and cash equivalents at end of year</b>			<u>2,004,465</u>		<u>1,923,887</u>

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 MARCH 2024*

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### 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 £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 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 2024

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### 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 or 10% 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 charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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### 1 Accounting policies

(Continued)

#### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### 1.9 Taxation

The Charity is exempt from corporation tax on its charitable activities

#### 1.10 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.

#### 1.11 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.

#### 1.12 Donated goods

There are considerable gifts of food given to the charity which have been estimated at £35,000 (2023: £30,000) for the year.

The Charity received approximately £45,000 of volunteer assistance this year (2023: nil).

### 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.

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 2 Critical accounting estimates and judgements

(Continued)

#### 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.

### 3 Income from donations and grants

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	228,125	-	228,125	261,698	-	261,698
Grants	13,207	538,209	551,416	16,324	411,190	427,514
Donated goods and services	80,000	-	80,000	-	-	-
Donation towards property purchase	-	500,000	500,000	-	-	-
	<u>321,332</u>	<u>1,038,209</u>	<u>1,359,541</u>	<u>278,022</u>	<u>411,190</u>	<u>689,212</u>

#### Donated goods and services

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

Donated food £35,000 (2023: £30,000)

Volunteer time - £45,000 (2023: £Nil)

### 4 Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>Amenity income</b>						
Income from Charitable activities	56,448	-	56,448	48,214	1,364	49,578
<b>Supporting people</b>						
Income from Charitable activities	235,016	-	235,016	222,764	-	222,764
<b>Housing benefit</b>						
Income from Charitable activities	663,000	-	663,000	611,450	3,898	615,348
	<u>954,464</u>	<u>-</u>	<u>954,464</u>	<u>882,428</u>	<u>5,262</u>	<u>887,690</u>

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 5 Fundraising income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	16,038	20,409

### 6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	46,874	5,196

### 7 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other income	3,038	7,062

### 8 Expenditure on raising funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Other fundraising costs	13,202	-	13,202	7,896	2,074	9,970
Staff costs	81,566	-	81,566	60,470	-	60,470
Depreciation and impairment	303	-	303	-	-	-
Support and governance costs	7,551	-	7,551	6,581	-	6,581
	<u>102,622</u>	<u>-</u>	<u>102,622</u>	<u>74,947</u>	<u>2,074</u>	<u>77,021</u>

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 9 Expenditure on charitable activities

	Outreach projects 2024 £	Hostel 2024 £	Move-on accomodation 2024 £	Resource centre 2024 £	Total 2024 £
<b>Direct costs</b>					
Staff costs	160,985	358,340	96,517	194,915	810,757
Depreciation and impairment	673	36,489	11,097	27,001	75,260
Other charitable activity costs	36,194	201,320	228,447	35,528	501,489
	<u>197,852</u>	<u>596,149</u>	<u>336,061</u>	<u>257,444</u>	<u>1,387,506</u>
<b>Share of support and governance costs (see note 11)</b>					
Support	14,313	34,928	10,168	17,493	76,902
Governance	2,464	6,009	1,749	3,009	13,231
	<u>214,629</u>	<u>637,086</u>	<u>347,978</u>	<u>277,946</u>	<u>1,477,639</u>
<b>Analysis by fund</b>					
Unrestricted funds - general	179,540	332,889	312,909	134,923	960,261
Restricted funds	35,089	304,197	35,069	143,023	517,378
	<u>214,629</u>	<u>637,086</u>	<u>347,978</u>	<u>277,946</u>	<u>1,477,639</u>

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

9 Expenditure on charitable activities <span style="float: right;">(Continued)</span>					
Previous year:	Outreach projects	Hostel	Move-on accommodation	Resource centre	Total
	2023	2023	2023	2023	2023
	£	£	£	£	£
<b>Direct costs</b>					
Staff costs	39,946	378,292	67,192	149,152	634,582
Depreciation and impairment	-	40,176	7,055	19,187	66,418
Other charitable activity costs	26,043	160,323	118,241	8,383	312,990
	<u>65,989</u>	<u>578,791</u>	<u>192,488</u>	<u>176,722</u>	<u>1,013,990</u>
Grant funding of activities (see note 10)	186	-	-	-	186
<b>Share of support and governance costs (see note 11)</b>					
Support	7,522	32,071	14,001	18,804	72,398
Governance	1,701	8,066	2,339	4,254	16,360
	<u>75,398</u>	<u>618,928</u>	<u>208,828</u>	<u>199,780</u>	<u>1,102,934</u>
<b>Analysis by fund</b>					
Unrestricted funds - general	9,368	439,905	208,828	23,058	681,159
Unrestricted funds - Designated	-	112	-	-	112
Restricted funds	66,030	178,911	-	176,722	421,663
	<u>75,398</u>	<u>618,928</u>	<u>208,828</u>	<u>199,780</u>	<u>1,102,934</u>
<b>10 Grants payable</b>					
					<b>Outreach projects</b>
					<b>2023</b>
					<b>£</b>
Grants to individuals					<u>186</u>



# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

11	Support costs allocated to activities	2024	2023
		£	£
	Staff costs	75,815	64,668
	Insurance	3,860	7,564
	IT and website costs	1,562	4,198
	Motor vehicles	547	474
	NW Mentor	209	228
	Photocopies expenses	185	267
	Rent	75	297
	Stationery	197	259
	Telephone and subscriptions	895	1,024
	Governance costs	14,339	16,360
		<u>97,684</u>	<u>95,339</u>
	<b>Analysed between:</b>		
	Fundraising	7,551	6,581
	Outreach projects	16,777	9,223
	Hostel	40,937	40,137
	Move-on accommodation	11,917	16,340
	Resource centre	20,502	23,058
		<u>97,684</u>	<u>95,339</u>
		2024	2023
	<b>Governance costs comprise:</b>	£	£
	Audit fees	11,600	10,700
	Other governance costs	2,739	5,660
		<u>14,339</u>	<u>16,360</u>
12	<b>Net movement in funds</b>	<b>2024</b>	<b>2023</b>
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the audit of the charity's financial statements	11,600	10,700
	Depreciation of owned tangible fixed assets	75,563	66,418
		<u>11,600</u>	<u>66,418</u>
13	<b>Trustees</b>		

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.

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 14 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Riverside	31	25

#### Employment costs

	2024 £	2023 £
Wages and salaries	873,113	678,064
Social security costs	77,300	66,581
Other pension costs	17,725	15,075
	<u>968,138</u>	<u>759,720</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024 Number	2023 Number
£60,000 - £70,000	1	1

The Chief Executive is eligible for membership of the Charity's workplace pension scheme for all employees, to which the employer contributes 3% of earnings between the upper and lower earnings limits. There are no enhanced or special terms for the Chief Executive. The pension contributions of the chief executive amounted to £1,321 in the year.

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	<u>240,773</u>	<u>233,622</u>

### 15 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

16 Tangible fixed assets	Land and buildings £	Fixtures, fittings & equipment £	Computers £	Motor vehicles £	Total £
<b>Cost</b>					
At 1 April 2023	2,477,128	93,102	7,573	47,576	2,625,379
Additions	529,944	19,525	-	21,540	571,009
Disposals	-	(6,109)	-	(4,500)	(10,609)
At 31 March 2024	<u>3,007,072</u>	<u>106,518</u>	<u>7,573</u>	<u>64,616</u>	<u>3,185,779</u>
<b>Depreciation and impairment</b>					
At 1 April 2023	274,130	36,206	3,489	36,604	350,429
Depreciation charged in the year	49,926	15,631	1,815	8,191	75,563
Eliminated in respect of disposals	-	(6,109)	-	(4,500)	(10,609)
At 31 March 2024	<u>324,056</u>	<u>45,728</u>	<u>5,304</u>	<u>40,295</u>	<u>415,383</u>
<b>Carrying amount</b>					
At 31 March 2024	<u>2,683,016</u>	<u>60,790</u>	<u>2,269</u>	<u>24,321</u>	<u>2,770,396</u>
At 31 March 2023	<u>2,202,998</u>	<u>56,896</u>	<u>4,084</u>	<u>10,972</u>	<u>2,274,950</u>
<b>17 Debtors</b>				<b>2024</b>	<b>2023</b>
<b>Amounts falling due within one year:</b>				<b>£</b>	<b>£</b>
Other debtors				186,474	25,147
Prepayments and accrued income				8,414	8,640
				<u>194,888</u>	<u>33,787</u>
<b>18 Loans and overdrafts</b>				<b>2024</b>	<b>2023</b>
				<b>£</b>	<b>£</b>
Bank loans				<u>102,105</u>	<u>114,088</u>
Payable within one year				12,497	11,984
Payable after one year				<u>89,608</u>	<u>102,104</u>

The Charity received a loan from The Big Issue in May 2021 for £135,000 with a fixed interest rate of 4.11% which is to be repaid over 10 years.

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2024*

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<b>19</b>	<b>Creditors: amounts falling due within one year</b>		<b>2024</b>	<b>2023</b>
		<b>Notes</b>	<b>£</b>	<b>£</b>
	Bank loans	<b>18</b>	12,497	11,984
	Deferred income		201,511	293,135
	Other creditors		159,787	127,922
	Accruals and deferred income		37,053	27,880
			<u>410,848</u>	<u>460,921</u>
<b>20</b>	<b>Creditors: amounts falling due after more than one year</b>		<b>2024</b>	<b>2023</b>
		<b>Notes</b>	<b>£</b>	<b>£</b>
	Bank loans	<b>18</b>	<u>89,608</u>	<u>102,104</u>
<b>21</b>	<b>Retirement benefit schemes</b>		<b>2024</b>	<b>2023</b>
	Defined contribution schemes		<b>£</b>	<b>£</b>
	Charge to profit or loss in respect of defined contribution schemes		<u>17,725</u>	<u>15,075</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 22 Unrestricted funds - Designated

These are unrestricted funds which are material to the charity's activities.

	At 1 April 2023	Resources expended	Transfers	At 31 March 2024
	£	£	£	£
Land and Buildings fund	2,087,306	-	493,606	2,580,912
Motor Vehicle Fund	20,000	-	(4,000)	16,000
Development project fund	23,728	-	(23,728)	-
Move on houses cyclical repairs fund	84,121	-	(84,121)	-
Laing Rooms cyclical repairs fund	28,555	-	(28,555)	-
Move-on property purchase fund	700,000	-	350,000	1,050,000
Gas and Electricity Fund	50,000	-	(50,000)	-
Equipment fund	-	-	87,381	87,381
Major renewal projects fund	-	-	100,000	100,000
	<u>2,993,710</u>	<u>-</u>	<u>840,583</u>	<u>3,834,293</u>
<b>Previous year:</b>	<b>At 1 April 2022</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2023</b>
	£	£	£	£
Land and Building Fund	2,078,809	(112)	8,609	2,087,306
Motor Vehicle Fund	10,000	-	10,000	20,000
Development project fund	104,668	-	(80,940)	23,728
Move on houses cyclical repairs fund	27,067	-	57,054	84,121
Laing rooms cyclical repairs fund	19,586	-	8,969	28,555
Move-on property purchase fund	150,000	-	550,000	700,000
Gas and Electricity Fund	200,000	-	(150,000)	50,000
	<u>2,590,130</u>	<u>(112)</u>	<u>403,692</u>	<u>2,993,710</u>

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 22 Unrestricted funds - Designated

(Continued)

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

The vehicle fund is for the replacement of motor vehicles.

The development project fund was to ensure that the charity could successfully complete snagging work on the Resource Centre.

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

The Laing Rooms cyclical repairs fund was 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 further properties for use as move-on houses.

The Gas and Electricity fund represents the funds set aside to cover the expected increase in the cost of gas and electricity when the current fixed rate contract expires.

The Equipment fund represents the value of the essential equipment used by the charity.

The Major renewals projects fund is for major maintenance work on its property assets

### 23 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:

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
PFT - Outreach expense	4,100	-	(4,100)	-	-
PFT - Starter property packs	3,683	-	-	-	3,683
PFT - Hostel bedroom refurbishments	5,069	-	(5,069)	-	-
WSCC Crawley Foodbank	-	17,810	(17,810)	-	-
Welfare fund	-	11,842	(11,842)	-	-
WSCC TAP and Lived Experience	-	60,003	(60,003)	-	-
Support for move on premises	-	30,000	(30,000)	-	-
CBC - Day services grant	-	38,160	(38,160)	-	-
Residential services staff grants	-	75,584	(75,584)	-	-
Day services staff grants	-	116,287	(116,287)	-	-
Resource centre operating and development	-	149,360	(149,360)	-	-
Move-on property purchase	-	515,000	-	(515,000)	-
Control Energy Costs Ltd	-	9,163	(9,163)	-	-
Motor vehicle purchase donations	-	15,000	-	(15,000)	-
	<u>12,852</u>	<u>1,038,209</u>	<u>(517,378)</u>	<u>(530,000)</u>	<u>3,683</u>

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

23 Restricted funds	(Continued)				
Previous year:	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
PFT - Outreach expense	8,340	-	(4,240)	-	4,100
PFT - Starter property packs	3,683	-	-	-	3,683
PFT - Hostel bedroom refurbishments	5,069	-	-	-	5,069
Greater change - client resettlement support	-	5,897	(5,897)	-	-
Meeting needs - afternoon classes	3,045	-	(3,045)	-	-
WSCC Crawley Foodbank	-	20,365	(20,365)	-	-
Local assistant network	-	3,556	(3,556)	-	-
Support for move on premises	-	30,000	(30,000)	-	-
CBC - Day services grant	-	40,000	(40,000)	-	-
Residential services staff grants	-	73,920	(73,920)	-	-
Day services staff grants	-	113,200	(113,200)	-	-
Resource centre operating costs	-	103,725	(103,725)	-	-
Wates foundation	-	7,000	(7,000)	-	-
Thakeham Home Group	-	2,046	(2,046)	-	-
Control Energy Costs Ltd	-	14,243	(14,243)	-	-
John Laing Charity	-	2,500	(2,500)	-	-
	<u>20,137</u>	<u>416,452</u>	<u>(423,737)</u>	<u>-</u>	<u>12,852</u>

The Outreach expense fund was 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 was to pay for the periodic refurbishment of the charity's bedrooms.

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

The Welfare fund is to provide in-kind support to clients in acute need.

The WSCC TAP and Lived Experience fund is to provide outreach support to clients.

The Support for Move-on premises is a contribution towards the costs of specific move-on houses.

The CBC day services grant is to support the operation of the Resource Centre.

Residential Services staff grants are to support the provision of resettlement outreach workers for the move-on accommodation.

The Day services staff grants are towards the costs of staff in the Resource Centre and outreach workers.

The Resource Centre operating and development fund is to support the ongoing costs of the Resource Centre.

The Move-on property purchase grant was given principally to enable the purchase of an additional move-on house.

The CEC Energy grant is to support fuel costs for the Hostel.

# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 24 Unrestricted funds

The unrestricted funds of the charity, excluding designated funds, are as follows:

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
General funds	663,037	1,341,746	(1,062,883)	(310,583)	631,317
<b>Previous year:</b>	<b>At 1 April 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2023</b>
	£	£	£	£	£
General funds	629,718	1,193,117	(756,106)	(403,692)	663,037

### 25 Analysis of net assets between funds

	Unrestricted funds general	Unrestricted funds Designated	Restricted funds	Total
	2024	2024	2024	2024
	£	£	£	£
<b>At 31 March 2024:</b>				
Tangible assets	189,484	2,580,912	-	2,770,396
Current assets/(liabilities)	531,441	1,253,381	3,683	1,788,505
Long term liabilities	(89,608)	-	-	(89,608)
	<u>631,317</u>	<u>3,834,293</u>	<u>3,683</u>	<u>4,469,293</u>
	Unrestricted funds general	Unrestricted funds Designated	Restricted funds	Total
	2023	2023	2023	2023
	£	£	£	£
<b>At 31 March 2023:</b>				
Tangible assets	187,644	2,087,306	-	2,274,950
Current assets/(liabilities)	577,497	906,404	12,852	1,496,753
Long term liabilities	(102,104)	-	-	(102,104)
	<u>663,037</u>	<u>2,993,710</u>	<u>12,852</u>	<u>3,669,599</u>

### 26 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).



# CRAWLEY OPEN HOUSE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 27 Registered Social Housing Provider

In February 2022 Crawley Open House became registered under the Homes and Regeneration Act as a provider of Registered Social Housing. The accounts have been tailored to introduce the necessary elements of the housing SORP.

At the year end the number of units under management was 35 (2023: 31), of which 17 (2023: 13) are in properties owned by the charity and 18 (2023: 18) are in properties leased by the charity. There were no void losses in the year.

The rent receivable from the Move-on social housing, excluding service charges of £30,142 (2023: £25,569), was £228,843 (2023: £220,632). Government grant recognised as income in the year were £123,554 (2023: £110,420). Social housing activity expenditure was £406,043 (2023: £284,313).

The amount of remuneration payable to the auditors in the period of account was £1,907 (2023: £1,897) which has been allocated on the basis of employee headcount; none of this remuneration was in relation to other services.

The excess of expenditure over income was £25,411 (2023: £nil) which was met from the Charity's unrestricted funds.

28 Cash generated from operations	2024	2023
	£	£
Surplus for the year	799,694	429,614
Adjustments for:		
Investment income recognised in statement of financial activities	(46,874)	(5,196)
Depreciation and impairment of tangible fixed assets	75,563	66,418
Movements in working capital:		
(Increase) in debtors	(161,101)	(1,246)
Increase/(decrease) in creditors	41,038	(77,227)
(Decrease)/increase in deferred income	(91,624)	53,966
<b>Cash generated from operations</b>	<b>616,696</b>	<b>466,329</b>

### 29 Analysis of changes in net funds

	At 1 April 2023	Cash flows	At 31 March 2024
	£	£	£
Cash at bank and in hand	1,923,887	80,578	2,004,465
Loans falling due within one year	(11,984)	(513)	(12,497)
Loans falling due after more than one year	(102,104)	12,496	(89,608)
	<u>1,809,799</u>	<u>92,561</u>	<u>1,902,360</u>