Company registration number: 07123868
Charity registration number: 1135311

Harbour Bideford

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2015

HARBOUR BIDEFORD

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Harbour Bideford
Charity registration number	1135311
Company registration number	07123868
Registered office	West Heale Landcross BIDEFORD Devon EX39 5JA
Drop-in centre	7 Queen Street BIDEFORD Devon EX39 2JG
Email	admin@harbourbideford.co.uk
Telephone	01237 423891
Website	www.harbourbideford.co.uk
Accountant	Glover Stanbury & Co 27 Bridgeland Street BIDEFORD Devon EX39 2PZ
Bankers	HSBC Alexandra House The Quay BIDEFORD Devon EX39 2AF

HARBOUR BIDEFORD

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	Mr R C Levick, Vice Chair 8 April to 12 August 2014, then Chair	
	Mrs S A M Beer, Treasurer, Chair 8 April to 12 August 2014, then Vice Chair	
	Miss J Stewart, Chair to 2 April 2014	
	Mr A Tregoning, Vice Chair to 8 April 2014	
	Mrs E Arrowsmith	
	Mrs A Barrett	
	Mr A Hedden	
	Mr A E Rayner	
	Mr J A Tompkins	(Appointed 8 April 2014)
	Mr M Corfe, Trustee	(Appointed 13 August 2014)
	Mr A Laugharne, Trustee	(Appointed 10 March 2015)

HARBOUR BIDEFORD

TRUSTEES' REPORT

The trustees present their report and the financial statements for the year ended 31 March 2015. The financial statements comply with current statutory requirements and Statements of Recommended Practice, and with the charity's governing documents.

Structure, Governance and Management

Harbour Bideford was incorporated as a company limited by guarantee on 13 January 2010 and registered as a charity on 30 March 2010 . It is governed by a Constitution adopted on 7 July 2009 and by the Articles of Association adopted on incorporation, as amended by a special resolution on 19 March 2010.

Objects

The charity exists to promote social inclusion and integration for the public benefit through the provision of support services and relief of needs to unemployed, homeless, vulnerable and socially disadvantaged individuals resident in Bideford and its neighbourhood. In providing such services, the trustees have full regard to the guidance contained in the Charity Commission's general guidance on public benefit.

Homelessness has received much publicity over many years. One thing is certain that those who are roofless, sleeping rough, have the most appalling conditions to contend with. Of those who present themselves at Harbour many have been, or feel, rejected by society. Some are bewildered, confused, suspicious, even angry. They all share the burdens of poverty, loneliness and the inability at times to cope with life's basic demands.

The reasons for the plight of these people are many; each has their own individual story about their route to homelessness. The following factors often have a part to play: family breakdown, unemployment, bereavement, broken relationships, mental health issues, abuse or drugs, difficulty in adjusting after coming out of prison, or withdrawal from society that appears to have no use for them. These are men and women who have in many cases fallen out with the requirements of established institutions and who now, for a time, find they have nowhere else to go. In their emergency they will find a welcome at Harbour with its open door policy. For them Harbour offers human contact and the basic needs of food, warmth and if necessary an emergency bed for the night – without any forms to fill in or questions to be answered.

HARBOUR BIDEFORD

TRUSTEES' REPORT

Activities and Funding

The Harbour Drop-in opened in March 2010 and provides an open access facility welcoming as members anyone over the age of 16 who can benefit from the services on offer.

As we complete another year at 7 Queen Street, Harbour continues to support socially disadvantaged people. We provided them with hot food, drink, and where necessary food parcels. We continued to accompany clients to appointments for example Doctors, Dentists, Job Centre, Torridge District Council Housing Department and Court Appearances. For those who have moved into accommodation, basic supplies, donated furniture and household goods are given to help them settle into their new homes. Our in-house Counselling is proving very successful in helping our clients to turn their lives around.

It is a wonder, given the current economic climate that we manage to raise adequate funds to keep us going. This in part is due to many local businesses, Bideford Bridge Trust, Rotary Clubs, Lions Club, Bideford Town Council, Torridge District Council, Councillors, churches, school, and the many individuals who have made donations – some small and some large, but all important – that enable us to assist our clients. However we do not take this support for granted and we are always looking for new opportunities to raise funds.

One of our main avenues of income during the year was our Charity Shop which, although it proved hard work, was a success and again we thank Bideford Bridge Trust for their support in this venture and the many local people who donated their items for us to sell. The shop could not have run without volunteers and we thank them for their hard work in helping sorting, pricing and selling the donations. The shop closed at the end of January 2015. Not only did it bring us financial support but it also helped to raise our profile locally.

One of the biggest assets Harbour has is its Volunteers, without whom we could not operate. They give freely of their time and are responsible for the efficient day to day running of the Drop-in.

Trustees and Directors

The names of the trustees who served during the year are shown on page 1 of these financial statements. With effect from 13 January 2010 the trustees were also the directors of the company for Companies Act purposes and appointed in accordance with the Articles of Association.

Potential new trustees are asked to express their interest in writing and attend a meeting, with the Chairperson and at least one other trustee, to explain the legal responsibilities and what Harbour expects of a trustee. The application is then referred to the next full trustees' meeting and the potential trustee is asked to make a brief presentation at that meeting before the appointment is agreed. New trustees receive an introductory pack on appointment, which comprises the framework documents of the charitable company, together with details of the work carried out.

The trustees endeavour to reach consensus in their decisions but in the event of disagreement a decision would be reached by majority vote.

Trustees' responsibilities in relation to the Financial Statements

The trustees (who are also directors of Harbour Bideford for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable laws and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the profit or loss of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities Statement Of Recommended Practice;

- make judgements and accounting estimates that are reasonable and prudent; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are also responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements 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.

Reserves policy

It is the policy of the trustees to aim to maintain Unrestricted Reserves equivalent to between one quarter and one half of annual expenditure. The reasons for such reserves are:

(i) to maintain the normal level of operations in the event of any shortfall of income; and

(ii) to make provision for any major redecoration or refurbishments that might be required in respect of its property.

Currently our reserves exceed that level as we wish to be in a position to fund the medium term plans and proposed extensions to the charity's activities for a reasonable period, if appropriate.

Risk management

The trustees have an informal risk management process to assess business risks and implement risk management strategies. This involved identifying the types of risks the charity faces, prioritising them in terms of potential impact and likelihood of occurrence, and identifying means of mitigating the risks. The trustees have taken advice regarding insurance cover and are satisfied that the cover and systems in place are adequate to mitigate any such risks.

Investment policy

The policy of the trustees is to hold monies not required immediately to meet expenditure in a deposit account with the charity's bankers at their local branch, to obtain the best rate of interest coupled with availability.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Taxation

The company is a registered charity and is, therefore, exempt from income tax, corporation tax and capital gains tax.

Approved by the Board and signed on its behalf by:

Mrs S A M Beer
Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

HARBOUR BIDEFORD

I report on the accounts of the company for the year ended 31 March 2015, which are set out on pages 8 to 17.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1)which gives me reasonable cause to believe that in any material respect the requirements:

-to keep accounting records in accordance with section 386 of the Companies Act 2006; and

-to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2)to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Martin John Chance FCA
Glover Stanbury & Co
Chartered Accountants

27 Bridgeland Street
BIDEFORD
Devon
EX39 2PZ

HARBOUR BIDEFORD

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2015

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2015	Total Funds 2014
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	28,905	2,209	31,114	26,405
Activities for generating funds	3	20,645	-	20,645	1,547
Investment income		25	-	25	17
Total incoming resources		49,575	2,209	51,784	27,969
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	4	8,276	-	8,276	464
Charitable activities	4	21,335	1,741	23,076	25,100
Governance costs	4	694	-	694	783
Total resources expended		30,305	1,741	32,046	26,347
Net movements in funds		19,270	468	19,738	1,622
RECONCILIATION OF FUNDS					
Total funds brought forward		40,096	634	40,730	39,108
Total funds carried forward		59,366	1,102	60,468	40,730

The notes on pages 10 to 17 form an integral part of these financial statements.

HARBOUR BIDEFORD (REGISTRATION NUMBER: 07123868)

BALANCE SHEET AS AT 31 MARCH 2015

	Note	2015 £	2014 £
Current assets			
Stocks		199	195
Prepayments		6,471	6,145
Cash at bank and in hand		54,781	35,415
		61,451	41,755
Creditors: Amounts falling due within one year			
Creditors and accruals		(983)	(1,025)
Net current assets		60,468	40,730
Net assets		60,468	40,730
The funds of the charity:			
Restricted funds		1,102	634
Unrestricted funds			
Unrestricted income funds		59,366	40,096
Total charity funds		60,468	40,730

For the financial year ended 31 March 2015, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts 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 accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on ..... and signed on its behalf by:

Mr R C Levick
Trustee

Mrs S A M Beer
Trustee

The notes on pages 10 to 17 form an integral part of these financial statements.

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

Going concern

These financial statements have been prepared on a going concern basis.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 8.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Gifts in kind of food and other kitchen costs are valued at standard rates, approximating to local retail prices. Other items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Income tax reclaimed under the Gift Aid scheme is accounted for when the claim form is prepared and lodged with the appropriate Tax Office.

Income from the sale of goods and income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income relates only to bank deposit interest and is recognised on a receivable basis.

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Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the estimated proportion of the combined indemnity insurance costs relating to trustees' indemnity insurance. The cost of any legal advice to trustees on governance or constitutional matters would also be included.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Office equipment	Written off in year of purchase

Stock

Stocks are valued at cost, after making due allowance for obsolete or damaged items. Items held for resale are valued at the lower of cost or net realisable value, taking account of costs to be incurred in bringing the item to sale condition. Any stocks arising from gifts in kind of food and other kitchen costs are valued at standard rates, approximating to local retail prices. Other items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

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2 VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Donations and legacies				
Appeals and donations	17,694	-	17,694	16,639
Gift Aid tax reclaimed	1,211	-	1,211	816
	18,905	-	18,905	17,455
Grants				
Grants from Trusts and foundations	5,000	-	5,000	4,000
Other grants receivable	5,000	2,209	7,209	4,950
	10,000	2,209	12,209	8,950
	28,905	2,209	31,114	26,405

The Grants received for unrestricted purposes comprised Bideford Bridge Trust £5,000, Bideford Bridge Rotary Club £2,000 and Bideford Town Council £3,000. The Grants for restricted purposes are shown in Note 8 to these financial statements.

3 ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Operating activities				
Sales of goods	20,393	-	20,393	585
Events	-	-	-	570
100 Club	252	-	252	392
	20,645	-	20,645	1,547

..... *continued*

4 TOTAL RESOURCES EXPENDED

	Operating activities	Charitable activities	Governance	Total
	£	£	£	£
Direct costs				
Cost of goods sold	425	-	-	425
Other direct costs	-	8,449	-	8,449
	425	8,449	-	8,874
Support costs				
Establishment costs	7,232	12,112	-	19,344
Repairs and set-up costs	619	307	-	926
Office expenses	-	565	-	565
Printing, posting and stationery	-	397	-	397
Volunteer training and CRB checks	-	180	-	180
Sundry and other costs	-	32	13	45
Cleaning	-	91	-	91
Liability, accident and indemnity insurance	-	380	86	466
Publicity and promotional costs	-	328	-	328
Accountancy fees	-	-	560	560
Legal and professional costs	-	-	35	35
Depreciation of tangible fixed assets	-	235	-	235
	7,851	14,627	694	23,172
	8,276	23,076	694	32,046

5 TRUSTEES' REMUNERATION AND EXPENSES

No trustees received any remuneration during the year. The estimated cost of trustee liability insurance included in our Charity Combined cover is shown as a governance cost above.

…… *continued*

6 TANGIBLE FIXED ASSETS

	Office equipment £
Cost	
As at 1 April 2014	3,684
Additions	235
As at 31 March 2015	3,919
Depreciation	
As at 1 April 2014	3,684
Charge for the year	235
As at 31 March 2015	3,919
Net book value	
As at 31 March 2015	-
As at 31 March 2014	-

..... *continued*

7 OPERATING LEASE COMMITMENTS

As at 31 March 2015 the charity had annual commitments under operating leases as follows:

Operating leases which expire:

	Land and Buildings	
	2015	**2014**
	£	£
Within one year	10,400	-
Within two and five years	-	10,300
	10,400	10,300

The operating leases relate to the drop-in centre at 7 Queen Street, Bideford, which is rented at £5,000 per year, and to the storage facility East-the-Water rented at £5,400 per year. The Queen Street lease was renewed on 22 February 2013 for 3 years but with a clause allowing the company to give not less than 3 months written notice to terminate the lease on each anniversary of the renewal. The East-the-Water lease was originally negotiated for the period from 1 June 2013 to 31 May 2015 but a new lease was negotiated with effect from 1 June 2015 for 3 years, with a clause allowing the company to give not less than 6 months written notice to terminate the lease on the second anniversary of the renewal.

..... *continued*

8 ANALYSIS OF FUNDS

	At 1 April 2014	Incoming resources	Resources expended	At 31 March 2015
	£	£	£	£
General Funds				
General funds	40,096	49,575	(30,305)	59,366
Restricted Funds				
Emergency accomodation	-	500	(459)	41
Food Hygiene Courses	-	400	-	400
Client Aid	-	350	(220)	130
Christmas	-	400	(400)	-
Church Urban Fund - Mustard Seed grant	249	-	(249)	-
Plymouth & South West Co-operative Society Limited	240	-	(240)	-
Art and Craft	145	-	(14)	131
Volunteer expenses	-	400	-	400
Sundry - postages	-	159	(159)	-
	634	2,209	(1,741)	1,102
	40,730	51,784	(32,046)	60,468

9 NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total Funds 2015	Total Funds 2014
	£	£	£	£
Tangible assets	-	-	-	-
Current assets	60,349	1,102	61,451	41,755
Creditors: Amounts falling due within one year	(983)	-	(983)	(1,025)
Net assets	59,366	1,102	60,468	40,730

…… *continued*

10 MEMBERS' LIABILITY

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.