

# the Friary Working locally to end homelessness



## Annual Report

For the year ended  
31st March 2017

the Friary  
46 Musters Road West Bridgford Nottingham NG2 7PR  
Registered in England and Wales Number 3190740  
Registered Charity Number 1056825

**FRIARY DROP-IN LIMITED  
(COMPANY NUMBER 3190740, CHARITY NUMBER 1056825)**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31<sup>ST</sup> 2017**

**FRIARY DROP-IN LIMITED**  
**(COMPANY NUMBER 3190740, CHARITY NUMBER 1056825)**

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st MARCH 2017**

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## **Chair's Report 2016 - 2017**

It was necessary during the year to set aside a major allocation of time to address two fundamental issues affecting the efficient management of the Friary. Firstly the urgent need to review our approach to income generation and secondly addressing the effects of the long term absence of a key member of staff.

Continuing concerns over the inconsistent nature of our income streams led to the adoption of a new plan that focused on an appeal to Churches plus a thorough reappraisal of our approach to Charitable Trusts and other funders with the help of external consultancy. The rationale has been to improve the quality and range of CT applications to try to increase the success rate in a very competitive market. The plan also integrated measures to improve front line staffing levels in the Centre to make them more robust and so reduce the stressful nature of the present circumstances.

Undoubtedly a new phase in the development of the Friary is emerging where an ever increasing demand for advisory and welfare services coupled with a growing complexity of casework has become the norm. Presently we attract an average of over 100 vulnerable visitors each day we open and that requires levels of funding and staffing commensurate with an organisation that offers a major social care service. Let us hope those who consider our funding applications agree.

Complimentary plans for an extension to the Centre have also been developed and are now at an advanced stage.

May I take the opportunity on behalf of the Board to thank the Chief Executive for the initiative in bringing forward a package of potential solutions; and the General Manager of the Centre and the whole staff team for their endless patience and dedication in giving hope to vulnerable people during a most challenging year.

Other highlights of the reporting year:

- Training has continued on the new database of clients we support and this facility gives Friary the ability to monitor progress more readily and improve efficiency.
- The Communications Committee organised an upgrade of Friary website that was launched in July 2016. We are also developing a database for stock control at our Ludlow Hill Depot.
- The Bishop of Southwell and Nottingham visited Friary to attend a meeting of the Faith Action Network comprising a range of organisations that provide services for the vulnerable.
- At the 'CEO Sleepout' at Notts County FC Ground Meadow Lane Friary CEO Sam Crawford raised a magnificent £6575. CEO's from a range of organisations participated and it could become an annual event.

## **Chair's Report 2016 - 2017**

- We continue to value the contribution made by all our volunteers and regular meetings with them continue. Of particular note is that 100 members of the public viewed our allotments during Musters Road Open Gardens event when our team of volunteers was able to showcase their skills.
- Likewise meetings continue to be held with our service users to give them a voice of participation. Both a party and separate BBQ were held in the summer months to celebrate the Queen's birthday and an art class has been introduced as a confidence builder. Attendance at the Sunday Evening Fellowship has increased to over 20.
- Friary has continued to take every opportunity to network with many organisations in the statutory and voluntary sector locally and nationally. Links with Emmanuel House continue to grow locally and attendance at HomelessLink events provides a regional or national perspective.

Finally Ron Hill decided to end his long association with Friary and stand down from the Board. I would like to thank Ron for his ever-presence over many years, for his contribution to the Board, and for his energy in undertaking many practical jobs around the Centre and much more.

Robin Lund  
Chair of Trustees

**FRIARY DROP-IN LIMITED  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31st MARCH 2017**

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, submit their annual report and the financial statements for the year ended March 31st 2017.

**Full name:** Friary Drop-In Ltd

**Other names the charity is known by:** The Friary

**Registered charity number:** 1056825

**Registered company number:** 3190740

**Trustees**

Robin Lund (Chairman)

Andrew Chapple

Alex Rae

Pamela Miles

Kay Dhesi

Wenda Power

Ron Hill (Resigned 11/04/17)

Paul Randle

David Shaw (Treasurer)

Stewart Mann (Resigned 17/10/16)

**Registered office**

46 Musters Road, West Bridgford, Nottingham, NG2 7PR

**Bankers**

TSB Bank plc, 2 Davies Road, West Bridgford, Nottingham, NG2 5JD.

CCLA Investment Management Limited, The COIF Charities Deposit Fund, 80 Cheapside, London, EC2V 6DZ.

CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ.

**Independent Examiner**

Neil Burgin, Cobb Burgin & Co, 129a Middleton Boulevard, Nottingham, NG8 1FW.

**Solicitors**

To be appointed on a case by case basis

**FRIARY DROP-IN LIMITED  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31st MARCH 2017**

## **Structure, Governance and Management**

### Governing document

The Friary is a charitable company in that it is a company limited by guarantee and registered charity in England and Wales. It is operated under the rules of its memorandum and articles of association dated April 25th 1996. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

### Recruitment and Appointment of Trustees

Trustees, who are also directors of the company, are appointed by the member vote at the annual general meeting, although up to three may be co-opted during the course of any accounting year. Membership is by nomination and this nomination can come from any of the three nominating bodies. These are West Bridgford Churches Together, Friends of the Friary and the Friary URC Church. These persons shall be admitted as members, following the approval of the trustees and shall continue to be members of Friary Drop-In limited until they resign or their nominating organisations request their replacement.

Full meetings of the trustees are held quarterly with the Sub Committees for Finance, Communications and Personnel, meeting in between.

### Management of Risk

The sub-committees which are charged with the oversight and administrations of the different areas of work within the organisation are aware of the risks to which the charity is exposed. Monitoring by internal and external reviews is undertaken and remedial action taken, if necessary.

The trustees are also pleased to acknowledge a scholarship from Sheffield Business School which is enabling Sam Crawford, Chief Executive to study for the MSc in Charity Resource Management at Sheffield Hallam University. This will help the charity in its financial management, fundraising strategy and strategic development.

## **Objectives and Activities**

### Principal activity for the public benefit

The principal activity of Friary Drop-In Limited is that of a charitable organisation assisting the homeless, those in temporary accommodation and the unemployed.

### The Friary's Objects

The formal objectives of the Friary are:

**(i) relief of poverty amongst persons living in the Rushcliffe and adjacent districts in the county of Nottinghamshire by the provision or assistance in the provision of facilities and activities to relieve those persons who may be considered to be in necessitous circumstances by being homeless (or in temporary accommodation) or unemployed;**

**FRIARY DROP-IN LIMITED  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31st MARCH 2017**

**(ii) the advancement of education amongst such persons by the provision of advice, counselling and information suitable and relevant to their needs and geared towards their poverty; and**

**(iii) the provision or assistance in the provision of recreational and other leisure time activities in the interests of social welfare and with the object of improving the conditions of life for such persons.**

Activities Undertaken in Relation to Objects

In furtherance to the above objects the Friary's mission is to empower homeless and vulnerable adults to rebuild their lives by offering practical services, advice and emotional support. To this end the organisation offered these specific services to beneficiaries during the course of the reporting year:



**Advice**

- Professional Advice on Debt, Housing & Welfare Benefits
- Specialist Welfare Rights-Advice
- IT training and assistance



**Health**

- GP Sugery
- Homeless Nursing Team
- Chiropody
- Dentistry
- Optometry



**Support**

- Welfare Provision of Food, Clothing, Toiletries and Household Items
- Shower and Laundry
- Sunday Evening Fellowship

**Achievements and Performance**

The trend during the course of this reporting year was very much an extension of the previous year, namely, an increase in scale and complexity of need within our beneficiary cohort. Having delivered a huge 6826 1-to-1 formal advice sessions in the year 2015-16, we realised yet another increase in demand in this year and successfully delivered a staggering 7128 advice sessions in this reporting year. These sessions were focused around issues relating to housing, welfare benefits and debt. The fact that the organisation has been able to cater for outputs of this scale in the context of the long-term absence issues alluded to in the Chair's

**FRIARY DROP-IN LIMITED  
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FOR THE YEAR ENDED 31st MARCH 2017**

report is testament to the dedication and commitment of those involved in the delivery of this vital service. Our advice facility absolutely lies at the heart of our aspiration to inform and empower homeless and vulnerable adults to rebuild their lives.

In addition to this further increase in the presenting need, we have experienced an increased amount of difficulty in assisting service users to access housing and welfare benefits as eligibility criteria becomes ever more restrictive. This issue has been particularly pertinent within the Eastern European migrant community.

As a result, we have had to dedicate more time and resource to each case to try and bring about a positive outcome for the individual concerned. Additionally, we have needed to offer more practical welfare support to beneficiaries whilst striving to facilitate a longer-term positive intervention in their situation. In total, during the reporting year we delivered 5848 practical welfare parcels (food parcels, clothing etc.) and 7123 hot nutritious meals. We are proud to have been able to increase our support outputs in the face of such unprecedented demand, however, we are concerned that the restrictions surrounding access to housing and benefits for vulnerable groups are leaving more and more individuals within our beneficiary cohort with very few avenues of opportunity when it comes to exiting crisis situations such as homelessness.

Our health services continue to be well utilised, however, we were disappointed to lose both the dentistry and chiropody services during the course of the reporting year. Both services were cut as a result of changes in commissioning arrangements with the providers; however, we are attempting to re-engage providers to re-instate these vital services for homeless people. We continue to offer a GP facility, an optometry surgery and the Homeless Health Team and these are truly vital services for those who access them.

Lastly, during the course of this reporting year, the Friary launched some exciting new projects which are intended to facilitate the development of skills and self-confidence for participants. We have delivered a new Arts Class giving beneficiaries space to learn new artistic skills and express themselves through creative mediums. We have also delivered a very successful Advocacy Film-Making Program in partnership with Open Cinema which enabled participants to learn a multitude of skills relating to film-making and use film as a medium through which to advocate some of their life experiences.

## **Financial Review**

### Review of financial position

In the past, the Friary has grown considerably both in the scale of activity and the range of services we offer to those in need. Much of this has been financed through short-term agreements and the key concern has always been the relatively low level of predictable long-term funding relating to grants and contracts.

In this year, the organisation has continued to make some encouraging progress in building sustainability into our income streams in order to continue to meet the needs of our



**FRIARY DROP-IN LIMITED**  
**TRUSTEES' ANNUAL REPORT**  
**FOR THE YEAR ENDED 31st MARCH 2017**

beneficiaries. However, the Friary remains heavily reliant on the goodwill of individual and corporate donors and is looking at ways of investing more in this income stream in order to develop more predictability and sustainability of income.

Reserves policy

At 31st March 2017, free reserves amounted to £126,116 (2016 £145,657). This represents approximately 39% of annual expenditure (2016: 49%), or 5 months' worth (2016: 6). The trustees have been strategically investing reserves into charitable activity which will develop financial sustainability and the furtherance of charitable objects for the organisation. This process is ongoing and the trustees are committed to the organisation's strategic objectives. The trustees are also committed to ensuring that the charity is well resourced so that energy can be devoted to delivering services rather than struggling for survival.

**Independent Examiner**

A resolution proposing the appointment of Neil Burgin of Cobb Burgin & Co as independent examiner of the company will be put to the forthcoming annual general meeting.

**Responsibilities of the trustees**

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended. In preparing those financial statements, the trustees are required to: select suitable accounting policies, as described on pages 15-16, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the Committee must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity, and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

R Lund  
Trustee

Date September 21, 2017

Registered office:  
46 Musters Road  
West Bridgford  
Nottingham  
NG2 7PR

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
FRIARY DROP-IN LIMITED FOR THE YEAR ENDED 31st MARCH 2017**

I report on the accounts of the charity, which are set out on pages 11 to 21.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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. The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 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 Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**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.

**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 and 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 (the FRS102) (effective January 1,2016)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.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Neil Burgin

Cobb Burgin & Co, Chartered Accountants, 129a Middleton Boulevard, Wollaton Park,  
Nottingham, NG8 1FW

**FRIARY DROP-IN LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31st MARCH 2017**

	Unrestricted	Restricted	2017 Total	2016	
	Funds	funds	funds		
	Note	£	£	£	
<b>Income</b>					
Donations	2	163,642	37,948	<b>201,590</b>	174,427
Legacy		83	-	<b>83</b>	-
<b>Charitable activities</b>					
Grants and contracts		18,660	26,184	<b>44,844</b>	48,268
Sales and sundry income		19,881	-	<b>19,881</b>	26,198
Investment income – Bank interest		67	-	<b>67</b>	127
<b>Other income</b>					
Fundraising events		28,285	-	<b>28,285</b>	21,260
<b>Total incoming resources</b>		<u>230,618</u>	<u>64,132</u>	<b><u>294,750</u></b>	<u>270,280</u>
<b>Expenditure</b>					
Charitable activities	3				
Allotment project		393	-	<b>393</b>	774
Fellowship		1,119	-	<b>1,119</b>	1,064
Day centre project		236,048	58,972	<b>295,020</b>	281,064
I.T.Suite		8,758	-	<b>8,758</b>	6,785
Ludlow Hill		11,770	5,160	<b>16,930</b>	5,886
<b>Total resources expended</b>		<u>258,088</u>	<u>64,132</u>	<b><u>322,220</u></b>	<u>295,573</u>
<b>Net outgoing resources</b>		( 27,470)	-	<b>( 27,470)</b>	( 25,293)
Total funds brought forward		<u>177,028</u>	-	<b><u>177,028</u></b>	<u>202,321</u>
<b>Total funds carried forward</b>		<u><u>149,558</u></u>	<u><u>-</u></u>	<b><u><u>149,558</u></u></b>	<u><u>177,028</u></u>

All the activities of the charitable company are classed as continuing.  
The notes on pages 15 to 21 form part of these financial statements.

**FRIARY DROP-IN LIMITED (COMPANY NO. 3190740)**  
**BALANCE SHEET AT 31st MARCH 2017**

			2017		2016
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	6	<u>23,442</u>		<u>31,371</u>	
Total tangible assets			<b>23,442</b>		31,371
<b>Current assets</b>					
Debtors	7	7,967		15,255	
Cash at bank and in hand		<u>136,856</u>		<u>147,741</u>	
Total current assets		<b>144,823</b>		162,996	
<b>Liabilities</b>					
Creditors:					
Amounts falling due within one year	8	<u>( 18,707)</u>		<u>( 17,339)</u>	
Net current assets			<u><b>126,116</b></u>		<u>145,657</u>
<b>Net assets</b>			<u><b>149,558</b></u>		<u>177,028</u>
<b>The funds of the charity</b>					
Unrestricted income funds			<b>149,558</b>		177,028
Restricted income funds	10		<u>-</u>		<u>-</u>
<b>Total funds</b>			<u><b>149,558</b></u>		<u>177,028</u>

**Exemption from audit**

The trustees are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charitable company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its surplus or deficiency for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard 102 Entities (effective January 2016).

These financial statements were approved by the trustees on September 21, 2017 and signed on their behalf by:

Signed \_\_\_\_\_  
R. Lund - Trustee

Signed \_\_\_\_\_  
D. Shaw - Trustee

The notes on pages 15 to 21 form part of these financial statements

**FRIARY DROP-IN LIMITED**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31st MARCH 2017**

	Notes	2017 £	2016 £
Cash provided by/(used in) operating activities	1	( 10,952)	( 18,440)
Cash flows from investing activities			
Interest income		67	127
Capital expenditure	2	-	-
Cash from investing activities		<u>67</u>	<u>127</u>
Increase/(decrease) in cash and cash equivalents		( 10,885)	( 18,313)
Cash and cash equivalents at April 1,2016		<u>147,741</u>	<u>166,054</u>
Total cash and cash equivalents at March 31,2017		<u><u>136,856</u></u>	<u><u>147,741</u></u>

The notes on pages 15 to 21 form part of these financial statements

**FRIARY DROP-IN LIMITED**

**NOTES TO THE STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31st MARCH 2017**

**1. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FROM OPERATING ACTIVITIES**

	<b>2017</b>	2016
	<b>£</b>	£
Net income/(expenditure) for the year before interest received and paid	( 27,537)	( 25,420)
Depreciation charges	<b>7,929</b>	2,500
Profit on disposal	-	-
(Increase)/Decrease in debtors	<b>7,288</b>	( 5,061)
(Decrease)/Increase in creditors	<b>1,368</b>	9,541
<b>Net cash inflow/(cash flow) from operating activities</b>	<b>( 10,952)</b>	<b>( 18,440)</b>

**2. ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN THE CASH FLOW STATEMENT**

	<b>2017</b>	2016
	<b>£</b>	£
Capital expenditure		
Purchase of tangible fixed assets	-	-
Sale of tangible fixed assets	-	-
Net cash outflow for capital expenditure	<b>-</b>	<b>-</b>

**3. ANALYSIS OF CHANGES IN NET FUNDS**

	April 1, 2016	Cash flow	<b>March 31, 2017</b>
	£	£	£
Net cash			
Cash at bank and in hand	147,741	<b>( 10,885)</b>	<b>136,856</b>

**FRIARY DROP-IN LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31st MARCH 2017**

**1. Accounting policies**

**Basis of accounting**

The financial statements have been prepared with 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 January 2016) (Charities SORP (FRS 102)) and Companies Act 2006.

In preparing the financial statements, the trustees have considered whether in applying the accounting policies required by FRS 102 section 1a, a restatement of comparative items was needed.

No restatements were required.

Friary Drop –In Limited meets the definition of a public benefit under FRS 102.

Assets and liabilities are initially recognised at historical cost.

The financial statements are prepared on a going concern basis as there are no material uncertainties about the charities ability to continue.

**Income recognition policies**

Items of income are recognised and included in the accounts when all of the following criteria are met.

- The charity have entitlement to the funds;
- any performance conditions attached to the item of income have been met or are fully within the control of the charity;
- there is sufficient certainty that the receipt of the income is considered probable; and
- the amount can be measured reliably.

For the legacies, entitlement is taken as the earlier of:

- the date on which the charity is aware that probate has been granted;
- the estate has been finalised and notification has been made by the executors to the Trust and distribution will be made: or
- when a distribution is received from the estate.

Receipt of legacy, in whole or part, is only considered probable when the amount can be measured reliably and the charity has been notified or the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

**Pension costs**

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the Income and Expenditure Account.

**Depreciation**

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets costing over £2,000 over their expected useful lives.

The rates applicable are:

Leasehold improvements	straight line basis over the lifetime of the relevant lease
General equipment	15% on written down value
Vehicles	20% straight – line basis

**FRIARY DROP-IN LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31st MARCH 2017**

**Operating leases**

Expenditure is charged in the Income and Expenditure account when it is incurred.

**Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs service delivery costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charities work.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.



**FRIARY DROP-IN LIMITED**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31st MARCH 2017**

**2. Grants, contracts and donations**

	<b>Unrestricted Funds £</b>	<b>Restricted funds £</b>	<b>Total funds £</b>
Notts County Council	10,400	17,884	<b>28,284</b>
Councillors' grants	511	2,000	<b>2,511</b>
Rushcliffe Borough Council	5,000	6,300	<b>11,300</b>
United Reformed Church	2,750	-	<b>2,750</b>
Donations, churches and individuals	133,516	6,019	<b>139,535</b>
The Wellbeing Trust	-	5,130	<b>5,130</b>
Trust donations £ 1,000 or less	1,000	4,000	<b>5,000</b>
The Wellbeing Trust	10,000	-	<b>10,000</b>
Lady Hind Trust	-	2,000	<b>2,000</b>
Mary Potter Convent Hospital Trust	-	4,000	<b>4,000</b>
Edith Murphy Foundation	-	2,000	<b>2,000</b>
St John Eastwood Foundation	-	1,500	<b>1,500</b>
Jones 1986 Trust	-	3,000	<b>3,000</b>
Anonymous	-	1,500	<b>1,500</b>
Pret Foundation Trust	-	8,799	<b>8,799</b>
Winifield Eileen Kemp Trust	5,000	-	<b>5,000</b>
Dunn Family Trust	2,000	-	<b>2,000</b>
George Verdun Dunham Trust	4,000	-	<b>4,000</b>
Greenwood Charitable Trust	3,125	-	<b>3,125</b>
Jessie Spencer Trust	5,000	-	<b>5,000</b>
	<u>182,302</u>	<u>64,132</u>	<u><b>246,434</b></u>

**FRIARY DROP-IN LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31st MARCH 2017**

**3. Resources expended – charitable activities**

	2017	2016
	£	£
Bank charges	797	751
Cleaning	9,162	7,539
Communications	5,998	5,814
Marketing	429	4,287
Fundraising costs	3,281	748
Depreciation	7,929	8,508
Insurance	8,876	7,631
IT software and maintenance	6,474	1,434
Payroll expenses	619	504
Recruitment and CRB checks	-	44
Rent and services	23,522	20,561
Repairs and maintenance	7,488	4,538
Resources and equipment	9,478	1,741
Salaries, NIC and pensions	192,909	196,853
Staff expenses	716	429
Stationery and office supplies	816	816
Subscriptions	664	1,048
Training	4,866	5,144
Utilities	8,384	7,744
Vehicle costs	2,700	2,895
Welfare expenses	20,940	14,851
Legal and professional fees	6,172	1,693
	<u>322,220</u>	<u>295,573</u>

**4. Governance costs**  
**(Included with legal and professional fees note 3 above)**

	2017	2016
	£	£
Legal and professional fees	3,479	1,693
	<u>3,479</u>	<u>1,693</u>

**5. Net incoming/(outgoing) resources**

Is stated after charging:

	2017	2017
	£	£
Staff pension contributions	4,575	3,997
Depreciation	7,929	8,508
Independent examination	810	750
Accountancy	810	750
	<u>810</u>	<u>750</u>

**FRIARY DROP-IN LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31st MARCH 2017**

**6. Fixed assets**

	<b>Leasehold Improvements</b>	<b>Vehicles</b>	<b>General equipment</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	136,413	6,750	37,160	<b>180,323</b>
Additions	-	-	-	-
Disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Balance carried forward	<u>136,413</u>	<u>6,750</u>	<u>37,160</u>	<u><b>180,323</b></u>
<b>Depreciation</b>				
Balance brought forward	114,774	4,110	30,068	<b>148,952</b>
Disposals	-	-	-	-
Charge this period	5,525	800	1,604	<b>7,929</b>
	<hr/>	<hr/>	<hr/>	<hr/>
Balance carried forward	<u>120,299</u>	<u>4,910</u>	<u>31,672</u>	<u><b>156,881</b></u>
<b>Net book value</b>				
At March 31,2017	<u><b>16,114</b></u>	<u><b>1,840</b></u>	<u><b>5,488</b></u>	<u><b>23,442</b></u>
At March 31,2016	<u>21,639</u>	<u>2,640</u>	<u>7,092</u>	<u>31,371</u>

**7. Debtors**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Debtors	<b>2,430</b>	7,902
Prepayments	<b>5,537</b>	7,353
	<hr/>	<hr/>
	<u><b>7,967</b></u>	<u>15,255</u>

**8. Creditors**

	<b>2017</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accruals	<b>11,076</b>	6,798
Grants in advance	<b>6,100</b>	9,230
Sundry creditors	<b>1,531</b>	1,311
	<hr/>	<hr/>
	<u><b>18,707</b></u>	<u>17,339</u>

**FRIARY DROP-IN LIMITED**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31st MARCH 2017**

**9. Analysis of net assets between funds**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
	£	£	£
Fixed assets	23,442	-	23,442
Net current assets	<u>126,116</u>	<u>-</u>	<u>126,116</u>
	<u>149,558</u>	<u>-</u>	<u>149,558</u>

**10. Movements in restricted funds**

	<b>Opening Balance</b>	<b>Incoming resources</b>	<b>(Resources expended)</b>	<b>Closing balance</b>
	£	£	£	£
<b>Restricted funds</b>				
Ludlow Hill	-	5,160	( 5,160)	-
Day Centre	<u>-</u>	<u>58,972</u>	<u>( 58,972)</u>	<u>-</u>
	<u>-</u>	<u>64,132</u>	<u>( 64,132 )</u>	<u>-</u>

**11. Staff costs were as follows:**

	<b>2017</b>	<b>2016</b>
	£	£
Salaries	181,059	183,384
Social security	7,275	9,472
Pensions	<u>4,575</u>	<u>3,997</u>
	<u>192,909</u>	<u>196,853</u>

No employee received emoluments of more than £60,000. (2016:Nil). The number of employees during the year was 13 (2016: 13).

Total key Management remuneration for the year was £ 76,011.

**12. Trustees' remuneration**

The Trustees received no remuneration or benefits in this period. No expenses were reimbursed to the trustees.

**FRIARY DROP-IN LIMITED**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31st MARCH 2017**

**13. Related party transactions**

No person connected with the trustees has received or is due to receive any remuneration for the year directly or indirectly from the charity's funds.

**14. Future leasing obligations**

The company has two leases for premises:

	<b>34a Musters Road £</b>	<b>Ludlow Hill £</b>	<b>Total £</b>	<b>2016 £</b>
<b>Operating leases which expire</b>				
Within one year	<b>6,900</b>	8,000	<b>14,900</b>	11,333
Within two to five years	<b>11,500</b>	4,000	<b>15,500</b>	12,000
	<b><u>18,400</u></b>	<u>12,000</u>	<b><u>30,400</u></b>	<u>23,333</u>