

# the Friary Working locally to end homelessness Celebrating 30 years



## **Annual Report**

For the year ended

31st March 2018

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 31<sup>st</sup> MARCH 2018**

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## Chair's Report 2017-2018

The generation of sufficient income from a wide range of sources to provide a balanced budget has always been a standing priority for the Board. It is disappointing to report that monitoring during the year showed that a deficit was building mainly due to a decrease in financial donations from individuals and churches. Forecasts indicated this downturn was likely to continue and the concerns of the Board were concentrated on the urgent action required to reverse this trend and its potential effect on staffing, services and reserves.

This led to a Community Crisis Appeal being launched in November 2017 with a dedicated 'Just Giving' page. There was an overwhelming response from the local community and at the end of the financial year in March 2018 a remarkable £30k had been donated that was essential to strengthen the balance sheet. The Friary was also unexpectedly offered unsolicited funding from a new donor that rounded off a remarkable period of good fortune. Thank you to our local community for their generosity.

For the future the well documented growth in homelessness and rough sleeping poses a challenging environment for front line services as we near saturation point in terms of available space and increasingly fierce competition to secure funding especially for additional staff. Staffing costs already account for 54% of incoming resources. Outreach workers from Framework are now working in partnership with Friary to address the issue of rough sleeping in the Rushcliffe area; but concerns continue over the increasing number of service users presenting with multiple and complex needs and the additional time pressures and health and safety issues that arise.

Although planning permission has been approved for the centre extension we continue our search to identify funders who will cover the cost of construction. In addition, a Task Group was formed to develop a proposal to improve staffing levels in the centre together with extra opening on a Tuesday and Thursday morning exclusively to provide breakfasts for rough sleepers.

With much of the above in mind an application has been made to the Lloyds Foundation for an Enable Grant. This will provide funding for consultancy in developing fundraising from individuals and various aspects of Strategic/Business Planning, service delivery models and outcomes monitoring. The process is participatory involving trustees, staff, and volunteers and aims to provide a major boost to improving effectiveness. This application has now been approved and work is being implemented.

Other highlights of the year include:

- Queens Award for Voluntary Service  
On Monday 4 September 2017 Sir John Peace Lord Lieutenant of Nottinghamshire visited the Friary Church to present the award in recognition of the valuable work undertaken by the 150 volunteers many of whom were present together with the Mayor of Rushcliffe and Kenneth Clark MP.
- General Data Protection Regulations (GDPR)  
Relevant action has been taken to comply with the organisations responsibilities when the Regulations commence in May 2018

- **New Trustees**  
Friary welcomed three new Trustees who have been co-opted onto the Board, Richard McCallum, Tim Martin and Graham Roseblade
- **Staffing Matters**  
Friary welcomed Pauline and Rachael to the Centre team.  
Congratulations is due to Sam Crawford CEO who obtained his Masters Degree in Charity Resource Management from Sheffield Hallam University after completion of his course at Sheffield Business School.  
Congratulation also to Ann Bremner who gained the Boots Lifetime Achievement Award at the Nottingham Evening Post awards event.
- **Mayor's Charity**  
The Board and all associated with the Friary thank the Mayor of Rushcliffe Coun. Barry Cooper for his kindness in choosing the Friary as his charity during his year in office.

May I extend the gratitude of the Board to all the staff and volunteers who have so ably contributed to the life of Friary in another busy year and also my own thanks to the Board of Trustees for their continued support.

*Robin Lund*  
Chair of Trustees

**FRIARY DROP-IN LIMITED  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31st MARCH 2018**

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 2018.

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

**Other name 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

Richard McCallum (co-opted 25/01/18)

Timothy Martin (co-opted 25/01/18)

Graham Roseblade (co-opted 25/01/18)

Wenda Power

Paul Randle (Vice Chair)

David Shaw (Treasurer)

Kay Dhesi

**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**

Philip Handley, Cobb Burgin, 129a Middleton Boulevard, Nottingham, NG8 1FW.

**Solicitors**

To be appointed on a case by case basis

**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 & Strategy, Community Engagement and Operations, 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;**

**(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:



- Professional Advice and Referral
- GP Surgery
- Homeless Nursing Team
- Specialist Welfare Rights Advice
- Optometry
- IT Training
- Barber
- Allotment Volunteering
- A Wide Range of Volunteering Opportunities
- Sunday Fellowship
- Welfare Provision of Food, Clothing, Toiletries and Household Items
- Shower and Laundry

### **Achievements and Performance**

Overall this year brought with it yet another increase in the demand being placed on our services. In total 8197 advice sessions were delivered (7128 in 2016/17 & 6826 in 2015/16) with 729 housing related advice cases and 767 welfare benefit cases being undertaken. This year on year increase in the advice outputs is a clear indication of the increased need for our service and also correlates directly with the cumulative increases in homelessness. Recent figures suggest a 169% increase in rough sleeping since 2010 and this figure has been creeping up year on year for some time now. We also know that the East Midlands has experienced a particular increase in rough sleeping with the region being second only to the North West when looking at increases in rough sleeping. In the light of these environmental factors it is unsurprising that demand has been increasing year on year.

However, in amongst the perfect storm of unprecedented demand and diminishing statutory resources, we continue to strive to empower homeless and vulnerable adults to rebuild their lives and are experiencing successes to this end. One example is David who was homeless and addicted to alcohol when he first came to the Friary; now he is employed and working in residential care, David says:

*“Coming to Friary was the first and more important step, being on the streets I was terrified. The weather was terrible and I had no idea what to do. Coming to Friary showed me there were practical steps to take and gave me back a bit of independence. They helped me with everything. When you are homeless you feel very worthless. You live everyday like it’s your last. Friary gives you back your self-confidence.”*

We focus on 3 main outcomes:

**IMPROVED HEALTH** In our recent service user survey 87% of clients stated that the Friary had helped improve their physical health, this increased to 100% for those who described themselves as homeless (ie rough sleeping, sofa surfing, NFA & hostel).

**IMPROVED WELLBEING** In our service user survey 93% of service users stating the Friary reduced their sense of loneliness and 82% that the Friary had helped improve their self-confidence. Of the service users surveyed 76% felt the Friary had helped improve their mental health. Simple services such as showers also contribute to this outcome, as one homeless client stated *'I feel better inside after a shower'*.

**IMPROVED INDEPENDENCE AND STABILITY** Economic independence is improved by advice and support to ensure receipt of full benefit entitlement and/or support to identify and apply for training opportunities and jobs. Stability is improved through securing and maintaining a tenancy/home. In our survey over 80% of those that describe themselves as homeless state the Friary has helped them maximise and keep their benefits and to gain/improve their accommodation.

Overall the difference we make to individual's lives is best stated by the testimonials of our clients: *'I'd probably be a drug addict or alcoholic by now whereas I have got education and do all sorts myself' 'If Friary wasn't here the only direction for me would be to turn to crime – the only way to survive'*

## **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 its concerted effort of building sustainability into our income streams in order to safeguard our endeavours to meet the needs of our beneficiaries. We remain particularly reliant on the goodwill of individual and corporate donors and have made encouraging progress in our efforts to promote regular donations which help to bring about more predictable income.

### Reserves policy

At 31st March 2018, free reserves amounted to £185,931 (2017: £126,116). This represents approximately 56% of annual expenditure (2017: 39%), or 6.7 months' worth (2017: 5)

The trustees have been strategically investing reserves into charitable activity in recent years with the intention of developing financial sustainability and the furtherance of charitable objects for the organisation. The surplus generated in this financial year offsets the investment of these reserves in recent years and helps promote future sustainability of services. The demand on our resources remains extremely high and the trustees are 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 page 8, 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 \_\_\_\_\_

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

## **Independent Examiner's Report to the Trustees of Friary Drop-In Limited**

I report to the charity trustees on my examination of the accounts of the company for the year ended March 31,2018 which are set out on pages 11 to 19.

### **Responsibilities and basis of report**

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

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

### **Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I a member of Institute of Chartered Accountants in England and Wales.

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

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

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

Signed:

Name

Philip Handley FCA  
for and behalf of Cobb Burgin  
192a Middleton Boulevard  
Wollaton Park  
Nottingham  
NG8 1FW

Date

**FRIARY DROP-IN LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31st MARCH 2018**

		<b>Unrestricted Funds</b>	<b>Restricted funds</b>	<b>2018 Total funds</b>	2017
	Note	£	£	£	£
<b>Income</b>					
Donations	2	236,867	28,840	<b>265,707</b>	201,590
Legacy		-	-	-	83
<b>Charitable activities</b>					
Grants and contracts		20,400	48,345	<b>68,745</b>	44,844
Sales and sundry income		19,103		<b>19,103</b>	19,881
Investment income – Bank interest		236		<b>236</b>	67
<b>Other income</b>					
Fundraising events		28,581	1,301	<b>29,882</b>	28,285
<b>Total incoming resources</b>		<u>305,187</u>	<u>78,486</u>	<u><b>383,673</b></u>	<u>294,750</u>
<b>Expenditure</b>					
Charitable activities	3				
Allotment project		259		<b>259</b>	393
Fellowship		5,200		<b>5,200</b>	1,119
Day centre project		227,311	72,985	<b>300,296</b>	295,020
I.T.Suite		5,094	4,200	<b>9,294</b>	8,758
Ludlow Hill		16,127		<b>16,127</b>	16,930
<b>Total resources expended</b>		<u>253,991</u>	<u>77,185</u>	<u><b>331,176</b></u>	<u>322,220</u>
<b>Net incoming/(outgoing) resources</b>		51,196	1,301	<b>52,497</b>	( 27,470)
Total funds brought forward		<u>149,558</u>	-	<u><b>149,558</b></u>	<u>177,028</u>
<b>Total funds carried forward</b>		<u><u>200,754</u></u>	<u><u>1,301</u></u>	<u><u><b>202,055</b></u></u>	<u><u>149,558</u></u>

All the activities of the charitable company are classed as continuing.  
The notes on pages 13 to 19 form part of these financial statements.

**FRIARY DROP-IN LIMITED (COMPANY NO. 3190740)**  
**BALANCE SHEET AT 31st MARCH 2018**

		2018	2017
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	<b>6</b>	<u>16,124</u>	<u>23,442</u>
Total tangible assets		<b>16,124</b>	23,442
<b>Current assets</b>			
Debtors	<b>7</b>	10,181	7,967
Cash at bank and in hand		<u>198,074</u>	<u>136,856</u>
Total current assets		<b>208,255</b>	144,823
<b>Liabilities</b>			
Creditors:			
Amounts falling due within one year	<b>8</b>	<u>( 22,324)</u>	<u>( 18,707)</u>
Net current assets		<u>185,931</u>	<u>126,116</u>
<b>Net assets</b>		<u>202,055</u>	<u>149,558</u>
<b>The funds of the charity</b>			
Unrestricted income funds		<b>200,754</b>	149,558
Restricted income funds	<b>10</b>	<u>1,301</u>	<u>-</u>
<b>Total funds</b>		<u>202,055</u>	<u>149,558</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 November 26, 2018 and signed on their behalf by:

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

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

The notes on pages 13 to 19 form part of these financial statements

**FRIARY DROP-IN LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31st MARCH 2018**

**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.

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.

**Financial reporting standard 102-reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS102 ‘The Financial Reporting Standard applicable in the UK and Republic of Ireland’:

- the requirements of section 7 Statement of Cash Flows

**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 a 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.

## **FRIARY DROP-IN LIMITED**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2018**

#### **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

#### **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 2018**

**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	1,000	5,261	<b>6,261</b>
Rushcliffe Borough Council	5,000		<b>5,000</b>
Friary United Reformed Church	4,000		<b>4,000</b>
Donations, churches, individuals etc	182,117	815	<b>182,932</b>
Santander Discovery Grant		5,000	<b>5,000</b>
Corporate Support		4,250	<b>4,250</b>
Garfield Weston Foundation		20,000	<b>20,000</b>
Samworth Foundation	35,000		<b>35,000</b>
J.N. Derbyshire Trust		2,000	<b>2,000</b>
Nottingham Building Society Grant		2,000	<b>2,000</b>
Oliver Borthwick Memorial Trust		2,000	<b>2,000</b>
Jesse Spencer Trust	5,000		<b>5,000</b>
Winifield Eileen Kemp Trust	6,000		<b>6,000</b>
Dunn Family Trust	2,000		<b>2,000</b>
Edith Murphy Foundation		2,000	<b>2,000</b>
Greenwood Charitable Trust	3,750		<b>3,750</b>
The Jones 1986 Charitable Trust		4,000	<b>4,000</b>
Other Trusts <£2000	3,000	6,500	<b>9,500</b>
Boots Charitable Trust		5,275	<b>5,275</b>
Other		200	<b>200</b>
	<hr/>	<hr/>	<hr/>
	<b>257,267</b>	<b>77,185</b>	<b>334,452</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**FRIARY DROP-IN LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31st MARCH 2018**

**3. Resources expended – charitable activities**

	<b>2018</b>	2017
	£	£
Bank charges	2,448	797
Cleaning	9,261	9,162
Communications	6,191	5,998
Marketing	663	429
Fundraising costs	6,999	3,281
Depreciation	7,318	7,929
Insurance	8,303	8,876
IT software and maintenance	6,285	6,474
Payroll expenses	619	619
Recruitment and CRB checks	24	-
Rent and services	23,420	23,522
Repairs and maintenance	7,141	7,488
Resources and equipment	3,740	9,478
Salaries, NIC and pensions	207,557	192,909
Staff expenses	558	716
Stationery and office supplies	986	816
Subscriptions	624	664
Training	2,756	4,866
Utilities	8,925	8,384
Vehicle costs	2,856	2,700
Welfare expenses	21,070	20,940
Legal and professional fees	3,432	6,172
	<u>331,176</u>	<u>322,220</u>

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

	<b>2018</b>	2017
	£	£
Legal and professional fees	3,432	3,479
	<u>3,432</u>	<u>3,479</u>

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

Is stated after charging:

	<b>2018</b>	2017
	£	£
Staff pension contributions	5,062	4,575
Depreciation	7,318	7,929
Independent examination	810	810
Accountancy	810	810
	<u>810</u>	<u>810</u>



**FRIARY DROP-IN LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31st MARCH 2018**

**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	-	( 2,750)	-	( 2,750)
	<u>136,413</u>	<u>4,000</u>	<u>37,160</u>	<u><b>177,573</b></u>
<b>Depreciation</b>				
Balance brought forward	120,299	4,910	31,672	<b>156,881</b>
Disposals	-	( 2,750)	-	( 2,750)
Charge this period	5,525	800	993	<b>7,318</b>
	<u>125,824</u>	<u>2,960</u>	<u>32,665</u>	<u><b>161,449</b></u>
<b>Net book value</b>				
At March 31,2018	<u><b>10,589</b></u>	<u><b>1,040</b></u>	<u><b>4,495</b></u>	<u><b>16,124</b></u>
At March 31,2017	<u>16,114</u>	<u>1,840</u>	<u>5,488</u>	<u>23,442</u>

**7. Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Debtors	<b>4,130</b>	2,430
Prepayments	<b>6,051</b>	5,537
	<u><b>10,181</b></u>	<u>7,967</u>

**8. Creditors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accruals	<b>8,222</b>	11,076
Grants in advance	<b>12,814</b>	6,100
Sundry creditors	<b>1,288</b>	1,531
	<u><b>22,324</b></u>	<u>18,707</u>

**FRIARY DROP-IN LIMITED**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31st MARCH 2018**

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

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	16,124	-	16,124
Net current assets	184,630	1,301	185,931
	<u>200,754</u>	<u>1,301</u>	<u>202,055</u>

**10. Movements in restricted funds**

	Opening Balance £	Incoming resources £	(Resources expended) £	Closing balance £
<b>Restricted funds</b>				
I.T. Suite	-	4,200	( 4,200)	-
Vale of Belvoir Rotary	-	1,301	-	1,301
Day Centre	-	72,985	(72,985)	-
	<u>-</u>	<u>78,486</u>	<u>(77,185)</u>	<u>1,301</u>

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

	2018 £	2017 £
Salaries	193,723	181,059
Social security	8,772	7,275
Pensions	5,062	4,575
	<u>207,557</u>	<u>192,909</u>

No employee received emoluments of more than £60,000. (2017:Nil). The number of employees during the year was 14 (2017: 13).

Total key Management remuneration for the year was £ 78,416.

**12. Trustees' remuneration**

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

**FRIARY DROP-IN LIMITED**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31st MARCH 2018**

**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>	4,000	<b>10,900</b>	14,900
Within two to five years	<b>4,600</b>	-	<b>4,600</b>	15,000
	<b><u>11,500</u></b>	<b><u>4,000</u></b>	<b><u>15,500</u></b>	<b><u>30,400</u></b>