

REHABILITATION SERVICES TRUST FOR OXFORDSHIRE RE-EMPLOYMENT LIMITED

RESTORE

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

Registered Charity number: 274222

Company number: 1324318

**REHABILITATION SERVICES TRUST FOR OXFORDSHIRE
RE-EMPLOYMENT LIMITED**

RESTORE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

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CHIEF EXECUTIVES REPORT

RESTORE has worked with 823 people, providing 3,642 individual support sessions and 20,615 training days. We supported 74 people to get paid work, 24 people to keep their jobs and 95 people to start volunteering. Over the year we provided 106,717 hours of recovery support, in a range of formats to people.

This year we have seen another increase in employment outcomes. We have supported 74 people (9% of people using our services) to get paid work. In addition we've supported 95 people to start volunteering or on a work placement (11.5% of people using our services). Overall 20.5% of people using our services have been supported into paid work or volunteering.

Part of the process of recovery is setting personal goals and measuring your personal achievements. This year we enabled people to achieve 6,724 personal recovery goals in a range of areas. We also supported 803 people to write and use personal recovery plans.

This year 20.3% of our clients came from a black / minority ethnic community. Nearly half (43%) of the people using our services are under 40 and about 95% are under 60. 44.7% of people using our services are women.

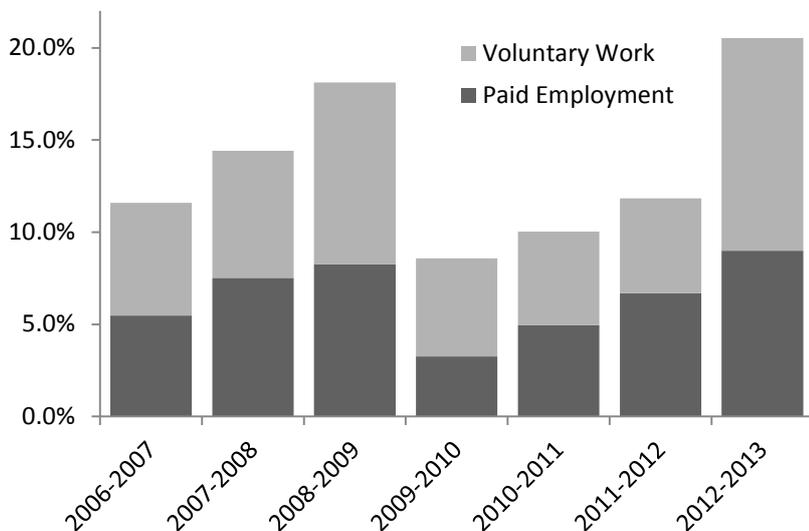
Our services are spread across Oxfordshire. 33% of our members came from Oxford City, 22% from Cherwell, 14% from Vale of White Horse, 15% from South Oxfordshire and 14% from West Oxfordshire. This is reasonably close to the population distribution.

This is the fifth year that we have been providing Mental Health First Aid (MHFA) training. We have now trained 1,147 people to be Mental Health First Aiders and support people in mental health crisis.

This year saw a very significant growth in volunteering. The significant investment we have made in recruiting, training, and supporting volunteers has resulted in more than 12,000 hours of volunteer support in all of our services over the last year.

Outcomes

Employment

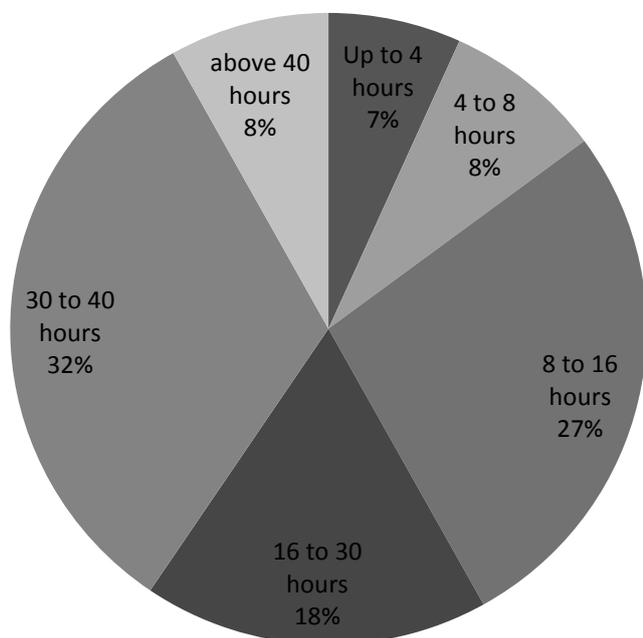


This year we have seen an increase in employment outcomes. We supported 74 people (9% of people using our services) to get paid work. In addition we've supported 95 people to start volunteering or on a work placement (11.5% of people using our services).

Overall 20.5% of people using our services have been supported into paid work or volunteering.

We support people to gain a wide range of work, from management and executive jobs to manual work. The majority of people (58%) are supported into work of about 16 hours per week, with 40% being supported to work more than 30 hours a week.

We supported a further 95 people into voluntary work in a range of mainstream settings. This is a significant increase over previous years and represents both an increased internal focus on mainstream volunteering, and the difficulty of finding paid work in Oxfordshire. Volunteering is a



valuable contribution to wider society and can also act as a step towards paid employment. We've supported people to volunteer in family centres, to work in charity shops, to be befrienders, to plant woods, to walk dogs, to help in libraries, to help in hospitals, to give financial advice, to steward music events, and to assist at lunch clubs.

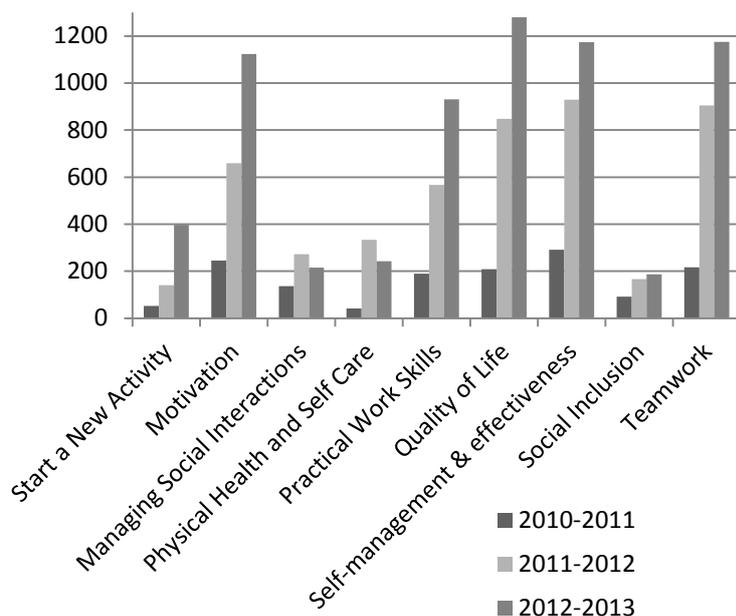
In addition we have also supported 24 people to retain existing paid employment. This is an important and developing part of our work. Enabling people to retain their job when they are on sick leave, and supporting people to return to work effectively can make a substantial difference to a person's life.

We continue our approach of actively recruiting from people who have used our, or other

secondary mental health services and, although not formally part of our impact and outcomes evaluation are proud of our success in enabling people who have used services to work for Restore. Currently over half of our staff have used a range of mental health services.

Employment Outcomes	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Paid Employment	27	47	57	27	47	65	74
Voluntary Work	30	43	68	44	48	50	95

Recovery Goals



Part of the process of recovery is setting personal goals and measuring your personal achievements.

We support people to use a range of goal setting methods and enable people to monitor their success at meeting these goals. We group these goals and look at how successful we are in enabling people to meet their personal goals.

This year we enabled people to achieve 6,742 personal recovery goals in a range of areas.

Recovery Goals	2010-2011	2011-2012	2012-2013
Start a New Activity	52	140	397
Managing Social Interactions	136	273	215
Motivation	245	659	1,123
Physical Health and Self Care	41	334	243
Practical Work Skills	189	567	931
Quality of Life	209	848	1,279
Self-management & effectiveness	291	929	1,174
Social Inclusion	92	167	187
Teamwork	217	905	1,175
	1,472	4,822	6,724

Recovery Plans

We have a recovery based model and work with everyone who uses our services to develop a personal recovery and employment plan. People develop personalised goals and are supported to track their progress against these goals. Different services use different planning processes and templates to support these. We use Wellness Recovery Action Planning (WRAP), PATH, and employment planning depending on what is appropriate for people. We support people to review their recovery and support plans every three months. Over the course of the year we supported **803 people to write and use personal recovery plans.**

Diversity

We work with a representative group of people in Oxfordshire. We monitor disability, gender, age, geographic location, and ethnicity and look at ways that we can improve access. We have just started to monitor sexual orientation and religious belief and will be tracking our progress in ensuring accessibility against these diversity areas in future. We have taken a range of steps to ensure that our services are accessible to everyone in Oxfordshire. These include providing women only space in all services, spreading service provision locations across the county.

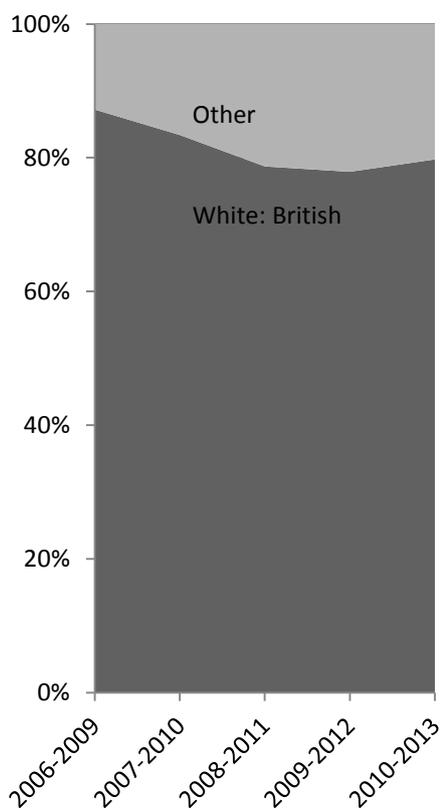
This year 20.3% of our clients came from a black / minority ethnic community. Nearly half (43%) of the people using our services are under 40 and about 95% are under 60. 44.7% of people using our services are women.

Disability

We continue to work predominantly with people with severe and enduring mental health problems. We do not collect figures on diagnosis, as we believe that these tend to offer little helpful information about people's strengths, skills, and abilities.

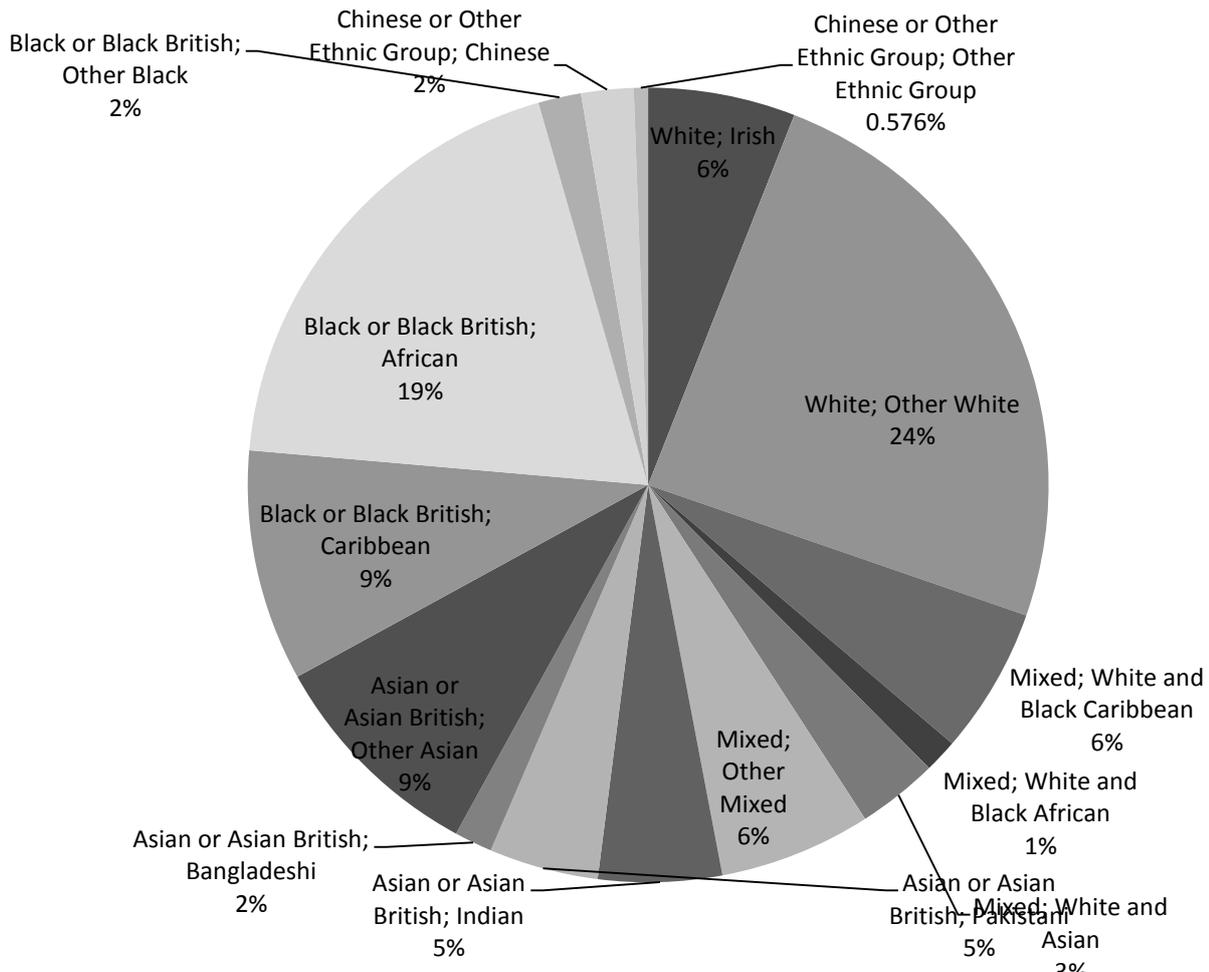
We do collect information on whether people are on the care program approach (CPA). This statutory process indicates that people are in contact with at least two statutory mental health professionals and have a care plan. It is a reasonable proxy for significant mental health problems. 89.3% of our current service users are on the care program approach, or were on it at the point of their referral to our services.

Ethnicity



The variable numbers of people from black and minority ethnic communities in Oxfordshire (123 people using our services in 2012/2013) mean that figures can vary considerably from year to year. For this reason we use a rolling three year average for analysing our performance, whilst also looking at the trend. The rolling three year average shows that 20.3% of our clients come from a black and minority ethnic background.

This is a small drop on the three year average for the previous year (22.1%). Our provision remains significantly about the latest census figures for Oxfordshire (2011: 16.5%) and the small drop is consistent with expanding county wide services – where the proportions of people from black and minority ethnic groups are different.



Census groups	3 year average (2010-2013)	2011 ONS Census Data Oxfordshire
White: British	79.7%	83.6%
All other categories	20.3%	16.5%
White	85.9%	90.9%
Mixed	3.4%	2.0%
Asian or Asian British	4.0%	4.9%
Black or Black British	6.1%	1.8%
Other Ethnic Groups	0.5%	0.5%

We have compared the ethnicity of the people using our services (rolling three year average) with the ONS population estimates.

.The pattern of ethnicity amongst our service users differs substantially from the ethnicity of Oxfordshire's population.

Three year average

	2006-2009	2007-2010	2008-2011	2009-2012	2010-2013
White: British	87.2%	83.4%	78.7%	77.9%	79.7%
Other	12.8%	16.6%	21.3%	22.1%	20.3%
White	91.2%	88.0%	84.4%	84.0%	85.9%
Mixed	1.4%	2.4%	3.2%	3.5%	3.4%
Asian or Asian British	2.7%	3.8%	4.8%	4.6%	4.0%
Black or Black British	3.6%	4.8%	6.7%	7.2%	6.1%
Other Ethnic Groups	1.2%	1.0%	0.9%	0.7%	0.5%

*Year on year figures**

Census groups	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
White	90.9%	93.9%	88.2%	83.2%	83.1%	85.7%	89.6%
Mixed	0.4%	1.1%	2.6%	3.2%	3.5%	3.8%	2.7%

Asian or Asian British	2.3%	1.6%	4.3%	5.2%	4.9%	3.9%	3.2%
Black or Black British	4.9%	2.3%	3.9%	7.5%	7.7%	6.3%	4.0%
Other Ethnic Groups	1.5%	1.1%	0.9%	0.9%	0.8%	0.3%	0.5%

*high variability in numbers year on year mean that these figures should be used with caution

Sexual Orientation

	2011-2012	2012-2013
Bisexual	0.0%	1.4%
Gay Man	0.4%	0.6%
Heterosexual	60.6%	57.7%
Lesbian/Gay Woman	1.5%	1.4%
Other	6.3%	12.0%
I prefer not to answer	31.2%	26.9%

This year represents the second full year where we have collected information about the sexual orientation of the people who use our services.

No adequate data exists for us to benchmark this data against. We will continue to monitor this information and use it to improve our services.

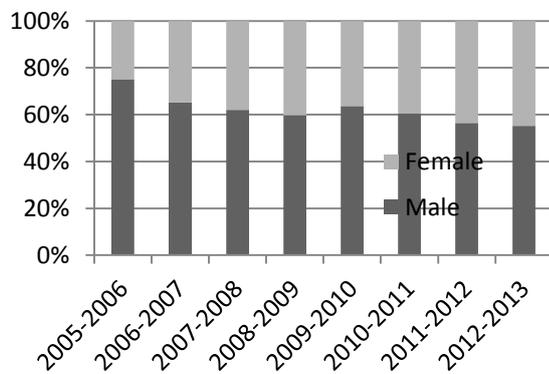
Religion

	2011-2012	2012-2013
Atheism (no religion)	12.6%	13.9%
Buddhism	0.9%	0.7%
Christianity	34.2%	30.9%
Hinduism	0.0%	0.1%
Islam	0.9%	1.3%
Judaism	0.0%	0.3%
Other	10.2%	0.0%
Sikhism	0.0%	16.1%
I prefer not to answer	41.1%	36.7%

This year represents the second full year where we have collected information about the religion of the people who use our services.

No adequate data exists for us to benchmark this data against. We will continue to monitor this information and use it to improve our services.

Gender

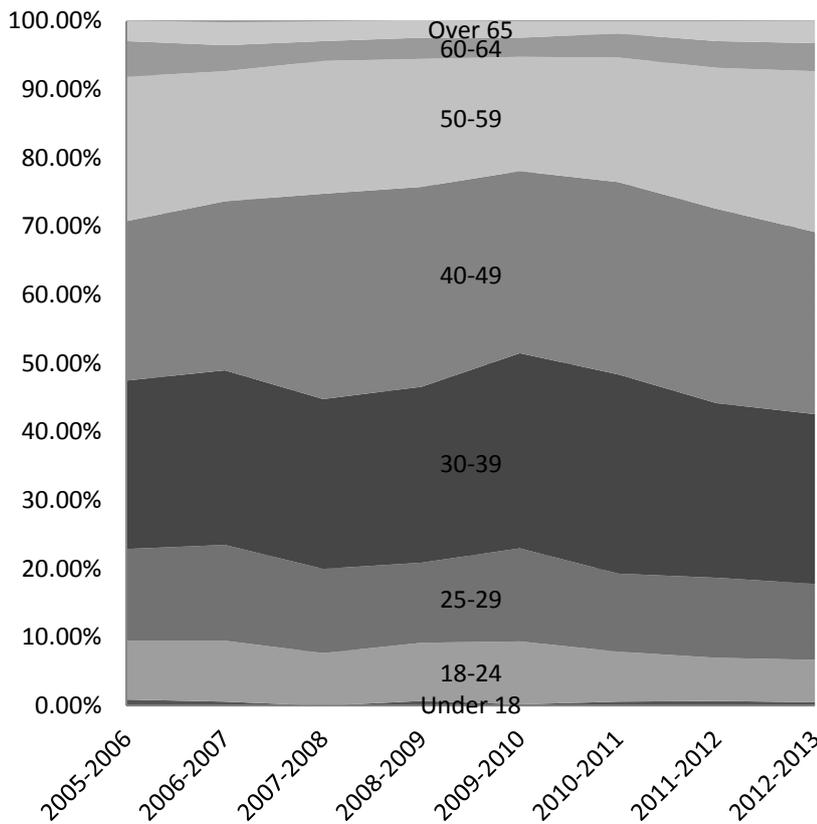


This year sees another improvement in our gender imbalance. 44.7% of people using our services are women.

The creation of women only days in all of our recovery groups has significantly improved female access. The overall growth of services means that this percentage growth has not come at the expense of male clients.

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Male	75.1%	65.2%	62.0%	59.7%	63.7%	60.4%	56.5%	55.3%
Female	24.9%	34.8%	38.0%	40.3%	36.3%	39.6%	43.5%	44.7%

Age

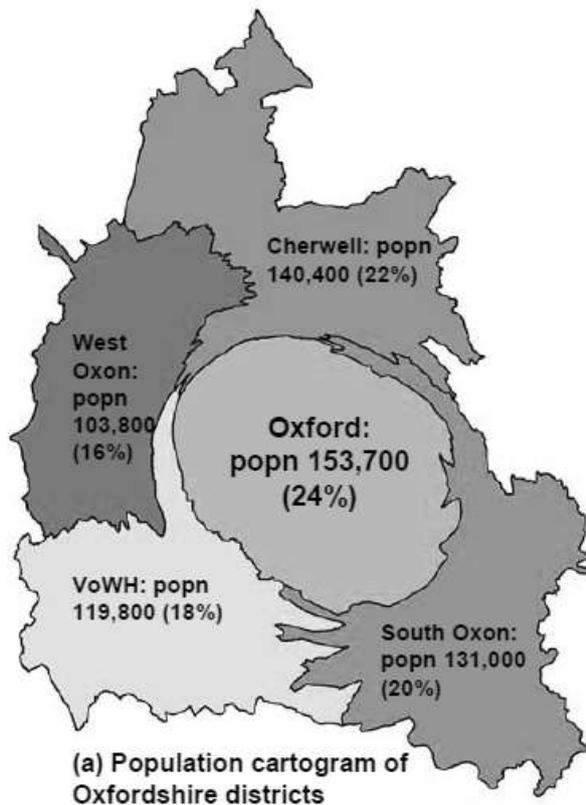


Nearly half (43%) of the people using our services are under 40 and about 90% are under 60. Age distributions for high and low intensity services are practically identical. These age distributions are substantially different from Oxfordshire's population.

The lack of change in the age distribution of people using our services over the last five years shows that we continue to offer services that new people want to be part of and we are not serving a stable and ageing population.

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Under 18	0.9%	0.6%	0.0%	0.7%	0.2%	0.6%	0.7%	0.5%
18-24	8.6%	8.9%	7.7%	8.5%	9.2%	7.3%	6.3%	6.2%
25-29	13.4%	14.0%	12.3%	11.7%	13.6%	11.4%	11.7%	11.1%
30-39	24.6%	25.5%	24.8%	25.7%	28.5%	29.1%	25.5%	24.8%
40-49	23.3%	24.7%	30.0%	29.2%	26.6%	28.1%	28.4%	26.6%
50-59	21.1%	19.0%	19.4%	18.7%	16.7%	18.2%	20.6%	23.5%
60-64	5.2%	3.8%	2.9%	3.1%	2.8%	3.5%	3.9%	4.1%
Over 65	3.0%	3.4%	2.9%	2.6%	2.4%	1.8%	2.9%	3.3%

Geography



We aim to deliver services to people across Oxfordshire. Historically many of our services have been provided in Oxford and service users have similarly been primarily from the city. In previous years more than half of all people using services have lived in Oxford City.

The re-commissioning of services in a way that better matches population through the Keeping People Well process has significantly improved this picture and our provision now closely matches county population distribution.

There is still a higher percentage of people in Oxford using our services (33% of service users against 24% of population). We anticipate the effect of historical provision and supported accommodation will continue to have this impact.

This year is the first year a significant number of people are recorded as coming

from outside Oxfordshire. This is primarily due to an increase in people who, although living in addresses in Oxfordshire, do not count as resident for funding purposes.

District of Residence	ONS population estimates	2010-2011	2011-2012	2012-2013
Oxford City	24%	53%	32%	33%
Cherwell	22%	16%	21%	22%
Vale of White Horse	18%	9%	14%	14%
South Oxfordshire	20%	9%	17%	15%
West Oxfordshire	16%	10%	16%	14%
Outside Oxfordshire				2%

Service use

Oxfordshire Coaching Service Use

	2009-2010	2010-2011	2011-2012	2012-2013
Coaching	210	363	306	260
Retention			42	90
TOTAL	210	363	348	350

Restore runs a range of one to one services (called coaching). These support people to get, or retain paid work. These services worked with **350 people** over the year, providing a range of one to one support.

Our coaching services provide *retention* support – which aims to enable people to stay in paid work if already employed, and *employment* support – which aims to enable people not in paid work to get paid work.

In addition people using the recovery service also receive employment coaching and volunteering coaching. These clients are not included in the numbers of clients for the coaching service.

Oxfordshire Recovery Group Use

Restore runs the Oxfordshire Recovery Service and as part of that provides seven recovery groups across Oxfordshire. Five of these (the Beehive, the Garden Café, Elder Stubbs, the Orchard, and Fleet Meadow) are directly run and managed by us, and two of these (Bridewell and Root and Branch) are subcontracted to independent Oxfordshire charities.

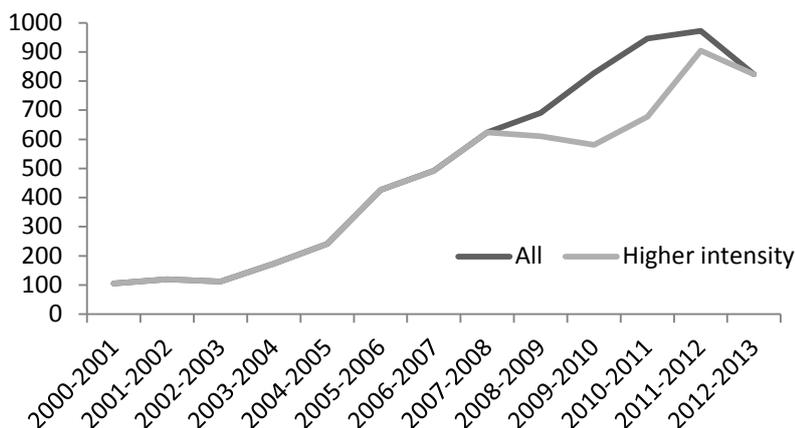
In 2012 – 2013 the Oxfordshire Recovery Service worked with **473 people** and provided 20,615 training days. This is 103,075 hours of support enabling people to recover. This represents a 9% increase in clients (from 433 in 2011/2012) and a 13% increase in hours of support (from 90,840 in 2011/2012). The fact that the increase in hours of support is greater than the number of clients is indicative of the fact that the people coming to the service are substantially more ill than in previous years.

There are some concerning patterns of change between services that also bear closer examination. The significant drop in service take up at Elder Stubbs, where there was a 23% drop in support hours is a matter of concern, as is the 10% drop in clients for the Beehive. We think these changes represent shifts in referral patterns, and are working closely with referring agencies to support people appropriately. At the same time the 45% increase in clients and 123% increase in support hours for the Orchard show a successful service effectively delivering support.

2012 - 2013	Beehive	Garden Café	Elder Stubbs	The Orchard	Fleet Meadow	Bridewell*	Root and Branch*
Clients	82	33	72	94	83	87	22
Starters	36	13	30	50	29	36	3
Leavers	35	16	26	38	32	33	5
Days	3,564	1,605	2,450	4,227	4,105	3,483	1,181

*subcontracted

Overall Clients



The number of people we work with has increased over the past ten years.

At the start of the decade we were working with approximately 100 people a year, this year we worked with more than 800 people.

This figure does not include people we train as mental health first aiders.

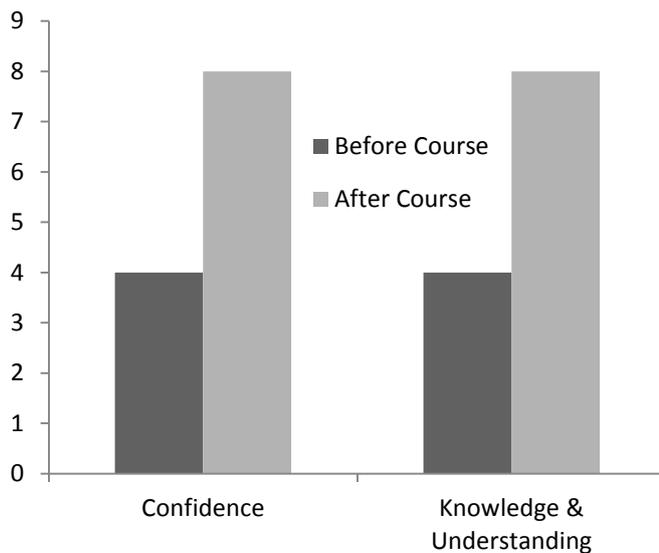
In previous years a large number of people used our sports and leisure service (Activate). This service started in 2008 and the work we do with this group is significantly lower intensity than with people using our other services (recovery groups and one to one coaching).

In this context we defined high intensity work as an average contact of 10 hours per week or focused one to one contact with an average of 5 hours a month contact. This year, as a result of a strategic shift in focus we provided no lower intensity work. One of the results of this shift was an 18% decline in the total number of clients - although this represents an actual decline in the number of high intensity clients of 10%.

	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
All	105	120	112	173	241	426	492
High intensity	105	120	112	173	241	426	492

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
All	624	690	828	946	972	823
High intensity	624	610	581	677	904	823

Mental Health First Aid



Internationally recognised in twenty one countries, the MHFA course teaches delegates over two days how to recognise the signs and symptoms of common mental health issues, provide help on a first aid basis and effectively signpost towards support services. Restore has just completed its fifth year of delivery. We do not include MHFA trainees in our overall service use numbers.

During 2012-13, we **trained 328 people**. This means we have now trained 1,147 people to be Mental Health First Aiders and support people in mental health crisis.

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Mental Health First Aiders	62	211	199	347	328

Our training is available across Oxfordshire. We have trained people from a range of community and voluntary sector backgrounds including the Chinese Cultural Centre, the Deaf Centre, Mind, One Eighty and EMBS. We have also trained a variety of professionals including NHS South of England, Abingdon and Witney College, The Medical Research Council, SOHA Housing, Response, Oxfordshire County Council and the Said Business School.

As part of the evaluation of the course we ask people who are training to review their **confidence** to support others with a mental health problem and their **knowledge and understanding** of how best to support others with a mental health problem. In both areas MHFA had a very significant impact. In addition to delivering a significant increase in knowledge, understanding, and confidence, 89% of respondents considered the course good or very good.

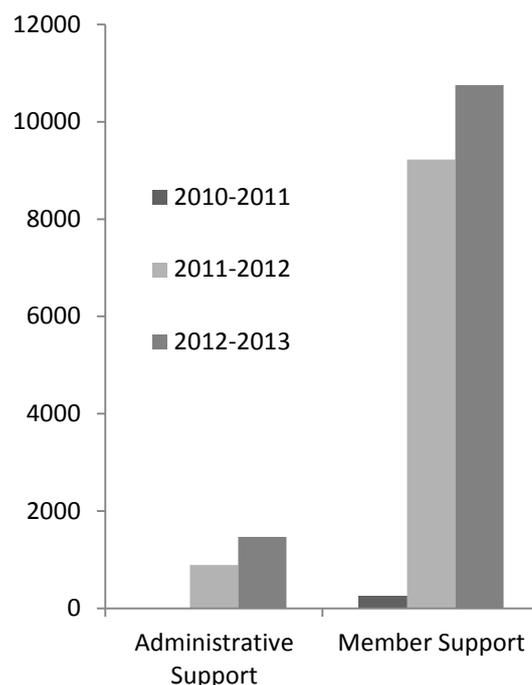
2012-2013 Average score ...	Confidence	Knowledge and Understanding
before course	4	4
after course	8	8

Volunteers

This year saw another growth in volunteering. In 2010 /2011 we had in the order of 250 hours of volunteer support from about 10 people. In 2011/2012 we made a significant investment in volunteering and this resulted in about 10,000 hours of support from volunteers. This rate of growth has slowed and this year we had **12,223 hours**. This is a 21% increase in volunteering hours.

Volunteering numbers exclude the voluntary support of trustees to our work. Our trustees work in the order of 400 hours each year.

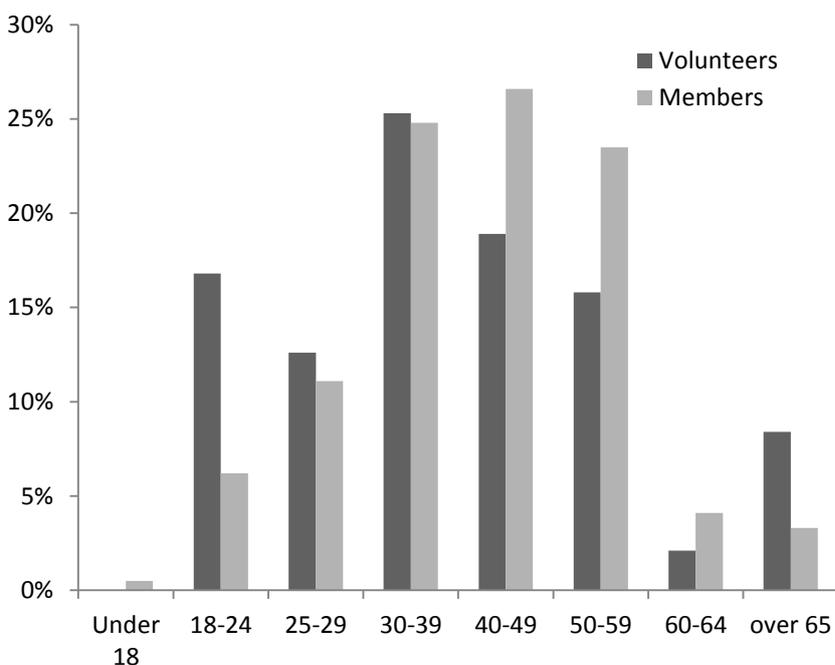
Area	2011-2012	2012-2013
Administrative Support	894	1,471
Member Support	9,222	10,752
TOTAL	10,194	12,223



	2011-2012	2012-2013
Applications Received	82	99
Interviewed	68	79
Potential Volunteers Trained	78	65
Volunteers Started	72	61
Volunteers Finished	42	31

	2012-2013
18-24	16
25-29	12
30-39	24
40-49	18
50-59	15
60-64	2
over 65	8
not known	16
TOTAL	111

	2012-2013
Male	39
Female	72
TOTAL	111



Year on Year Service Use Data

		2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Clients	Clients	492	624	690	828	946	972	823
	New Starters	108	246	399	561	606	418	354
	Leavers	116	254	207	277	571	471	318
	Training Days	13,028	13,130	13,270	14,014	15,028	18,168	20,615
	IAGS sessions /Goal setting meetings	1,119	1,859	3,504	3,222	3,863	2,106	3,642
Age	Under 18	3	0	5	2	6	7	4
	18-24	44	48	58	76	69	61	51
	25-29	69	77	80	113	108	114	91
	30-39	126	155	176	236	275	248	204
	40-49	122	187	200	220	266	276	219
	50-59	94	121	128	138	172	200	193
	60-64	19	18	21	23	33	38	34
	Over 65	17	18	18	20	17	28	27
Gender	Male	321	387	405	525	567	544	448
	Female	171	237	273	299	372	418	362
District of Residence	Oxford City					501	311	270
	Cherwell Vale					151	204	185
	Vale of White Horse					85	136	116
	South Oxfordshire					85	165	121
	West Oxfordshire					95	156	119
	Outside Oxfordshire							14
Work	Paid	27	47	57	27	47	65	74
	Retained							24
	Voluntary	30	40	51	42	45	48	92
	Placements	0	3	17	2	3	2	3
Training	Courses undertaken	184	427	202	330	48	107	179
	Qualifications	127	116	74	8	58	25	53
	NVQ's	15	0	0	0	0	0	0

Year on Year Service Use Data

		2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Ethnic Origin	White; British	407	569	443	609	700	727	624
	White; Irish	7	4	10	15	13	12	6
	White; Other White	15	10	19	31	39	49	39
	Mixed; White and Black Caribbean	2	0	1	5	11	13	7
	Mixed; White and Black African		3	4	4	4	3	0
	Mixed; White and Asian		1	2	5	7	5	5
	Mixed; Other Mixed		3	7	11	10	14	8
	Asian or Asian British; Indian	5	4	7	9	10	10	6
	Asian or Asian British; Pakistani	5	2	7	13	11	6	6
	Asian or Asian British; Bangladeshi	-	0	0	1	1	3	4
	Asian or Asian British; Other Asian	1	4	9	18	22	17	8
	Black or Black British; Caribbean	13	4	7	20	22	15	12
	Black or Black British; African	9	6	9	32	43	41	16
	Black or Black British; Other Black	1	4	5	7	5	2	2
	Chinese or Other Ethnic Group; Chinese	1	0	2	5	6	2	3
	Chinese or Other Ethnic Group; Other Ethnic Group	6	7	3	2	1	1	1
	Did not wish to answer	4	3	155	41	41	52	76
Sexual Orientation	Bisexual						0	10
	Gay Man						4	4
	Heterosexual						582	405
	Lesbian/Gay Woman						15	10
	Other						60	84
	I prefer not to answer						300	189
Religion	Atheism (no religion)						122	98
	Buddhism						9	5
	Christianity						332	218
	Hinduism						0	1
	Islam						9	9
	Judaism						0	2
	Sikhism						1	0
	Other						99	114
	I prefer not to answer						399	259

REPORT OF THE TRUSTEES

The trustees all of whom are also directors of the charity for the purposes of the Companies Act, present their annual report and the audited financial statements for the financial year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities issued in March 2005 in preparing the annual report and financial statements.

OBJECTIVES

What guides our work?

What we believe

We believe that everyone has talents and abilities, and the capacity to make a valuable contribution to the community. We believe that people with mental health problems have the right to work and the right to the support they need to become and remain employed. We believe that the stigma associated with mental health problems damages the whole community and we work to challenge this discrimination.

Our Values

Recovery: Our services are provided based on the belief that people can recover from the effects of mental illness on their lives. We aim to support people in this recovery by addressing their individual needs, focusing on strengths and skills, enabling them to learn to recover from and learn to live with mental health problems and providing opportunities to participate in rehabilitation, training and employment.

Collaboration and equality: Our services are provided based on the belief that everyone has talents and abilities, and the capacity to make a valuable contribution to the community. We are committed to employing people who have experienced mental health problems and to ensuring that people who use our services are involved in setting priorities and making decisions about the way we work and the things we do.

Inclusion: We believe that the stigma associated with mental health problems damages the whole community and we work to challenge this discrimination. We believe that people with mental health problems have the right to work and the right to the support they need to become and remain employed.

Quality: We believe in recording our impact, monitoring our provision, developing our performance, and improving our practice. We review what we do and encourage a focus on continuous improvement in our services. We are committed to professional integrity, objectivity, fairness, and ethical business practices.

Co-operation and partnership: Our services are part of a wider health economy in Oxfordshire. We are not the sole solution for the people who use our services, and we are committed to working with other organisations to improve, develop, and expand services for people with mental health problems in Oxfordshire.

REVIEW OF THE YEAR

Total incoming resources have increased during the year to £1,254,391 compared with £1,234,325 the previous year. Resources expended also increased to £1,255,346 (2012: £1,226,504), and after a small gain on Investment Assets of £3,041 the surplus for the year was £2,086.

Our principal funding source during the year was the Oxfordshire Mental Health Pooled Budget (NHS Oxfordshire and Oxfordshire County Council). We have also had generous support from a range of other organisations and continue to raise the profile of Restore. The support of all our funders and supporters is vital to our continuing growth and success.

Of the income received from the Mental Health Pooled Budget £147,929 was paid to subcontractors under the Keeping People Well contract, compared with £135,929 the previous year. This subcontracting arrangement has enabled smaller organisations to continue to receive statutory funding for important recovery work.

A combination of fund-raising, prudent management and timing of donations have created the small surplus on the year's activity. However, we need to continue to fundraise and, when applying for grant funding, seek full cost recovery and remain vigilant in the constant battle to prevent costs creeping up.

GOVERNANCE

RESTORE is a company limited by guarantee, its Memorandum and Articles of Association stipulate how it is to be managed. There are no particular restrictions imposed apart from the need to carry out only the charity's stated activities and to properly conduct its affairs as a charity.

Trustees are recruited by a variety of means, including advertising in local and national press. The current Trustees select a slate of approved candidates for election to the Board of Trustees by interview and assessment of candidates against an agreed job description and person specification. Trustees are elected by the membership at the Annual General Meeting. There is a trustee induction process. This includes the provision and funding of appropriate training (including meeting skills, mental health awareness, and other subjects as appropriate). All trustees are provided with the opportunity to review their skills and access training as needed.

The Trustees meet four times a year to supervise the running of the charity and have three permanent sub-committees (Finance, Quality, and Human Resources) which meet at various times to assist in this task. Task groups are also established from time to time as required. Day to day decisions are taken by the Chief Executive (Benedict Leigh) and the Management Team.

RISK ASSESSMENT

An exercise has been carried out to identify the major risks faced by RESTORE. The more significant risks are receiving attention and are monitored regularly by the Finance and Strategy Committee on behalf of the Trustees.

PUBLIC BENEFIT

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit in reviewing the activities of the charity. They consider the work of Restore as detailed in the Chief Executives Report above meets the requirement for public benefit.

FUTURE PLANS

Trustees hold regular reviews of the strategic position of RESTORE and make plans so that we can continue to meet our objectives and the needs of people with mental health problems in Oxfordshire. We produce a development plan detailing these plans and the actions needed to implement them. The current strategic plan runs until the end of 2016. It has three main areas

Abilities: We intend to ensure that all of the people involved with us (members, volunteers, and staff) are able to use their talents and abilities and to contribute to the life of Oxfordshire.

Employment: We are intend to ensure that everyone with a mental health problem in Oxfordshire has access to trained one to one support to get and keep paid work.

Knowledge: We intend to provide training and information so that people know about mental health and can support people and challenge discrimination

TRUSTEES

At 31 March 2013 the Board of Trustees comprised:

Anne James (Chair)

Mike Alexander (Company Secretary)

Marian Allsopp

Alison Blight

Keith Blois

Anne Brierly

Julie Kerry (elected 31 October 2012)

Bob Minty (Treasurer)

Mary Robertson

Peter Agulnik served as a trustee until his resignation on 31 October 2012 when he was elected as President

Trustees retiring by rotation are Marian Allsopp, Anne Brierly, and Mary Robertson and they all offer themselves for re-election.

The Board of Trustees can co-opt further Trustees as it sees fit but such persons have to seek re-election at the first annual general meeting thereafter.

RESERVES

The level of Unrestricted Funds stands at £342,592. This is an increase over last year and represents approximately four months' worth of our normal running costs funded from Unrestricted Reserves. Despite this modest rise, free reserves remain some way from the level at which trustees can be content that they can satisfactorily deal with all financial problems that might beset RESTORE. As changes to funding processes make them more and more complex so it is difficult to ensure that RESTORE has adequate long term funding. To ensure some continuity, which is particularly important for those with mental health problems, RESTORE needs to try to achieve the security of even larger reserves balances.

FUNDING

The Trustees are satisfied that the charity's assets attributable to each of its individual funds are available and adequate to fulfil its obligations in relation to those funds.

INVESTMENTS

Currently the investment in the Schroders Charity Fixed Interest Fund is valued at £63,783.

VOLUNTEERS

Volunteering numbers exclude the voluntary support of trustees to our work. Our trustees work in the order of 400 hours each year.

This year saw another growth in volunteering. In 2010 /2011 we had in the order of 250 hours of volunteer support from about 10 people. In 2011/2012 we made a significant investment in volunteering and this resulted in 10,194 hours of support from volunteers. This rate of growth has slowed and this year we had 12,223 hours. This is a 21% increase in volunteering hours.

RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The trustees (who are also directors of Rehabilitation Services Trust for Oxfordshire Re-employment Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS

We, the directors/trustees of the company who held office at the date of approval of these financial statements, as set out above, each confirm so far as we are aware that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

Wenn Townsend have expressed their willingness to be re-appointed as auditors and a resolution to this effect will be proposed at the Annual General Meeting.

On behalf of the Board of Trustees

Bob Minty
Trustee

Date.....

Independent Auditor's Report to the members of Rehabilitation Services Trust for Oxfordshire Re-employment Limited

We have audited the financial statements of Rehabilitation Services Trust for Oxfordshire Re-employment Limited for the year ended 31st March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 17 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2013, and of its incoming resources and application of resources, including its income and expenditure, 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.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Ajay Bahl BA FCA (Senior Statutory Auditor)
For and on behalf of Wenn Townsend, Statutory Auditor
Oxford

Date.....

PRINCIPAL ACCOUNTING POLICIES

Basis of preparation

These financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities issued in March 2005, applicable accounting standards and the Companies Act 2006. These accounting policies have remained unchanged from the previous year.

Company status

The charity is a company limited by guarantee. . In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Pension costs

The company operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against profits in the year they are payable.

Operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activity over the period in which the cost is incurred.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost net of depreciation.

Depreciation is calculated to write off the cost of all tangible fixed assets over their expected useful life.

Leasehold buildings are depreciated in equal annual instalments over the term of the lease.

Motor vehicles are depreciated in equal annual instalments over three years.

Other equipment is depreciated using straight-line methods using rates which will write these assets off over periods of between 3 and 10 years.

Stock

Stock is stated at the lower of cost and net realisable value.

Investments

Investments are stated at market value at the balance sheet date. Investment Income is recognised on a receivable basis.

Incoming resources

- *donations and gifts*

All monetary donations and gifts are included in the statement of financial activities when receivable, provided there are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition is deferred until the pre-condition has been met.

- *grants receivable*

Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of the fixed assets purchased with such grants is charged against the restricted fund.

Revenue grants are credited to incoming resources when they are receivable provided conditions for receipt have been complied with, unless they relate to a specified future period, in which case they are deferred.

Where a third party pays for services/rent on our behalf the amount of the payment is treated as a grant received. The amount is recorded as expenditure and as income in the appropriate project.

Resources expended

Expenditure, which is charged on an accruals basis, is allocated between:

- expenditure incurred directly to the fulfilment of the charity's objectives (direct charitable and project expenditure);
- expenditure incurred directly in the effort to raise voluntary contributions (cost of generating funds); and
- governance costs incurred in the governance of the Charity.

Items of expenditure involving more than one category are apportioned to categories by reference to the use to which the expenditure has been put. In doing this a number of estimates are made and on-costs of central overheads are included.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources for which it was incurred.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2013
(incorporating the income and expenditure account)

		2013				2012
	Note	Unrestricted	Restricted	Designated	Total	
		£	£	£	£	£
INCOMING RESOURCES						
Incoming resources from generated funds						
Voluntary income	1	100,475	37,350	-	137,825	118,638
Activities for generating funds	2	13,714	-	-	13,714	9,715
Interest income		4,836	-	-	4,836	1,919
Rental Income		42,704	-	-	42,704	27,176
Incoming resources from charitable activities						
Grants receivable	3	957,158	-	-	957,158	1,008,200
Sale of goods and services		98,154	-	-	98,154	68,677
Total Incoming Resources		1,217,041	37,350	-	1,254,391	1,234,325
RESOURCES EXPENDED						
Costs of generating funds						
Costs of generating voluntary income		7,519	-	-	7,519	10,458
Charitable activities:						
Oxford City		505,837	32,337	-	538,174	452,487
South & Vale		238,584	3,697	-	242,281	256,983
West & Cherwell		365,036	6,120	-	371,156	349,304
Countywide		89,794	-	-	89,794	154,315
	4	1,199,251	42,154	-	1,241,405	1,213,089
Governance costs	5	6,422	-	-	6,422	2,957
Total Resources Expended		1,213,192	42,154	-	1,255,346	1,226,504
NET INCOMING /(OUTGOING) RESOURCES		3,849	(4,804)	-	(955)	7,821
Gain on investment assets		3,041	-	-	3,041	6,802
NET MOVEMENT IN FUNDS		6,890	(4,804)	-	2,086	14,623
FUNDS AT 1 APRIL 2012		335,702	187,048	145,000	667,750	653,127
FUNDS AT 31 March 2013		342,592	182,244	145,000	669,836	667,750

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above

The notes on pages 27 to 31 form part of these financial statements.

REHABILITATION SERVICES TRUST
 FOR OXFORDSHIRE RE-EMPLOYMENT LIMITED
BALANCE SHEET - 31 MARCH 2013

FINANCIAL STATEMENTS FOR THE
 YEAR ENDED 31 MARCH 2013

	Note	2013	2012
		£	£
Fixed assets	8	237,373	257,804
Current assets			
Stocks		17,389	11,654
Debtors	9	57,527	57,464
Bank and cash balances		444,284	438,413
Investments	10	63,783	60,742
		<u>582,983</u>	<u>568,273</u>
Less Creditors falling due within one year	11	(150,520)	(158,327)
Net current assets		<u>432,463</u>	<u>409,946</u>
Net assets		<u><u>669,836</u></u>	<u><u>667,750</u></u>
The funds of the charity:			
Unrestricted Funds	12	342,592	335,702
Designated Funds	13	145,000	145,000
Restricted Funds	18	182,244	187,048
		<u><u>669,836</u></u>	<u><u>667,750</u></u>

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

Bob Minty (Treasurer)

Registered Charity Number: 274222

Registered Company Number: 1324318

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

1. VOLUNTARY INCOME

	2013			2012
	Unrestricted £	Restricted £	Total £	Total £
Grants				
Elder Stubbs Charity	16,000	-	16,000	16,000
Feoffees of St Michael's and All Saints		10,000	10,000	10,000
OCVA (Antistigma)	-	-	-	4,000
Activate	-	-	-	1,250
Ecominds (Big Lottery)	7,353	-	7,353	31,934
Comic Relief	3,889	-	3,889	11,668
Co-Operative Foundation	-	-	-	2,000
Charity of Thomas Dawson	-	-	-	1,200
Langford Garden project	25,000	-	25,000	-
Other Grants	500	-	500	-
Donations				
OCF MacTaggart Trust	-	-	-	1,000
Tanner Trust	-	-	-	2,000
W H Rothschild	-	-	-	1,000
Garfield Weston	-	-	-	5,000
Development Donation	-	10,000	10,000	10,000
Secret Millionaire	25,000	-	25,000	-
Ecominds (Big Lottery)	-	10,000	10,000	-
Banbury Charities	-	5,500	5,500	-
Other Donations	22,733	1,850	24,583	21,586
	100,475	37,350	137,825	118,638

2. ACTIVITIES FOR GENERATING FUNDS

	2013	2012
	£	£
Events Income	13,714	9,715

3. GRANTS RECEIVABLE

	2013			2012
	Unrestricted £	Restricted £	Total	£
Oxfordshire Primary Care Trust / Oxfordshire County Council	900,320	-	900,320	908,152
Non Oxfordshire Contracts	56,838	-	56,838	54,259
Learning & Skills Council	-	-	-	800
Oxfordshire Primary Care Trust (Activate)	-	-	-	20,404
Oxfordshire Mind (MHFA)	-	-	-	16,000
South Central Health Authority (Activate)	-	-	-	8,585
	957,158	-	957,158	1,008,200

These grants receivable are for income arising from contracts for services

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES

					2013	2012
	Oxford City	South & Vale	West & Cherwell	Countywide		
	£	£	£	£	£	£
Staff costs	348,856	166,790	188,719	38,634	742,999	747,878
Premises	55,143	7,883	30,398	12,031	105,455	139,399
Other direct costs	115,577	27,345	37,370	24,299	204,591	159,824
Outsourced	-	31,368	104,561	12,000	147,929	135,929
Support Costs	18,598	8,895	10,108	2,830	40,431	30,059
	<u>538,174</u>	<u>242,281</u>	<u>371,156</u>	<u>89,794</u>	<u>1,241,405</u>	<u>1,213,089</u>

Support costs are allocated in proportion to direct salary costs relating to the various charitable activities

5. GOVERNANCE COSTS

	2013	2012
	£	£
Trustee Indemnity Insurance	1,057	999
Trustee Meeting Costs	529	235
Trustee Training Costs	2,984	-
Professional charges	1,852	1,723
	<u>6,422</u>	<u>2,957</u>

6. EXPENDITURE INCURRED

	2013	2012
	£	£
Staff costs		
Wages and salaries	677,860	691,090
Social security costs	58,873	56,341
Other pension costs	6,266	5,624
	<u>742,999</u>	<u>753,055</u>
Audit fee	2,820	1,723
Depreciation	36,626	41,350

The average number of employees (FTE) during the year was 33. (2012: 35)

No employee earned £60,000 pa or more in the current or preceding accounting period.

7. PAYMENTS TO TRUSTEES AND CONNECTED PERSONS

No trustee or person with a family or business connection with a trustee, received remuneration in the year, directly or indirectly, from the charity.

No expenses were reimbursed to the trustees during the year.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

8. TANGIBLE FIXED ASSETS

	Short leasehold buildings	Motor vehicles	Other equipment	Total
	£	£	£	£
Cost				
At 1 April 2012	521,248	12,294	79,943	613,485
Additions	-	-	16,195	16,195
At 31 March 2013	521,248	12,294	96,138	629,680
Depreciation				
At 1 April 2012	294,247	12,294	49,140	355,681
Charge for the year	20,115	-	16,511	36,626
At 31 March 2013	314,362	12,294	65,651	392,307
Net book amount				
31 March 2013	206,886	-	30,487	237,373
31 March 2012	227,001	-	30,803	257,804

All tangible fixed assets were held for charitable purposes

9. DEBTORS

	2013	2012
	£	£
Grants	24,000	48,538
Other debtors	33,527	8,926
	57,527	57,464

10. INVESTMENTS

Investments comprise monies invested in the Schroders Charity Fixed Interest Fund and are stated at a valuation advised by Schroders

11. CREDITORS FALLING DUE WITHIN ONE YEAR

	2013	2012
	£	£
Trade creditors	1,987	10,205
Other creditors	120,666	72,610
Deferred income	27,867	75,512
	150,520	158,327

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

12. ACCUMULATED FUNDS

	Unrestricted £	Restricted £
At 1 April 2012	335,702	187,048
Net movement in funds per Statement of Financial Activities	6,890	(4,804)
At 31 March 2013	342,592	182,244

13. DESIGNATED FUNDS

South Oxfordshire Building	£ 120,000
Service Development	25,000
	145,000

The South Oxfordshire building fund is to support the development of a permanent building to serve the people of South Oxfordshire.

The Service Development fund provides monies which can be used to attempt to expand the ways in which we meet the needs of our service users and the geographical coverage of our services.

15. CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2013 or 31 March 2012.

16. PENSIONS

The charity operates a defined contribution pension scheme for the benefit of employees. The assets of the scheme are administered by trustees in a fund independent from the charity.

17. LEASING COMMITMENTS

The charity has entered into a lease in respect of its Manzil Way premises at a current annual rental of £30,000 which expires in 2029.

The charity leases a photocopying machine at an annual rental of £1,126 per annum expiring in 2016.

The charity has entered into a lease in respect of its Banbury premises at a current annual rental of £15,000 which expires in 2022.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

18. RESTRICTED FUNDS

	At 1 April 2012 £	Grants received £	Employment costs £	Other costs £	At 31 March 2013 £
Capital Funds					
<i>Represented by the net book value of tangible fixed assets</i>					
National Lotteries Board re MY building	104,000	-	-	(8,000)	96,000
OMHCT Café Resource Centre	8,324	-	-	(4,056)	4,268
Development Donation	-	10,000	(5,000)	(1,250)	3,750
Other capital grants	63,023	-	-	(6,488)	56,535
	<u>175,347</u>	<u>10,000</u>	<u>(5,000)</u>	<u>(19,794)</u>	<u>160,553</u>

Operating Funds

Represented by cash reserves

Ithaca	6,270	-	-	(372)	5,898
Ecomind (Big Lottery)	-	10,000	(6,000)	-	4,000
Feeofees of St. Michael's and All Saints	-	10,000	-	-	10,000
Other	5,431	7,350	(1,100)	(9,888)	1,793
	<u>11,701</u>	<u>27,350</u>	<u>(7,100)</u>	<u>(10,260)</u>	<u>21,691</u>
	<u>187,048</u>	<u>37,350</u>	<u>(12,100)</u>	<u>(30,054)</u>	<u>182,244</u>

Details of the funds are as follows:

- National Lottery Charities Board - capital grant for the Michael Young Building.
- OMHCT Café- capital grant for establishing café and resource centre at Manzil Way
- Development Donation- Anonymous donation for project development
- Ithaca. On dissolution, this Oxford based Arts charity distributed some of their remaining balances to Restore for Art.
- Ecominds (Big Lottery) Grant funding for horticulture projects in Oxford and Didcot.
- Feeofees of St Michael's and All Saints

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds £	Designated Funds £	Unrestricted Funds £	Total £
Fund balances at 31 March 2013 are represented by:				
Tangible Fixed Assets	160,553	-	76,820	237,373
Current Assets	21,691	145,000	416,292	582,983
Current Liabilities	-	-	(150,520)	(150,520)
	<u>182,244</u>	<u>145,000</u>	<u>342,592</u>	<u>669,836</u>

20. WINDING UP

In the event of the winding up of the Company Members are liable to contribute an amount of no more than £1.