

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

## **RESTORE**

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## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008**

Registered Charity number: 274222

Company number: 1324318

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

**RESTORE**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007**

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## **REPORT OF THE COUNCIL OF MANAGEMENT**

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 2008. 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.

## **REVIEW OF THE YEAR**

Total incoming resources increased significantly during the year to £824,000 (2007: £727,000). The matching Total resources expended were £810,000 (2007: £703,000), and after a small gain on Investment Assets of £3,000 a total surplus for the year of £17,000 (2007: £24,000) was transferred to reserves.

The principal funding sources during the year were Oxfordshire Primary Care Trust/Oxfordshire County Council and the Learning and Skills Council.

Again, an in-kind value of services provided by the Oxfordshire Primary Care Trust of £65,000 has been recognised as both income and expenditure in these financial statements.

A combination of successful fund-raising, prudent management and timing of donations have created the 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.

## SERVICE USE FIGURES

### Overview

RESTORE has worked with **624** people, providing **13,130** training days **1,859** individual support sessions, and **172** course places. We supported people onto **256** courses in mainstream settings and we enabled **116** people to gain useful qualifications. We supported **90** people to start paid or voluntary work. The number of people we work with and the amount of support we provide increases every year.

	<b>Beehive</b>	<b>Fleet Meadow</b>	<b>Elder Stubbs</b>	<b>LEAP</b>	<b>ALL</b>
Clients	127	77	51	369	624
Training Days	6,580	3,384	3,166	0	13,130
Individual Support	322	198	151	1188	1,859

This is a 27% increase in numbers of people using our services and a 66% increase in individual support. We've increase the number of people we support to start paid work by 74% and the number of people supported to start voluntary work by 33%. This is in the context of a total funding increase of just over 15%.

We have seen a significant increase in service use as against last year – the majority of this growth has occurred in one to one employment support services. These have increase by 40% (in client numbers), 132% in courses undertaken, and 150% (in individual sessions). This increase represents both the increased demand for these services and the increased funding available to provide them.

Training days are, on average, five hours long. This means that over the year we provided more than **65,650** hours of group support and development. This sits alongside the significant amounts of individual support provided by LEaP staff that focuses on employment and training, and the one to one support provided in therapeutic work projects enabling people to set personal goals and work towards achieving them.

We have a good level of turnover, with roughly half the people using our services leaving each year. This represents the good work we do in enabling people to move on and develop new skills. Our aim is to become no longer necessary to the people we work with. The fact that we continue to attract services users is a reflection of the importance of our work and the value that it has.

### Employment and Training

Part of our purpose is to provide support to people who want to enter employment (paid or voluntary), or undertake training and work placements. This work sits against the backdrop of discrimination and stigma and the fact that roughly 75% of the people using our services are on the Care Programme Approach. CPA is intended to be the basis for the care of people with mental health needs outside hospital. It applies to all people with serious mental health problems who are accepted as clients of statutory specialist mental health services.

	<b>Beehive</b>	<b>Fleet Meadow</b>	<b>Elder Stubbs</b>	<b>LEAP</b>	<b>ALL</b>
Paid	8	12	3	24	47
Voluntary / Placements	7	12	3	21	40
Courses undertaken	10	8	12	397	427
Qualifications/Certificates	1	0	0	115	116

We have enabled more than 14% of the people using our services to find paid or voluntary employment. This represents an increase from the 10% (57) of people who we enabled to find paid or voluntary employment last year (2006 – 2007). We think this increase is due to our adoption of an evidence based employment support model (Individual Placement and Support) and the increasing amount of our activity that is focused on employment.

<b>Action 4 Skills March 2007 – June 2008</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q5</b>	<b>Q6</b>	<b>Total</b>	<b>% of target achieved</b>
Clients	14	46	55	54	30	25	<b>224</b>	107%
Further Education/Employment	0	10	28	24	35	25	<b>122</b>	111%

This year sees the end of one of most successful LSC funded projects – Action4Skills. This project ran for eighteen months and provided learning brokerage – supporting people into a variety of training and educational provision. Over the eighteen months we worked alongside 224 people and supported 122 (more than half) into either further education or employment.

### Recovery and Rehabilitation

We provide people with a safe and supportive environment to continue their process of recovery. Our therapeutic work recovery services (Elder Stubbs, The Beehive, and Fleet Meadow) provided **13,130 training days** (more than sixty five thousand hours of support) for **255 people**. This support enables people to improve their mental and physical health, increase their social contacts, stay out of hospital, and move away from needing mental health services. Last year we started using an internationally validated quality of life scale to measure the impact of our services in order to evaluate how we were performing.

### Personal Wellbeing Index (PWI)

We have started collecting information about the subjective quality of life of the people who use our services. We are using the Personal Wellbeing Index. This is an internationally validated tool for measuring quality of life. It asks people to score their subjective quality of life on a 0 – 10 scale (with 0 being “completely dissatisfied” and 10 being “completely satisfied”) in different areas. This year we used it in three of our services. We are measuring the subjective quality of life of the people who use our services every quarter, and are also looking at change for individuals.

	<b>Beehive</b>	<b>Fleet Meadow</b>	<b>Elder Stubbs</b>
Overall	5.5	5.0	6.0
Standard of Living	6.1	6.2	6.5
Personal Health	5.4	5.0	5.9
Achieving in Life	5.6	5.2	5.7
Personal Relationships	5.1	5.5	6.1
Personal Safety	5.8	6.2	6.3
Community-Connectedness	5.3	5.7	6.2
Future Security	5.2	5.3	5.7
	<b>43.9</b>	<b>44.3</b>	<b>48.3</b>
2006-2007 (3 quarters only)	43.9	43.3	48.3

We counted the number of people who experienced an increase in their personal wellbeing (an 3% or more increase in their total score between quarters), a decrease in their personal wellbeing (an 3% or more decrease in their total score between quarters), or stayed the same (less than a 3% change in either direction).

<b>Personal Wellbeing</b>	<b>Beehive</b>	<b>Fleet Meadow</b>	<b>Elder Stubbs</b>	<b>ALL</b>
Increase	30%	45%	47%	<b>37%</b>
Decrease	37%	29%	33%	<b>34%</b>
No change	33%	26%	20%	<b>29%</b>

The overall figures conceal significant variation between services and we are investigating the reasons for this. It is still early in our data collection and analysis, and we are reluctant to draw definite conclusions but it seems to be the case that people’s personal wellbeing improves the longer they are working with us. We will continue to collect and analyse this information and are committed to improving the ways we gather and assess outcomes.

## Outreach

We have a group of staff who work across the county out of a variety of community and statutory settings. Their role is to promote the idea of employment to people with mental health issues, to challenge stigma and discrimination, and to support people into work, volunteering, and activity.

We measure outreach activity and are aiming to ensure that our services are available across the county. We have employment support sessions available from 13 GP surgeries across the county (16%) and have provided individual information, advice, guidance, and support sessions in 111 community settings across Oxfordshire.

We also run outreach surgeries in a variety of community based mental health settings. Employment and training specialist workers are available and provide advice, information, signposting, and support to encourage and enable people to think about work and education. We have provided 112 sessions in a variety of services, including the Beehive, Bridewell, Elder Stubbs, Fleet Meadow, Gemini, and Mind Day Centres (particularly the Mill, Abingdon, Bicester, and Banbury)

We are also concerned with enabling access to mainstream training and education. This requires training and support for staff and managers in a variety of education settings. We have provided further and higher education settings with 20 support meetings in this year. Institutions supported included Abingdon and Witney College, Oxford and Cherwell Valley College, St Clares, and the Open University. We also participate in the Oxford student mental health network. In addition we have provided 4 mental health awareness training days as part of Oxford and Cherwell Valley College staff development programme

## Equality of Access

### Age

The majority (55%) of our service users are in the 30 – 49 age band. LEaP attracts a significantly younger group of people, with 46% under 40. This is due to the different focus of the project and to the way it works. The age profile of our services remains roughly stable, although the age of people using our services continues to reduce. This means that we are not continuing to offer services to the same people each year – but are rather serving the same group of people. Our individual turnover is about 50%. This constant change reflects our success in supporting people to move on and develop.

	2005-2006	2006-2007	2007-2008
18-30	17.1%	23.5%	20.0%
30-50	52.1%	50.2%	54.8%
50-65	26.7%	22.9%	22.3%
65+	4.2%	3.4%	2.9%

### Gender

We continue to provide a service to more men than women. This is gradually changing – we have seen a 10% increase in the percentage of women using our service – but we remain more than 60% male overall. This is, in part, a function of referral rates from community mental health teams. The service that is least referral based (LEaP) is significantly closer to balance. We are exploring partnerships and ways of addressing this disparity.

	Beehive	Fleet Meadow	Elder Stubbs	LEaP	ALL
Male	69%	68%	82%	56%	62%
Female	31%	32%	18%	44%	38%

## Ethnicity

The relatively small numbers of people from black and minority ethnic communities using our services (55 people in 2007/2008) mean that figures vary from year to year. For this reason we are moving to using a rolling three year average for analysing our performance, whilst also looking at the trend.

<b>Census groups</b>	<b>2005-2006</b>	<b>2006-2007</b>	<b>2007-2008</b>
White	92.1%	89.6%	93.4%
Mixed	2.5%	1.0%	1.1%
Asian or Asian British	1.7%	2.3%	1.6%
Black or Black British	1.7%	4.8%	2.2%
Other Ethnic Groups	0.0%	1.5%	1.1%
Did not wish to answer	2.1%	0.8%	0.5%

We have compared the ethnicity of the people using our services (rolling three year average) with the census data and with the ethnicity of Oxfordshire inpatients in 2006 (the last year for which this data is available). This shows that we are not performing as well this year as we did last year.

<b>Census groups</b>	<b>3 year average</b>	<b>2001 census</b>	<b>Oxfordshire Inpatients (2006)</b>
White	91.8%	95.1%	86.5%
Mixed	1.3%	1.2%	1.3%
Asian or Asian British	1.9%	1.7%	4.0%
Black or Black British	3.1%	0.8%	6.4%
Other Ethnic Groups	1.0%	1.1%	1.7%

This shows that, whilst we are providing services to a greater percentage of people from black and minority ethnic communities, we are failing to match the number receiving inpatient care. This is particularly noticeable when looking at the figures for the Asian community.

This sits in the context of a 26.8% increase in our service use which is not matched by an increase in service use by people from BME communities. We need to ensure that some of our growth is targeted at these communities.

**Full Service Use Figures**

		<b>BH</b>	<b>FM</b>	<b>ES</b>	<b>LEAP</b>	<b>ALL</b>
<b>Clients</b>	Clients	127	77	51	369	<b>624</b>
	New Starters	56	47	20	123	<b>246</b>
	Leavers	54	35	22	143	<b>254</b>
	Training Days	6,580	3,384	3,166	0	<b>13,130</b>
	IAGS sessions /Goal setting meetings (est)	322	198	151	1188	<b>1,859</b>
<b>Age</b>	Under 18	0	0	0	0	<b>0</b>
	18-24	12	8	3	25	<b>48</b>
	25-29	9	9	8	51	<b>77</b>
	30-39	33	17	10	95	<b>155</b>
	40-49	36	20	12	119	<b>187</b>
	50-59	28	19	12	62	<b>121</b>
	60-64	3	2	4	9	<b>18</b>
	Over 65	6	2	2	8	<b>18</b>
<b>Gender</b>	Male	88	52	42	205	<b>387</b>
	Female	39	25	9	164	<b>237</b>
<b>Ethnic Origin</b>	White; British	108	74	49	338	<b>569</b>
	White; Irish	0	1	0	3	<b>4</b>
	White; Other White	4	1	0	5	<b>10</b>
	Mixed; White and Black Caribbean	0	0	0	0	<b>0</b>
	Mixed; White and Black African	0	0	0	3	<b>3</b>
	Mixed; White and Asian	1	0	0	0	<b>1</b>
	Mixed; Other Mixed	0	0	1	2	<b>3</b>
	Asian or Asian British; Indian	2	0	0	2	<b>4</b>
	Asian or Asian British; Pakistani	1	0	0	1	<b>2</b>
	Asian or Asian British; Bangladeshi	0	0	0	0	<b>0</b>
	Asian or Asian British; Other Asian	2	0	1	1	<b>4</b>
	Black or Black British; Caribbean	2	0	0	2	<b>4</b>
	Black or Black British; African	0	0	0	6	<b>6</b>
	Black or Black British; Other Black	0	1	0	3	<b>4</b>
	Chinese or Other Ethnic Group; Chinese	0	0	0	0	<b>0</b>
	Chinese or Other Ethnic Group; Other Ethnic Group	5	0	0	2	<b>7</b>
	Did not wish to answer	2	0	0	1	<b>3</b>
<b>Work</b>	Paid	8	12	3	24	<b>47</b>
	Voluntary	6	11	3	20	<b>40</b>
	Placements	1	1	0	1	<b>3</b>
<b>Training</b>	Courses undertaken	10	8	12	397	<b>427</b>
	Qualifications/Certificates	1	0	0	115	<b>116</b>

## **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.

## **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 Council select a slate of approved candidates for elections to the council 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 Council meets six times a year to supervise the running of the charity and has two permanent sub-committees (General Purposes and Finance & Strategy) 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 Senior Management Team (Roddy Chamberlain, Andrew Crawford, and Pat Wood).

### **RISKS**

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

### **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 development plan runs until the end of 2012. It has three main areas;

*Focusing on People:* We intend to support people through recovery from mental health problems by focusing on their strengths and skills, addressing individual needs, and providing opportunities for rehabilitation, training and employment.

*Improving Services:* We intend to improve our services, increase the availability of recovery focused support to people with mental health problems in Oxfordshire, and develop our specialist knowledge of working with people with mental health problems.

*Spreading The Word:* We intend to raise awareness of mental health issues, of the value of recovery, employment and work opportunities for people with mental health problems, and of our services in Oxfordshire.

### **COUNCIL OF MANAGEMENT**

At 31 March 2008 the Council of Management comprised:

Alison Blight (Chair)

Keith Blois

Liz Peretz (Vice-Chair)

Mandy Coleman

Marian Allsopp

Mark Collins

Mike Alexander (Company Secretary)

Peter Agulnik

Bob Minty (Treasurer) (appointed 26 September 2007)

Members retiring by rotation are Liz Peretz and Mike Alexander and they offer themselves for re-election. Peter Agulnik and Keith Blois retire by reason of age and, being eligible, offer themselves for re-election.

Enrique Zapata-Bravo and Natasha Pickford served on the board until their resignation in February 2008

Council can co-opt further members 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 £186,582. This is an increase over last year and represents some 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 get the security of even larger reserves balances.

## **FUNDING**

The Council is 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**

The majority of RESTORE's cash is invested in a CAF Gold account. In addition a further amount is invested in the Schroders Charity Fixed Interest.

## **VOLUNTEERS**

RESTORE receives a significant amount of support from volunteers which is not evaluated in these financial statements. Its work would be the poorer without their invaluable support.

## **RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

Company law requires the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs and of the deficit or surplus of the company for the year. In preparing these financial statements, the Council should follow best practice and is required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the company and which enable it to ascertain the company's financial position and to ensure that the financial statements comply with the Companies Act 1985, the Charities Act 1993 and regulations there under. It is also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **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 Council of Management

Alison Blight  
Chair  
....., 2008

Registered office: Manzil Way, Cowley Road, Oxford, OX4 1YH  
Registered Charity number: 274222  
Company number: 1324318

## **AUDITORS' REPORT TO THE MEMBERS**

We have audited the financial statements on Rehabilitation Services Trust for Oxfordshire Re-employment Limited for the year ended 31 March 2008 on pages 13 to 19 which have been prepared under the historical cost convention and the accounting policies set out on page 12

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, or for the opinions we have formed.

### **Respective responsibilities of the Council and the Auditors**

As described on page 10, members of the Council who are also directors of Rehabilitation Services Trust for Oxfordshire Re-employment Limited for the purposes of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards. (United Kingdom Generally Accepted Accounting Practice)

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Council of Management is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit or if information specified by law regarding Trustees' remuneration and transactions with the company is not disclosed.

We read the Report of the Council of Management and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination on a test basis of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion, the financial statements give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the statement of the charitable company's affairs at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure in the year then ended, have been properly prepared in accordance with the Companies Act 1985, and the information given in the Report of the Council of Management is consistent with the financial statements.

WENN TOWNSEND  
Registered Auditors  
Oxford

....., 2008.

## **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 1985. These accounting policies have remained unchanged from the previous year.

### **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.

### **Restricted funds**

Monies received for a specific purpose are treated as a restricted fund and only monies expended for that specific purpose are set against such funds.

### **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 oncosts 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 2008**  
(incorporating the income and expenditure account)

	Note	2008			Total	2007
		Unrestricted	Restricted	Designated		
<b>INCOMING RESOURCES</b>						
Incoming resources from generated funds						
Voluntary income	1	8,402	39,400		47,802	50,669
Activities for						
generating funds	2	7,834	-		7,834	7,912
Investment income		10,117	-		10,117	7,154
Rental Income		32,868	-		32,868	16,234
Incoming resources from charitable activities						
Grants receivable	3	708,995	-		708,995	630,106
Sale of goods		15,941	-		15,941	14,815
<b>Total Incoming Resources</b>		<b>784,157</b>	<b>39,400</b>		<b>823,557</b>	<b>726,890</b>
<b>RESOURCES EXPENDED</b>						
Costs of generating funds						
Costs of generating voluntary						
income		2,758	-		2,758	3,850
Charitable activities:						
Beehive		246,529	7,361		253,890	271,391
Elder Stubbs		131,444	26,793		158,237	161,540
South Oxfordshire		158,715	10,000		168,715	142,548
LEaP		200,631	23,035		223,666	121,940
	4	737,319	67,189		804,508	697,419
Governance costs	5	2,308	-		2,308	1,355
<b>Total Resources Expended</b>		<b>742,385</b>	<b>67,189</b>		<b>809,574</b>	<b>702,624</b>
<b>NET INCOMING (OUTGOING) RESOURCES</b>		41,772	-27,789		13,983	24,266
Gain on investment assets		2,959	-		2,959	264
<b>NET MOVEMENT IN FUNDS</b>		44,731	-27,789		16,942	24,530
<b>FUNDS AT 1 APRIL 2007</b>		141,851	316,423	95,000	553,274	528,744
<b>FUNDS AT 31 MARCH 2008</b>		<b>186,582</b>	<b>288,634</b>	<b>95,000</b>	<b>570,216</b>	<b>553,274</b>

The notes on pages 15 to 18 form part of these financial statements

**BALANCE SHEET - 31 MARCH 2008**

	Note	2008	2007
		£	£
Fixed assets	8	303,555	313,778
Current assets			
Stocks		13,471	14,561
Debtors	9	50,071	25,393
Bank and cash balances		231,314	167,834
Investments	10	46,486	43,527
		341,342	251,315
Less Creditors falling due within one year	11	74,681	11,820
		266,661	239,495
<b>Net assets</b>		<b>570,216</b>	<b>553,273</b>
The funds of the charity:			
Unrestricted Funds	12	186,582	141,851
Designated Funds	13	95,000	95,000
Restricted Funds	18	288,634	316,423
		<b>570,216</b>	<b>553,274</b>

These financial statements were approved and authorised for issue by the Council of Management on ....., 2008

Bob Minty (Treasurer)

The notes on pages 16 to 20 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008**

**1 VOLUNTARY INCOME**

	2008			2007
	Unrestricted	Restricted	Total	
	£	£	£	£
Grants - Oxfordshire County Council	-	0	0	600
Elder Stubbs Charity	-	16,000	16,000	15,000
Oxfordshire Group Homes	-	15,000	15,000	15,000
Feoffees of St Michael's and All Saints	-	7,500	7,500	3,000
Co-operative Retail Society	-	500	500	
Other	-	400	400	3,846
Donations	8,402	-	8,402	13,223
	8,402	39,400	47,802	50,669

**2. ACTIVITIES FOR GENERATING FUNDS**

	2008	2007
	£	£
Elder Stubbs Festival	3,238	3,212
Grant from Oxford City Council to fund Elder Stubbs Festival	2,570	2,000
Town Gardens Open Day	1,660	868
Other fundraising income	366	1,832
	7,834	7,912

**3. GRANTS RECEIVABLE**

	2008			2007
	Unrestricted	Restricted	Total	
	£	£	£	£
Oxfordshire Primary Care Trusts/ Oxfordshire County Council	589,892	-	589,892	490,855
Berkshire Healthcare NHS Trust	19,500	-	19,500	18,375
DTI - Snakes & Ladders	-	-	-	18,121
LSC - Step Ladders	10,592	-	10,592	31,253
LSC - Learning Broker	89,012	-	89,012	21,502
OMHCT	-	-	-	50,000
	708,995	0	708,995	630,106

These grants receivable include some income arising from contracts for services. The Oxfordshire Primary Care Trusts fund the rent of £30,000 for Manzil Way and other costs, amounting to a further £35,000, arising out of occupation of these premises. As the level of these costs is known the charity has recognised both income and expenditure in these statements. These are included in the grant above.

**4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES**

	2008				
	Beehive	Elder Stubbs	South Oxfordshire	LEaP	Total
	£	£	£	£	£
Staff costs	153,273	129,163	123,588	173,895	579,918
Premises	83,249	16,468	22,081	15,525	137,323
Other direct costs	13,000	8,673	19,114	29,003	69,790
Support Costs	4,369	3,932	3,932	5,243	17,477
	253,890	158,237	168,715	223,666	804,508

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008**

**5. GOVERNANCE COSTS**

	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	£	£	£	2008	2007
	£	£	£	£	£
Insurance	1,250	-	-	1,250	1,355
Professional charges	1,058	-	-	1,058	
	<u>2,308</u>	<u>-</u>	<u>-</u>	<u>2,308</u>	<u>1,355</u>

Salary costs of £2,500 are included in the cost of generating voluntary income.

**6. EXPENDITURE INCURRED**

Expenditure incurred includes the following amounts:

	<b>2008</b>	<b>2007</b>
	£	£
Staff costs		
Wages and salaries	527,705	454,518
Social security costs	46,971	41,079
Other pension costs	7,742	7,803
	<u>582,418</u>	<u>503,400</u>
Audit fee	1,058	1,128
Depreciation	37,170	33,746

Salary costs of £2,500 are included in the cost of generating voluntary income.

The average number of employees (FTE) during the year was 24. (2007: 20)

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 2008**

**8. TANGIBLE FIXED ASSETS**

	Short leasehold buildings £	Motor vehicles £	Other equipment £	Total £
<b>Cost</b>				
At 1 April 2007	472,115	12,148	10,223	494,486
Additions	13,283	-	13,664	26,947
Disposals				0
At 31 March 2008	485,398	12,148	23,887	521,433
<b>Depreciation</b>				
At 1 April 2007	164,837	12,148	3,723	180,708
Charge for the year	31,731	-	5,439	37,170
Disposals				0
At 31 March 2008	196,568	12,148	9,162	217,878
<b>Net book amount</b>				
31 March 2008	<b>288,830</b>	-	<b>14,725</b>	<b>303,555</b>
31 March 2007	307,278	-	6,500	313,778

All tangible fixed assets were used for charitable purposes

**9. DEBTORS**

	2008 £	2007 £
VAT	133	-
Other debtors	49,938	25,393
	<u>50,071</u>	<u>25,393</u>

**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**

	2008 £	2007 £
Trade creditors	2,111	2,735
Other creditors	8,023	7,643
Deferred income	64,547	1,442
	<u>74,681</u>	<u>11,820</u>

**12. ACCUMULATED FUNDS**

	Unrestricted £	Restricted £
At 1 April 2007	141,851	316,423
Net movement in funds per Statement of Financial Activities	44,731	-27,789
At 31 March 2008	<u>186,582</u>	<u>288,634</u>

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008**

**13. DESIGNATED FUNDS**

	£
South Oxfordshire Building	45,000
Service Development	50,000

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

**14. CAPITAL COMMITMENTS**

The charity had no capital commitments at 31 March 2007 or 31 March 2008

**15. CONTINGENT LIABILITIES**

There were no contingent liabilities at 31 March 2007 or 31 March 2008.

**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 £1,800 per annum expiring in 2010.

**18. RESTRICTED FUNDS**

	At 1 April 2007 £	Grants received £	Employment costs £	Other costs £	At 31 March 2008 £
National Lottery Charities Board	144,000	-	-	-8,000	136,000
Oxfordshire County Council	30,000	-	-	-10,000	20,000
Response (formerly Oxfordshire Group Homes)	-	15,000	-15,000	-	-
Elder Stubbs Charity	-	16,000	-16,000	-	-
Feoffees of St Michael's and All Saints	-	7,500	-7,500	-	-
OMHCT	50,000	-	-	-6,811	43,189
Other Café	150	400	-	-550	-
Co-op Spectrum Gallery	-	500	-	-35	465
Miscellaneous capital grants	92,273	-	-	-3,293	88,980
	<u>316,423</u>	<u>39,400</u>	<u>-38,500</u>	<u>-28,689</u>	<u>288,634</u>

All of the Restricted Funds are represented by the net book value of Fixed Assets with the exception of OMHCT and Co-op Spectrum Gallery Funds for which cash funds of £19,034 and £465 respectively remain unspent.

Details of the funds are as follows:

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008**

National Lottery Charities Board - capital grant for the Michael Young Building  
Oxfordshire County Council - Capital grant for South Oxfordshire Building.  
Response (formerly Oxfordshire Group Homes) - for employment support work  
Elder Stubbs Charity - to provide extra hours for staff at Elder Stubbs  
Feoffees of St Michael's and All Saints - Elder Stubbs supervisors salary  
OMHCT - Capital grant for establishing café and resource centre at Manzil Way  
Other Cafe- restricted donations for the Café Project at Manzil Way.  
Co-op Spectrum Gallery. Revenue grant to support art exhibitions at Manzil Way

**19. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS**

	<b>Restricted Funds £'000</b>	<b>Designated Funds £'000</b>	<b>Unrestricted Funds ££'000</b>	<b>Total £'000</b>
<b>Fund balances at 31 March are represented by:</b>				
Tangible Fixed Assets	269,135	-	34,420	303,555
Current Assets	19,499	95,000	226,843	341,342
Current Liabilities			(74,681)	(74,681)
	<u>288,634</u>	<u>95,000</u>	<u>186,582</u>	<u>570,216</u>

**20. MEMBERS' LIABILITY**

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