

REHABILITATION SERVICES TRUST FOR OXFORDSHIRE RE-EMPLOYMENT LIMITED

RESTORE

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

Registered Charity number: 274222

Company number: 1324318

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

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

CONTENTS

Chief Executives Report	2
Report of the Trustees	10
Objectives.....	10
Review of the Year	11
Governance	11
Risk Assessment	11
Public Benefit.....	11
Future Plans.....	12
Trustees	12
Reserves	12
Funding	13
Investments	13
Volunteers	13
Responsibility for the Financial Statements.....	13
Statement of disclosure of information to auditors	14
Auditors.....	14
Auditors' Report to the Members	15
Principal accounting policies	17
Statement of Financial Activities.....	19
Balance Sheet.....	20
Notes to the financial statements	21

CHIEF EXECUTIVES REPORT

RESTORE has worked with 972 people, providing 2,168 individual support sessions and 18,168 training days. We supported 115 people to start paid or voluntary work. Over the year we provided 109,938 hours of recovery support, in a range of formats, to people.

This year we have seen an increase in employment outcomes. We supported 65 people (7.2% of people using our services) to get paid work. In addition we've supported 50 people to start volunteer or on a work placement (5.5% of people using our services). Overall 12.7% 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 4,822 personal recovery goals in a range of areas. We also supported 681 people to write and use personal recovery plans.

This year 22.1% of our clients came from a black / minority ethnic community. Nearly half (44%) of the people using our services are under 40 and about 95% are under 60. 43.5% of people using our services are women. 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.

Our services are spread across Oxfordshire. 32% of our members came from Oxford City, 21% from Cherwell, 14% from Vale of White Horse, 17% from South Oxfordshire and 16% from West Oxfordshire. This is a significant improvement on previous years and is reasonably close to the population distribution.

The number of people we work with has steadily increased over the past ten years. At the start of the decade we were working with approximately 100 people a year, we now work with nearly 1,000 people a year.

This is the fourth year that we have been providing Mental Health First Aid (MHFA) training. We have now trained 819 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 10,000 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 65 people (7.2% of people using our services) to get paid work. In addition we've supported 50 people to start volunteer or on a work placement (5.5% of people using our services).

Overall 12.7% of people using our services have been supported into paid work or volunteering.

The paid work we've supported people to gain included Administration Assistant, Administrator, Archiver, Barman, Business Assessor, Cafe Assistant, Car Park Attendant, Care worker, Carpenter, Coordinator, Catering assistant, Chef, Cleaner, Customer Service Officer, Driver, Salesperson, Film and TV Extra, Finance Assistant, Forklift Driver, Gardener, Joiner, Kitchen porter, Labourer, Leafletter, Night Porter, Nursery Assistant, Payroll Assistant, Photographer, Printer, Receptionist, Retail Assistant, Sales, Sales Administrator, Builder, Support Worker, Temp, Translator, Van Driver, Waiter, and Warehouse Operative

We supported a further 50 people into voluntary work in a range of mainstream settings. 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.

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.

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 categories these goals in a range of ways and look at how successful we are in enabling people to meet their personal goals. **This year we enabled people to achieve 4,822 personal recovery goals in a range of areas.**

Recovery Goals	2010-2011	2011-2012
Start a New Activity	52	140
Managing Social Interactions	136	273
Motivation	245	659
Physical Health and Self Care	41	334
Practical Work Skills	189	567
Quality of Life	209	848
Self-management & effectiveness	291	929
Social Inclusion	92	167
Teamwork	217	905
	1,420	4,822

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 **681 people to write and use personal recovery plans.**

Leaving Services

We record and measure a range of other outcomes that look at the impact of our work. One of our focuses is people leaving services. We aren't a destination for most of our members, we are one step on their personal journey of recovery. 418 people left our services during the course of the year. Some of these people left for reasons related to illness, but the majority left for recovery reasons. 118 people felt they had moved on successfully in their lives, 110 people had started activities outside the service and no longer had time for their Restore activities, and 100 people entered training.

Diversity

We work with more people than ever and 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 22.1% of our clients came from a black / minority ethnic community. Nearly half (44%) of the people using our services are under 40 and about 95% are under 60. 43.5% 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 (193 people using our services in 2011/2012) 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 **22.1% of our clients come from a black and minority ethnic background.**

This trend consistently shows improving performance in delivering services to people from minority communities.

The absolute figure shows a slight year on year decline (from 21.7% to 19.9%) and this remains a focus of our outreach work. We have commissioned specialist black and minority ethnic community accessibility training for all staff.

Three year average

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

We have compared the ethnicity of the people using our services (rolling three year average) with the ONS population estimates and with the ethnicity of Oxfordshire inpatients in 2006. This three year rolling average shows an increase in the percentages of people from black and minority ethnic communities using our services from 21.3% to 22.1%.

Census groups	3 year average (2009-2012)	2007 ONS Population Estimates ¹	Oxfordshire Inpatients (2006)
White: British	77.9%	85.5%	86.5%
All other categories	22.1%	14.5%	13.5%
White	84.0%	91.8%	86.5%
Mixed	3.5%	1.6%	1.3%
Asian or Asian British	4.6%	3.0%	4.0%
Black or Black British	7.2%	1.5%	6.4%
Other Ethnic Groups	0.7%	2.1%	1.7%

*Year on year figures**

Census groups	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
White	90.9%	93.9%	88%	83.2%	83.1%	85.7%
Mixed	0.4%	1.1%	2.6%	3.2%	3.5%	3.8%
Asian or Asian British	2.3%	1.6%	4.3%	5.2%	4.9%	3.9%
Black or Black British	4.9%	2.3%	3.9%	7.5%	7.7%	6.3%
Other Ethnic Groups	1.5%	1.1%	0.9%	0.9%	0.8%	0.3%

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

Sexual Orientation

	2011-2012
Gay Man	0.4%
Heterosexual	59.9%
Lesbian/ Gay Woman	1.5%
Bisexual	1.1%
Other	6.2%
I prefer not to answer	30.9%

This year represents the first 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.

¹ Source – Oxfordshire Data Observatory

(http://portal.oxfordshire.gov.uk/content/public/ODO/data/themes/equalities/DataProjSELG201005RacePaper_Septv2.pdf)

Religion

	2011-2012
Atheism (no religion)	12.6%
Buddhism	0.9%
Christianity	34.2%
Hinduism	0.0%
Islam	0.9%
Judaism	0.0%
Other	10.2%
Sikhism	0.0%
I prefer not to answer	41.1%

This year represents the first 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. 43.5% of people using our services are women. This represents a growth from 39.6% in the previous year.

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
Male	75.1%	65.2%	62.0%	59.7%	63.7%	60.4%	56.5%
Female	24.9%	34.8%	38.0%	40.3%	36.3%	39.6%	43.5%

Age

Nearly half (44%) of the people using our services are under 40 and about 95% 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.

	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Under 18	1%	1%	0%	1%	0%	1%
Under 24	9%	10%	8%	9%	9%	8%
Under 29	23%	23%	20%	21%	23%	19%
Under 39	47%	49%	45%	47%	52%	48%
Under 49	71%	74%	75%	76%	78%	77%
Under 59	92%	93%	94%	94%	95%	95%
Under 64	97%	97%	97%	97%	98%	98%
Under 18	1%	1%	0%	1%	0%	1%

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 (32% of service users against 24% of population). We anticipate the effect of historical provision and supported accommodation will continue to have this impact.

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

Service use

Overall Clients

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

At the start of the decade we were working with approximately 100 people a year, we now work with nearly 1000 people a year.

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.

For this reason in 2009-2010 (30% of clients lower intensity) and 2010-2011 (29% of clients lower intensity) we analyzed a range of demographic data for higher intensity and lower intensity services separately. Activate has now ended and the vast majority (93%) of our current services use a higher intensity model. A small number of clients in this year were supported as members of the Activate project to transition to other services. We have not presented the separate analysis this year as there is no substantial demographic difference between the groups.

	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
All	105	120	112	173	241	426	492	624	690	828	946	972
High intensity	105	120	112	173	241	426	492	624	610	581	677	904

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.

The Oxfordshire Recovery Service worked with 433 people and provided 18,168 training days. This is 90,840 hours of support enabling people to recover. People take part in recovery groups for a specific number

	Beehive	Garden Café	Elder Stubbs	The Orchard	Fleet Meadow	Bridewell*	Root and Branch*
Clients	91	28	74	65	77	74	24
Starters	48	14	26	50	30	25	8
Leavers	47	9	31	17	21	20	5
Days	3,077	1,477	3,198	1,898	3,937	3,419	1,162

*subcontracted

	Beehive	Garden Café	Elder Stubbs	The Orchard	Fleet Meadow	Bridewell*	Root and Branch*	All
1	39%	24%	37%	44%	37%	53%	50%	42%
2	51%	51%	51%	44%	52%	46%	50%	49%
3	9%	24%	12%	11%	10%	1%	0%	9%

*subcontracted

Oxfordshire Coaching Service Use

Restore runs a range of one to one services (called coaching). These support people to get, or retain paid work. These services worked with 348 people over the year, providing a range of support.

Sports and Leisure Support

Restore also provides sports and leisure support. These services are now integrated into our recovery groups and are targeted primarily at people using these services. During the year we provided 24 sporting events attended by 205 people. This is approximately 14,760 hours of sports activity. In addition 434 people attended a range of short courses and sports activities. This was 2,170 hours of activity. About 16,930 hours of sports and leisure activities took place over the year.

Mental Health First Aid

This is the fourth year that we have been providing Mental Health First Aid (MHFA) training. This is an accredited training enabling people the help given to someone experiencing a mental health problem before professional help is obtained. We do not include MHFA trainees in our overall service use numbers.

We have trained Adult Learning staff, Children's Centre staff, Family Outreach workers, Youth and Adolescent intervention workers, Youth and Adult substance abuse workers, Custody intervention workers (new substance abuse and mental health monitoring team), Bodleian Library staff, Home-Start volunteers and staff (project to support single mothers), OxHop Housing clients and staff, Oxford Chinese Community Advice Centre staff, members and volunteers, staff, pastoral tutors, junior deans and students as part of Oxford University 'Mind Your Head' campaign, university accommodation managers, social workers, local community college staff, MIND staff and volunteers.

The courses have been run across the county of Oxfordshire, encompassing Oxford City, Banbury, Abingdon, Didcot, Kidlington and Witney.

This year we trained 347 people to be mental health first aiders. This means we have now trained 819 people to be Mental Health First Aiders and support people in mental health crisis.

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

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.

2011-2012	Confidence	Knowledge and Understanding
before course	4.7	4.7
after course	7.9	8.2
average score increase	3.2	4.7

Year on Year Service Use Data

		2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Clients	Clients	492	624	690	828	946	972
	New Starters	108	246	399	561	606	418
	Leavers	116	254	207	277	571	471
	Training Days	13,028	13,130	13,270	14,014	15,028	18,168
	IAGS sessions / Goal setting meetings	1,119	1,859	3,504	3,444	3,863	2,106
Age	Under 18	3	0	5	2	6	7
	18-24	44	48	58	76	69	61
	25-29	69	77	80	113	108	114
	30-39	126	155	176	236	275	248
	40-49	122	187	200	220	266	276
	50-59	94	121	128	138	172	200
	60-64	19	18	21	23	33	38
	Over 65	17	18	18	20	17	28
Gender	Male	321	387	405	525	567	544
	Female	171	237	273	299	372	418
Ethnic Origin	White; British	407	569	443	609	700	727
	White; Irish	7	4	10	15	13	12
	White; Other White	15	10	19	31	39	49
	Mixed; White and Black Caribbean	2	0	1	5	11	13
	Mixed; White and Black African	3	3	4	4	4	3
	Mixed; White and Asian	0	1	2	5	7	5
	Mixed; Other Mixed	0	3	7	11	10	14
	Asian or Asian British; Indian	5	4	7	9	10	10
	Asian or Asian British; Pakistani	5	2	7	13	11	6
	Asian or Asian British; Bangladeshi	0	0	0	1	1	3
	Asian or Asian British; Other Asian	1	4	9	18	22	17
	Black or Black British; Caribbean	13	4	7	20	22	15
	Black or Black British; African	9	6	9	32	43	41
	Black or Black British; Other Black	1	4	5	7	5	2
	Chinese or Other Ethnic Group; Chinese	1	0	2	5	6	2
	Chinese or Other Ethnic Group; Other Ethnic Group	6	7	3	2	1	1
	Did not wish to answer	4	3	155	41	41	52
Work	Paid	27	47	57	27	47	65
	Voluntary / Placements	30	43	68	44	48	50
Training	Courses undertaken	127	427	202	330	48	107
	Qualifications/Certificates (accredited)	15	116	74	8	58	25

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 2012. 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 £1,234,235 compared with £1,127,246 the previous year. Resources expended also increased to £1,226,504 (2011: £1,098,718), and after a small gain on Investment Assets of £6,802 the surplus for the year was £14,623.

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 £135,929 was paid to subcontractors under the Keeping People Well contract. 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 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.

TRUSTEES

At 31 March 2012 the Board of Trustees comprised:

Alison Blight (Chair)

Peter Agulnik

Mike Alexander (Company Secretary)

Marian Allsopp

Keith Blois

Anne Brierly

Anne James

Bob Minty (Treasurer)

Mary Robertson

Mandy Coleman and Emma Henrion served as trustees until their resignations on 8 August 2011 and 24 May 2011 respectively

Trustees retiring by rotation are Alison Blight, Anne James and Bob Minty 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 £335,702. 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 £60,743.

VOLUNTEERS

This year saw a significant growth in volunteering. The significant investment we have made in recruiting, training, and supporting volunteers has resulted in 10,194 hours of volunteer support in all of our services over the last year.

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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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 directors/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

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 2012 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 2012, 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

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. The members of the company are the trustees named on page 16. 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 SOFA 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.

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 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 2012
(incorporating the income and expenditure account)

		2012				2011
	Note	Unrestricted	Restricted	Designated	Total	
		£	£		£	£
INCOMING RESOURCES						
Incoming resources from generated funds						
Voluntary income	1	40,586	78,052	-	118,638	81,713
Activities for generating funds	2	9,715	-	-	9,715	10,617
Interest income		1,919	-	-	1,919	1,285
Rental Income		27,176	-	-	27,176	28,370
Incoming resources from charitable activities						
Grants receivable	3	999,615	8,585	-	1,008,200	932,156
Sale of goods and services		68,677	-	-	68,677	73,105
Total Incoming Resources		1,147,688	86,637	-	1,234,325	1,127,246
RESOURCES EXPENDED						
Costs of generating funds						
Costs of generating voluntary income		10,458	-	-	10,458	3,623
Charitable activities:						
Oxford City		372,320	80,167	-	452,487	495,336
South & Vale		236,918	20,065	-	256,983	171,942
West & Cherwell		348,562	742	-	349,304	219,497
Countywide		144,480	9,835	-	154,315	203,676
	4	1,102,280	110,809	-	1,213,089	1,090,451
Governance costs	5	2,957	-	-	2,957	4,644
Total Resources Expended		1,115,695	110,809	-	1,226,504	1,098,718
NET INCOMING (OUTGOING) RESOURCES		31,993	-24,172	-	7,821	28,528
Gain on investment assets		6,802	-	-	6,802	1,906
NET MOVEMENT IN FUNDS		38,795	-24,172	-	14,623	30,434
FUNDS AT 1 APRIL 2011		296,907	211,220	145,000	653,127	622,693
FUNDS AT 31 March 2012		335,702	187,048	145,000	667,750	653,127

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 21 to 26 form part of these financial statements

REHABILITATION SERVICES TRUST
FOR OXFORDSHIRE RE-EMPLOYMENT LIMITED
BALANCE SHEET - 31 MARCH 2012

FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2012

	Note	2012	2011
		£	£
Fixed assets	8	257,804	230,891
Current assets			
Stocks		11,654	10,930
Debtors	9	57,464	77,575
Bank and cash balances		438,413	403,467
Investments	10	60,742	53,940
		<u>568,273</u>	<u>545,912</u>
Less Creditors falling due within one year	11	158,327	123,676
Net current assets		<u>409,946</u>	<u>422,236</u>
Net assets		<u><u>667,750</u></u>	<u><u>653,127</u></u>
The funds of the charity:			
Unrestricted Funds	12	335,702	296,907
Designated Funds	13	145,000	145,000
Restricted Funds	18	187,048	211,220
		<u><u>667,750</u></u>	<u><u>653,127</u></u>

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

These financial statements were approved and authorised for issue by the Trustees on 4th September 2012.

Bob Minty (Treasurer)

Registered Charity Number: 274222
Registered Company Number: 1324318

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

1. VOLUNTARY INCOME

	2012			2011
	Unrestricted	Restricted	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	4,000	
Activate	-	1,250	1,250	6,450
Ecominds (Big Lottery)	-	31,934	31,934	20,192
Comic Relief	-	11,668	11,668	15,337
Awards for all (Big Lottery)	-	-	-	2,750
Banbury Charities	-	-	-	1,700
Co-Operative Foundation	-	2,000	2,000	-
Charity of Thomas Dawson	-	1,200	1,200	-
Donations				9,284
OCF MacTaggart Trust	1,000	-	1,000	-
Tanner Trust	2,000	-	2,000	-
W H Rothschild	1,000	-	1,000	-
Garfield Weston	5,000	-	5,000	-
Development Donation	10,000	-	10,000	-
Other Donations	21,586	-	21,586	-
	<u>40,586</u>	<u>78,052</u>	<u>118,638</u>	<u>81,713</u>

2. ACTIVITIES FOR GENERATING FUNDS

	2012	2011
	£	£
Elder Stubbs Festival	7,862	8,110
Town Gardens Open Day	1,230	1,456
Fleet Meadow Open Day	415	942
Other fundraising income	208	109
	<u>9,715</u>	<u>10,617</u>

3. GRANTS RECEIVABLE

	2012			2011
	Unrestricted	Restricted	Total	
	£	£		£
Oxfordshire Primary Care Trust / Oxfordshire County Council	908,152	-	908,152	767,783
Non Oxfordshire Contracts	54,259	-	54,259	30,363
Learning and Skills Council - SO1 Employment Project	800	-	800	28,887
Oxfordshire Primary Care Trust - Activate	20,404	-	20,404	44,232
Oxfordshire Economic Partnership - Challenging Discrimination	16,000	-	16,000	1,959
South Central Health Authority - Activate	-	8,585	8,585	30
PSA16	-	-	-	35,972
Mental Health First Aid	-	-	-	22,930
	<u>999,615</u>	<u>8,585</u>	<u>1,008,200</u>	<u>932,156</u>

These grants receivable are for income arising from contracts for services

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES

	2012				Total £
	Oxford City £	South & Vale £	West & Cherwell £	Countywide £	
Staff costs	298,337	174,530	186,290	88,721	747,878
Premises	62,380	14,426	30,209	32,384	139,399
Other direct costs	80,949	28,242	19,827	30,806	159,824
Outsourced	-	31,368	104,561	-	135,929
Support Costs	10,821	8,417	8,417	2,404	30,059
	<u>452,487</u>	<u>256,983</u>	<u>349,304</u>	<u>154,315</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

	2012		2011	
	Unrestricted £	Restricted £	Total £	Total £
Trustee Indemnity Insurance	999	-	999	1,466
Trustee Meeting Costs	235	-	235	1,731
Professional charges	1,723	-	1,723	1,447
	<u>2,957</u>	<u>-</u>	<u>2,957</u>	<u>4,644</u>

6. EXPENDITURE INCURRED

Expenditure incurred includes the following amounts:

	2012 £	2011 £
Staff costs		
Wages and salaries	691,090	700,858
Social security costs	56,341	61,773
Other pension costs	5,624	7,138
Redundancy Payments	-	11,234
	<u>753,055</u>	<u>781,003</u>
Audit fee	1,723	1,447
Depreciation	41,350	28,940

Salary costs of £7,669 are included in the cost of generating voluntary income.

The average number of employees (FTE) during the year was 35. (2011: 30)

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 2012

8. TANGIBLE FIXED ASSETS

	Short leasehold buildings £	Motor vehicles £	Other equipment £	Total £
Cost				
At 1 April 2011	490,235	12,294	42,693	545,222
Additions	31,013		37,250	68,263
At 31 March 2012	<u>521,248</u>	<u>12,294</u>	<u>79,943</u>	<u>613,485</u>
Depreciation				
At 1 April 2011	274,132	8,196	32,003	314,331
Charge for the year	20,115	4,098	17,137	41,350
At 31 March 2012	<u>294,247</u>	<u>12,294</u>	<u>49,140</u>	<u>355,681</u>
Net book amount				
31 March 2012	<u>227,001</u>	-	30,803	<u>257,804</u>
31 March 2011	<u>216,103</u>	4,098	10,690	<u>230,891</u>

All tangible fixed assets were held for charitable purposes

9. DEBTORS

	2012 £	2011 £
Grants	48,538	69,217
Other debtors	8,926	8,358
	<u>57,464</u>	<u>77,575</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

	2012 £	2011 £
Trade creditors	10,205	5,501
Other creditors	72,610	63,564
Other taxes and social security	-	1,023
Deferred income	75,512	53,588
	<u>158,327</u>	<u>123,676</u>

12. ACCUMULATED FUNDS

	Unrestricted £	Restricted £
At 1 April 2011	296,907	211,220
Net movement in funds per Statement of Financial Activities	38,795	-24,172
At 31 March 2012	<u>335,702</u>	<u>187,048</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

13. DESIGNATED FUNDS

	£
South Oxfordshire Building	45,000
Service Development	<u>100,000</u>
	<u>145,000</u>

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 2012 or 31 March 2011.

15. CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2012 or 31 March 2011.

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 £1126 per annum expiring in 2016.

The charity has entered into a lease in respect of its Banbury premises for a term of 10 years at a current annual rental of £15,000

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

18. RESTRICTED FUNDS

Capital Funds

Represented by the net book value of tangible fixed assets

	At 1 April 2011	Grants received	Employment costs	Other costs	At 31 March 2012
	£	£	£	£	£
National Lotteries Board re MY building	112,000	-	-	-8,000	104,000
OMHCT Café Resource Centre	13,629	-	-	-5,305	8,324
Other capital grants	74,351	-	-	-11,328	63,023
	<u>199,980</u>	<u>-</u>	<u>-</u>	<u>-24,633</u>	<u>175,347</u>

Operating Funds

Represented by cash reserves

	At 1 April 2011	Grants received	Employment costs	Other costs	At 31 March 2012
	£	£	£	£	£
Elder Stubbs Charity	-	16,000	-16,000	-	-
South - East Coast SHA	-	8,585	-8,585	-	-
Ithaca	6,270	-	-	-	6,270
Comic Relief	-	11,668	-11,668	-	-
Ecominds (Big Lottery)	-	31,934	-29,312	-2,622	-
Feoffees of St Michaels and All Saints	-	10,000	-10,000	-	-
Other	4,970	8,450	-6,353	-1,636	5,431
	<u>11,240</u>	<u>86,637</u>	<u>-81,918</u>	<u>-4,258</u>	<u>11,701</u>
	<u>211,220</u>	<u>86,637</u>	<u>-81,918</u>	<u>-28,891</u>	<u>187,048</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
- Elder Stubbs Charity - to provide extra hours for staff at Elder Stubbs.
- South East Coast Strategic Health Authority – funding for Activate
- Ithaca. On dissolution, this Oxford based Arts charity distributed some of their remaining balances to Restore for Art.
- Comic Relief - 3 year funding project to support our Garden Café and promote a user led co-operative.
- Ecominds (Big Lottery) - Grant funding for horticulture projects in Oxford and Didcot.
- Feoffees of St Michael's and All Saints - Elder Stubbs staff salary.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds £	Designated Funds £	Unrestricted Funds £	Total £
Fund balances at 31 March 2012 are represented by:				
Tangible Fixed Assets	175,347	-	82,457	257,804
Current Assets	11,701	145,000	411,572	568,273
Current Liabilities	-	-	-158,327	-158,327
	<u>187,048</u>	<u>145,000</u>	<u>335,702</u>	<u>667,750</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.