

REGISTRAR OF COMPANIES

Out There

Supporting Families of Prisoners
Limited

Annual Report and Financial Statements

31 March 2015

Charity Registration Number 1120342

Company Registration Number
6239170 (England and Wales)

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Reference and administrative details of the charitable company, its trustees and advisers.

Trustees	Sister Ellen Flynn DC (Chair) Sister Moira Bain DC Mr Michael Braid Sister Kathleen Kennedy DC Colette Murray Father Barry O'Sullivan Sister Barbara Quilty DC Mrs Irene Ward
Registered office	2a Powell Street Old Trafford Manchester M16 7QQ
Telephone:	0161 232 8986
Company registration number	6239170 (England and Wales)
Charity registration number	1120342
Director	Fiona Clear
Independent examiner	Amanda Francis Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	Co-operative Bank plc PO Box 250 Delf House Southway Skelmersdale WN8 6WT

Trustees' report Year to 31 March 2015

The trustees present their statutory report together with the financial statements of Out There Supporting Families of Prisoners Limited ("Out There") for the year ended 31 March 2015.

The report has been prepared in accordance with Part 8 of the Charities Act 2011.

The financial statements have been prepared in accordance with the accounting policies set out on page 16 and comply with the charitable company's memorandum and articles of association, applicable laws and the requirements of the Statement of Recommended Practice on "Accounting and Reporting by Charities" issued in March 2005.

Principal aims and activities

The principal aim of the charitable company in the period under review was to promote and protect the mental health and social wellbeing of individuals, families and dependants of persons who have a legal restriction of their liberty. The charitable company also aims to eliminate social exclusion of such people or individuals through early intervention and self-help initiatives.

Governance, structure and management

Out There Supporting Families of Prisoners Limited is a company limited by guarantee (Company Registration No. 6239170 (England and Wales)) and a registered charity (Charity Registration No. 1120342). The charitable company is governed by its memorandum and articles of association.

The sole member of the company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 114326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)), set up by the Daughters of Charity of St Vincent de Paul, to safeguard the Vincentian ethos in various projects including Out There Supporting Families of Prisoners.

The trustees constitute directors of the charitable company for the purposes of company legislation.

The following trustees served throughout the period except where shown.

Trustee	Appointed/Resigned
Sister Ellen Flynn DC	
Sister Moira Bain DC	Appointed 26 January 2015
Mr Michael Braid	Appointed 11 July 2014
Mr Dominic Kirkham	Resigned 12 January 2015
Sister Kathleen Kennedy DC	
Colette Murray	Appointed 26 January 2015
Father Barry O'Sullivan	Appointed 26 January 2015
Sister Maria Parcher DC	Resigned 19 February 2015
Sister Barbara Quilty DC	
Mrs Irene Ward	

Trustees' report Year to 31 March 2015

Governance, structure and management (continued)

In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

No trustee received any remuneration from the charitable company during the period. No out of pocket travelling expenses were reimbursed to trustees during the period. No trustee had any beneficial interest in any contract with the charitable company during the period.

Brief biographical details of current trustees are given below:

Sister Ellen Flynn

Sister Ellen is a member of the Daughters of Charity of St Vincent de Paul, and formerly worked as the CEO of The Passage for nine years, helping homeless people in Central London. During that time she developed skills in charity management, governance, fundraising and project development as well as networking across London in all sectors of business and society. Prior to this, Sister Ellen's background was in education, initially working with disadvantaged young people in inner city schools, and later in adult formation including group facilitation, liturgy, music and management with the Christian Church.

Sister Moira Bain

Sister Moira entered the Daughters of Charity of St Vincent de Paul in 1968. Her early ministry was child care and she worked in various residential school settings and children's homes. A short period of three years was spent in Romania overseeing five children's homes for children who were HIV positive. Sister also has experience in Parish ministry and trained in Pastoral Leadership.

Michael Braid

Michael Braid was a Chartered Accountant, now retired, who was in practice in Stockport and Manchester for many years. Since retiring he has acted as Treasurer for a number of charities.

Sister Kathleen Kennedy

Sister Kathleen Kennedy entered the Daughters of Charity of St Vincent de Paul in 1966. She worked in residential child care for fourteen years after which she ran a pre-school group in a primary school setting. She qualified as a teacher with Bachelor of Arts with Qualified Teacher Status (BAQTS) and taught in an inner city primary school for sixteen years. She worked as part of a city wide Evangelisation Team in Hull before being appointed to the Provincial Council.

Trustees' report Year to 31 March 2015

Governance, structure and management (continued)

Colette Murray

Colette is a senior learning and development specialist with over twenty years experience in Leadership and Management Development, Coaching, Mentoring, Project Management and Performance Management. Colette has worked across a number of sectors including healthcare, charities, customer outsourcing, utilities and the sports industries and as a self employed Employment Consultant.

Father Barry O'Sullivan

Father Barry is a Catholic Priest with an MA in counselling and previous experience as a hospital and prison chaplain.

Sister Barbara Quilty

Born in Manchester in 1940 and educated at Victoria Park Secondary School, Barbara trained as a teacher for blind people and worked in Scotland. For 13 years she worked as a teacher in Addis Ababa and was involved with youth formation there. Later she became Manager and still later Director of Services for blind and partially-sighted people in a residential and day rehabilitation setting in Liverpool. Latterly, Barbara has been involved in youth formation in England and is now currently offering pastoral support in a Care Home for the Elderly.

Mrs Irene Ward

Irene is a former teacher with many years experience and a Master's Degree. Irene also worked for seven years in strategic management for a local authority in the fields of domestic abuse and safeguarding children.

Organisation

The Director, who is responsible for the day-to-day management of the Service, its service users and its staff, is accountable to the trustees of the charity.

Statement of trustees' responsibilities

The charity's trustees are responsible for preparing the annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees (who are directors of the company for the purpose of the Companies Act) to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;

Trustees' report Year to 31 March 2015

Statement of trustees' responsibilities (continued)

- ◆ observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities) (the Charities SORP);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This confirmation is given and should be interpreted in accordance with the provisions of s396 of the Companies Act 2006.

Public benefit

All of our activities focus on supporting the families of prisoners and are undertaken to further Out There's purposes for the public benefit. Our services are delivered to families of prisoners across Greater Manchester and all of our services are free. The trustees consider that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Risk management

In line with the requirement for the trustees to undertake a risk assessment exercise and report on the same in their annual report, the Director with the trustees has looked at the risks the charity currently faces and has reviewed the measures already in place, or needing to be put in place, to deal with them. Five main areas have been identified where risk may occur:

- ◆ Governance and management
- ◆ Operational
- ◆ Financial
- ◆ Reputation
- ◆ Laws, regulations, external and environment

Governance and management looks at the risk of the charity suffering from a lack of direction, at the skills and training of its personnel and the good use of its resources.

Trustees' report Year to 31 March 2015

Risk Management (continued)

Operational looks at the risk inherent in the charity's activities including engaging in inappropriate activities and shortcomings in the service provided, difficulties with staff, and health and safety.

Financial risks include those arising as a result of poor budgetary control, inappropriate spending, or investment policies or poor accounting.

Reputation looks at possible damage to the charity's reputation.

Laws, regulations, external and environment looks at the effect of government policies and the consequences of non-compliance with laws and regulations.

Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to manage those risks.

Achievements and performance

Review of activities

Out There helps families deal with the trauma of imprisonment, understand the prison system, take control of their lives in a crisis and realise their potential, all of which helps the family to stay strong. This is vital work given the growing evidence of the role of strong family relationships in preventing reoffending.

We have supported 1,220 families throughout Greater Manchester since we were set up in 2006. We support families in a variety of ways:

1. **Casework service.** We visit families in their own homes offering one to one emotional support, practical help and referral to other services and we provide ongoing phone support. We supported 196 families and carried out 349 home visits in 2014-15. 94 families were taken on as cases, 97 cases were closed and five previous cases were reopened.
2. **Telephone helpline.** Families can phone us if they need to talk or have questions about the prison system. We have built strong relationships with a number of Greater Manchester prisons, particularly through chaplaincy teams, which enables us to liaise with prisons on behalf of families.
3. **Outreach service.** We run twice weekly outreach sessions at Manchester Prison Visitor Centre, the reception area for all families visiting the prison. Visiting prison is often stressful and confusing, particularly for first time visitors. The visitor centre is busy and staff are not always able to spend time with people visiting their relatives. The most pressing need is for information on the prison system, which we provided on 556 occasions during the year and for emotional support, which we offered on 524 occasions. We were able to help visitors by liaising with prison staff on 113 occasions and we referred 103 visitors to application forms for financial help with the cost of visiting prison.

Achievements and performance (continued)

Review of activities (continued)

4. **Prison escort.** Our staff and volunteers sometimes take families to prison visits when circumstances make it difficult to visit independently. We provided transport to prison visits on 19 occasions.
5. **Support groups and events.** We run services for prisoners' families at our premises, a former Children's Centre.

Events held included:

Family Forum - we held two Family Forums at the office. Nine family members benefited from the opportunity to meet with a senior member of the prison staff from HMP Manchester to discuss their concerns.

Support Group for families of sex offenders - in the wake of sexual abuse scandals and investigations more people than ever are receiving long sentences for sex offences. The support group helps families to deal with the complex emotions resulting from these offences, and to gain support from others in similar situations. The support group has eight regular members. They met six times during the year.

Wellbeing Days - we ran three wellbeing days attended by 17 women. We offered a choice of therapies including relaxation, Reiki, massage and manicure. Responses from evaluations indicated that those who attended felt better and more relaxed and gained support from meeting others in similar situations.

Family Days - 13 families benefited from a new initiative to run Family Days for parents and children. The first event was held in the summer holiday and a further event ran in the February half term. Children enjoyed art and sport activities and use of the outdoor playground and parents had an opportunity to meet and get to know each other.

Feedback from families

The families we support value the service we offer. We closed 97 cases where families felt they no longer needed our support. All were sent evaluation forms and 36 evaluation forms were returned. 90% rated the services they had received as 'very good'. Families reported the following changes as a result of our work with them:

- ◆ 89% felt they had been supported emotionally
- ◆ 28% had attended one of our support groups
- ◆ 89% said they had received information about the prison system
- ◆ 28% had been put in touch with services that helped them tackle debt and housing issues
- ◆ 36% had received clothing or food from Out There

Trustees' report Year to 31 March 2015

Achievements and performance (continued)

Feedback from families (continued)

Comments made included:

"This is a fantastic service for families which takes away some of the worries about their family member in prison. The support we have received has been second to none."

"Someone who never judges you or the prisoner and who you know you could talk to about anything."

"Having someone to listen to you and support you is essential when you are going through so many different emotions."

"You put me in touch with Christians Against Poverty. Now I am debt free."

*"I feel I can say anything in this group, open up 100% that I can't say to family and friends."
(Support Group member)*

"I arrived stressed and tired and left relaxed, energetic and positive." (Wellbeing Day participant)

Partnership work

Out There continues to contribute to networks including Caritas Social Action and Family Link (for family support organisations working with Manchester Prison). We are proud of our close working relationship with the Chaplaincy and Visitor Centre in Manchester Prison.

We have strong links with a number of agencies who help us to provide practical help, food and household goods, which are essential for some of the families we work with who have low incomes. We are grateful to Porch Boxes, the SVP Furniture Store and Key 103 for their support throughout the year.

Promoting the work of 'Out There'

In June 2014 a DVD was produced for us by the BBC Outreach Scheme. In it three families tell their stories about imprisonment and the help they received from Out There. We have used the DVD when talking to funders and supporters about the impact of the work we do and in training new staff and volunteers.

Visitors to the office in the year included the MP Kate Green and representatives from two funding bodies. Talks and presentations were delivered to the Union of Catholic Mothers, Catholic Women's League and local voluntary sector groups at the Salford CVS AGM. We attended conferences organised by Action for Prisoners Families and I-hop and a reception held at the Houses of Parliament by one of our funders - Lloyds TSB Foundation.

Trustees' report Year to 31 March 2015

Achievements and performance (continued)

Fundraising

We are committed to securing the future of the service, which does vital work with families of prisoners who are a forgotten group in the Criminal Justice System. We are a support organisation that puts the needs of our clients first and there are time constraints on completing funding bids. However, we worked hard securing funding from charitable trusts and as a result we were able to secure £94,634 in grants, a significant increase on the amount achieved in 2013-14. In a year in which we also received substantial support through donations we thank the individuals and organisations that have supported us and enabled us to continue to run and develop these vital services.

Staff

Out There needs skilled staff to enable it to continue to develop and deliver a high quality and flexible service that meets the needs of families. Four new staff were appointed. In June Fiona Clear was appointed as Development Officer and Felysters Gavaza joined as Administrator. Sister Moira Bain, one of the founders of Out There left the organisation in December to take up a new role and Fiona Clear took up the post of Director from January 2015. Tracey Johnstone was appointed to the post of full time Support Worker from 2 March 2015.

Volunteering

Our small staff team was assisted by ten volunteers who provided invaluable support to clients, giving 1,053 hours of time helping with activities including visiting families at home, collecting and distributing toys and food at Christmas, providing transport to families attending support groups and events, escorting older and disabled family members to prison visits, assisting with outreach in the visitor centre at Manchester Prison, helping to staff the office and answer the phone and gardening and building maintenance. Jean Morgan, one of our longest serving volunteers, left us at Christmas. We miss her valuable input and would like to thank Jean and all the volunteers for the time they have given.

Financial review

Results for the period

A summary of the charity's incoming resources and resources expended can be found on page 14 of the attached accounts.

The total incoming resources for the year amounted to £106,277 (2014 - £91,504) of this £94,634 (2014 - £59,040) was received from grants and a further £11,474 (2014 - £32,353) from donations.

During the year total resources expended amounted to £99,518 (2014 - £91,036) including £79,443 (2014 - £62,602) in relation to staff costs. 87.6% of the staff costs were covered by grant funding during the year.

Trustees' report Year to 31 March 2015

Financial review (continued)

Reserves and financial position

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. The trustees consider that, given the nature of the work undertaken by Out There supporting families of prisoners, the level of free reserves should be approximately equal to between 3 and 6 months' recurring expenditure.

The trustees are of the opinion that this level of reserves should provide sufficient flexibility to cover temporary shortfalls in incoming resources due, for example, to falls in voluntary income or delays in getting grant funding approved.

Total funds at 31 March 2015 amounted to £57,725 (2014 - £50,966).

Restricted funds comprise monies given for specific purposes and amounted to £17,152 (2014 - £6,006) at 31 March 2015.

General funds, or free reserves, at 31 March 2015 totalled £40,573 (2014 - £44,960) which meets the requirements of the reserves policy.

Looking to the future

In 2015-16 we will be focusing on:

- ◆ Continuing to deliver our unique home visiting service to families of prisoners across Greater Manchester.
- ◆ Continuing the outreach work we do at the Visitor Centre in Manchester Prison.
- ◆ Pursuing opportunities for joint working with two further prisons.
- ◆ Seeking funding to enable us to continue to run events and activities in our centre and setting up new groups to meet needs identified by families.
- ◆ Delivering awareness training ('Hidden Sentence') to staff working with families of prisoners so we can work together to better help families who need support.
- ◆ Encouraging more former clients to join us as volunteers in line with our plans to increase the volunteer base to twenty by 2017. We will seek funding for volunteer support and training and for a paid Volunteer Co-ordinator to assist us in this work.
- ◆ Extending the services we offer to help clients after their family member is released because families tell us that this is a difficult time when they can struggle to readjust and re-establish relationships amidst anxieties about reoffending and practical concerns about the future.

Trustees' report Year to 31 March 2015

Looking to the future (continued)

- ◆ Exploring tendering opportunities for delivering some of these new services through 'Purple Futures', the Community Rehabilitation Service, which has been established to manage probation and rehabilitation services for low to medium risk offenders in Greater Manchester.
- ◆ Using our new database system, Caseworker Connect, to gather evidence of the outcomes and impact of our work to share with clients and potential funders.

Approved by the trustees and signed on their behalf by:

Trustee *KMF Kennedy* (KMF KENNEDY)

Approved by the trustees on: *30th July 2015*

Independent examiner's report Year to 31 March 2015

Independent examiner's report to the trustees of Out There Supporting Families of Prisoners Limited

I report on the financial statements of the charitable company for the year ended 31 March 2015.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- ◆ examine the financial statements under section 145 of the 2011 Act;
- ◆ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- ◆ to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- ◆ to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- ◆ to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities, have not been met; or

Independent examiner's report Year to 31 March 2015

Independent examiner's statement (continued)

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Amanda Francis
Amanda Francis
Chartered Accountant
Buzzacott LLP
130 Wood Street
London
EC2V 6DL

In my opinion the independent responsibility of the trustees who are responsible for the preparation of the financial statements for the year ended 31 March 2015 is not impaired by the circumstances described above.

Having satisfied myself that the financial statements are prepared in accordance with the Companies Act 2006 and the Companies (Accounts) Regulations 2008, I have no objection to their issue.

A true and correct copy of the financial statements has been provided to me.

The financial statements have been prepared in accordance with the Companies Act 2006 and the Companies (Accounts) Regulations 2008.

I am a member of the Institute of Chartered Accountants in England and Wales.

The financial statements have been prepared in accordance with the Companies Act 2006 and the Companies (Accounts) Regulations 2008. I have no objection to their issue.

I am a member of the Institute of Chartered Accountants in England and Wales.

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Statement of financial activities Year to 31 March 2015

	Notes	Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total funds £
Income and expenditure					
Incoming resources					
Incoming resources from generated funds					
. Donations		11,474	—	11,474	32,353
. Grants	1	—	94,634	94,634	59,040
. Interest receivable		169	—	169	111
Total incoming resources		11,643	94,634	106,277	91,504
Resources expended					
Supporting families of prisoners					
. Staff costs – wages and salaries	2	1,054	78,389	79,443	62,602
. Premises costs		6,751	—	6,751	16,782
. Travel expenses		577	2,400	2,977	4,354
. Volunteers expenses		1,116	—	1,116	1,304
. Trustees expenses		171	—	171	510
. Printing, postage and stationery		1,201	30	1,231	1,491
. Telephone and IT costs		2,240	1,200	3,440	1,752
. Insurance		825	—	825	622
. Depreciation		417	—	417	793
. Welfare donations		431	1,469	1,900	826
. Other expenses		347	—	347	—
		15,130	83,488	98,618	91,036
Governance costs					
. Independent examiner's remuneration		900	—	900	—
Total resources expended		16,030	83,488	99,518	91,036
Net movement in funds i.e. net income (expenditure)	3	(4,387)	11,146	6,759	468
Fund balances brought forward at 1 April 2014		44,960	6,006	50,966	50,498
Fund balances carried forward at 31 March 2015		40,573	17,152	57,725	50,966

All of the charity's activities derived from continuing operations during the above two financial periods.

Balance sheet 31 March 2015

	Notes	2015 £	2014 £
Fixed assets	6	1,668	2,085
Current assets			
Debtors	7	1,587	1,420
Cash at bank and in hand		59,551	60,261
		61,138	61,681
Creditors: Amounts falling due within one year	8	(5,081)	(12,800)
Total net assets		56,057	48,881
Total assets		57,725	50,966
Represented by:			
Funds and reserves			
Income funds:			
Restricted funds	9	17,152	6,006
Unrestricted funds			
General funds		40,573	44,960
		57,725	50,966

For the year ended 31 March 2015, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The member has not required the company to obtain an audit in accordance with section 476 of the Companies Act.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The trustees as directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its incoming resources and application of resources (including its income and expenditure) for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the trustees and signed on their behalf by:

Trustee *KMF Kennedy* (KMF KENNEDY)
 Approved on: *30th July 2015*

Out There Supporting Families of Prisoners Limited
 Registered Company Number: 6239170 (England and Wales)

Principal accounting policies 31 March 2015

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the requirements of the Companies Act 2006. Applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) have been followed in the preparation of these financial statements.

Incoming resources

Incoming resources are recognised in the period in which the charitable company is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charitable company has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Assets and facilities donated to the charitable company for its own use are included in incoming resources and resources expended at their market value as at the time of the gift.

Resources expended and the basis of apportioning costs

Expenditure is included in the statement of financial activities when incurred and includes attributable VAT which cannot be recovered.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Furniture & Equipment	20% on reducing balance
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Fund accounting

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

General funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charitable company's charitable objects.

Cash flow

The financial statements do not include a cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

1. Grants

	Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total funds £
Tudor Trust	—	25,000	25,000	25,000
Kelly Family	—	—	—	5,000
St Christopher Home Trust	—	1,000	1,000	—
Lloyds TSB Foundation	—	15,000	15,000	—
Rope Trust	—	9,134	9,134	—
Daughters of Charity of St Vincent de Paul	—	42,500	42,500	2,540
Anonymous	—	—	—	22,000
HMP Forest Bank	—	—	—	2,500
HMP Manchester	—	2,000	2,000	2,000
	—	94,634	94,634	59,040

2. Staff costs and trustees' remuneration

	2015 £	2014 £
Staff costs during the year were as follows:		
Wages and salaries	72,995	57,177
Social security costs	6,448	5,425
	79,443	62,602

The average number of employees during the year was 4 (2014 - 3)

3. Net movement in funds

This is stated after charging

	2015 Total funds £	2014 Total funds £
Staff costs (note 2)	79,443	62,602
Depreciation	417	793
Independent examiner's remuneration	900	—

4. Trustees' remuneration

None of the trustees received any remuneration in respect of their services during the year (2014 - £nil). £171 was reimbursed to trustees in respect of expenses during the year (2014 - £510).

5. Taxation

Out There Supporting Families of Prisoners Limited is a registered charitable company and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

6. Tangible fixed assets

	Furniture and equipment £
Cost	
At 1 April 2014 and at 31 March 2015	6,339
Depreciation	
At 1 April 2014	4,254
Charge for the year	417
At 31 March 2015	4,671
Net book values	
At 31 March 2015	1,668
At 31 March 2014	2,085

7. Debtors

	2015 £	2014 £
Prepayments and accrued income	1,587	830
Other debtors	—	590
	1,587	1,420

8. Creditors

	2015 £	2014 £
Wages, social security and other taxes	4,181	—
Sundry creditors and accruals	900	12,800
	5,081	12,800

9. Restricted funds

	At 1 April 2014 £	Incoming resources £	Resources expended £	At 31 March 2015 £
Staff costs fund	6,006	82,500	(75,589)	12,917
Database fund	—	4,000	(1,200)	2,800
Support Group fund	—	5,134	(4,153)	981
Family days fund	—	1,000	(546)	454
Service Level Agreement	—	2,000	(2,000)	—
	6,006	94,634	(83,488)	17,152

Staff cost fund

The staff costs fund comprises monies given toward various salaries.

Database fund

The database fund comprises monies received to help with the cost of creating and installing a database system.

Support Group fund

The Support Group fund represents funding received to provide 8 sessions of the Support Group for families of sex offenders.

Family days fund

The family days fund represents funding received to provide for two family days at our premises to reduce the isolation lone parents feel.

Service Level Agreement

The Service Level Agreement represented funding received towards the cost of outreach in the Visitor Centre at Manchester Prison, travel to visit families and hosting a family forum.

10. Analysis of net assets between funds

	General fund £	Restricted funds £	Total funds £
Fund balances at 31 March 2015 are represented by:			
Tangible fixed assets	1,668	—	1,668
Current assets	43,986	17,152	61,138
Current liabilities	(5,081)	—	(5,081)
Total net assets	40,573	17,152	57,725

11. Member's liability

The charitable company is limited by guarantee. In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.