

REGISTRAR OF COMPANIES

Out There

Supporting Families of Prisoners
Limited

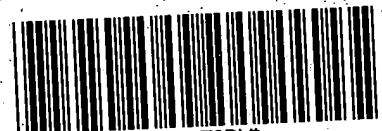
Annual Report and Financial Statements

31 March 2016

Charity Registration Number 1120342

Company Registration Number
6239170 (England and Wales)

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Trustees' report Year to 31 March 2016

Patron	Bishop Terence Brain
Trustees	Sister Ellen Flynn DC (Resigned September 2015) Sister Moira Bain DC (Chair) Mr Michael Braid Mr David Darlington (Appointed October 2015) Sister Bridie Dowd DC (Appointed January 2015) Sister Kathleen Kennedy DC (Resigned May 2016) Colette Murray (Resigned May 2016) 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 2016

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 2016.

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 pages 19 to 21 and comply with the charitable company's memorandum and articles of association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), effective from accounting periods commencing 1 January 2015 or later.

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.

Achievements and performance

Review of activities

There were 253 new enquiries for information and support from families of prisoners across Greater Manchester.

46% of referrals were as a result of our outreach sessions in the Visitor Centre at HMP Manchester. An Out There worker is there on two afternoons a week when family visits to prisoners take place. We are a friendly face able to reassure, answer questions and take families through the check in and security process. Once people have our contact details we encourage them to phone us if they need more support.

30% of people contacted us directly by phone or email after seeing our service advertised or finding our website.

24% of people are referred to our service by Chaplains. The majority of these referrals were from HMP Manchester. Chaplains have described Out There's services as a lifeline; with conditions worsening in prisons they are under pressure and are glad of the reassurance they can give prisoners that there is a trusted service on the outside to help their family.

Achievements and performance (continued)

The Casework Service

Our service is unique in providing a diverse range of community-based support to any family of a prisoner in Greater Manchester. For some families who contact us having reassurance on the phone and answers to their questions is all the support they need. Others who have longer term, more complex needs or no help from family or friends are offered our case work service.

Imprisonment affects all kinds of families but has a particularly severe impact on those already vulnerable from poverty and disadvantage. 73% of clients live in postcodes which are in the bottom third in terms of deprivation, 88% of our clients are women and 58% come from Manchester and Salford.

Most families on our caseload use the service for between 1 and 3 years. 96 families are currently using this service, just over half were new referrals this year. They have a nominated Support Worker who is a listener, befriender, conduit between the family and the criminal justice system and a source of practical support and information, often referring the family to other community services that can help with the challenges of daily life such as Citizens Advice Bureaux (CAB), social care, housing agencies, food banks, GPs, Women's Aid, drug and alcohol and mental health services.

There was no increase in the number of people supported by the casework service. However, our interactions with people have become more intensive. 41% of families who completed a self assessment at the start of their involvement with Out There had two or more areas of life where they felt they were 'in crisis' and 'in need of immediate help'. Telephone calls and home visits, the most frequent interventions, have increased. 445 home visits took place in the year (2015 - 349) and 1,607 calls were made to, from and concerning clients (2015 - 1,545).

Families on the caseload are invited to events, which are held at our premises every few months where they can get mutual support from other families of prisoners. 56 families attended events and groups at our premises, 23 children and 8 adults attended 2 Family Days, 15 women attended 3 Wellbeing Days and the Support Group for families of sex offenders met 4 times. *"Meeting with other families even after my husband's release has been and still is very important. It stops me feeling isolated with our situation and we can talk to and support each other."*

Achievements and performance (continued)

The Casework Service (continued)

The ten issues most often raised by families in the year were:

1. Concerns about a prisoner
2. Emotional wellbeing and mental health
3. Visiting prison and staying in touch
4. Health
5. Finance, debt, hardship
6. Feeling isolated with no support
7. Release and resettlement
8. Children and parenting
9. Sentencing
10. Legal

Concerns about prisoners and problems staying in touch

More families have expressed concerns about the safety and wellbeing of their family member either because the person is vulnerable due to mental or physical health conditions or because they have told their families about incidents of bullying or assault. The increasing problems with alcohol and drug use in prisons has impacted on some families.

As the prison system comes under increasing pressure families are finding it harder than ever to stay in touch with their family member in prison. Prisoners spend longer locked up and cannot always phone their families.

On a daily basis we liaise with prisons to raise and resolve these concerns with chaplains, health care, the visitor centre, safer custody, property, and communications departments. We have close links with governors in HMP Manchester, one of whom attends a forum at our office and we also help families to write letters to prisons, MPs, courts and the Home Office (for immigration issues). We have strengthened our partnership work with support agencies working in prisons particularly Gate Buddies, Shelter and the Salford Prison Project.

"Fantastic help in sourcing help for my son, writing letters and pointing us in the right direction. Just having someone who follows up and is genuinely concerned."

Emotional Wellbeing and Mental Health

The arrest and imprisonment of a family member is a shocking, traumatic and confusing time, which has a massive impact on the mental health and wellbeing of those left behind. We help by keeping in contact, listening, referring families to specialist counselling services and offering the opportunity for them to meet others in similar circumstances at one of our events or support groups.

Achievements and performance (continued)

Emotional Wellbeing and Mental Health (continued)

"Just the knowledge that there is someone at the end of the phone who will listen without judging is so precious."

"Helped me to learn that life will get better."

Practical and Financial Help

We maintain a small emergency hardship fund to mitigate the effects of poverty and the financial difficulties that can come from having a family member in prison and we provide whatever practical help is needed including accompanying families to court, hospital, GP, housing or benefits meetings, assisting them to complete applications for benefits, housing and APV (help with travel costs to prison visits) and taking them to prison visits when they are unable to travel independently due to age, illness or disability.

"You came to see me in hospital and helped to arrange for my son who is in prison to visit me in hospital".

Resettlement is an evolving area of work as we focus on connecting families to resettlement agencies; Probation, Salford Prison Project, Back on Track, Gate Buddies (drug and alcohol support), housing agencies, mental health services and bail hostels and providing emotional support as the family is reunited again.

The impact of the work we do

From 1 April 2015 we moved from a paper based case work system to the Caseworker Connect Case Management database, which we use to log enquiries, casework actions, the issues raised by families and their progress towards outcomes.

We also began to use an outcomes tool with families to record their own assessment of their situation when we start working with them and changes as a result of our involvement. We are getting regular completion of these and although the sample size is still small it has helped us to get a picture of the difficulties families are facing and to have a focused discussion with them on how we can help. The improvements we have seen on follow up include a decrease in isolation and an improvement in emotional wellbeing.

This is reinforced by feedback from events and our annual evaluation.

All families who attended a recent wellbeing day reported feeling happy, calm and relaxed when they left.

Trustees' report Year to 31 March 2016

The impact of the work we do (continued)

42 families responded to the annual evaluation:

- 77% were more informed about the prison system
- 70% were more able to deal with their problems
- 67% felt less lonely and isolated
- 65% were more confident
- 62% felt less anxious
- 45% had been signposted to other services that helped them
- 28% had gained support from others in a similar situation
- 23% had appreciated the help they had with essential items and bills
- 21% had been given transport to a prison visit.

Specific outcomes achieved for families include:

Liaison with prisons / supporting prisoners

- ◆ We liaised with prison staff to transfer an older prisoner to a specialist unit
- ◆ We helped a prisoner apply for a move to another prison to better serve his mental health needs
- ◆ We sorted out a health care appointment through PALS for a prisoner who was in a lot of pain
- ◆ We successfully advocated for a family who had been trying for a considerable time to change the high security risk category of their family member

Practical and financial help and hardship

- ◆ We obtained household appliances, furniture and clothing from partner charities for families with very low income
- ◆ We applied to charitable trusts and gained grants totalling £250 for families which they have used for essential items and towards settlement of debts.
- ◆ We received a grant of £1,000 from a charitable trust towards the hardship fund

Health, housing and social care

- ◆ We obtained social care assessments for several vulnerable people
- ◆ We liaised with social care to get care which had been removed reinstated
- ◆ We prevented the eviction of a vulnerable disabled client
- ◆ We liaised with a housing provider on behalf of a client who was paying too much Bedroom Tax resulting in a payment being made to her
- ◆ We referred a family for a carers assessment, which enabled them to carry out essential home alterations and purchase a computer

Trustees' report Year to 31 March 2016

Networking and promoting the work of Out There

We thank the chaplaincy team, the staff and volunteers of Riverside who run the Visitor Centre for enabling our continued presence in the centre and Governor Paul Keeble for his involvement in our Family Forum.

We met Mike Kane MP when he visited the office and subsequently helped to highlight our work with other Greater Manchester MPs and raise issues around the IPP sentence on behalf of families. Other visitors to the office included Bishop John Arnold and journalist Joanna Moorhead who subsequently wrote an article about the work of Out There which was published in Faith Alive Journal.

We were pleased to welcome Bishop Terence Brain, a long term supporter of the work of Out There as our Patron.

Our staff and volunteers

Our small staff team have knowledge, expertise and skills to deliver a high quality professional service. They are supported by eight dedicated volunteers who offer invaluable help with the day to day running of the project, contributing 700 hours of time in 2015-16. The year saw changes in the staff team as our Administrator, Felysters Gavaza, moved to a new role in another charity and we welcomed Emma Kaar in February 2016. As part of induction for new staff members and volunteers there were two visits to HMP Manchester and two members of the Out There team now have full security clearance to go into the prison. All staff working directly with families have monthly external professional support from a counselling supervisor to counter the emotional impact of the work we are undertaking.

Looking to the future

Our aim in the next year is to:

- ◆ Consolidate our existing service, maintaining funding of core work and staff salaries
- ◆ Explore new areas of work including release and resettlement support for families and develop the role of volunteers by recruiting and training new volunteers
- ◆ Continue to develop data collection and outcomes monitoring to strengthen evidence of the impact of Out There's work
- ◆ Get more feedback from users and encourage more service users to become involved in decision making, as volunteers, trustees and family befrienders

Trustees' report Year to 31 March 2016

Financial review

Results for the period

A summary of the charity's income and expenditure can be found on page 16 of the attached financial statements.

The total income for the year amounted to £163,375 (2015 - £106,277). Of this, £147,000 (2015 - £94,634) was received from grants and a further £16,301 (2015 - £11,474) from donations.

During the year total expenditure amounted to £110,862 (2015 - £99,518) including £84,056 (2015 - £79,443) in relation to staff costs.

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 income due, for example, to falls in voluntary income or delays in getting grant funding approved.

Total funds at 31 March 2016 amounted to £110,238 (2015 - £57,725).

Restricted funds comprise monies given for specific purposes and amounted to £18,319 (2015 - £17,152) at 31 March 2016.

The designated fund comprises monies set aside by the trustees to ensure that adequate resources would be available in the event of a delay in securing future funding and also to develop the service to meet the demands of our clients. This fund amounts to £40,000 (2015 - £nil).

General funds, or free reserves, at 31 March 2016 totalled £51,919 (2015 - £40,573) and meet the requirements of the reserves policy.

Trustees' report Year to 31 March 2016

Governance, structure and management

Out There Supporting Families of Prisoners Limited is a company limited by guarantee (Company Registration Number 6239170 (England and Wales)) and a registered charity (Charity Registration Number 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	Resigned September 2015
Sister Moira Bain DC (Chair)	
Mr Michael Braid	
Mr David Darlington	Appointed October 2015
Sister Bridie Dowd DC	Appointed January 2015
Sister Kathleen Kennedy DC	Resigned May 2016
Colette Murray	Resigned May 2016
Father Barry O'Sullivan	
Sister Barbara Quilty DC	
Mrs Irene Ward	

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 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 Moira also has experience in Parish ministry and trained in pastoral leadership.

Governance, structure and management (continued)

Mr 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.

Mr David Darlington

David Darlington is a local solicitor with experience of criminal and commercial law and of managing and funding of not for profit community groups.

Sister Bridie Dowd DC

Sister Bridie entered the Daughters of Charity in 1964 and first trained in residential care of children and then became involved in various forms of residential work from child care to hostel work. Following this, Sister Bridie did social work training which led her to work with families and children in various settings. This led her to be the director of The Passage Centre for homeless people in London. Following a short break, Sister Bridie was appointed as director of the Marillac Nursing Home for people with acquired brain injury. Sister Bridie currently volunteers with The Medialle Trust which works with people who have been trafficked. In the year 2000 Sister Bridie was awarded an OBE for her work in The Passage Centre.

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.

Key management personnel

The trustees consider that they together with the Director comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The pay of the Director is reviewed annually by the trustees.

Trustees' report Year to 31 March 2016

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 trustees' 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 purposes of company law) 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 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;
- ◆ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ 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 charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- ◆ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ◆ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

Trustees' report Year to 31 March 2016

Statement of trustees' responsibilities (continued)

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.

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.

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.

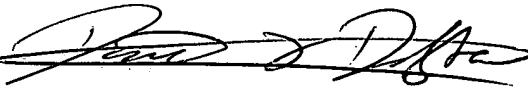
Trustees' report Year to 31 March 2016

Risk Management (continued)

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.

Approved by the trustees and signed on their behalf by:

Trustee



(DAVID DARLINGTON)

Approved by the trustees on:

28/07/16

Independent examiner's report Year to 31 March 2016

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 2016.

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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- have not been met; or

Independent examiner's report Year to 31 March 2016

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

22 August 2016

Date:

**Statement of financial activities Year to 31 March 2016
(income and expenditure account)**

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
Income:					
Donations		16,301	—	16,301	11,474
Grants	1	79,000	68,000	147,000	94,634
Interest receivable		74	—	74	169
Total income		95,375	68,000	163,375	106,277
Expenditure:					
Expenditure on charitable activities supporting families of prisoners					
Staff costs – wages and salaries	2	26,556	57,500	84,056	79,443
Staff training		849	—	849	—
Premises costs		6,069	300	6,369	6,751
Travel expenses		—	3,598	3,598	2,977
Volunteers' expenses		595	—	595	1,116
Trustees' expenses		119	—	119	171
Printing, postage and stationery		1,547	—	1,547	1,231
Telephone and IT costs		5,519	2,800	8,319	3,440
Insurance		630	—	630	825
Depreciation		334	—	334	417
Welfare donations		395	2,454	2,849	1,900
Independent examiner's remuneration		900	—	900	900
Other expenses		516	181	697	347
Total expenditure		44,029	66,833	110,862	99,518
Net movement in funds i.e. net income	3	51,346	1,167	52,513	6,759
Reconciliation of funds:					
Fund balances brought forward at 1 April 2015		40,573	17,152	57,725	50,966
Fund balances carried forward at 31 March 2016		91,919	18,319	110,238	57,725

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

Balance sheet 31 March 2016

	Notes	2016 £	2015 £
Fixed assets	6	1,334	1,668
Current assets			
Debtors	7	1,312	1,587
Cash at bank and in hand		109,392	59,551
		110,704	61,138
Creditors: Amounts falling due within one year	8	(1,800)	(5,081)
Total net assets		108,904	56,057
Total assets		110,238	57,725
The funds of the charity			
<i>Income funds:</i>			
Restricted funds	9	18,319	17,152
Unrestricted funds			
Designated funds	10	40,000	—
General funds		51,919	40,573
		110,238	57,725

For the year ended 31 March 2016, 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 financial statements 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 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 financial statements, so far as applicable to the company.

Approved by the trustees and signed on their behalf by:

Trustee 
 Approved on: 28/07/16 (DAVID DARLINGTON)

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

Statement of cash flows Year to 31 March 2016

	Notes	2016 £	2015 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	A	49,767	(879)
Cash flows from investing activities:			
Interest received		74	169
Net cash provided by investing activities		74	169
Change in cash and cash equivalents in the year		49,841	(710)
Cash and cash equivalents at 1 April 2015	B	59,551	60,261
Cash and cash equivalents at 31 March 2016	B	109,392	59,551

Notes to the statement of cash flows for the year to 31 March 2016.

A Reconciliation of net movement in funds to net cash provided by (used in) operating activities

	2016 £	2015 £
Net movement in funds (as per the statement of financial activities)	52,513	6,759
Adjustments for:		
Depreciation charge	334	417
Interest receivable	(74)	(169)
Decrease (increase) in debtors	275	(167)
Decrease in creditors	(3,281)	(7,719)
Net cash provided by (used in) operating activities	49,767	(879)

B Analysis of cash and cash equivalents

	2016 £	2015 £
Total cash and cash equivalents: cash at bank and in hand	109,392	59,551

Principal accounting policies 31 March 2016

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 March 2016.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. This is the first set of the charity's financial statements prepared in accordance with the Charities SORP FRS 102.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the financial statements, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Principal accounting policies 31 March 2016

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations, grants and interest receivable.

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities.

All expenditure is stated inclusive of irrecoverable VAT.

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 structure

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

Designated funds are monies set aside out of general funds and designated for specific purposes by the Trustees.

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.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

1. Grants

	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
Tudor Trust	—	25,000	25,000	25,000
Kelly Family	—	5,000	5,000	—
St Christopher Home Trust	—	—	—	1,000
Lloyds TSB Foundation	—	12,000	12,000	15,000
Rope Trust	—	—	—	9,134
Daughters of Charity of St Vincent de Paul Charitable Trust	79,000	—	79,000	42,500
Anonymous	—	22,000	22,000	—
The Andrew Mitchell Christian Charitable Trust	—	2,000	2,000	—
HMP Manchester	—	2,000	2,000	2,000
2016 Total funds	79,000	68,000	147,000	94,634
2015 Total funds	—	94,634	94,634	

2. Staff costs and remuneration of key management personnel

	2016 £	2015 £
Staff costs during the year were as follows:		
Wages and salaries	77,365	72,995
Social security costs	6,691	6,448
	84,056	79,443

The average number of employees during the year was 5 (2015 - 4). The full time equivalent number of employees was 4 (2015 - 4).

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees and the Director. The total remuneration (including taxable but excluding employer's pension contributions) of the key management personnel for the year was £30,000 (2015 - £33,400)

3. Net movement in funds i.e. net income

This is stated after charging

	2016 Total funds £	2015 Total funds £
Staff costs (note 2)	84,056	79,443
Depreciation	334	417
Independent examiner's remuneration	900	900

4. Trustees' remuneration

None of the trustees received any remuneration in respect of their services during the year (2015 - £nil). £119 was reimbursed to trustees in respect of expenses during the year (2015 - £171).

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 2015 and at 31 March 2016	<u>6,339</u>
Depreciation	
At 1 April 2015	4,671
Charge for the year	<u>334</u>
At 31 March 2016	<u>5,005</u>
Net book values	
At 31 March 2016	<u>1,334</u>
At 31 March 2015	<u>1,668</u>

7. Debtors

	2016 £	2015 £
Prepayments and accrued income	<u>1,312</u>	<u>1,587</u>

8. Creditors

	2016 £	2015 £
Wages, social security and other taxes	—	4,181
Sundry creditors and accruals	<u>1,800</u>	<u>900</u>
	<u>1,800</u>	<u>5,081</u>

9. Restricted funds

	At 1 April 2015 £	Income £	Expenditure £	At 31 March 2016 £
Staff costs fund	12,917	59,000	(55,500)	16,417
Database fund	2,800	—	(2,800)	—
Support group fund	981	—	(481)	500
Family days fund	454	—	(454)	—
Travel fund	—	5,000	(3,598)	1,402
Wellbeing days	—	2,000	(2,000)	—
Service level agreement	—	2,000	(2,000)	—
	17,152	68,000	(66,833)	18,319

Staff cost fund

The staff costs fund comprised monies given toward various salaries.

Database fund

The database fund comprised 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 eight sessions of the support group for families of sex offenders.

Family days fund

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

Travel fund

The travel fund represents funding received to support the travel costs of support workers who visit families in their own homes.

Wellbeing days fund

The wellbeing days fund represented funding received to cover the costs of three Wellbeing days.

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. Designated fund

	At 1 April 2015 £	New Designation £	Utilised/ released £	At 31 March 2016 £
Funding contingency	—	40,000	—	40,000

This fund comprises of monies set aside by the trustees to ensure that adequate resources would be available in the event of a delay in securing future funding and also to develop the service to meet the demands of our clients.

11. Analysis of net assets between funds

	General fund £	Designated fund £	Restricted funds £	Total funds £
Fund balances at 31 March 2016 are represented by:				
Tangible fixed assets	1,334	—	—	1,334
Current assets	52,385	40,000	18,319	110,704
Current liabilities	(1,800)	—	—	(1,800)
Total net assets	51,919	40,000	18,319	110,238

12. 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.