

Company No. 2019000
Charity No. 294516

ASHA Projects
Report and Financial Statements
31 March 2002

Sayer Vincent



SAYER VINCENT
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ASHA Projects

Legal and Administrative Details

For the Year Ended 31 March 2002

Status	The organisation is a charitable company limited by guarantee, incorporated on 12 May 1986 and registered as a charity on 4 September 1986 and governed by its memorandum and articles of association.		
Restrictions	The charitable company is prohibited by its memorandum of association from undertaking any permanent trading activities to raise funds for the objects of the charity.		
Company Number	2019000		
Charity Number	294516		
Registered Office	13 Shrubbery Road London SW16 2AS		
Honorary Officers	P Vadgama N Joseet I Patel	Chair Treasurer (acting) Secretary	
Principal Officer	I Patel	Co-ordinator	
Bankers	The Co-operative Bank plc 91 George Street Croydon CR9 3QT		
Auditors	Sayer Vincent Chartered Accountants Registered Auditors 8 Angel Gate City Road London EC1V 2SJ		

ASHA Projects

Report of the Management Committee

For the Year Ended 31 March 2002

The management committee presents its report and the audited financial statements for the year ended 31 March 2002.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Objects of the charity

ASHA means 'hope'. Our mission is to empower Asian women to live independently and achieve the goals that they have set for themselves. The aim is to support South Asian women and their children:

- 1 Live independently.
- 2 Help rebuild their lives through self help and choice when threatened with or subjected to domestic violence.
- 3 Improve their future with further education, employment prospects and personal development.

Review of activities

ASHA operates from three sites (a Resource Centre, a refuge for women with children and a refuge for Young Asian women) and provides:

- a) A culturally sensitive service.
- b) Safe and secure refuge accommodation where Asian women, their children and young girls can recover from their threatened environment and rebuild their lives.
- c) Information, support and advice service.
- d) Emotional support and counselling.
- e) Non vocational training in English as a Second Language, Basic numeracy, Information Communications Skills and Personal development.
- f) Volunteering Opportunities.

In preparation for Supporting People which starts in April 2003 we reviewed the budgets and have set rents to separate the "housing" and the "support" elements. The organisation is undergoing an in depth performance review of the existing structures, policies, procedures, standards and guidelines.

In partnership with Family Housing Association we are developing a new six bed refuge project. As a result we have expanded the number of bed spaces from 13 to 19.

Support for employees has been developed further with the introduction of facilitated peer supervision, a space provided to explore anxieties and issues on a personal, professional and team level.

ASHA is now stakeholder pension compliant and makes a contribution to employee pensions.

Future development

As the time when Supporting People draws nearer there are still many uncertainties such as RSL and agency relationships, cross authority referrals and the pressure to merge. We will develop standards to meet the accreditation process, minimise risks and ensure that Asian women receive services geared towards meeting their needs.

ASHA Projects

Report of the Management Committee

For the Year Ended 31 March 2002

We work in partnership with other agencies to ensure that the identified needs of women coming to ASHA (and gaps in our services) are fully met, hence, ensuring that we provide a holistic service. *We will continue to develop this further.*

We will continue to develop staff and volunteer skills and expertise for the benefit of service users, the organisation and our commitment to our staff and volunteers.

Related parties and connected organisations

Related party transactions are disclosed in note 16 to the accounts.

Reserves policy

ASHA now has reserves policy in line with the Charity Commission's guidelines. Over the years the organisation has successfully built up its financial reserves which are crucial in meeting the requirements set out in the Agreements with Family Housing Association, Lambeth Council and Metropolitan Housing Trust and meeting unforeseen contingencies.

ASHA relies on funding. By maintaining reserves, we can commit ourselves to long term development and protect our work against financial fluctuations. The management committee has reviewed ASHA's needs for reserves in line with the guidance issued by the Charity Commission and have set aside or designated funds as necessary.

The balance of unrestricted reserves at 31 March 2002 was £148,944. ASHA believes that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries.

The level of reserves is monitored and reviewed by the management committee four times a year.

Risk statement

The management committee is aware of its responsibility to identify and review the major risks to which the charity is exposed and to implement systems to mitigate those risks. The management committee will conduct a risk review in the near future.

Responsibilities of management committee

Company law requires the management committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the year then ended.

In preparing those financial statements which give a true and fair view, the management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable 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 assume that the company will continue on that basis

ASHA Projects

Report of the Management Committee

For the Year Ended 31 March 2002

The management committee is responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985.

The management committee is 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.

Members of the management committee

Members of the management committee, who are also trustees under charity law, who served during the year and up to the date of this report were as follows:

S Anitha	B Thakrar (resigned 20 October 2001)
L Joseet (resigned 20 October 2001)	P Vadgama
N Panju	G Valera
C Patel (resigned 20 October 2001)	N Joseet (appointed 23 October 2001)
	J Panesar (appointed 23 October 2001)

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2002 was 9 (2001: 10). Members of the management committee have no beneficial interest in the charitable company.

Appointment of management committee members

The minimum number of committee members is 3. There is no maximum. All committee members hold office until the next annual general meeting when they are eligible for re-election. At any other time the committee may appoint any person to be a committee member or to fill a casual vacancy.

Auditors

Sayer Vincent were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

Approved by the management committee on 9 July 2002 and signed on its behalf by



P Vadgama — Chair

Independent auditors' report

To the members of

ASHA Projects

We have audited the financial statements of ASHA Projects for the year ended 31 March 2002 which comprise the statement of financial activities, balance sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of the management committee and auditors

The responsibilities of the management committee (who are also directors of ASHA Projects for the purposes of company law) for preparing the report of the management committee and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the statement of responsibilities of the management committee. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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

We are not required to consider whether the statement in the report of the management committee concerning the major risks to which the charitable company is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charitable company's risk management and control procedures.

We read other information contained in the report of the management committee and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

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

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

Opinion

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 2002 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

7 August 2002

Sayer Vincent

SAYER VINCENT

Chartered accountants & registered auditors
London

ASHA Projects

Statement of Financial Activities (incorporating an Income and expenditure account)

For the Year Ended 31 March 2002

	Note	Restricted £	Unrestricted £	2002 Total £	2001 Total £
Incoming resources					
Donations, legacies and similar incoming resources	2	-	48,990	48,990	47,535
<i>Charitable activities:</i>	3				
New Women's Refuge		36,712	38,985	75,697	76,534
Young Women's Refuge		17,621	46,993	64,614	64,583
Resource Centre		10,000	-	10,000	-
Training Project		13,662	-	13,662	25,518
Investment Income		-	2,856	2,856	5,343
Other Income		-	509	509	5,574
Total incoming resources		<u>77,995</u>	<u>138,333</u>	<u>216,328</u>	<u>225,087</u>
Resource expended					
<i>Cost of generating funds</i>					
Fundraising and Publicity		-	5,030	5,030	-
<i>Charitable activities:</i>					
New Women's Refuge		36,712	32,764	69,476	66,714
Young Women's Refuge		17,621	51,570	69,191	64,034
Rollscourt Refuge		-	4,010	4,010	-
Resource Centre		9,742	-	9,742	11,528
Training Project		17,590	-	17,590	29,076
Support costs		-	39,936	39,936	48,599
Management and administration		-	9,290	9,290	12,131
Total resources expended	4	<u>81,665</u>	<u>142,600</u>	<u>224,265</u>	<u>232,082</u>
Net outgoing resources before transfers	5	(3,670)	(4,267)	(7,937)	(6,995)
Transfers between funds		<u>449</u>	<u>(449)</u>	<u>-</u>	<u>-</u>
Net movement in funds		(3,221)	(4,716)	(7,937)	(6,995)
Funds at 1 April 2001		<u>3,479</u>	<u>153,660</u>	<u>157,139</u>	<u>164,134</u>
Funds at 31 March 2002		<u><u>258</u></u>	<u><u>148,944</u></u>	<u><u>149,202</u></u>	<u><u>157,139</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in notes 12 and 13 to the financial statements.

ASHA Projects (Limited by Guarantee)

Balance Sheet

As at 31 March 2002

	Note	£	2002 £	2001 £
Tangible Fixed Assets	9		9,221	<u>10,275</u>
Current Assets				
Debtors	10	13,557		38,820
Cash at Bank and in Hand		<u>225,604</u>		<u>195,269</u>
		239,161		234,089
Creditors: Amounts Falling Due within One Year	11	<u>99,180</u>		<u>87,225</u>
Net Current Assets			<u>139,981</u>	<u>146,864</u>
Net Assets			<u>149,202</u>	<u>157,139</u>
Funds				
Restricted Funds	12		258	3,479
Unrestricted Funds:	13			
Designated Funds			138,825	138,825
General Fund			<u>10,119</u>	<u>14,835</u>
Total Funds	14		<u>149,202</u>	<u>157,139</u>

Approved by the management committee on 9 July 2002 and signed on its behalf by



P Vadgama — Chair

ASHA Projects

Notes to the Financial Statements

For the Year Ended 31 March 2002

1. Accounting Policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in October 2000) and the Companies Act 1985.
- b) Grants for the purchase of fixed assets are credited to incoming resources when receivable. The purchase costs of the assets are credited to a fixed asset fund and depreciation is charged against the fund.
- c) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- e) Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.
- f) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- g) Core staff costs are allocated to activities on the basis of staff time spent on those activities as follows:

New Women's Refuge	36%	Training Project	2%
Young Women's Refuge	36%	Support costs	14%
Rollscourt Refuge	1%	Management and administration	4%
Resource Centre	7%		

- h) Support costs comprise the salary costs of the finance and administration function of the charity.
- i) The costs of generating funds relate to the costs incurred by the charitable company in raising funds for the charitable work.
- j) Management and administration costs include the management of the charitable company's assets, organisational management and compliance with constitutional and statutory requirements.
- k) Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is set at four years. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Only assets costing over £500 are capitalised. Assets are reviewed for impairment if circumstances indicate their carrying value may be above their economic value.
- l) The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charitable company to the fund. The charitable company has no liability under the scheme other than for the payment of those contributions.

ASHA Projects

Notes to the Financial Statements

For the Year Ended 31 March 2002

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ASHA Projects

Notes to the Financial Statements

For the Year Ended 31 March 2002

1. Accounting policies (continued)

m) Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities on a straight line basis over the minimum lease term.

n) Specific provision is made for all rental debtors where the management committee consider there is a significant risk of non-recovery.

2. Donations, legacies and similar incoming resources

	Restricted £	Unrestricted £	2002 Total £	2001 Total £
London Borough of Lambeth	-	48,940	48,940	47,510
Miscellaneous	-	50	50	25
Total	-	48,990	48,990	47,535

ASHA Projects

Notes to the Financial Statements

For the Year Ended 31 March 2002

3. Activities in furtherance of the charity's objects

	New Women's Refuge £	Young Women's Refuge £	Resource Centre £	Training Project £	2002 Total £	2001 Total £
Grants & donations						
Community Fund	-	-	-	13,662	13,662	25,518
Supported Housing Management Grants	36,712	17,621	-	-	54,333	52,607
The Ruben & Elisabeth Rausing Trust	-	-	10,000	-	10,000	-
Total grants & donations	36,712	17,621	10,000	13,662	77,995	78,125
Rental income						
Gross rents & service charges	41,919	48,594	-	-	90,513	90,246
Voids	(2,934)	(1,601)	-	-	(4,535)	(1,736)
Total rental income	38,985	46,993	-	-	85,978	88,510
2002 Total	75,697	64,614	10,000	13,662	163,973	166,635
2001 Total	76,534	64,583	-	25,518	166,635	

ASHA Projects

Notes to the Financial Statements

For the Year Ended 31 March 2002

4. Total resources expended	Fundraising and Publicity £	New Women's Refuge £	Young Women's Refuge £	Rolls Court Refuge	Resource Centre £	Training Project £	Support £	Management and Administration £	2002 Total £	2001 Total £
Staff Costs (Note 6)	5,030	50,246	50,246	1,404	8,962	2,886	17,629	-	136,403	124,170
Repairs and renewals	-	1,295	1,042	1,658	-	-	456	-	4,451	5,853
Training	-	1,766	2,077	-	-	-	1,869	-	5,712	26,046
Housing association charges	-	6,235	6,458	-	-	-	-	-	12,693	12,230
Bad & doubtful debts	-	1,813	971	-	-	-	-	-	2,784	4,579
Rent, rates and services	-	875	1,281	-	-	4,080	2,801	-	9,037	6,061
Light and heat	-	2,016	2,391	-	-	-	974	-	5,381	6,414
Audit and accountancy	-	-	-	-	-	-	-	4,818	4,818	7,455
Telephone and postage	-	788	676	-	-	-	1,963	-	3,427	3,154
Insurance	-	49	341	-	-	-	3,020	-	3,410	4,121
Agm and annual report	-	-	-	-	-	-	-	2,644	2,644	2,376
Depreciation	-	2,598	1,620	668	780	-	-	-	5,666	6,202
Stationery, advertising and printing	-	-	-	-	-	-	2,056	-	2,056	4,414
Maintenance	-	347	246	-	-	-	920	-	1,513	1,926
Management committee	-	-	-	-	-	-	-	1,828	1,828	2,300
Travel	-	69	338	-	-	-	165	-	572	701
Cleaning	-	50	178	280	-	-	153	-	661	1,086
Payphone and television	-	382	484	-	-	-	109	-	975	1,551
Volunteers	-	-	-	-	-	-	1,688	-	1,688	1,410
Legal and professional	-	-	-	-	-	1,258	3,900	-	5,158	6,544
Sundries	-	56	109	-	-	-	1,180	-	1,345	1,011
Gardening	-	390	390	-	-	-	-	-	780	720
Recreation and welfare	-	501	343	-	-	15	-	-	859	694
Subscriptions and publications	-	-	-	-	-	-	860	-	860	857
Bank charges	-	-	-	-	-	-	193	-	193	207
Tutor fees	-	-	-	-	-	9,351	-	-	9,351	-
Total resources expended	5,030	69,476	69,191	4,010	9,742	17,590	39,936	9,290	224,265	232,082

ASHA Projects

Notes to the Financial Statements

For the Year Ended 31 March 2002

5. Net outgoing resources for the year

Are stated after charging:

	2002 £	2001 £
Depreciation	5,666	6,203
Auditors' Remuneration:		
▪ Audit	2,590	3,525
▪ Other Services	2,228	2,350
▪ Under-accruals in Previous Year	-	1,580
Operating Lease Rental	<u>5,000</u>	<u>5,000</u>

6. Staff Costs and Numbers

Staff costs were as follows:

	2002 £	2001 £
Salaries and Wages	121,000	113,497
Social Security Costs	10,660	10,150
Pension Costs	4,743	523
	<u>136,403</u>	<u>124,170</u>
Total Emoluments Paid to Staff	<u>125,743</u>	<u>114,020</u>

No employee earned more than £50,000 during the year. The average weekly numbers of employees (full-time equivalent) during the year were as follows:

	2002 No.	2001 No.
New Women's Refuge	1.25	1.25
Young Women's Refuge	1.25	1.25
Resource Centre	0.50	0.50
Volunteers Project	0.25	0.25
Training Project	0.25	0.25
Support	1.00	1.00
Fundraising and Publicity	0.50	0.25
Management and Administration	0.25	0.25
	<u>5.25</u>	<u>5.00</u>

7. Management committee remuneration and expenses

The Management Committee received no remuneration. Expenses of £1,713 (2001: £638) were reimbursed to 3 (2001: 6) management committee members in respect of training and reimbursed travel costs. No indemnity insurance is held in respect of the management committee.

8. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

ASHA Projects

Notes to the Financial Statements

For the Year Ended 31 March 2002

9. Tangible Fixed Assets

	New Women's Refuge £	Young Women's Refuge £	Rolls Court Refuge £	Training Project £	Resource Centre £	Total £
COST						
At 1 April 2001	21,366	19,021	-	5,365	8,386	54,138
Additions in the Year	1,152	790	2,670	-	-	4,612
Disposals in year	(5,748)	(2,561)	-	-	-	(8,309)
At 31 March 2002	16,770	17,250	2,670	5,365	8,386	50,441
FURNITURE ALLOWANCES						
At 1 April 2001	5,748	2,561	-	-	-	8,309
Disposals	(5,748)	(2,561)	-	-	-	(8,309)
At 31 March 2002	-	-	-	-	-	-
DEPRECIATION						
At 1 April 2001	11,130	12,366	-	5,365	6,693	35,554
Charge for the Year	2,598	1,620	668	-	780	5,666
At 31 March 2002	13,728	13,986	668	5,365	7,473	41,220
NET BOOK VALUE						
At 31 March 2002	3,042	3,264	2,002	-	913	9,221
At 31 March 2001	4,488	4,094	-	-	1,693	10,275

In prior years certain grants for the purchase of fixed assets were deducted from the cost of those fixed assets, in accordance with standard practice for Registered Social Landlords. The Statement of Recommended Practice, Accounting and Reporting by Charities requires capital grants to be recognised in the period in which they are receivable. Accordingly the furniture allowances have been written off against the cost of assets, as they relate to assets which have been written off.

ASHA Projects

Notes to the Financial Statements

For the Year Ended 31 March 2002

10. Debtors

	2002 £	2001 £
Rent and service charges	16,276	20,988
Less provision for doubtful debts	(3,662)	(11,416)
	<u>12,614</u>	<u>9,572</u>
Grants receivable	-	25,528
Sundry debtors	50	-
Prepayments	-	1,167
Accrued income	893	2,553
	<u>13,557</u>	<u>38,820</u>

11. Creditors: Amounts Falling Due within One Year

	2002 £	2001 £
Taxation & social security	2,847	-
Housing benefit overpayments	86,401	75,714
Sundry creditors	2,595	1,582
Accruals	7,337	9,929
	<u>99,180</u>	<u>87,225</u>

12. Movements on restricted funds

	At 1 April 2001 £	Incoming Resources £	Resources Expended £	Transfers £	At 31 March 2002 £
Training Project	3,479	13,662	(17,590)	449	-
Resource Centre	-	10,000	(9,742)	-	258
New Womens Refuge	-	36,712	(36,712)	-	-
Young Womens' Refuge	-	17,621	(17,621)	-	-
	<u>3,479</u>	<u>77,995</u>	<u>(81,665)</u>	<u>449</u>	<u>258</u>

Purposes of Restricted Funds

Training Project Fund

Provide non-vocational training for Asian women in English as a second language, numeracy, IT skills and personal development.

Resource Centre Fund

Provides advice and information in various asian languages for women in Lambeth.

Refuge funds

These fund are for the development and running of the respective refuges

ASHA Projects

Notes to the Financial Statements

For the Year Ended 31 March 2002

13. Movements on unrestricted funds

	At 1 April 2001 £	Incoming Resources £	Resources Expended £	Transfers £	At 31 March 2002 £
<i>Designated Funds</i>					
Renewals and Replacements	48,132	-	-	-	48,132
Internal Decorations	13,232	-	-	-	13,232
Employers Contractual Obligations	46,211	-	-	-	46,211
Premises	10,000	-	-	(7,000)	3,000
Residents Recreation	2,250	-	-	-	2,250
Infrastructure and Capacity Building	5,000	-	-	-	5,000
Hardship	4,000	-	-	7,000	11,000
New Projects	10,000	-	-	-	10,000
Total Designated Funds	138,825	-	-	-	138,825
General Fund	14,835	138,333	(142,600)	(449)	10,119
Total Unrestricted	153,660	138,333	(142,600)	(449)	148,944

Purposes of Designated Funds

Renewals and Replacements Fund (Previously Furniture and Equipment Fund)

Replace project furniture and equipment. Carry out emergency and cyclical repairs to meet the requirements set out in the Management Agreements with the Housing Associations and the lease with Lambeth Council.

Internal Decorations Fund

To carry out the five year cyclical internal decoration requirements set out in the Management Agreements with the Housing Associations and the lease with Lambeth Council.

Employers Contractual Obligations Fund

Provide for the costs associated with meeting contractual obligations such as employing temporary staff in periods of maternity and sickness leave.

Premises Fund

To meet the costs associated with locating and purchasing premises for the Resource Centre and meet any additional costs arising from the expiry of the existing lease.

Residents Recreation Fund

Provide trips and outings for women and children at the refuge.

Infrastructure and Capacity Building Fund

Cover the associated costs of training and consultancy associated with capacity and infrastructure building of the organisation.

Hardship Fund

Supports women and children who are facing extreme hardship.

New Projects Fund

Support new projects planned and new initiatives within the organisation.

ASHA Projects

Notes to the Financial Statements

For the Year Ended 31 March 2002

14. Analysis of net assets between funds

	Restricted Funds £	Designated Funds £	General Fund £	Total Funds £
Tangible fixed assets	-	-	9,221	9,221
Net current assets	258	138,825	898	139,981
Net Assets at 31 March 2002	258	138,825	10,119	149,202

15. Operating lease commitments

The charitable company had annual commitments under operating leases expiring as follows:

	Property 2002 £	2001 £
1 - 2 Years	5,000	-
2 - 5 Years	-	5,000
	5,000	5,000

16. Related party transactions

The husband of the finance worker S Bhandal printed the annual report and invitations to the AGM for a total cost of £1,173. The work was competitively tendered and the lowest quote was accepted. There was no outstanding liability at the year end.

L Joseet, a member of the management committee until 20 October 2001 and the mother of N Joseet who was appointed a committee member on 23 October 2001 was paid £2,940 during 2001/02 for consultancy services in helping ASHA develop a new strategic framework incorporating the implications of the *supporting people* legislation. This consultancy work is ongoing. N Joseet was employed under a temporary contract of employment to mount an exhibition of the charity's work and remunerated a total of £4,616 in the period prior to becoming a management committee member.