Directors' Report and Financial Statements

For the Year Ended

31st March 2008

Company No. 2026504

Charity No. 900253

Brooking, Ruse & Co., Chartered Accountants & Registered Auditors, 3 Beaconsfield Road, Weston-super-Mare, Somerset, BS23 1YE.

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Financial Statements for the Year Ended 31st March 2008

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Annual Report of the Directors and Trustees

The directors and trustees present their report together with the audited financial statements of the company for the year ended 31st March 2008

Principal Activity

The principal activity of the Company in the year under review was that of the rehabilitation of mental health patients under charitable status

Statutory Information

'Friend' is bound by its Governing document - Memorandum and Articles of Association of 'Friend' (Weston-super-Mare) Limited 1986

The Company is Limited by guarantee, number 2026504 and is a registered Charity, number 900253

Charity Trustees/Directors

A B Williams Chair

A Bunn (Resigned 26th September 2007)

N Macey Director
M Bailey Vice - Chair

A Burdge Honorary Treasurer

Company Secretary L Hoskins

Observers

S Henson

D Adamowicz

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations

The trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law) The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources 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,
- Make judgments and estimates that are reasonable and prudent,
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper 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 1985. They 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.

Annual Report of the Directors and Trustees continued

Charity Trustees/Directors of 'Friend' are elected annually at the Annual General Meeting Certificated Members who have demonstrated their commitment to the principles and philosophy of 'Friend' can be accepted on the Council of Management (Management Group) They are first asked to come to Council meetings as an Observer, and have no voting rights at this stage but can otherwise be involved with discussions Once the Council is satisfied that the Observer will make a valuable contribution they are nominated and voted on as a full Member of the Council (Management Group)

The Governing Document, the Memorandum and Articles of Association, does not limit the powers of the Trustees to make investments

'Friend' is managed by a voluntary Management Committee (the decision-making group) who meet monthly The Senior Development Worker manages the project on behalf of the Management Committee on a day-to-day basis

L Hoskins

Finance

J Perrin

Administration

J Elmont

Development Workers

Centre

C Wilson

Accommodation

J Fear

Advocacy

D Robertson/C Murphy

Inpatient Advocacy

S. Gourlay

Outreach

J Mead/R. Wilkinson

Auditors

Brooking, Ruse and Company Chartered Accountants and Registered Auditors 3 Beaconsfield Road Weston-super-Mare Somerset, BS23 1YE

Solicitors

Wards Solicitors 37 Boulevard Weston-super-Mare Somerset, BS23 1PE.

Bankers

HSBC Harford Square Chew Magna Somerset, BS40 8RA

Annual Report of the Directors and Trustees continued

OBJECTIVES OF CHARITY

- To meet the needs of people with mental health problems in the North Somerset area
- To create the opportunity for people to recover at their own pace
- To provide easy-to-access and rapid response service to people taking steps to prevent mental breakdown
- To provide a range of meaningful services based on the range of needs identified by our members in our annual evaluation of our services
- To support people to discover confidence in themselves
- To actively encourage our members to take part in the running and management of the organisation at every level in the planning, delivery, management and evaluation of our services and activities
- To provide support, training and volunteer's expenses to members who are taking active roles or who want to do so in the future
- To ensure that there are members on our Management Committee
- To encourage applications for jobs within the organisation from people who have personal experience of using mental health services
- To hold regular meetings for members (service users)
- To have clear comments, complaints and praise procedures
- Enable and encourage communication between individuals, statutory and voluntary organisations to enable a positive approach to mental health issues
- To enable individuals to increase their confidence and knowledge so that they may take the first steps back into recovery
- To offer a flexible programme of services and activities at Friend

Friend is grateful for the ongoing support of the North Somerset Primary Care Trust, North Somerset Council and Comic Relief Service Level Agreements are in place to agree the service provision Friend provides Part of the Agreement, in each case, is the reporting of both qualitative and quantitative information. This reporting is done annually for the Primary Care Trust and (in future) for Comic Relief Six-monthly reporting is prepared for North Somerset

The reporting covers the numbers of contacts with the Charity, appropriate demographic information, use of the therapeutic sessions and case study reporting Reporting follows a format set down by the grant making body with Income and Expenditure reports appended.

Annual Report of the Directors and Trustees continued

REVIEW OF TARGETS 2007/2008

This year continued the programme of review and adaptation as Friend continuously monitors those services that best meet the needs and requests of the service users







INPATIENT ADVOCACY SERVICE

Following our successful bid to Comic Relief – to whom we are hugely indebted, this service has been established with regular visits to our local mental health inpatient unit. The service has taken a while to become established, but the profile of the service has been raised actively by the worker in post (from May 2007) and the response by patients and staff has been creditable, with some very helpful outcomes for the inpatients on both general and personal levels

Friend's bid was supported by clear statistics showing a need for this service and we are delighted by the first year's achievements. The funding is for three years, and we are already looking to seek ongoing and permanent support for this work







ADVOCACY - IN THE COMMUNITY/ OUTREACH OUR SERVICE IN THE NORTH OF THE AREA

A mixed year for both services (funded by North Somerset Council) has ended on a positive note with new workers in post demonstrating exciting drive and ideas.

The independent Advocacy service Friend provides in North Somerset is the envy of many regions – our service having started over ten years ago is well established and well used. Networking and developing liaison with the statutory sector are proving beneficial for the service we can offer our clients

Outreach Any "reduction" in services is always made with extended consideration regretfully, the Management of Friend felt this step was necessary for a poorly used service in Portishead Extensive advertising had not resulted in greater use of the services and it was decided that opening the Clevedon venue for an additional day a week would improve use of that centre. This has indeed proved the case — all Friend members are entitled to use either/both Weston or Clevedon venues.

The entire Friend staff team and volunteers worked hard to provide a seamless service throughout a year that saw workers "come and go" – for personal reasons in each case.







BORDERLINE PERSONALITY DISORDER

This diagnosis has no therapeutic medicinal provision and has even been noted on records in the past without the patient being informed. It can be a frightening diagnosis to receive and Friend was encouraged to receive a small grant for the year to raise the profile of the disorder and establish a self-help group.

Annual Report of the Directors and Trustees continued

Due, in no small part, to the hard work of volunteers – one in particular – the group was very successfully established Impressively, with the assistance of other volunteers, a superb, high-profile and very informative and encouraging conference day was held at the Weston super Mare 'Winter Gardens' venue The day involved speakers (with the diagnosis) and workshops and ran very smoothly

Friend has many pressures that preclude opportunities for campaigning – the conference day offered a marvellous public occasion for bringing attention to this diagnosis and offering positive support in the face of isolation.





FUNDING/MORTGAGE REDUCTION

In real terms, static funding from our main providers continues to provide difficulties. We are indebted to them for their belief in Friend and fully appreciate the strains and pressures that they are subject to. Friend continues to monitor the effectiveness of its services—by carrying out our own monitoring in addition to the evaluation reports provided regularly to our funding providers. The injection of additional funding to support the new Borderline Personality Disorder project has been welcomed.

Friend will work towards employing the use of the "Full Cost Recovery Model" system to confirm that we accurately reflect the costs of each project by the year-end 2008/2009 We are confident this will be a 'confirmation' exercise, but expect a more accurate representation of governance costs

Friend continues to seek to reduce the mortgage on 39 Oxford Street – this would have the benefit of reducing pressures on all aspects of finance. The support of capital funding always seems less attractive than for project revenue costs, but we continue to seek this investment in our Charity.

Friend records its thanks to Sheila Henson, our new external Director/Trustee, for her work as a volunteer to apply for alternative sources of funding





EXTENDED COUNSELLING PROVISION

Although the status remains as last year's report indicated – still high on the Agenda, but with little success in obtaining additional funding actually achieved - the outlook is one of determined optimism. Management have continued to press for funding and raise awareness of the need for counselling for those with enduring mental health problems. The benefit of good counselling in early days of distress is high on the government agenda – it should be of no less concern to keep those with enduring problems as well as possible by early intervention and one to one support to avoid crisis. Friend receives many requests to support student counsellors with placements – we need to find the funding to have qualified counsellors in post to provide services and student supervision and support.

Annual Report of the Directors and Trustees







ADDITIONAL FUNDING OUTCOMES

A really successful provision came about from the acquiring of a £5,000 fund from the Lottery Board for opportunities for services users to develop their confidence by arranging talks, trips and events The range of events was extensive with service users constantly involved in choices and arranging the programme - the funding very carefully used to maximum benefit supported through additional funding granted by the Community Transport Fund - (this fund was also used to transport disabled persons to regular activities). Feedback from the service users was most encouraging - from confidence gained to undertake new forms of therapies, travelling larger distances to visit places of interest or new learning workshops. Basic First Aid skills teaching was another event that could be offered at low cost

A very successful outcome was the decision of the members to operate a simple, 'small sum', savings club (under Friend's Management) to enable members to save for "days out" A real sense of empowerment has derived and the success of this whole programme has been reflected in the greater attendances at members meetings











RECOGNITION OF DEDICATION

Members, volunteers, staff and directors were all totally delighted and very proud to learn that our Company Secretary and Senior Development Worker, LYNDA HOSKINS, had been nominated for and awarded an M.B.E.

Lynda has worked tirelessly for twenty five years for the Charity – and has received the award for her many achievements on behalf of service-users - "some of our most marginalised in society". for her belief in the empowerment of service-users to help find their own answers to best possible health, for raising the whole profile of mental health issues and her complete commitment to providing excellent facilities in North Somerset

FINANCE AND POLICIES

- Friend continues to rely on the provision of funding to support our services
 - o From the Primary Care Trust and North Somerset Council
 - o We now enter into our second year of funding for Inpatient Advocacy from Comic Relief and are committed to securing follow up funding for this vital service
- Friend has committed (volunteer led) time to securing further grants to develop additional services and improve our level of reserves
- Friend has no investments the building that houses our Weston base being our only significant asset
- Friend regularly monitors a very comprehensive operational policy range including a robust Financial Risk Policy

Annual Report of the Directors and Trustees continued

FUTURE DEVELOPMENTS

As at this point last year, we continue to await statutory guidelines regarding the implications for Charities under the Companies Act 2006 The intention to overhaul our Memorandum and Articles of Association remains

- o Friend is implementing the Full Cost Recovery Model to improve budgeting and forecasting of service provision (and for new funding bids)
- o Prioritisation of funding for counselling
- o Good preparation for seamless transition when the current Senior Development Worker/Company Secretary reaches retirement
- o Review of the long term strategic plan

These all fall within the long-term strategic plan for the charity.

- o Long-term financial security
- o To continue to be a centre of excellence
- o To offer increased service provision
- o To have increased the staff team
- o To reduce the mortgage in advance of specified term

Small Company

This report was prepared in accordance with exemptions available to small companies under Part VII of the Companies Act 1985

By order of the board

Signed

Registered Office 39 Oxford Street, Weston-super-Mare, Somerset, BS23 1TN.

16.10.08

Date

L. Hoskins - Secretary

To the Trustees of Friend (Weston-super-Mare) Limited

We have audited the financial statements of Friend (Weston-super-Mare) Limited for the year ended 31st March 2008 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes These financial statements have been prepared in accordance with the accounting policies set out therein

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

Respective responsibilities of trustees and auditors

The trustees (who are also the directors of Friend (Weston-super-Mare) Limited for the purposes of company law) responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities

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

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985 We also report to you whether in our opinion the information given in the Trustees' Report is consistent with the financial statements

In addition, we also report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed

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

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31st March 2008 and of its incoming resources and application of resources, including its income and expenditure for the year then ended,
- The financial statements have been properly prepared in accordance with the Companies Act 1985, and
- The information given in the trustees' report is consistent with the financial statements

Brooking, Ruse & Co, Chartered Accountants and Registered Auditors, 3 Beaconsfield Road,

Weston-super-Mare,

Somerset, BS23 1YE.

DIT FMH 6179

Statement of Financial Activities for the Year Ended 31st March 2008

		Unrestricted Funds	Restricted Funds	Total Funds 2008	Total Funds 2007
Incoming Resources from Generated Funds:	Notes	£	£	£	£
Voluntary Income Grants and Donations	2	104,183	155,658	259,841	282,904
Activities for Generating Funds Interest Receivable	4	4,882	-	4,882	6,836
Total Incoming Resources		109,065	155,658	264,723	289,740
Resources Expended					
Costs of Generating Funds					
Charitable Activities	8	106,992	130,454	237,446	230,105
Governance Costs	8	2,350	-	2,350	2,010
Total Resources Expended		109,342	130,454	239,796	232,115
Net Movement in Funds Before T	Transfers (277)	25,204	24,927	57,625
Transfers Gross Transfers Between Funds		51,927	(51,927)	-	-
Reconciliation of Funds Total Funds Brought Forward		40,879	155,723	196,602	138,977
Total Funds Carried Forward		92,529	129,000	221,529	196,602

This statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities

Balance Sheet as at 31st March 2008

2007 £	No	tes	£	£
	Fixed Assets			
325,300	Tangible Assets	9		310,138
	Current Assets			
491	Debtors	10	-	
43,881	Cash at Bank and In Hand		36,998	
44,372			36,998	
ŕ	Creditors			
<u>62,920</u>	Amounts falling due within one year	11	<u>23,736</u>	
(18,548)	Net Current Assets/(Liabilities)			13,262
306,752	Total Assets Less Current Liabilities			323,400
	Creditors			
110,150	Amounts falling due after more than one year	12		<u> 101,871</u>
196,602	Net Assets			221,529
				
	Represented by:			
40,879	General Fund	14		92,529
	Restricted Funds			
26,723	Advocacy, Accommodation and Outreach Fund			-
129,000	Premises Fund	14		129,000
196,602				221,529
				

In preparing these financial statements, advantage is taken of the special exemption conferred by Part VII of the Companies Act 1985 directors' opinion the Company is entitled to these exemptions on the grounds that it qualifies as a small company

Approved by the Board

Rudley & all A.B. Williams - Director

Signed

16 October 2008 Date

Notes to the Financial Statements for the Year Ended 31st March 2008

1 Accounting Policies

Basis of Preparation

The accounts have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities Statement of Recommended Practice (revised 2005) and the Financial Reporting Standard for Smaller Entities (effective January 2007)

Income

Income represents grants and donations receivable on the accruals basis

Tangible Fixed Assets

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life

Freehold Property and Improvements - 5% on reducing balance Fixtures, Fittings & Equipment - 25% on reducing balance

2 Income

The income and surplus before taxation are attributable to the one principal activity of the Charity, which is continuing

	General Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
Grants and Donations				
North Somerset Council Outreach, Advocacy and Accommodation		106,414	106,414	106,413
North Somerset Primary Care Trust Service Level Agreement Borderline Personality Disorder Group	90,154	10,000	90,154 10,000	87,955 -
National Service Framework User Focused Monitoring	10,000		10,000	10,000
Comic Relief Inpatient Advocacy Service		33,226	33,226	-
The Clothworkers' Foundation The Tudor Trust Community Action Transport Fresh Conference Income		5,000 1,018	- - 5,000 1,018	25,000 50,000 960
Donations	4,029	-,00	4,029	2,576
	104,183	155,658	259,841	282,904

Notes to the Financial Statements fFor the Year Ended 31st March 2008 continued

3	Operating Surplus	2008 £	2007 £
	This is stated after charging Depreciation – Owned Assets Auditors Remuneration	19,500 2,350	20,838 2,010
4.	Interest Receivable		
	Bank Deposit Interest	4,882	6,836
5.	Staff Costs and Emoluments		
	The Charity employs three full time (2007 one) and five part time (2007 six) staff at a cost of		
	Gross Salaries Employer's NIC	124,990 	110,477 10,163
		136,850	120,640

No employees have taken up the option to enter the pension scheme made available No employees receive salaries in excess of £60,000 per annum

6 Trustees Remuneration and Related Party Transactions

No members of the management committee received any remuneration during the year (2007 nil)

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2007 nil)

7. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity

Friend (Weston-super-Mare) Limited

Notes to the Financial Statements for the Year Ended 31st March 2008 continued

Total Resources Expended	Basis of Allocation	Voluntary Income	Core Services	Accomm - odation Advocacy & Outreach	Premises	Premises Governance	Total 2008	Total 2007
		ધ	બ	પા	ધ્ય	भ	£	પ
Costs Directly Allocated to Activities	ities							
Staff Costs	Staff Time		40,503	84,826			125,329	96,508
Staff Training	Direct		719	<i>L</i> 99			1,386	936
Recruitment	Direct			2,001			2,001	814
Provision of Services	Direct		21,399	7,549			28,948	24,934
Volunteer Training	Direct		275	63			338	2,602
Travel	Direct		3,412	2,155			5,567	2,962
Volunteer Expenses	Direct		3,769	973			4,742	10,412
Audit Fees	Direct					2,350	2,350	2,010
Support Costs Allocated to Activities	ities							
Premises	Floor Area		5,440	9,255			14,695	14,480
Staff Costs	Staff Time		3,425	8,096			11,521	26,110
Freelance Assistance							ı	7,689
Office Costs	Staff Time		4,092	6,351			10,443	8,822
Communications	Staff Time		425	2,727			3,152	4,370
Legal and Professional	Usage		<i>L</i> 96	42			1,009	2,406
Depreciation	Usage		17,986	1,514			19,500	20,838
Bank Charges and Interest	Usage		345	ı			345	1,854
Loan Interest	Usage		4,235	4,235			8,470	4,368
Total Resources Expended		'	106,992	130,454	'	2,350	239,796	232,115
						!		

Costs of management and administration include a premium in respect of professional indemnity insurance in the sum of £491 (2007 - £560)

Notes to the Financial Statements for the Year Ended 31st March 2008 continued

9	Tangible Fixed Assets		Improve- ments to	Fixtures, Fittings &	
	_	Freehold	Property	Equipment	Totals
	Cost	£	£	£ 40,465	£ 391,236
	As at 1 st April 2007 Additions	92,138	258,633 2,484	1,85 <u>4</u>	4,338
		02 120		 -	
	As at 31st March 2008	92,138	261,117	42,319	395,574
	Depreciation				
	As at 1 st April 2007	24,409	14,301	27,226	65,936
	Charge for Year	3,386	<u>12,341</u>	<u>3,773</u>	<u>19,500</u>
	As at 31st March 2008	27,795	26,642	30,999	85,436
	Net Book Value at 31st March 2008	64,343	234,475	11,320	310,138
	Net Book Value at 31st March 2007	67,729	244,332	13,239	325,300
10.	Debtors			2008 £	2007 £
	Prepayments			•	491
11.	Creditors: Amounts falling due with	ın one year			
	Bank Loan (Secured)			7,000	5,000
	Social Security and other taxes			-	3,328
	Creditors			1,434	3,288
	Accruals			15,302	46,304
	Deferred Income				5,000
				23,736	62,920
12	Creditors: Amounts falling due after	more than on	ne year		
	Bank Loan (Secured)			101,871	110,150
	Dune Dom (Oddarda)				
	Amounts repayable by instalments after	er five years		71,871	85,150

The bank loan is secured on the charity's freehold property and is repayable over twenty years, commencing in 2007. It is subject to interest at 1.9% over bank base rate.

Notes to the Financial Statements for the Year Ended 31st March 2008 continued

13	Net Assets by Fund	General Fund £	Restricted Funds £	Premises £	Total £
	Fixed Assets	181,138	-	129,000	310,138
	Current Assets	36,998	_	-	36,998
	Current Liabilities	(23,736)	-	-	(23,736)
	Long Term Creditors	(<u>101,871</u>)	_	-	(_101,871)
		92,529	-	129,000	221,529
				- · · · · · · · · · · · · · · · · · · ·	
14	Reserves		General Fund £	Restricted Funds £	Premises Fund £
	Brought forward		40,879	26,723	129,000
	Income & Expenditure Account		51,650	(_26,723)	
	Carried forward		92,529	-	129,000