

**Charity Registration No. 1065503**

**Company Registration No. 3447762 (England and Wales)**

**BRIGHTON OASIS PROJECT**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008**

# BRIGHTON OASIS PROJECT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Ms G Precey (Chair) Mr R Dean ACA (Treasurer) Ms J Welsh Ms J Cooper Mrs W Mwangulube Ms B Ogden Dr C Fletcher
<b>Secretary</b>	Ms J Welsh
<b>Charity number</b>	1065503
<b>Company number</b>	3447762
<b>Principal address</b>	11 Richmond Place Brighton East Sussex BN2 9NA
<b>Registered office</b>	22 Richmond Place Brighton East Sussex BN2 9NA
<b>Auditors</b>	Russell New Limited The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
<b>Bankers</b>	CAF Bank Limited P.O. Box 289 West Malling Kent ME19 4TA

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# BRIGHTON OASIS PROJECT

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# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2008***

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The trustees present their report and accounts for the year ended 31 March 2008.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Memorandum and Articles of Association (amended October 2005) relating to Brighton Oasis Project which is a registered charity and a company limited guarantee. In 2006 the Charity Commission endorsed a change of charitable objects (see below):

"3.1 To preserve and protect the physical and mental health of and to promote the care, treatment and rehabilitation of any person in particular, but not exclusively, living in Brighton and Hove, and the surrounding area"

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Ms G Precey (Chair)

Mr R Dean ACA (Treasurer)

Ms J Welsh

Miss M Cullimore

(Resigned 2 January 2008)

Mrs W Mwangulube

(Appointed 3 March 2008)

Ms B Ogden

Dr C Fletcher

#### **Recruitment and appointment of trustees**

In the past trustees have been recruited and appointed when necessary predominantly through word of mouth. We have been fortunate in the last year to have had a stable board of trustees. We continue to discuss ensuring recruitment of trustees is an open and transparent process, resulting in a board representative of the community we serve with the right set of skills and competencies. Service users also have a place on the board, this is an elected post voted by the service users.

#### **Trustee Induction**

All Trustees receive induction with the Chair or Director, and a full Induction Pack, in addition to mentoring support where needed. A video on the roles and responsibilities of being a Trustee is provided for home viewing. External Training for Trustees is also offered and resourced, including training specifically for Service User Representatives. The Board has been involved in developing governance structures and have undertaken a skills analysis. All Board members are subject to CRB checks at enhanced level.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2008***

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### **Organisational Structure**

The organisation is governed by a Board of Trustees which includes mandated representation of service users. A staff member (in addition to the Director and minute-taker) attends Board meetings to raise staff issues (a standing agenda item) on a rotational basis. The Board delegates powers to the Director through their meetings and through the Chair's supervision of the Director. During 2007 / 08, the Director line-managed three senior managers (Services Managers) as well as the Administrative Assistant. Each of these managers in turn, manage front-line staff and volunteers. The Director manages the budget and other staff members have access to petty cash accounts. On average throughout the year 13 full time equivalent staff were employed.

The organisation values the opinions of all its staff and there is a strong culture of collaborative decision-making at both a service and organisational level alongside clarity about role responsibility and accountability. Any expenditure over £1,000 needs to be authorised by the Chair unless it relates to a standard payment (rent, National Insurance, salaries).

Brighton Oasis Project works in partnership with the other providers of substance misuse, criminal justice, sexual health, young people's, women's and children's services in the City, and enjoys long-standing respect and trust from statutory and voluntary sector services alike. One of our workers is based within the statutory young people's substance misuse service, our outreach services are funded to run alongside a partner sexual health service.

Our adult drug treatment services are fully integrated into the local Models of Care treatment system, with staff attending daily multi-agency client allocation and review panels as well as other City-wide fora. With the development of the POCAR programme (Parents of Children at Risk) we are working much more closely with colleagues in children and young people's services.

A risk management strategy is in place and staff and trustees have had training and undertaken activities under the "clinical governance" umbrella, an approach to quality and risk which is consistent with that used by our statutory funders.

### **VISION, OBJECTIVES AND ACTIVITIES**

#### **Our Vision**

"A society where women and children affected by substance misuse have equitable access to high quality non-judgemental services".

#### **Aims**

Brighton Oasis Project aims to improve the lives and maximise the potential of women, children and young people affected by substance and alcohol misuse in Brighton and Hove. We aim to prevent and reduce drug related harm to women and their families by enabling them to improve the quality of their lives and therefore that of the community, through the provision of community focused services for individual service users. We employ a holistic approach which includes practical, therapeutic and educational interventions.

The whole ethos behind the establishment of the Oasis Women's Project was to enable women who are traditionally under-represented in services to gain access to them. Our rationale when setting out in Brighton and Hove was to encourage and enable women who had traditionally avoided the City's drug treatment agencies, to engage in services and to help keep children and families together in healthy and safe environments. We began life as the Women's Drug Project in 1994 and became Brighton Oasis Project in 1997.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2008***

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### **Objectives**

Brighton Oasis Project helps women and children affected by substance misuse to explore how drugs (and / or alcohol) are affecting their lives, and to support them in making positive choices about their futures.

We do this by offering a range of specialist services tailored to meet the needs of individual women and children at all stages of a 'drug career'. Our services are underpinned by a set of core values which include best value and cost effectiveness, service user empowerment and involvement, the recognition of our staff and volunteers as our best resource, an emphasis on continuous improvement and quality, and a celebration of diversity amongst our staff, volunteers and clients.

### **Activities**

Brighton Oasis Project has 12 years' experience of providing support to female substance misusers, alongside specialist interventions for their children and is a recognised specialist in the field. In 1997, we pioneered the first women-only Day Programme in England and this has now evolved into a range of highly focused interventions which are at the heart of our 16-week Structured Day Care Programme (Adult Services). The SDC Programme consists of Groupwork and individual keywork, as well as a specialist Drug Rehabilitation Requirement Programme and Aftercare Programme. We also have considerable experience of working with Sex Workers (Sex Work Outreach Project) and homeless women who are at risk of trading sex for drugs or money (Outreach Service), with additional experience developed in these areas of working with non-English speakers. Access to services is facilitated by the provision of a free Crèche, two hot lunches a week, a range of activities and complementary therapies, attendance reminders to clients, access to interpreting services via Language Line, and accompanying clients to court and appointments.

POCAR (Parents of Children at Risk) is a new integrated service delivered with partners from health and social care. This new initiative was developed in response to the "Hidden Harm" report which identifies the potential problems for children and young people affected by familial drug misuse.

In our Children and Young People's Services, we offer weekly therapy sessions (using Art and Drama therapists) for children aged 8 - 16 who are affected by drug or alcohol use in their families. We run a group for young people once a week which provides supportive fun activities designed to help children cope with their experiences and circumstances, increase their resilience and develop meaningful bonds with other children. We also run a specialist Young Women's Substance Misuse Service (YWSMS) for girls and young women aged 11 - 19 who are using drugs or alcohol problematically.

Although all services are primarily run by paid staff, volunteers are used throughout the organisation. Volunteers at Brighton Oasis Project work in our crèche, our service for children affected by familial substance misuse and our Tier Two adult services. Additionally Peer Mentors, those who have previously used the service assist in delivering some of the activities available including relaxation and the peer education group.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2008***

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### **ACHIEVEMENTS AND PERFORMANCE**

All services have robust monitoring systems in place which measure both quantitative and qualitative information. Our Strategic Plan was reviewed in 2006 with input from staff, service users and the Board. The Strategic plan covers the period 2007-2010 and covers our targets and actions required to achieve these. All service area managers are required to draw up annual workplans and these are mapped against the overall organisational targets and plan, and reviewed regularly in supervision and appraisal.

During 2007/08 38 women have started the POCAR programme. A further 10 were already on the programme at the start of the year. POCAR now has the capacity to provide 25 places at any time. 67 women have accessed structured Day Care either voluntarily or as a DRR, a further 19 women were already on the programme at the beginning of the year. In addition OASIS offered two hundred open access advice and information sessions, four times a week. In addition to this, staff were available to give telephone advice and support from 9.00 to 5.30 five days a week.

Retention rates for POCAR clients are currently at 95% and for those accessing Structured Day Care via other routes is approximately 85%.

The Sex Workers Outreach project made 965 contacts with sex workers, contacting on average 53 women on a monthly basis. We also provided 48 drop-in sessions for female sex workers.

The Young Women's Substance Misuse service worked with 37 young women the last year of whom 26 were new referrals.

### **FINANCIAL REVIEW**

Income increased significantly from the previous year, this was largely as a result of increased funding from the statutory sector for the provision of the Parents of Children at Risk (POCAR) programme. The requirement to have increased space and staffing for this provision accounted for the corresponding increase in expenditure. The amount of funding received from the statutory sector is now in the region of 75% which is in line with the board strategy to maximize the sustainability of the project and move away from short term "project" funding. That said, the provision of funds from grant making trusts remains a crucial way to develop new services and we are dependent on funds from the Monument Trust this year for the new Young Women's Service.

### **Reserves Policy**

It is a strategic objective to build up our unrestricted reserves equal to six months running costs as a realistic amount to wind down the organisation and meet our responsibilities in the event of the charity ceasing to be viable. We have slightly improved our reserves position on the previous year but we do not currently have six months reserves.

Restricted reserves are designated for future expenditure in line with contracts agreed with funders. Unrestricted reserves may be designated for specific projects such as a provision for dilapidations under the repairing leases.

### **ASSET COVER FOR FUNDS**

Note 11 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2008***

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### **PLANS FOR THE FUTURE**

Having developed services for women on the POCAR programme we are seeking to increase referrals into this service and participate in the audit and evaluation of the service throughout the city.

We continue to explore the possibility of rolling out the BOP model in other geographical areas either via our directly tendering to provide services or via the provision of a consultancy arrangement with other existing services.

We are committed to increasing the quality and value for money of all the services we provide and will constantly review methods to evaluate our effectiveness.

### **DISCLOSURE OF INFORMATION TO AUDITORS**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

### **AUDITORS**

In accordance with section 385 of the Companies Act 1985, a resolution to appoint auditors of the company will be put to the Annual General Meeting.

On behalf of the board of trustees

**Ms G Precey (Chair)**

Trustee

Dated: 17 November 2008

# **BRIGHTON OASIS PROJECT**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# BRIGHTON OASIS PROJECT

## INDEPENDENT AUDITORS' REPORT

### TO THE MEMBERS OF BRIGHTON OASIS PROJECT

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We have audited the accounts of Brighton Oasis Project for the year ended 31 March 2008 set out on pages 8 to 20. These accounts have been prepared in accordance with the accounting policies set out on page 10.

This report is made solely to the charitable company's members, 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 charitable company's members 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As described on page 6, the trustees, who are also the directors of Brighton Oasis Project for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the accounts 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 accounts 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 accounts.

In addition we report to you if, in our opinion, the charity 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 transactions with the charity 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 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 accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, 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 accounts 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 accounts.

#### **Opinion**

In our opinion:

- the accounts 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 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the accounts have been properly prepared in accordance with the Companies Act 1985; and
- the information provided in the Trustees' Report is consistent with the accounts.

#### **Russell New Limited**

Registered Auditor  
The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Dated: 12 January 2009

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# BRIGHTON OASIS PROJECT

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2008

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2008 £	Total 2007 £
<b><u>INCOMING RESOURCES</u></b>						
<b>Incoming resources from generated funds</b>						
Donations and legacies		565	-	50	615	620
Investment income - interest		8,806	-	-	8,806	2,297
		<u>9,371</u>	<u>-</u>	<u>50</u>	<u>9,421</u>	<u>2,917</u>
<b>Incoming resources from charitable activities</b>	<b>2</b>	<b>164,738</b>	<b>-</b>	<b>339,305</b>	<b>504,043</b>	446,352
		<u>174,109</u>	<u>-</u>	<u>339,355</u>	<u>513,464</u>	<u>449,269</u>
<b><u>RESOURCES EXPENDED</u></b>						
<b>Costs of generating funds</b>						
Fundraising costs		-	-	-	-	2,258
		<u>174,109</u>	<u>-</u>	<u>339,355</u>	<u>513,464</u>	<u>447,011</u>
<b>Charitable activities</b>						
Adult Services		54,336	-	189,645	243,981	200,838
Young Oasis		9,954	-	7,050	17,004	84,252
Outreach		36,819	-	39,407	76,226	69,995
Triumph! Project		-	-	-	-	40,326
Creche		35,018	-	15,900	50,918	45,479
Young Womens Substance Misuse Service		-	-	33,593	33,593	-
		<u>136,127</u>	<u>-</u>	<u>285,595</u>	<u>421,722</u>	<u>440,890</u>
Governance costs		5,106	-	-	5,106	4,000
		<u>141,233</u>	<u>-</u>	<u>285,595</u>	<u>426,828</u>	<u>447,148</u>
<b>Net incoming resources before transfers</b>		<b>32,876</b>	<b>-</b>	<b>53,760</b>	<b>86,636</b>	2,121
Gross transfers between funds	9	54,500	-	(54,500)	-	-
		<u>87,376</u>	<u>-</u>	<u>(740)</u>	<u>86,636</u>	<u>2,121</u>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>87,376</b>	<b>-</b>	<b>(740)</b>	<b>86,636</b>	2,121
Fund balances at 1 April 2007		84,286	10,000	2,220	96,506	94,385
		<u>171,662</u>	<u>10,000</u>	<u>1,480</u>	<u>183,142</u>	<u>96,506</u>
<b>Fund balances at 31 March 2008</b>		<b>171,662</b>	<b>10,000</b>	<b>1,480</b>	<b>183,142</b>	96,506

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

# BRIGHTON OASIS PROJECT

## BALANCE SHEET AS AT 31 MARCH 2008

	Notes	2008 £	£	2007 £	£
<b>Fixed assets</b>					
Tangible assets	6	36,397		3,143	
<b>Current assets</b>					
Debtors	7	29,790		78,493	
Cash at bank and in hand		163,987		93,685	
		<u>193,777</u>		<u>172,178</u>	
<b>Creditors: amounts falling due within one year</b>	8	<u>(47,032)</u>		<u>(78,815)</u>	
<b>Net current assets</b>		<u>146,745</u>		<u>93,363</u>	
<b>Total assets less current liabilities</b>		<u>183,142</u>		<u>96,506</u>	
<b>Income funds</b>					
Restricted funds	9	1,480		2,220	
Unrestricted funds:					
Designated funds	10	10,000		10,000	
Other charitable funds		171,662		84,286	
		<u>183,142</u>		<u>96,506</u>	

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective January 2007)

The accounts were approved by the Board on 17 November 2008

G Precey (Chair)  
Trustee

Ms B Ogden  
Trustee

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS

**FOR THE YEAR ENDED 31 MARCH 2008**

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### **1 Accounting policies**

#### **1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities (SORP 2005)", issued in March 2005 and the Companies Act 1985.

#### **1.2 Incoming resources**

Grants and donations are recognised on an accrual basis, accounted for in relation to the period that they relate.

Investment income is accounted for on a receivable basis.

#### **1.3 Resources expended**

Expenditure is recognised on an accrual basis:

Cost of generating funds includes costs in relation to advertising and production of leaflets and the annual report.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis:

Adult Services 63%

Young Oasis 4%

Outreach 17%

Creche 11%

Young Womens Substance Misuse Service 5%

#### **1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold property

20% straight line basis

Fixtures, fittings & equipment

Between 20% and 50% straight line basis

#### **1.5 Leasing and hire purchase commitments**

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

#### **1.6 Pensions**

The charity offers a stakeholder pension to all eligible staff but makes no contribution itself.

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# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2008**

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### 1 Accounting Policies

(continued)

#### 1.7 Fund accounting

The charity has various funds for which it is responsible:

Unrestricted funds - these are for use on the general charitable objectives of the charity.

Restricted funds - these funds are for use as directed by the donor. A description of the projects can be found on pages 18 and 19.

Designated funds - these are funds set aside by the trustees for leasehold dilapidations. A description can be found on page 19.

### 2 Incoming resources from charitable activities

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
Grants receivable	<u>164,738</u>	<u>339,305</u>	<u>504,043</u>	<u>446,352</u>

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2008

#### 2 Incoming resources from charitable activities

(continued)

Included within income relating to grants receivable are the following:

	<b>Total 2008 £</b>	Total 2007 £
<b>Unrestricted:</b>		
Brighton and Hove Primary Care Trust	<b>139,389</b>	148,951
Brighton & Hove City Council	<b>20,000</b>	11,000
Other grants	<b>5,349</b>	-
	<b>164,738</b>	159,951
	<b>Total 2008 £</b>	Total 2007 £
<b>Restricted:</b>		
Comic Relief	-	10,887
Brighton & Hove City Council	<b>34,600</b>	24,353
Lloyds TSB foundation	<b>20,000</b>	-
Communitas Against Drugs	<b>25,638</b>	24,033
Brighton and Hove Primary Care Trust	<b>105,153</b>	111,194
Volunteering England	-	35,000
Sussex Probation Service	<b>4,480</b>	8,960
PSHE	-	1,000
Sure Start	<b>14,600</b>	8,618
West Sussex County Council	-	1,254
The Monument Trust	<b>25,000</b>	-
Connexions	-	12,500
BDNA	-	3,715
Brighton Family Project	-	40
Crime Reduction Initiative	<b>40,667</b>	34,200
Children and Young People's Trust	-	2,667
Narcotics Anonymous	-	140
University of Chichester	-	2,828
Voluntary Sector Forum	-	580
The Body Shop Foundation	<b>2,000</b>	139
Global Grants	-	4,293
Children & Young Peoples Trust	<b>2,667</b>	-
Sussex Community Foundation	<b>5,000</b>	-
Community of Blessed Virgin Mary	<b>5,000</b>	-
Capital works income	<b>54,500</b>	-
	<b>339,305</b>	208,614
	<b>504,043</b>	446,352

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2008

#### 3 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2008 £	Total 2007 £
<b>Costs of generating funds</b>					
Fundraising costs	-	-	-	-	2,258
<b>Charitable activities</b>					
<u>Adult Services</u>					
Activities undertaken directly	141,813	7,139	5,040	<b>153,992</b>	134,878
Support costs	38,053	-	51,936	<b>89,989</b>	65,960
Total	179,866	7,139	56,976	<b>243,981</b>	200,838
<u>Young Oasis</u>					
Activities undertaken directly	9,581	498	698	<b>10,777</b>	54,681
Support costs	2,653	-	3,574	<b>6,227</b>	29,571
Total	12,234	498	4,272	<b>17,004</b>	84,252
<u>Outreach</u>					
Activities undertaken directly	44,738	1,942	5,076	<b>51,756</b>	46,649
Support costs	10,355	-	14,115	<b>24,470</b>	23,346
Total	55,093	1,942	19,191	<b>76,226</b>	69,995
<u>Young Womens Substance Misuse Service</u>					
Activities undertaken directly	24,373	607	1,004	<b>25,984</b>	-
Support costs	3,236	-	4,373	<b>7,609</b>	-
Total	27,609	607	5,377	<b>33,593</b>	-
<u>Triumph! Project</u>					
Activities undertaken directly	-	-	-	-	5,200
Support costs	-	-	-	-	35,118
Total	-	-	-	-	46,580
<u>Creche Services</u>					
Activities undertaken directly	33,925	1,214	440	<b>35,579</b>	28,359
Support costs	6,472	-	8,867	<b>15,339</b>	17,120
Total	40,397	1,214	9,307	<b>50,918</b>	45,479
	<b>315,199</b>	<b>11,400</b>	<b>95,123</b>	<b>421,722</b>	440,890
<b>Governance costs</b>	-	-	<b>5,106</b>	<b>5,106</b>	4,000
	<b>315,199</b>	<b>11,400</b>	<b>100,229</b>	<b>426,828</b>	447,148

Governance costs includes payments to the auditors of £4,406 (2007 - £3,525) for audit fees and £nil (2007 - £nil) for other services.

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2008**

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### 4 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 5 Employees

#### Number of employees

The average monthly number of employees during the year was:

	<b>2008</b>	2007
	<b>Number</b>	Number
Direct charitable	<b>7</b>	11
Management and administration	<b>2</b>	3
	<u><b>9</b></u>	<u>14</u>

#### Employment costs

	<b>2008</b>	2007
	<b>£</b>	£
Wages and salaries	<b>290,507</b>	286,667
Social security costs	<b>24,692</b>	27,447
	<u><b>315,199</b></u>	<u>314,114</u>

There were no employees whose annual emoluments were £60,000 or more.

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

### 6 Tangible fixed assets

	Leasehold additions	Fixtures, fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2007	17,369	18,166	35,535
Additions	44,654	-	44,654
<b>At 31 March 2008</b>	<b>62,023</b>	<b>18,166</b>	<b>80,189</b>
<b>Depreciation</b>			
At 1 April 2007	15,244	17,148	32,392
Charge for the year	10,382	1,018	11,400
<b>At 31 March 2008</b>	<b>25,626</b>	<b>18,166</b>	<b>43,792</b>
<b>Net book value</b>			
<b>At 31 March 2008</b>	<b>36,397</b>	<b>-</b>	<b>36,397</b>
At 31 March 2007	2,125	1,018	3,143

### 7 Debtors

	2008	2007
	£	£
Trade debtors	14,815	78,493
Other debtors	10,000	-
Prepayments and accrued income	4,975	-
	<b>29,790</b>	<b>78,493</b>

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2008*

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<b>8 Creditors: amounts falling due within one year</b>	<b>2008</b>	2007
	<b>£</b>	<b>£</b>
Trade creditors	<b>6,250</b>	799
Taxes and social security costs	<b>7,104</b>	8,676
Other creditors	<b>110</b>	-
Accruals	<b>17,253</b>	14,840
Deferred income	<b>16,315</b>	54,500
	<hr/> <b>47,032</b> <hr/>	<hr/> 78,815 <hr/>

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2008**

### 9 Restricted funds

Brighton Oasis Project has a number of projects which have been funded by the following bodies:

	Movement in funds				Balance at 31 March 2008
	Balance at 1 April 2007	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Brighton & Hove City Council	-	34,600	(34,600)	-	-
Communities Against Drugs	-	25,638	(25,638)	-	-
Brighton & Hove Primary Care Trust	-	105,153	(103,673)	-	<b>1,480</b>
The Monument Trust	-	25,000	(25,000)	-	-
CAD (Photocopier)	611	-	(611)	-	-
CAD (Building Adaptations)	1,609	-	(1,609)	-	-
Sure Start	-	14,600	(14,600)	-	-
Community of the Blessed Virgin Mary	-	5,000	(5,000)	-	-
Capital works funding	-	54,500	-	(54,500)	-
Sussex Community Foundation	-	5,000	(5,000)	-	-
Lloyds TSB Foundation	-	20,000	20,000	-	-
Crime Reduction Initiative	-	40,667	40,667	-	-
Other grant funding	-	9,197	(9,197)	-	-
	<u>2,220</u>	<u>339,355</u>	<u>(285,595)</u>	<u>(54,500)</u>	<u><b>1,480</b></u>

The £54,500 transfer out of capital works funding represents the funds expended during 2006/07 (£9,846) and 2007/08 (£44,654) on leasehold property, satisfying the conditions of the restriction.

A description of each of the funds is given on pages 18 and 19.

# **BRIGHTON OASIS PROJECT**

## **NOTES TO THE ACCOUNTS (CONTINUED)**

### ***FOR THE YEAR ENDED 31 MARCH 2008***

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#### **9 Restricted funds**

**(continued)**

##### Adult Services Project

###### Funded by:

Brighton & Hove PCT  
Brighton & Hove City Council  
Triple P  
Sussex Probation Service

The adult services team provides a range of non-medical treatment interventions supported by a programme of activities and complementary therapies.

##### Young Oasis

###### Funded by:

Sussex Community Foundation  
The Bodyshop Foundation

The project provides support to the children of substance misusers or those with a substance misuse problem.

##### Creche

###### Funded by:

Sure Start  
Brighton & Hove City Council  
Community of the Blessed Virgin Mary

The charity provides a fully functional supervised crèche so as to enable mothers with substance misuse conditions more able to attend adult services and other therapies.

##### Sex Workers Outreach Project

###### Funded by:

Brighton & Hove PCT  
Community of the Blessed Virgin Mary

This project aims to give support to those workers who are in need of advice and support, acknowledging their greater vulnerability to substance misuse and attendant lifestyle issues.

##### General Outreach

###### Funded by:

Brighton & Hove City Council

Just as for the Sex Workers Outreach Project there are other substance misusers who feel unable to attend the charity's offices yet are in as much need of care and support, particularly women who may be homeless and/or at risk of engaging in sex work.

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

### 9 Restricted funds

(continued)

Young Womens Substance Misuse Service

Funded by:

Brighton & Hove City Council

The Monument Trust

A specialist service for girls and young women aged 11-19 run in conjunction with RU-OK the statutory substance misuse service.

### 10 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2007	Movement in funds Incoming resources	Resources expended	Balance at 31 March 2008
	£	£	£	£
Leasehold dilapidations	10,000	-	-	10,000
	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>10,000</u>

The trustees have designated £10,000 of the unrestricted reserves as a provision towards the cost of dilapidations at the expiry of the lease.

### 11 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2008 are represented by:				
Tangible fixed assets	36,397	-	-	36,397
Current assets	182,297	10,000	1,480	193,777
Creditors: amounts falling due within one year	(47,032)	-	-	(47,032)
	<u>171,662</u>	<u>10,000</u>	<u>1,480</u>	<u>183,142</u>

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2008**

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### 12 Commitments under operating leases

At 31 March 2008 the company had annual commitments under non-cancellable operating leases as follows:

	<b>Land and buildings</b>	
	<b>2008</b>	2007
	£	£
Expiry date:		
Within one year	<b>14,000</b>	-
Between two and five years	-	14,000
In over five years	<b>19,500</b>	19,500
	<hr/> <b>33,500</b> <hr/>	<hr/> 33,500 <hr/>

The charity has a 6 year repairing lease at an annual rental of £14,000 (2006 - £14,000). The charity, as a lessee, is now under an obligation to return the condition of the property to that extant at the commencement of the lease. Accordingly, the trustees have designated £10,000 of the unrestricted reserves as a prudent provision for dilapidations that will be utilised at the expiry of the lease. This provision is intended to be an annual provision until the expiry of the lease.