

Charity Registration No. 1065503

Company Registration No. 03447762 (England and Wales)



## **BRIGHTON OASIS PROJECT**

TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2017

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The Courtyard  
Shoreham Road  
Upper Beeding  
West Sussex  
BN44 3TN  
Tel: 01903 816699 Fax: 01903 816622  
Email: [info@russellnew.com](mailto:info@russellnew.com) Web: [www.russellnew.com](http://www.russellnew.com)

The logo for Russell New features the word "Russell" in a blue, sans-serif font, with a grey swoosh underneath it. Below "Russell", the word "New" is written in a larger, orange, sans-serif font. Underneath "New", the text "business, taxation and charity advisers" is written in a small, grey, sans-serif font.

**Russell  
New**  
business, taxation and charity advisers

# BRIGHTON OASIS PROJECT

## LEGAL AND ADMINISTRATIVE INFORMATION

<b>Trustees</b>	Mrs T Wilkinson (Chair) Mr C Goss Dr R Kerslake Ms J Taylor Ms G Whensley Ms T Favier
<b>Director/Secretary</b>	Ms J Welsh
<b>Charity number</b>	1065503
<b>Company number</b>	03447762
<b>Principal address</b>	11 Richmond Place Brighton East Sussex BN2 9NA
<b>Registered office</b>	Globe House 3 Morley Street Brighton East Sussex BN2 9RA
<b>Independent Examiners</b>	Russell New Limited The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
<b>Main Bankers</b>	CAF Bank Limited P.O. Box 289 West Malling Kent ME19 4TA

# BRIGHTON OASIS PROJECT

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# BRIGHTON OASIS PROJECT

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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### 1. Objectives and Activities

The trustees present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, Charities SORP (FRS102). We have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

### 2. Structure Governance and Management

Memorandum and articles incorporated 10/10/1997 as amended by special resolution(s) dated 09/02/1999 new articles adopted by special resolution dated 19/10/2005 as amended by special resolution registered at Companies House on 09/10/2012

### 3. Objects

The objects of the Charity ("the Objects") are

- 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, Lewes and the surrounding district who:
  - 3.1.1 Wish to reduce or cease substance misuse;
  - 3.1.2 Are currently on a detoxification or maintenance programme, or require continuing care after leaving a rehabilitation service;
  - 3.1.3 Are ex-substance misusers or at risk of relapse;
  - 3.1.4 Are the partners, family or children of substances misusers.
- 3.2 For the public benefit, to advance education about the dangers of addiction to and involvement in the use of any prescribed or illicit substance.
- 3.3 For the public benefit, to advance education about the care, treatment and rehabilitation of persons who are addicted to, or involved, or at risk of becoming involved in the use of prescribed or illicit substances.

### 4. Board of Trustees

The Board of Trustees is responsible for the strategic direction and ensuring overall performance of the organisation. Day to day management of the organisation is delegated to the Director of the organisation. The board meets every 2 months and sub groups undertake more scrutiny of specific areas. The Board of Trustees includes a representative with lived experience of substance misuse. Board members take the lead on different areas of organisational governance. The sub groups in operation are:

- Finance and Fundraising
- Human Resources and Health and Safety
- Risk Management and Quality Assurance

#### 4.1 Recruitment and appointment of Trustees

Trustees are generally recruited via word of mouth although we are mindful of the need to ensure the board reflects the community it serves in its diversity. We have in the past attempted to recruit via open recruitment but this has not yielded any interest. The role of trustee is not widely understood in

# BRIGHTON OASIS PROJECT

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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the community at large and it can therefore be difficult to communicate this without face-to-face discussions. Trustees are identified as suitable with reference to analysis of the skills of the current board.

Within the past 12 months 3 trustees have resigned from the board. We are very grateful to them for their support and dedication over a long period of time. We are delighted to have recruited one new Trustee who brings managerial expertise in public health and local government.

The Trustees, who are also the Directors for the purposes of company law, and who served during the year were:

Ms T Wilkinson (Chair)  
Mr C Goss  
Ms J Carmody resigned 20/09/2016  
Ms G Whensley  
Dr R Kerslake  
Ms J Taylor  
Ms T Favier appointed 17/01/2017  
Ms M Ottewil resigned 17/05/2016  
Mr D Sinclair resigned 17/05/2016

### 4.2 Induction and Recruitment

Potential trustees meet with both the Director and the Chair and are provided with information about the role and responsibilities of a trustee. Alongside internal information potential and newly recruited trustees are given information from the Charity Commission and other external sources. Trustees are asked to develop a specific area of interest. A skills audit of the board has been undertaken and is regularly reviewed and we have identified areas in which we believe specific skills could strengthen performance. Trustees receive information related to their role and ongoing support including access to training.

### 5. Organisational Structure

At the start of the financial year (1 April 2016) BOP employed 21 members of staff working a variety of hours. During the year there were 5 leavers, 7 new starters plus an additional 2 new starters on fixed terms where these individuals also left during this year. At the end of the financial year at 31.3.17 BOP employed 23 people equivalent to approximately 18 whole time equivalents. BOP is led by a board of trustees to whom the Director is accountable. BOP has Investors in People status and all staff have yearly appraisals where performance is reviewed and objectives set for the year in line with the organisations strategy. Data related to HR is reviewed at board level via the H&S and HR Sub-Group including staff sickness and retention rates. HR systems have been improved and made more accessible with the introduction of an on-line HR system called Breathe HR.

BOP employs independent consultants to provide expertise around Human Resources and Financial management.

### 6. Risk Management

Within the board of trustees there is considerable expertise in risk management. The organisational risk register is reviewed annually and overseen by the Risk management and Quality Assurance Sub Group the Board. This sub group was reviewed at the end of 2016 and is now jointly chaired by Dr Richard Kerslake and Ms Jessica Taylor . An action plan is in place to manage the quality and risk management programme of work. Internal risks are minimised by the implementation of policies and procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the organisation Any new risks are brought to the attention of

# **BRIGHTON OASIS PROJECT**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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the board during the intervening period and include risk assessments on all new areas of service development.

### **7. Our Vision**

We work together to support positive behavioural change and growth in women affected by substance misuse. Our aim is to instil hope, nurture courage, create opportunity and restore personal belief in what is possible and achievable for women and their families.

### **8. Our Mission**

BOP aims to improve the lives and maximise the potential of the diverse range of women, children and young people affected by substance misuse. We seek to prevent and reduce drug and alcohol related harm to women and their families by providing services which offer a continuum of support from harm minimisation through to total abstinence, which are complemented by specialist services for children, young people and women working in the sex industry.

### **9. Main Activities**

Brighton Oasis Project provides treatment and support services for women with drug and alcohol problems. BOP takes a gender specific approach to addressing substance misuse in recognition of the specific needs of women and their under representation in treatment services. We have developed a specific programme around addressing the harm to children as a result of parental substance misuse and now work with fathers whose children are open to social services. BOP provides some outreach support to women with complex needs including those involved in sex work. BOP also provides support and care to children and young people affected by drug and alcohol use in the family with its Young Oasis provision, which encompasses a crèche as well as therapeutic services. In the past 12 months, BOP has also delivered recovery services to areas of East Sussex.

### **10. Young Oasis**

#### **10.1 Crèche**

From its inception, BOP has provided a crèche for babies and children, enabling parents with child care responsibilities to access treatment for their substance misuse or engage in recovery based activities. In utilising our crèche, parents are able to access support to address their problems before they impact significantly on the child. The crèche remains an integral part of our commitment to safeguarding the health and wellbeing of children and young people and provides a valuable early intervention for some of the most vulnerable families in the community. The majority of children accessing the crèche have a child protection plan, indicating their vulnerability. The early support and intervention they receive helps them to thrive and contributes to the achievement of their milestones.

Babies and children from a few weeks to 5 years old attend the crèche whilst their parents receive treatment. Older children up to 11 years also attend during school holidays. Some children may attend the crèche several times a week for over a year, whilst others attend more sporadically or for shorter periods.

Staff working in the crèche have appropriate child care qualifications and receive training around the particular issues for our cohort of children. In 2016/17 the crèche was funded by a combination of funding from Charitable Trusts and Foundations as well as a contract with Cranstoun as part of the city wide Pavilions Partnership.

# **BRIGHTON OASIS PROJECT**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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### **10.2 Mellow Parenting**

During the past 12 months, BOP has delivered Mellow parenting – an attachment-based parenting programme. The crèche supported the delivery of this programme in that children attend the crèche for part of the day while their parents access the programme.

### **10.3 Therapy for Children and Young People**

Young Oasis works with Children and Young People aged from 4-18 who are affected by substance misuse in the family. Children living in a family where there are drug and alcohol problems have been shown to face a range of difficulties. The service primarily delivers 1-1 support in a way that is appropriate for the child's age and development. The initial therapy offer is 16 weeks, but some children have this extended if their circumstances indicate this is required. We also deliver some group activities for children during the school holidays, which are intended to reduce their isolation, increase their resilience and expose them to a broader range of experiences.

This year Young Oasis launched its Young Women's Therapy service, offering therapy to women aged 18-25 years who have experienced violence, abuse, neglect or disadvantage in their early lives. So far this service has been well received by these young women. The Young Oasis service receives significant input from volunteers – mainly trainee Psychotherapists - which enables us to increase the number of beneficiaries we work with. The majority of funding for Young Oasis comes from Charitable Trusts and Foundations.

## **11. Adult Substance Misuse Services**

Following re commissioning of the service, since April 2015 BOP has been delivering services as part of the Pavilions Partnership with a subcontract from Cranstoun who hold the overall contract with the local authority. We deliver all aspects of treatment for women from initial assessment and support through to 1-1 keywork support, care co-ordination and delivery of psycho social interventions. BOP partners with Pathways to Health to offer auricular acupuncture, which helps clients to manage their cravings.

### **11.1 POCAR (Parenting Our Children Addressing Risk)**

We continue to deliver POCAR to parents whose children are at risk or in need due to their substance misuse. The programme offers 16 weeks of structured support around parenting and substance misuse. It includes group work around goal setting and relapse prevention and offers relationship support, self-esteem building as well as an opportunity to participate in creative activities. Women are offered 1-1 Keywork sessions with an individual worker alongside additional activities such as peer support and acupuncture.

Our male POCAR service operates from a separate building and though the numbers of men referred is less than women it continues to be an important intervention for families where substance use is a feature in children's lives. This programme includes elements of 1-1 support and group work. We have received very positive feedback from our male service users. Whilst BOP retains its core focus on the needs of women and will continue to deliver a gender-specific service model, it recognises that men have a significant role to play in the safe care and wellbeing of children and that programmes should address this need. Supporting men to undertake the parenting role is a key issue to undertake in addressing gender equality.

### **11.2 Sex Workers Outreach Project**

Our SWOP service is a specialist outreach service for women involved in the sex industry throughout Brighton and Hove. We have delivered SWOP for the past 16 years and as such have vast experience identifying, engaging with and supporting women who have been victims of sexual violence and exploitation as well as supporting those women who have made an active choice to work in the sex industry to work more safely and to access health services. We adopt a proactive

# **BRIGHTON OASIS PROJECT**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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approach to identifying women working in the local area and helping them to be safe and well. We support women who are vulnerable asserting for their rights locally which may include helping them report crimes.

### **11.2.1 Future of SWOP**

In December 2016 we bid for funding from the government's Tampon tax fund to set up and deliver a specialist service to women across Sussex involved in the sex industry which aims to increase the safety and wellbeing of women involved in sex work, improve outcomes for women involved in sex work in relation to recovery from sexual violence and abuse and improve outcomes for women with complex needs who are involved in the sex industry. This funding, which we won, will allow us to begin to expand our SWOP service into the wider Sussex area. The project is due to start in Autumn of 2017. Further funding from Gilead in the form of a Fellowship Grant will allow us to deliver postal HIV screening to women in the sex industry nation-wide. This project will kick off in July of 2017.

### **12. East Sussex Services**

With funding from East Sussex County Council, we set up a small team in September 2016 to develop and deliver services for women in East Sussex. The services, which are currently delivered in Hastings and Eastbourne, aim to improve women's access to treatment and improve recovery rates. We have been running activities and structured, female-only groups for adult women with plans to introduce mother and toddler groups. In November 2016 we were awarded a small grant from BBC Children in Need to deliver a therapy service for children and young people in Hastings affected by substance misuse in the family. There is currently very little provision for this cohort of young people in the East Sussex area. We continue to build partnerships with local services in order to expand the reach of this work and develop these services further. Our East Sussex team works from premises in St Leonards, which is managed by Brighton Housing Trust.

### **13. How our activities benefit the public**

In accordance with the Charities Act 2006, the Brighton Oasis Project is required to confirm that the activities it undertakes to achieve its objectives are all carried out for the public benefit as described by the Charity Commission. The Trustees have described in this report the charitable public benefit of our activities. The Trustees regularly review the Brighton Oasis Project progress against its aims and objectives and confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

BOP provides specialised substance misuse treatment and support to women as well as support for children and young people affected by substance misuse in the family. We remain one of the only gender specific services in the UK.

Substance misuse has significant problems within the UK and Brighton and Hove have high rates of substance misuse. The impact of this on the individual, the family and society are significant and wide ranging. Treatment for substance misuse has been proven to create economic and social value and addresses some profound inequalities present in society.

A recently launched report by the Children's Commissioner for England looking at vulnerability in children identified that having a parent in drug or alcohol treatment was a potentially "high risk" family situation. Much of the work BOP undertakes seeks to address this vulnerability for the benefit of the individual and society as a whole. BOP considers the benefits to the individual, the family and the community in developing its plans and projects.

# BRIGHTON OASIS PROJECT

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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### 14. Achievements and Performance

BOP has a range of services developed to meet specific needs. Some of these are core service provision whilst others are developed on a project or time limited basis. Within the past year the following represent significant achievements for the organisation:

- In May 2016 we employed a Fundraiser to embark on a new fundraising strategy which incorporates community and events fundraising
- We were awarded a prestigious grant by the Wellcome Trust to develop a project working with acclaimed artists to illuminate issues relating to attachment.
- We were successful in bidding to deliver services in East Sussex – enabling us to extend our model of gender specific services
- In September 2016 we launched our new engagement strategy with a formal afternoon tea event which over 70 supporters, stakeholders and community members attended
- BOP was awarded a small grant from BBC Children in Need to deliver therapy service to young people in Hastings affected by substance misuse in the family
- BOP was awarded a government 'Tampon Tax' grant to expand its services for women working in the sex industry
- BOP's Young Oasis Lead was awarded the Gary Seaman achievement award for her services to families affected by substance misuse
- Income was increased by 9.25 % on previous year enabling us to increase the number of beneficiaries we work with
- Retention of Investors in People Status

### 15. Financial Review

The financial position of the organisation is a primary concern for the Board of Trustees with Finance and Fundraising sub group meeting every 2 months for scrutiny and to review performance.

Income in 2016/17 is £71k higher than 2015/16. This is largely a result of the Boards decision to employ a dedicated Fundraiser to focus on Community Fundraising and support the Director with grant applications.

The accounts show a surplus for 2016/17 of £42k compared with a deficit of £34k in 2015/16. This surplus was achieved despite incurring an additional £31k unplanned costs associated with the dilapidations associated with the end of the lease for 22 Richmond Place.

Unrestricted funds increased by £14k to £172k and restricted funds increased by £28k to £84k.

#### 17.1 Reserves Policy

The Finance and Fundraising sub group has again reviewed and updated the reserves policy of the charity this year.

The Charity is currently dependent on a wide range of income coming from contracts, grants and donations to provide financial stability.

Income streams can change over the course of a year as service funding ends and new sources of funding are sought. Financial reserves are required to ensure that the facilities, management and support for the charitable services provided can continue unchanged at such times.

The Trustees have agreed to keep a certain level of financial reserves which will be built up from unrestricted income.

# BRIGHTON OASIS PROJECT

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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These reserves will ensure that: -

- The central facilities, management and support can continue for a period of 6 months so that charity services can continue while new sources of funding are secured. We have calculated that Reserves for this purpose need to be £126k
- In the worst case scenario leading to closure, the Trustees would also wish to meet its statutory and contractual obligations to staff and suppliers. We have calculated that reserves for this purpose need to be £94k

Therefore unrestricted reserves of £220k are required.

The accounts show that our unrestricted reserves are £172k and whilst these have increased by £14k this year the Trustees are committed to build reserves to the required level the financial year. The Board have approved a budget that should ensure that unrestricted reserves will meet the policy by 31st March 2018.

### 16. Senior Staff Remuneration

BOP does not have an automatic annual pay increase. Pay levels are reviewed each year by senior management and the board as part of the annual budget cycle. Local and industry pay data will be used to help inform the decision-making process as will BOP's financial situation and its ability to fund any increases, or not. Senior Staff pay is determined by the Board of Trustees. BOP does not pay salaries directly in line with any specific pay/grading structure. Job descriptions are evaluated based on the level of responsibilities and nature of the tasks and the salary rate is benchmarked against the rates of pay for similar jobs in similar other organisations and businesses.

### 17. Plans for the future

BOP will experience considerable growth in 2017/18 with funding being agreed for a range of new activities. We are delighted to have received funding from both the statutory sector and commercial sources to expand our services for sex workers. For many years this service has been depleted and we are now in a position to develop new responses which will address the health and wellbeing of this vulnerable, diverse group of women.

From April 2017 we have been commissioned to deliver the Fulfilling Lives Project in East Sussex. This is a National Lottery Funded national Initiative which aims to improve responses to people with multiple and complex needs. This represents a significant expansion for Brighton Oasis Project, with over 20 staff being TUPE d into the organisation.

We will be delivering a prestigious Arts Project in 2017/18 funded by both the Wellcome Trust and Arts Council England . This will offer significant opportunities for clients to engage with the Arts and for the wider community to gain an insight into issues affecting our client groups through the medium of the Arts.

This is the final year of our current strategic plan – we are in the process of commencing a review of our activities and purpose. This will be an inclusive process led by our new Chair and inviting participation from a range of stakeholders.



**T Wilkinson (Chair)**  
Trustee

**Date** 24 August 2017

# BRIGHTON OASIS PROJECT

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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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). Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities", issued in March 2005;
- 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**BRIGHTON OASIS PROJECT**  
**INDEPENDENT EXAMINER'S REPORT**  
**TO THE MEMBERS OF BRIGHTON OASIS PROJECT**

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I report on the accounts of the Charity for the year ended 31 March 2017, which are set on pages 10-22.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of Brighton Oasis Project for the purpose of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

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

**Basis of independent examiner's report**

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

**Independent examiner's statement**

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

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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



**Mr Mark Cummins FCCA (Senior Statutory Auditor)**  
**for and on behalf of Russell New Limited**

**Statutory Auditors**

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

Dated:

## BRIGHTON OASIS PROJECT

### STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure account)

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>INCOME from:</b>					
Donations, grants and gifts		2,809	-	2,809	277
Charitable activities	3	653,608	179,552	833,160	753,893
Other trading activities	4	5,350	-	5,350	14,048
Investment income - interest received		383	-	383	1,523
<b>Total income</b>		<b>662,150</b>	<b>179,552</b>	<b>841,702</b>	<b>769,741</b>
<b>EXPENDITURE on:</b>					
	5				
<b>Charitable activities</b>					
Adult Services		468,611	82,852	551,463	565,082
Young Person Services		112,954	68,380	181,334	158,683
Crèche Services		66,269	-	66,269	80,247
S.W.O.P		-	-	-	-
<b>Total expenditure</b>		<b>647,835</b>	<b>151,232</b>	<b>799,067</b>	<b>804,012</b>
<b>Net incoming/(outgoing) resources for the year</b>		<b>14,315</b>	<b>28,320</b>	<b>42,635</b>	<b>( 34,271)</b>
Fund balances at 1 April 2016		158,020	55,367	213,387	247,658
<b>Fund balances at 31 March 2017</b>		<b>172,335</b>	<b>83,687</b>	<b>256,022</b>	<b>213,387</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

All activities of the charity are classed as continuing.

There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

# BRIGHTON OASIS PROJECT

## BALANCE SHEET

YEAR ENDED 31 MARCH 2017

	Notes	2017		2016	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	10		15,530		21,737
<b>Current Assets</b>					
Debtors	11	45,710		57,223	
Cash at bank and in hand		<u>270,352</u>		<u>194,678</u>	
		316,062		251,901	
<b>Creditors: amounts falling due within one year</b>	12	<u>( 75,570)</u>		<u>(60,251)</u>	
<b>Net current assets</b>			240,492		191,650
<b>Total assets less current liabilities</b>			<u>256,022</u>		<u>213,387</u>
<b>Income Funds</b>					
Restricted funds	13		83,687		55,367
Unrestricted funds			172,335		158,020
			<u>256,022</u>		<u>213,387</u>

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

The charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing the financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The accounts were approved by the Board on 24 August 2017

*T. Wilkinson*

Mrs T Wilkinson (Chair)  
Trustee

Company Registration No. 03447762

**BRIGHTON OASIS PROJECT****CASH FLOW STATEMENT**

YEAR ENDED 31 MARCH 2017

	2017		2016	
	£	£	£	£
<b>Net cash provided by/(used in) operating activities</b>				
Net income/(expenditure)	42,634		(34,271)	
Depreciation of tangible fixed assets	6,207		7,718	
Increase/(decrease) in creditors	15,319		(41,677)	
Decrease in debtors	11,513		75,172	
		75,673		6,942
<b>Increase/(decrease) in cash</b>		75,673		6,942
<b>Cash and cash equivalents at the beginning of the year</b>		194,678		187,736
<b>Cash and cash equivalents at the end of the year</b>		270,351		194,678
<b>Analysis of cash and cash equivalents</b>			<b>Other non cash changes</b>	
	<b>B/fwd</b>	<b>Cashflow</b>		<b>C/fwd</b>
Cash at bank and in hand	194,678	75,673	-	270,351
	194,678	75,673	-	270,351

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS

**FOR THE YEAR ENDED 31 MARCH 2017**

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### **1 Statutory information**

Brighton Oasis Project is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the Legal and Administrative information page.

### **2 Accounting policies**

#### **2.1 Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Brighton Oasis Project meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about Brighton Oasis Project's ability to continue as a going concern.

#### **2.2 Income**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is probability over the receipt of the income. The following specific policies are applied to particular categories of income:

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

Investment income is accounted for on a receivable basis.

#### **2.3 Expenditure**

Expenditure is recognised on an accruals basis with the irrecoverable element of VAT included with the items to which it relates.

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 the following appropriate basis:

Adult Services 69%

Crèche 12%

Young Person Services 19%

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. These are included within support costs.

**BRIGHTON OASIS PROJECT**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**2 Accounting Policies (continued)**

**2.4 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 improvements	20% reducing balance basis
Fixtures, fittings and equipment	Between 20% and 50% straight line basis

**2.5 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount.

**2.6 Cash at bank and in hand**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliable.

**2.7 Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliable.

**2.8 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.

**2.9 Pensions**

The charity offers a stakeholder pension to all eligible staff. Contributions payable to the company's pension scheme are charged to the statement of financial activities in the period to which they relate.

**2.10 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 page 20 and 21.

**2.11 Taxation**

The company is a registered charity (number: 1065503).

All of the charity income falls within the exemptions set out in part 11 of the Corporation Tax Act 2010.

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2017

#### 3 Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Grants Receivable	653,608	179,552	833,160	753,893

Included within grants receivable are the following:

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>Restricted</b>				
Awards for All	-	6,783	6,783	-
Barbara Ward Children's Foundation	-	5,000	5,000	-
BBC Children in Need	-	23,806	23,806	18,979
BHT Fulfilling Lives	-	22,500	22,500	10,000
Brighton & Hove City Council (Triple P Secondment)	-	-	-	36,800
Brighton Women's Centre	-	-	-	12,431
Comic Relief	-	-	-	36,951
Department of Work and Pensions	-	-	-	2,558
BHCCG Innovation Fund	-	4,996	4,996	-
Police Crime Commissioner for Sussex	-	-	-	8,282
South East Dance	-	4,546	4,546	8,500
Sure Start	-	-	-	2,000
The Breadsticks Foundation	-	45,654	45,654	44,758
Sussex Community Foundation	-	5,000	5,000	-
Trusthouse Charitable Foundation	-	19,227	19,227	9,614
Tudor Trust	-	6,040	6,040	2,589
Wellcome Trust	-	36,000	36,000	-
	-	179,552	179,552	193,462
<b>Unrestricted</b>				
Brighton & Hove City Council	77,751	-	77,751	72,351
Community of the Blessed Virgin Mary	3,000	-	3,000	2,500
Cranstoun Contract	415,390	-	415,390	439,000
ESCC Innovation Fund	51,290	-	51,290	-
Pebble Trust	5,342	-	5,342	-
Specialist Outreach Grant	31,300	-	31,300	27,668
Sussex Community Foundation	-	-	-	5,000
University of Brighton	14,476	-	14,476	12,212
Wellcome Trust	-	-	-	-
Other grants	55,059	-	55,059	1,700
	653,608	-	653,608	560,431
	653,608	179,552	833,160	753,893

#### 4 Income from other trading activities

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Rental income	-	-	-	9,667
Conference, training and other	5,350	-	5,350	4,381
	5,350	-	5,350	14,048

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2017

#### 5 Expenditure

	Staff Costs £	Depreciation £	Other Costs £	Total 2017 £	Total 2016 £
<b>Expenditure on Charitable activities</b>					
<u>Adult Services (Brighton and Hastings)</u>					
Activities undertaken directly	326,123	-	23,856	<b>349,980</b>	324,322
Support costs	74,095	4,282	123,107	<b>201,484</b>	240,760
Total	400,218	4,282	146,963	<b>551,463</b>	565,082
<u>Young Person Services</u>					
Activities undertaken directly	113,329	-	12,523	<b>125,852</b>	110,402
Support costs	20,403	1,180	33,899	<b>55,482</b>	48,281
Total	133,732	1,180	46,422	<b>181,334</b>	158,683
<u>Crèche Services</u>					
Activities undertaken directly	30,523	-	706	<b>31,228</b>	47,416
Support costs	12,886	745	21,410	<b>35,041</b>	32,831
Total	43,409	745	22,116	<b>66,269</b>	80,247
<b>Total expenditure</b>	<b>577,358</b>	<b>6,207</b>	<b>215,501</b>	<b>799,067</b>	<b>804,012</b>

#### 6 Analysis of support costs

	Total 2017 £	Total 2016 £
<b>Cost of generating funds</b>		
Fundraising costs	-	-
Rent and Rates	<b>52,548</b>	60,305
Light and heat	<b>6,055</b>	5,329
Repairs and Maintenance	<b>25,684</b>	40,180
Staff costs	<b>107,384</b>	128,911
Insurance	<b>4,480</b>	4,908
Computer costs	<b>2,341</b>	7,951
Office expenses	<b>31,953</b>	12,253
Telephone	<b>9,852</b>	8,626
General project costs	<b>4,041</b>	4,150
Recruitment and training	<b>6,614</b>	13,449
Accountancy and independent examination fees	<b>26,540</b>	25,503
Legal and Professional Fees	<b>8,281</b>	2,575
Depreciation	<b>6,209</b>	7,718
Bank Charges	<b>25</b>	14
	<b>292,007</b>	<b>321,872</b>

Included within support costs are governance costs of £2,980 which were paid to the independent examiner in relation to accountancy and independent examination fees (2016 - £4,210).

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2017

#### 7 Statement of financial activities comparative funds - year ended 31 March 2016

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2016 £
<b><u>INCOME from:</u></b>				
Donations, grants and gifts	277	-	-	277
Charitable activities	560,431	-	193,462	753,893
Other trading activities	14,048	-	-	14,048
Investment income - interest received	1,523	-	-	1,523
<b>Total Income</b>	<b>576,279</b>	<b>-</b>	<b>193,462</b>	<b>769,741</b>
<b><u>EXPENDITURE on:</u></b>				
<b>Charitable activities</b>				
Adult Services	389,744	20,000	155,338	565,082
Young Person Services	95,629	-	63,054	158,683
Crèche Services	78,247	-	2,000	80,247
<b>Total expenditure</b>	<b>563,620</b>	<b>20,000</b>	<b>220,392</b>	<b>804,012</b>
<b>Net incoming/(outgoing) resources for the year</b>	<b>12,659</b>	<b>( 20,000)</b>	<b>( 26,930)</b>	<b>( 34,271)</b>
Fund balances at 1 April 2015	145,361	20,000	82,297	247,658
<b>Fund balances at 31 March 2016</b>	<b>158,020</b>	<b>-</b>	<b>55,367</b>	<b>213,387</b>

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

#### FOR THE YEAR ENDED 31 MARCH 2017

#### 8 Trustees

Trustees were repaid expenses during the year of £27 for travel and subsistence (2016 - £154). During the year none of the trustees (or any persons connected with them) received any remuneration for their services.

#### 9 Number of employees

The average number of employees during the year was:

	<b>2017</b>	2016
	<b>Number</b>	Number
Direct charitable	<b>28</b>	24
Management and administration	<b>3</b>	3
	<u><b>31</b></u>	<u>27</u>

The average monthly number of full time equivalent employees during the year was:

	<b>2017</b>	2016
	<b>Number</b>	Number
Direct charitable	<b>18</b>	17
Management and administration	<b>2</b>	3
	<u><b>20</b></u>	<u>20</u>

#### Employment Costs

	<b>2017</b>	2016
	<b>£</b>	£
Wages and salaries	<b>527,979</b>	522,416
Social security costs	<b>39,403</b>	40,816
Pension costs	<b>9,977</b>	5,384
	<u><b>577,359</b></u>	<u>568,616</u>

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

The key management personnel of the charity comprise the Director and the Service Development Manager. The total employee benefits of key management personnel of the charity were £77,033 (2016 - £81,562).

Wages and salaries include £10,140 of ex-gratia costs as a result of reshaping the organisation undertaken in the year.

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2017

10 Tangible fixed assets	Leasehold Improvements	Fixtures fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2016	85,169	17,236	102,405
Additions	-	-	-
Disposals	-	-	-
<b>At 31 March 2017</b>	<b>85,169</b>	<b>17,236</b>	<b>102,405</b>
<b>Depreciation</b>			
At 1 April 2016	66,297	14,371	80,668
Charge for the year	3,775	2,432	6,207
Disposals	-	-	-
<b>At 31 March 2017</b>	<b>70,072</b>	<b>16,803</b>	<b>86,875</b>
<b>Net book value</b>			
<b>At 31 March 2017</b>	<b>15,097</b>	<b>433</b>	<b>15,530</b>
At 31 March 2016	18,872	2,865	21,737
<b>11 Debtors</b>		<b>2017</b>	<b>2016</b>
		£	£
Trade debtors		200	22,287
Other debtors		12,543	10,001
Prepayments and accrued income		32,967	24,935
		<b>45,710</b>	<b>57,223</b>
<b>12 Creditors: amounts falling due within one year</b>		<b>2017</b>	<b>2016</b>
		£	£
Trade creditors		21,331	15,892
Taxes and social security costs		7,392	11,155
Deferred income		37,192	5,000
Accruals		8,460	27,051
Other creditors		1,195	1,153
		<b>75,570</b>	<b>60,251</b>

**BRIGHTON OASIS PROJECT**  
**NOTES TO THE ACCOUNTS (Continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**13 Restricted funds**

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

	<b>Movement in Funds</b>				
	<b>Balance at 1 April 2016</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Balance at 31 March 2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Awards for All	-	6,783	( 4,522)	-	2,261
Barbara Ward Childrens Foundation	-	5,000	( 5,000)	-	-
BHT - Fulfilling Lives	-	22,500	( 22,500)	-	-
BBC Children in Need	1,583	18,309	( 18,366)	-	1,526
BBC Children in Need (Small Grant)	-	5,497	-	-	5,497
Comic Relief	15,417	-	( 15,417)	-	-
BHCCG Innovation Fund	-	4,996	( 833)	-	4,163
Police and Crime Commisioner for Sussex Grant	2,767	-	( 2,767)	-	-
South East Dance	2,000	4,546	( 6,546)	-	-
The Breadsticks Foundation	33,600	45,654	( 45,014)	-	34,240
Tudor Trust Grant	-	6,040	( 6,040)	-	-
Sussex Community Foundation	-	5,000	( 5,000)	-	-
Trusthouse Charitable Foundation	-	19,227	( 19,227)	-	-
Wellcome Trust	-	36,000	-	-	36,000
	<u>55,367</u>	<u>179,552</u>	<u>( 151,232)</u>	<u>-</u>	<u>83,687</u>

A description of each of the funds is given below.

Awards for All

Funding was received to develop and deliver an enhanced volunteer training programme at BOP.

Barbara Ward Childrens Foundation

BOP received funding towards crèche costs, including an early years worker, training for existing crèche staff and equipment for the crèche.

BHT - Fulfilling Lives

Funding was received as part of the Fulfilling Lives Programme. This is a national lottery funded initiative led in East Sussex by Brighton Housing Trust to improve responses to people with multiple and complex needs. We delivered activities to vulnerable women in Hastings as part of this project.

BBC Children in Need

BOP received funding towards the costs of an early years worker in the crèche.

BBC Children in Need (Small Grant)

Funding was received to set up and deliver a therapy service to children and young people in Hastings affected by substance misuse in the family.

Comic Relief

Funding towards a Young Women's Alcohol Worker supporting young women aged 14-25 experiencing problems with alcohol.

BHCCG Innovation

A grant from the Brighton and Hove Clinical Commissioning group was awarded to set up and deliver a project in which age-specific psychotherapeutic group sessions are delivered in a nail bar to young women aged 13-25 years at risk of self-harm or suicide.

**BRIGHTON OASIS PROJECT**  
**NOTES TO THE ACCOUNTS (Continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**13 Restricted funds (continued)**

Police Crime Commissioner for Sussex Grant

Funding was received to provide counselling for women who have been or are currently working in the sex industry.

South East Dance

BOP has been working with South East Dance to deliver dance experiences to women with drug and alcohol problems, to promote recovery and enhance their physical and mental health.

The Breadsticks Foundation

Funding was received to provide services for children affected by substance misuse in the family . This includes 1-1 therapy for children aged 5-18 .

Tudor Trust

BOP received funding towards resilient resettlement and community integration for ex homeless people.

Trust House Charitable Foundation

Received as part of a 3 year project to improve outcomes for under 2's. BOP will be delivering the Mellow Parenting Intervention; an attachment focused parenting programme.

Wellcome Trust Grant

Funding was received to begin a project, 'The Art of Attachment', which aims to explore the theme of attachment through the medium of the arts. BOP will commission leading poet, Lemn Sissay and choreographer, Charlotte Vincent to facilitate workshops with BOP clients and produce a performative piece.

**14 Analysis of net assets between funds**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2017 £</b>
Fund balances at 31 March 2017 are represented by:			
Tangible fixed assets	15,530	-	<b>15,530</b>
Current assets	232,375	83,687	<b>316,062</b>
Creditors: amounts falling due within one year	( 75,570)	-	<b>( 75,570)</b>
	<u>172,335</u>	<u>83,687</u>	<u>256,022</u>
	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2016 £</b>
Fund balances at 31 March 2016 are represented by:			
Tangible fixed assets	21,737	-	<b>21,737</b>
Current assets	196,534	55,367	<b>251,901</b>
Creditors: amounts falling due within one year	( 60,251)	-	<b>( 60,251)</b>
	<u>158,020</u>	<u>55,367</u>	<u>213,387</u>

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

#### FOR THE YEAR ENDED 31 MARCH 2017

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#### 15 Commitments under operating leases

At 31 March 2017 the charity had total commitments under non-cancellable operating leases as follows:

	<b>Land and buildings 2017 £</b>	<b>Other 2017 £</b>	<b>Land and buildings 2016 £</b>	<b>Other 2016 £</b>
Expiry date:				
Within one year	-	-	-	-
Between one and two years	<b>45,500</b>	<b>10,771</b>	39,000	2,995
Between two and five years	<b>32,500</b>	<b>36,206</b>	97,500	11,760
	<b><u>78,000</u></b>	<b><u>46,977</u></b>	<u>136,500</u>	<u>14,755</u>

#### 16 Members Guarantee and Share Capital

The charity is limited by guarantee and has no share capital. Every member of the company is a guarantor and undertakes to contribute to the assets of the company, in the event of it being wound up, such amounts as may be required. Each guarantor's liability is limited to £1.

#### 17 Control

The charity is under the control of the board of Trustees.