

**Charity Registration No. 1065503**

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

**BRIGHTON OASIS PROJECT**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2010**

# **BRIGHTON OASIS PROJECT**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	Ms G Precey (Chair) Ms J Carmody Mr J Chapman Dr C Fletcher Mrs W Mwangulube Ms B Ogden Mr D Sinclair
<b>Secretary and Director</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

# BRIGHTON OASIS PROJECT

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# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2010***

The trustees present their report and accounts for the year ended 31 March 2010.

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 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim 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.

#### **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)  
Ms J Carmody  
Mr J Chapman  
Mrs W Mwangulube  
Dr C Fletcher  
Ms B Ogden  
Mr D Sinclair

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

We have been fortunate within the last year to recruit 2 new trustees to the board who have greatly added to the diversity and competence of the board. We are particularly pleased to have recruited to the post of Treasurer. 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. We have used a community website to attempt to recruit new trustees. 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. All trustees give their time voluntarily and received no benefits from the charity.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2010***

#### **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 2009/10, the Director line-managed three senior managers (Services Managers) as well as the Administrator/Personal Assistant and the Young Persons Therapist. 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. BOP has entered into a partnership with 4 other womens organisations in the city to deliver a project funded by the Ministry of Justice, Inspire. This project aims to work with women offenders and those at risk of offending, providing alternatives to custody. This funding has allowed us to employ a new worker to work in the sex worker project.

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. The POCAR programme (Parents of Children at Risk) continues to develop ensuring close working links with colleagues in children and young people's services.

The organisations risk management strategy has been reviewed within the year, alongside other policies and procedures which minimise risk to the organisation. 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**

Women and children affected by substance misuse have equitable access to quality treatment services, enabling them to begin a process of change that improves their life chances and supports them to participate fully in society.

##### **Aims**

Brighton Oasis Project 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 minimization through to total abstinence, which are complemented by specialist services for children, young people and women working in the sex industry

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2010***

The whole ethos behind the establishment of the Oasis Women's Project was to develop a service that was a safe and accessible for women. There are a variety of barriers in accessing generic drug services which result in women being under-represented in them. By reducing the barriers to access for example by providing childcare we hope to encourage and enable women to engage in drug treatment with the result of improving their own health and social functioning and keep children and families together in safe environments.

#### **Objectives**

Brighton Oasis Project supports women and children affected by substance misuse to explore how drugs and / or alcohol, are affecting their lives, and works with them to reduce the harm caused by substance misuses and make positive choices for the future.

We do this by offering a range of specialist services tailored to meet the needs of individual women and children. These include initial drop in , open access services to structured treatment interventions. All our service delivery is underpinned by our clearly articulated values and beliefs.

#### **Activities**

Brighton Oasis Project has 14 years' experience of providing support to female substance misusers, alongside specialist interventions for their children. We are a recognised specialist in the field of female substance misuse. 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 Structured Day Care Programme (Adult Services) 3 variations on the structured day programme are delivered, these meet the different needs of women referred to us including offenders on a community sentence and women whose children have a child protection plan. A comprehensive Aftercare Programme is available for all women who have completed a day programme at Oasis. We 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). 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 an 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. It aims to offer high levels of support to women who have been identified as having children " at risk or in need" due to their own substance misuse. The programme enables social services to make decisions about children's future based on their mothers commitment and motivation.

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 have continued to develop the services we deliver in the community including close work with a local school and youth centre. Our Young Womens Group (18-25) which began the previous year had continued to develop and attracts growing numbers.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2010***

Although all services are primarily run by paid staff, volunteers are used throughout the organisation. Volunteers at Brighton Oasis Project work across our adult services, our crèche, our services for children affected by family substance misuse. Additionally Peer Mentors, those who have previously used the service assist in delivering some of the activities available including relaxation and the service users involvement group. As an organisation we work closely with other statutory and voluntary organisations across the city to ensure that all our services are delivered with a view to the needs of the local community and to maximise our effectiveness. We maintain close links with the police to ensure our activities are carried out in a way that minimises any potential disruption to the community.

#### **ACHIEVEMENTS AND PERFORMANCE**

All services have robust monitoring systems in place which measure both quantitative and qualitative information. We have worked closely with colleagues across the drug treatment partnership to ensure the smooth implementation of new measuring systems, we continue to receive quarterly performance reports. We have also steered and participated in an evaluation of the POCAR service to date. All managers are required to draw up annual workplans and these are mapped against the overall organisational targets and plan, and reviewed regularly in supervision.

During 2009/10 51 women have completed the POCAR programme. POCAR now has the capacity to provide 25 places at any time. In total 147(51 POCAR) women have completed a structured day programme including 25 women on a community sentence-( DRR), In addition OASIS offered 560 open access advice and information sessions, four times a week. Staff were available to give telephone advice and support from 9.00 to 5.00 five days a week. 33 women attended the aftercare programme which enhances their chances of remaining stable and making positive choices.

Retention rates for clients accessing Structured Day Care for 12 weeks or over is approximately 83%.

The Sex Workers Outreach project made contact with 84 women for the first time in 2009/10. The service had contact with on average 51 individual women per month.

Young Oasis which works with boys and girls aged from 6-18 were able to see 21 children for one to one counselling and in addition worked with 10 children in the community through a group intervention. The Young Oasis service was able to deliver this number of sessions thanks to the commitment of volunteers. All Oasis' programmes and activities are delivered to service users at no charge to them and are open to any women living in Brighton and Hove. All services are monitored for uptake and attempts made to address groups underrepresented in the service for example the Lesbian and transgendered community. The Oasis Equality and Diversity policy has been reviewed this year and training in this area is regularly provided.

#### **FINANCIAL REVIEW**

Both income and expenditure have grown this year, this represents further funding from statutory sources in response to our demonstrating higher levels of need/activity. As ever our major source of expenditure is staff salaries and any increase in activity commissioned results in a subsequent increase in costs. We have been successful in getting nearer to achieving the principles of full cost recovery in some areas although the trustees have made the decision that in the short term where costs are not fully funded they will still be provided in so far as we are able within the confines of good financial management. We continue to ensure all costs are carefully managed by regular scrutiny of all expenditure.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2010***

#### **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 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.

#### **PLANS FOR THE FUTURE**

In 2009/10 we undertook to deliver a project in partnership with other womens sector organisations, this activity enabled us to pursue funding from the office of the Third Sector to pursue the development of partnership working either via a formal structures or looser arrangements. As a result of this funding we have been identified by "Pilot light" a capacity building organisation to benefit from their support over the next few months. Pilotlight aims to enable charities to expand their reach and number of beneficiaries by operationalising their strategic plans effectively We are conscious of the impact of the challenging economic /political climate, in particular uncertainty about changes with the health service and drug policies mean the next year will require us to be lean , effective, responsive and forward thinking.

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**

A resolution to appoint auditors of the company will be put to the Annual General Meeting.

**BRIGHTON OASIS PROJECT**  
**TRUSTEES' REPORT**  
***FOR THE YEAR ENDED 31 MARCH 2010***

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees, are responsible for preparing the Governors' 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 charitable company's state of affairs at the end of the year and of its income and expenditure for that year.

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 2006. 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.

On behalf of the board of trustees

**Ms G Precey (Chair)**

Trustee

Dated: .....

**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 2010 set out on pages 9 to 20. These accounts have been prepared in accordance with the accounting policies set out on pages 11 and 12.

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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) and for satisfying themselves that the charity's accounts give a true and fair view.

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 United Kingdom Generally Accepted Accounting Practice the Companies Act, have been prepared in accordance with the Companies Act 2006, and give a true and fair view. 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 certain disclosures of trustees' remuneration specified by law are not made.

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 charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the 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.

**BRIGHTON OASIS PROJECT**

**INDEPENDENT AUDITORS' REPORT**

**TO THE MEMBERS OF BRIGHTON OASIS PROJECT**

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**Opinion**

In our opinion the accounts:

- the accounts give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice,
- have been properly prepared in accordance with the Companies Act 2006;
- the accounts give a true and fair view of the state of affairs of the charitable company as at 31 March 2010, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- the information provided in the Trustees' Report is consistent with the accounts.

**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

FOR THE YEAR ENDED 31 MARCH 2010

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
<b><u>INCOMING RESOURCES</u></b>						
<b>Incoming resources from generated funds</b>						
Voluntary income - donations		2,476	-	-	2,476	1,126
Investment income - interest		187	-	-	187	7,747
Other Incoming resources		4,746	-	-	4,746	15,814
		<b>7,409</b>	-	-	<b>7,409</b>	24,687
<b>Incoming resources from charitable activities</b>	<b>2</b>	<b>442,834</b>	-	<b>47,615</b>	<b>490,449</b>	449,225
<b>Total Incoming Resources</b>		<b>450,243</b>	-	<b>47,615</b>	<b>497,858</b>	473,912
<b><u>RESOURCES EXPENDED</u></b>						
<b>Charitable activities</b>						
	<b>3</b>					
Adult Services		282,837	-	21,169	304,006	269,497
Young Oasis		27,452	-	451	27,903	16,124
Outreach		59,114	-	24,191	83,305	66,861
Creche		60,203	-	1,240	61,443	53,649
Young Womens Substance Misuse Service		37,027	-	564	37,591	33,918
<b>Total Charitable expenditure</b>		<b>466,633</b>	-	<b>47,615</b>	<b>514,248</b>	440,049
Governance costs		4,755			4,755	5,106
<b>Total resources expended</b>		<b>471,388</b>	-	<b>47,615</b>	<b>519,003</b>	445,155
<b>Net incoming/(outgoing) resources for the year</b>		<b>( 21,145)</b>	-	-	<b>( 21,145)</b>	28,757
Fund balances at 1 April 2009		191,899	20,000	-	211,899	183,142
<b>Fund balances at 31 March 2010</b>		<b>170,754</b>	<b>20,000</b>	-	<b>190,754</b>	211,899

All income and gains for the period are recognised above. All of the Charity's activities are classified as continuing. The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# BRIGHTON OASIS PROJECT

## BALANCE SHEET

AS AT 31 MARCH 2010

	Notes	2010		2009	
		£	£	£	£
<b>Fixed Assets</b>					
	6		25,694		29,118
<b>Current Assets</b>					
Debtors	7	31,575		31,123	
Cash at bank and in hand		<u>170,213</u>		<u>216,235</u>	
		201,788		247,358	
Creditors: amounts falling due within one year	8	<u>( 36,728)</u>		<u>(64,577)</u>	
<b>Net current assets</b>			<u>165,060</u>		<u>182,781</u>
<b>Total assets less current liabilities</b>			<u>190,754</u>		<u>211,899</u>
<b>Income Funds</b>					
Restricted funds	9		-		-
Unrestricted funds:					
Designated funds	10		20,000		20,000
Other charitable funds			170,754		191,899
			<u>190,754</u>		<u>211,899</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

These accounts were approved by the board on .....

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G Precey (Chair)  
Trustee

Company Registration No. 3447762

# **BRIGHTON OASIS PROJECT**

## **NOTES TO THE ACCOUNTS**

### **FOR THE YEAR ENDED 31 MARCH 2010**

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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 2006.

##### **1.2 Incoming resources**

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

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 accruals basis:

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% reducing balance basis

Fixtures, fittings & equipment Between 20% and 50% straight line basis

**BRIGHTON OASIS PROJECT**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
***FOR THE YEAR ENDED 31 MARCH 2010***

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**1 Accounting Policies**

**(continued)**

**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.

**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 page 17 and 18.

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

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2010

#### 2 Incoming resources from charitable activities

	Unrestricted Funds	Restricted Funds	Total 2010	Total 2009
Grants Receivable	442,834	47,615	<b>490,449</b>	449,225

Included within income relating to grants receivable are the following:

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
<b>Restricted</b>				
The Monument Trust	-	-	-	25,000
Lloyds TSB Foundation	-	-	-	20,000
Brighton & Hove Food Partnership (Good Food Grant)	-	1,990	<b>1,990</b>	1,000
Other grants	-	-	-	4,300
Capacity Builders	-	10,000	<b>10,000</b>	-
Ministry of Justice	-	13,351	<b>13,351</b>	-
Communities Against Drugs	-	22,274	<b>22,274</b>	22,274
	-	47,615	<b>47,615</b>	72,574
<b>Unrestricted</b>				
Brighton & Hove Primary Care Trust	337,874	-	<b>337,874</b>	269,707
Brighton & Hove City Council	71,876	-	<b>71,876</b>	49,777
Sure Start	3,500	-	<b>3,500</b>	8,000
Crime Reduction Initiative	-	-	-	40,667
Children and Young Peoples Trust	24,386	-	<b>24,386</b>	7,000
Other Grants	5,198	-	<b>5,198</b>	-
RU OK	-	-	-	1,500
	442,834	-	<b>442,834</b>	376,651
	442,834	47,615	<b>490,449</b>	449,225

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (Continued)

### FOR THE YEAR ENDED 31 MARCH 2010

#### 3 Total resources expended

	Staff Costs £	Depreciation £	Other Costs £	Total 2010 £	Total 2009 £
<b>Charitable activities</b>					
<u>Adult Services</u>					
Activities undertaken directly	166,873	-	10,275	<b>177,148</b>	168,520
Support costs	52,978	4,172	69,708	<b>126,858</b>	100,977
Total	219,851	4,172	79,983	<b>304,006</b>	269,497
<u>Young Oasis</u>					
Activities undertaken directly	13,685	-	6,163	<b>19,848</b>	9,709
Support costs	3,364	265	4,426	<b>8,055</b>	6,415
Total	17,049	265	10,589	<b>27,903</b>	16,124
<u>Outreach</u>					
Activities undertaken directly	47,419	-	1,654	<b>49,073</b>	39,598
Support costs	14,296	1,126	18,810	<b>34,232</b>	27,263
Total	61,715	1,126	20,464	<b>83,305</b>	66,861
<u>Young Womens Substance Misuse Service</u>					
Activities undertaken directly	26,041	-	1,482	<b>27,523</b>	25,899
Support costs	4,205	331	5,532	<b>10,068</b>	8,018
Total	30,246	331	7,014	<b>37,591</b>	33,917
<u>Creche Services</u>					
Activities undertaken directly	39,074	-	219	<b>39,293</b>	36,009
Support costs	9,250	729	12,171	<b>22,150</b>	17,641
Total	48,324	729	12,390	<b>61,443</b>	53,650
<hr/>					
	377,185	6,623	130,440	<b>514,248</b>	440,049
<hr/>					
<b>Governance Costs</b>	-	-	4,755	<b>4,755</b>	5,106
<hr/>					
	377,185	6,623	135,195	<b>519,003</b>	445,155

Governance costs includes payments to the auditors of £4,755 (2009 - £5,106) for audit fees.

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

#### FOR THE YEAR ENDED 31 MARCH 2010

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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 Number of employees

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

	<b>2010</b>	2009
	<b>Number</b>	Number
Direct Charitable	<b>13</b>	11
Management and administration	<b>3</b>	3
	<b>16</b>	14

#### Employment Costs

	<b>2010</b>	2009
	<b>£</b>	£
Wages and salaries	<b>345,830</b>	308,628
Social security costs	<b>31,355</b>	27,951
	<b>377,185</b>	336,579

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 2010

6 Tangible fixed assets	Leasehold Improvements	Fixtures fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2009	62,024	18,166	80,190
Additions	-	3,199	3,199
<b>At 31 March 2010</b>	<b>62,024</b>	<b>21,365</b>	<b>83,389</b>
<b>Depreciation</b>			
At 1 April 2009	32,906	18,166	51,072
Charge for the year	5,823	800	6,623
<b>At 31 March 2010</b>	<b>38,729</b>	<b>18,966</b>	<b>57,695</b>
<b>Net book value</b>			
<b>At 31 March 2010</b>	<b>23,295</b>	<b>2,399</b>	<b>25,694</b>
At 31 March 2009	29,118	-	29,118

7 Debtors	2010 £	2009 £
Trade debtors	21,575	100
Other debtors	10,000	26,476
Prepayments and accrued income	-	4,547
	<b>31,575</b>	<b>31,123</b>

8 Creditors: amounts falling due within one year	2010 £	2009 £
Trade creditors	22,350	5,440
Taxes and social security costs	8,245	8,528
Other creditors	593	481
Deferred income	-	44,386
Accruals	5,540	5,742
	<b>36,728</b>	<b>64,577</b>

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2010

#### 9 Restricted funds

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

	Movement in Funds				
	Balance at 1 April 2009	Incoming resources	Resources expended	Transfers	Balance at 31 March 2010
	£	£	£	£	£
Brighton & Hove Food Partnership (Good Food Grant)	-	1,990	( 1,990)	-	-
Capacity Builders	-	10,000	( 10,000)	-	-
Ministry of Justice	-	13,351	( 13,351)	-	-
Communities Against Drugs	-	22,274	( 22,274)	-	-
	-			-	-
	-			-	-
	-	47,615	( 47,615)	-	-

A description of each of the funds is given below.

#### Brighton & Hove Food Partnership (Good Food Grant)

The aims of the food partnership are to increase and promote the availability of a healthy, sustainable food system. The grant is used to provide a once a week healthy eating group for service users, encouraging them to develop their knowledge around food choices and enjoy eating communally.

## **BRIGHTON OASIS PROJECT**

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

#### **FOR THE YEAR ENDED 31 MARCH 2010**

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#### **9 Restricted funds**

**(continued)**

##### Capacity Builders

Capacity Builders provided funding for BOP to improve its capacity to work in partnership with other third sector partners, to increase its efficiency and capacity to withstand a difficult economic climate. The funding was provided after an analysis of the organizations needs and readiness to undertake partnership working. The funding facilitated the development of the delivery of the "Inspire" Project.

##### Ministry of Justice

Funding was secured from the Ministry of Justice for a partnership project delivered with 4 other women's organizations in the city to deliver the "Corston" Agenda, working with women offenders, providing alternatives to custody and addressing the underlying problems which can lead to offending. The Brighton Women's Centre is the lead agency for this, Brighton Oasis Project a delivery partner.

##### Communities Against Drugs

###### Outreach Project

There are other substance misusers who feel unable to attend the charity's offices who are in need of care and support as much as those who can, 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 2010

#### 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:

	Movement in Funds			
	Balance at 1 April 2009	Incoming resources	Resources expended	Balance at 31 March 2010
	£	£	£	£
Leasehold dilapidations	20,000	-	-	20,000
	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>20,000</u>

The trustees have designated £20,000 of the unrestricted reserves as a provision towards the cost of dilapidations upon the expiry of the lease.

#### 11 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2010 are represented by				
Tangible fixed assets	25,694	-	-	25,694
Current assets	181,788	20,000	-	201,788
Creditors: amounts falling due within one year	(36,728)	-	-	(36,728)
	<u>170,754</u>	<u>20,000</u>	<u>-</u>	<u>190,754</u>

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

#### FOR THE YEAR ENDED 31 MARCH 2010

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#### 12 Commitments under operating leases

At 31 March 2010 the charity had annual commitments under non-cancellable operating leases as follows:

	Other 2010 £	Land and buildings 2010 £	Other 2009 £	Land and buildings 2009 £
Expiry date:				
Within one year	4,132	-	-	14,000
Between two and five years	-	30,000	-	19,500
In over five years	1,967	-	-	-
	<b>6,099</b>	<b>30,000</b>	-	33,500

The charity has a 5 year repairing lease at an annual rental of £10,500 (2009-£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 already designated £20,000 of the unrestricted reserves as a prudent provision for delapidation 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.

#### 13 Members Guarantee

The charity has no share capital but is limited by guarantee. 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.

#### 14 Control

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