

**Charity Registration No. 1065503**

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

**BRIGHTON OASIS PROJECT**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2011**

# 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 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 2011***

The trustees present their report and accounts for the year ended 31 March 2011.

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 (resigned 13 May 2011)

Mr D Sinclair

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

There has been continuity amongst the board of trustees this year with the same 7 trustees throughout the year. This year we have started to work with Pilotlight, Pilotlight helps local charities and social enterprises to tackle social disadvantage in the UK. Their work enables charities to raise more money, reach more people and operate more effectively. The process matches and manages teams of senior business people, known as 'Pilotlighters', with local charities and social enterprises that are tackling social disadvantage in the UK. Our engagement with Pilotlight has supported the boards development and enabled us to focus on how the organisation needs to adapt in the current economic and political climate.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2011***

#### **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. 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. The trustees are encouraged to develop particular areas of interest within the organisation and board members come to the project during work hours to meet with staff and pursue issues which have arisen at board level.

#### **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 2010/11, 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 17 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. Our work in partnership with the other women's sector organisations has continued. This work under the Umbrella of "Inspire" provides services for women offenders and those at risk of offending. This has increased our capacity to work with women in the sex industry.

Our adult drug treatment services are fully integrated with other commissioned services to ensure an efficient pathway for service users. Staff attending a range of forums, meetings and networks to ensure good practice and effective communication. The POCAR programme (Parents of Children at Risk) continues to grow ensuring close working links with colleagues in children and young people's services. The service this year has been reviewed by the DAAT monitoring and evaluation officer, key recommendations have been made for services across the city.

The organisation is accredited by Investors in People and systems of supervision and appraisal are in place. All client facing staff have role profiles which utilise DANOS (Drug and Alcohol National Occupational Standards) and performance management, training and development is implemented with reference to these.

BOP continues to analyse the range of risks which are relevant to the organisation and develop robust plans for minimising and mitigating these. In July 2010 the arrangements for managing the organisation's finances were reviewed and the organisation now manages these in house. A review of financial systems and procedures was then undertaken. Systems are in place to ensure compliance with relevant legislation including health and safety and data protection.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2011***

### **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.

#### **Our Mission**

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.

#### **How our activities deliver public benefit**

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 misues and make 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. These include intial 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 15 years' experience of providing support to female substance misusers, alongside specialist interventions for children affected by familial substance misuse . We are a recognized specialist in the field of female substance misuse. We have a portfolio of services that addresses the range of needs we see in the women and children we work with. This includes tier 2 and 3 services commissioned by the local NHS.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2011***

Tier 2 describes open access services, generally the first point of contact for anyone seeking help and support with the substance misuse. Open access is provide 4 afternoons per week and provides both appointments and drop in.

Tier 3 services are intensive programmes which use a range of psycho social interventions to address substance misuse.

#### **Structured Day Care Model:**

During an induction at Oasis, an individual care plan will be created, representing an agreement between the woman and the agencies involved in her care, including Oasis. This will focus on the client's motivation and readiness to engage with different aspects of our Adult Services, as well as creating specific goals and identifying appropriate interventions.

Structured Day Care programmes are structured to take place over 16 weeks: groups and individual key work sessions are provided for all women enrolled on a structured day care programme. Groups are tailored to meet the needs of women on specific programmes, areas covered include: relapse prevention; relationship support; offending behaviour; goal-setting groups; parenting including 'Triple P; a creative group and an aftercare group. Each woman will have been allocated a key worker who will work with her individually on her care plan, reviewed every six weeks. Staff maintain close working relationships with colleagues at the SMS to ensure TOPS evaluations are completed appropriately.

Three structured day care programmes take place at Brighton Oasis Project:

- A programme for women who are voluntarily accessing support around their use of drugs ( known as models of care)
- A 'Parents of Children At Risk' (POCAR) programme run in partnership with social services for mothers whose children have a child protection plan ( or have been identified as in need) in which substance misuse is identified as a factor
- A 'Drug Rehabilitation Requirement' (DRR) programme for women who attend as part of a community sentence having committed an offence related to drug misuse.

During the period between April 2010 - March 2011:

- 86 women accessed the POCAR (Parents Of Children At Risk) programme.
- 124 women accessed other structured day programmes (Voluntary programme and DRR programme)

#### **DRR Programme:**

OASIS holds a sub-contract through CRI for the majority of women on DRR's in the City. These women are required to have a minimum number of contact hours at the project, for a specified length of time. The number of places commissioned is 9 at any time.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2011***

#### Structured Day Care Model:

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#### **Parents of Children at Risk Structured Day Programme (POCAR):**

##### Aims:

- To assist substance misusing parents / carers to bring their drug use under control and by so doing reduce risk to their children.
- To develop a more effective response to families who need help, to ensure that their children are safe and have good prospects.
- To be available to all female substance misusing parents who meet the eligibility criteria, and provided without discrimination in respect of the client's race, religion, disability or sexual preferences.
- To divert children from the Child Protection Register and the corporate care experience.
- To achieve sustainable family life plans in which children remain in the family.
- To create new and sustainable ways of working between voluntary and statutory services and children and adult services.
- To contribute to a national evidence base of good practice.

As noted, 86 women accessed POCAR between April 2010 – March 2011, there is around a 50/50 split between women with drug problems and those with alcohol problems. The capacity of the programme is 25, however, the numbers we have enrolled within this period have often exceeded this limit. It has been noted that although the length of the original programme was agreed at 16 weeks clients frequently attend for longer than this, this is due to both client need ( as expressed by individuals ) and pressure from social workers who are keen to see longer periods of engagement and sustained change before making decisions regarding future plans for children.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2011***

#### Young Women's Group:

Brighton Oasis Project runs a weekly Young Women's Group for women aged 18 – 25 who have a problem with drug or alcohol misuse – the group aims to bridge the gap for women who may be making the transition from young people's substance misuse services into adult treatment services. However it is worth noting that many of these women do not fit the typical profile of those engaged in substance misuse services. Often it is problems with "binge" drinking or use of newer substances that has led to problems in their functioning, for example having been arrested drunk in charge of a child.

Young Women attending this group generally attend other elements of our structured programmes as well. The weekly group is structured to look at topics which are particularly relevant to young women, such as sexual health, self esteem and relationship support, the experience of domestic violence both as adults and of witnessing this as a child is very high. Between April 2010 – March 2011 the Young Women's group saw 24 women. The majority of these young women were mothers whose children had a child protection plan in which substance misuse is a factor.

#### **Crèche:**

Women accessing any programme at Oasis, or attending an Open Access appointment are able to use the OFSTED registered crèche. The crèche operates with a high ratio of staff per child, this is for both reasons to do with the unpredictability of attendance and in recognition that the children attending the crèche need high levels of individual attention. This service allows a number of women access treatment, who would otherwise be unable to do so due to a lack of appropriate childcare. It also offers a service to some of the most vulnerable children in the city, allowing early referral to services such as speech and language therapists, guidance around support services within the city and the opportunity to give parenting advice. The staff within the crèche have a high level of focus around possible issues of neglect and feedback from crèche staff enables adult team staff to gain an understanding of how children are being cared for /parented. From April 2010 – March 2011, 81 children were cared for in the crèche, of these children 63% had a child protection plan.

Women accessing any of the programmes at Oasis are also able to attend a number of additional activities at the project. The timetabling of these activities has been designed to provide structure to women's days with the aim of providing something on each day of the week, supporting a life outside of the parameters of drinking / using drugs. These activities include:

- Yoga once a week
- A Healthy Eating Lunch with an explanation of recipes and nutritional value of the ingredients
- Cooking lessons in six week blocks
- A weekly group lunch with food provided by 'Fareshare'
- Kickboxing once a week
- Auricular Acupuncture twice a week
- A weekly creative group
- Encouragement to access city-wide service user events

It is also a goal of the programmes that women will experience activities and experiences they have not previously had the opportunity to do and that continued engagement with these outside of the provision of the project will enable a sustained recovery.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2011**

#### **Aftercare:**

An Aftercare Programme takes place over one afternoon a week for women who have been through a programme at Oasis. Between April 2010 – March 2011, Aftercare was attended by 38 women. The group's focus is on looking at relapse prevention and next steps for women who have completed a programme, such as training and education. Women attending Aftercare are also able to participate in the range of additional activities taking place at Oasis, and the crèche is available for all women accessing the group. We have recently enhanced the service for women attending the Aftercare programme and have developed a pathway with progression to roles as 'Recovery Champions' and Volunteers.

#### **Sex Work Outreach Project (SWOP):**

SWOP aims to make contact with women working in the sex industry to improve access to information and support around health (substance misuse and sexual health) and safer working practices:

- The service aims to improve access to condoms and other safer sex supplies
- SWOP works in partnership with THT South to deliver assertive outreach to parlours and working flats in the Brighton and Hove area
- A range of support, advice, and advocacy is offered via telephone, drop-in provision and face-to-face support both at Brighton Oasis Project and in a range of other community settings.
- The Sex Worker Handbook which includes information about sexual health, drugs, safety at work, careers, debt and legal issues is distributed.
- Drop-in sessions for female sex workers are provided once a week on a weekday evening.

The SWOP Coordinator produces quarterly detailed reports for the commissioner of HIV and Sexual Health services. These have shown that between April 2010 - March 2011, an average of 75 individual women per quarter were in contact with the service for brief interventions (advice, support and info / advocacy with accessing services). In addition we have been able to increase the capacity to case work some women via funding from the "Inspire" project.

In our Children and Young People's Services, we offer weekly therapy sessions (using Art and Drama therapists) for children and young people aged 5 - 16 who are affected by drug or alcohol use in their families. We have expanded the range of group provision to increase the number of children we provide services for and the range of support options available. The aim of this therapeutic work is to increase the children's resilience and enhance their stability within their family and peer groups.

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 familial substance misuse. In response to suggestions from clients we have developed the pathway from services user to "recovery champion" and then volunteer. 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.

# **BRIGHTON OASIS PROJECT**

## **TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2011***

### **ACHIEVEMENTS AND PERFORMANCE**

All services have robust monitoring systems in place which measure both quantitative and qualitative information. We regularly review our systems and our data to ensure the services we deliver are effective and accessible. We have changed service delivery in response to some of the monitoring, for example Young Oasis had much lower uptake of 1-1 interventions from boys so we have introduced more group work to address this.

Outcomes for women substance misusers undertaking structured treatment at Oasis are monitored in line with local and national systems. The organisation's contract with the PCT is managed with reference to this data and includes monitoring retention rates and Treatment Outcome Profiles (TOPS). In both areas the organisation is considered to perform well. Our rates for women leaving the organisation are high compared to data from similar service provision. Oasis held its first ever conference in 2010 which received a lot of coverage and was highly evaluated by all those who attended. Around 90 delegates from across the UK attended. Alongside generating a small amount of income for the organisation BOP view the conference as being part of the way it delivers public benefit and address the inequality women experience in drug treatment.

### **FINANCIAL REVIEW**

The organisation has for the second year ended in deficit which is clearly a concern for the trustees. Whilst income has increased so too have costs, this is largely accounted for by staff costs and arises as a result of the organisation delivering more activity than that commissioned. In effect the organisation is subsidising the costs of delivering some aspects of service provision through its reserves. The board have reviewed their position in regard to this and in future will need to ensure that all costs relating to delivery of services are recouped. At the same time we recognise in the current climate that we need to diversify our funding streams and have developed a strategy to address this. We were able to obtain funding from the Department of health for capital improvements in the year which allowed us to upgrade our premises. We also secured further office space for staff to work in to ensure that all the team had a suitable work environment.

### **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. Given the year end position our reserves have been depleted and represent approximately 4 months running costs.

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 10 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**

***FOR THE YEAR ENDED 31 MARCH 2011***

### **PLANS FOR THE FUTURE**

BOP is focused on demonstrating our effectiveness and improving our outcomes so we remain a provider of choice for those who fund our services. The team are committed to the recovery and reintegration agenda and service provision is reviewed regularly to ensure performance is optimal. We wish to continue to develop services which support women back into education work or training and help them develop the skills which allow them to gain support from the community and achieve stable supportive relationships. We have developed a fundraising strategy that acknowledges the need to diversify our funding streams and pursue funding from non statutory sources.

The Chair of the board of trustees has indicated her intention to step down in Spring 2012 after over 10 years. Plans for succession are in hand. Our work with pilotlight has given a real focus to the effectiveness of the board and the strategic direction of the organisation in the changing economic and political climate.

### **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 2011***

### **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: 18 November 2011

# **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 2011 set out on pages 9 to 20. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, 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 explained more fully in the statement of trustees' responsibilities, 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 and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts.

#### **Opinion on accounts**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

**BRIGHTON OASIS PROJECT**

**INDEPENDENT AUDITORS' REPORT**

**TO THE MEMBERS OF BRIGHTON OASIS PROJECT**

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**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**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: 23 November 2011

## BRIGHTON OASIS PROJECT

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

FOR THE YEAR ENDED 31 MARCH 2011

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2011 £	Total 2010 £
<b><u>INCOMING RESOURCES</u></b>						
<b>Incoming resources from generated funds</b>						
Voluntary income - donations		1,866	-	-	1,866	2,476
Investment income - interest		181	-	-	181	187
Other Incoming resources - conference and training		17,217	-	-	17,217	4,746
		<b>19,264</b>	<b>-</b>	<b>-</b>	<b>19,264</b>	<b>7,409</b>
<b>Incoming resources from charitable activities</b>	<b>2</b>	<b>446,537</b>	<b>-</b>	<b>67,374</b>	<b>513,911</b>	<b>490,449</b>
<b>Total Incoming Resources</b>		<b>465,801</b>	<b>-</b>	<b>67,374</b>	<b>533,175</b>	<b>497,858</b>
<b><u>RESOURCES EXPENDED</u></b>						
<b>Charitable activities</b>						
Adult Services	3	320,270	-	-	320,270	304,006
Young Person Services		39,419	-	-	39,419	27,903
General Outreach		(21,761)	-	43,278	21,517	83,305
Creche Services		75,526	-	-	75,526	61,443
S.W.O.P		73,296	-	14,837	88,133	37,591
<b>Total Charitable expenditure</b>		<b>486,750</b>	<b>-</b>	<b>58,115</b>	<b>544,865</b>	<b>514,248</b>
<b>Governance costs</b>		<b>4,150</b>	<b>-</b>	<b>-</b>	<b>4,150</b>	<b>4,755</b>
<b>Total resources expended</b>		<b>490,900</b>	<b>-</b>	<b>58,115</b>	<b>549,015</b>	<b>519,003</b>
<b>Net incoming/(outgoing) resources for the year</b>		<b>(25,099)</b>	<b>-</b>	<b>9,259</b>	<b>(15,840)</b>	<b>(21,145)</b>
Fund balances at 1 April 2010		<b>170,754</b>	<b>20,000</b>	<b>-</b>	<b>190,754</b>	211,899
<b>Fund balances at 31 March 2011</b>		<b>145,655</b>	<b>20,000</b>	<b>9,259</b>	<b>174,914</b>	190,754

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 2011

	Notes	2011		2010	
		£	£	£	£
<b>Fixed Assets</b>					
	6		23,792		25,694
<b>Current Assets</b>					
Debtors	7	30,550		31,575	
Cash at bank and in hand		<u>172,919</u>		<u>170,213</u>	
		203,469		201,788	
Creditors: amounts falling due within one year	8	<u>( 52,347)</u>		<u>(36,728)</u>	
<b>Net current assets</b>			<u>151,122</u>		<u>165,060</u>
<b>Total assets less current liabilities</b>			<u>174,914</u>		<u>190,754</u>
<b>Income Funds</b>					
Restricted funds	9		9,259		-
Unrestricted funds:					
Designated funds	10		20,000		20,000
Other charitable funds			145,655		170,754
			<u>174,914</u>		<u>190,754</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 18 November 2011

G Precey (Chair)  
Trustee

Company Registration No. 3447762

# **BRIGHTON OASIS PROJECT**

## **NOTES TO THE ACCOUNTS**

### **FOR THE YEAR ENDED 31 MARCH 2011**

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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. The charity is not registered for VAT and accordingly expenditure is shown gross of VAT:

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 54%

Creche 18%

Outreach 5%

Young Oasis 6%

Young Womens Substance Misuse Service 17%

##### **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 2011**

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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.

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 2011

### 2 Incoming resources from charitable activities

	Unrestricted Funds	Restricted Funds	Total 2011	Total 2010
Grants Receivable	446,537	67,374	513,911	490,449

Included within income relating to grants receivable are the following:

	Unrestricted Funds £	Restricted Funds £	Total 2011 £	Total 2010 £
<b>Restricted</b>				
Brighton & Hove Food Partnership (Good Food Grant)	-	-	-	1,990
Capacity Builders	-	-	-	10,000
Ministry of Justice	-	43,278	43,278	13,351
Communities Against Drugs	-	22,274	22,274	22,274
Children in Need	-	1,822	1,822	-
	-	67,374	67,374	47,615

#### Unrestricted

Brighton & Hove Primary Care Trust	297,893	-	297,893	337,874
Brighton & Hove City Council	29,501	-	29,501	71,876
Brighton & Hove Food Partnership (Good Food Grant)	800	-	800	-
Department of Health (Capital Grant)	20,000	-	20,000	-
Sure Start	2,500	-	2,500	3,500
Think Family Income	20,000	-	20,000	-
Public Innovations Alcohol	3,201	-	3,201	-
Longhill School	3,456	-	3,456	-
Children and Young Peoples Trust	24,386	-	24,386	24,386
CRI	41,480	-	41,480	-
Brighton Womens Centre	2,320	-	2,320	-
Other Grants	1,000	-	1,000	5,198
	446,537	-	446,537	442,834

	446,537	67,374	513,911	490,449
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# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2011

### 3 Total resources expended

	Staff Costs £	Depreciation £	Other Costs £	Total 2011 £	Total 2010 £
<b>Charitable activities</b>					
<u>Adult Services</u>					
Activities undertaken directly	199,090	-	13,404	<b>212,494</b>	177,148
Support costs	45,862	3,130	58,784	<b>107,776</b>	126,858
Total	244,952	3,130	72,188	<b>320,270</b>	304,006
<u>Young Person Services</u>					
Activities undertaken directly	18,262	-	7,804	<b>26,066</b>	19,848
Support costs	5,682	388	7,283	<b>13,353</b>	8,055
Total	23,944	388	15,087	<b>39,419</b>	27,903
<u>General Outreach</u>					
Activities undertaken directly	10,394	-	150	<b>10,544</b>	49,073
Support costs	4,669	319	5,985	<b>10,973</b>	34,232
Total	15,063	319	6,135	<b>21,517</b>	83,305
<u>Creche Services</u>					
Activities undertaken directly	39,812	-	380	<b>40,192</b>	39,293
Support costs	15,036	1,026	19,272	<b>35,334</b>	22,150
Total	54,848	1,026	19,652	<b>75,526</b>	61,443
<u>S.W.O.P</u>					
Activities undertaken directly	51,879	-	2,479	<b>54,358</b>	27,523
Support costs	14,372	981	18,422	<b>33,775</b>	10,068
Total	66,251	981	20,901	<b>88,133</b>	37,591
	405,058	5,844	133,963	<b>544,865</b>	514,248
<b>Governance Costs</b>	-	-	4,150	<b>4,150</b>	4,755
<b>Total resources expended</b>	<b>405,058</b>	<b>5,844</b>	<b>138,113</b>	<b>549,015</b>	<b>519,003</b>

Governance costs includes payments to the auditors of £4,150 (2010 - £4,755) for audit fees.

# BRIGHTON OASIS PROJECT

## NOTES TO THE ACCOUNTS (Continued)

### FOR THE YEAR ENDED 31 MARCH 2011

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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>2011</b>	2010
	<b>Number</b>	Number
Direct Charitable	<b>14</b>	13
Management and administration	<b>3</b>	3
	<b>17</b>	16

#### Employment Costs

	<b>2011</b>	2010
	<b>£</b>	£
Wages and salaries	<b>371,896</b>	345,830
Social security costs	<b>33,164</b>	31,355
	<b>405,060</b>	377,185

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 2011

6 Tangible fixed assets	Leasehold Improvements	Fixtures fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2010	62,024	21,365	83,389
Additions	-	3,942	3,942
<b>At 31 March 2011</b>	<b>62,024</b>	<b>25,307</b>	<b>87,331</b>
<b>Depreciation</b>			
At 1 April 2010	38,729	18,966	57,695
Charge for the year	4,659	1,185	5,844
<b>At 31 March 2011</b>	<b>43,388</b>	<b>20,151</b>	<b>63,539</b>
<b>Net book value</b>			
<b>At 31 March 2011</b>	<b>18,636</b>	<b>5,156</b>	<b>23,792</b>
At 31 March 2010	23,295	2,399	25,694

7 Debtors	2011 £	2010 £
Trade debtors	5,847	21,575
Other debtors	10,000	10,000
Prepayments and accrued income	14,703	-
	<b>30,550</b>	<b>31,575</b>

8 Creditors: amounts falling due within one year	2011 £	2010 £
Trade creditors	8,009	22,350
Taxes and social security costs	10,732	8,245
Other creditors	-	593
Deferred income	26,097	-
Accruals	7,509	5,540
	<b>52,347</b>	<b>36,728</b>

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2011

#### 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 2010	Incoming resources	Resources expended	Transfers	Balance at 31 March 2011
	£	£	£	£	£
Children in Need	-	1,822	-	-	1,822
Ministry of Justice	-	43,278	( 43,278)	-	-
Communities Against Drugs	-	22,274	( 14,837)	-	7,437
	-	67,374	( 58,115)	-	9,259

A description of each of the funds is given below.

#### Children in Need

Funding obtained from the Children in Need was for the purpose of increasing the capacity to provide therapeutic work with children and young people and also towards the cost of running activities in the school holidays for the children affected by family substance misuse.

#### 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 is 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 2011**

**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:

	<b>Movement in Funds</b>			
	<b>Balance at 1 April 2010</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Balance at 31 March 2011</b>
	£	£	£	£
Leasehold dilapidations	20,000	-	-	<b>20,000</b>
	<u>20,000</u>	<u>-</u>	<u>-</u>	<u><b>20,000</b></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**

	<b>Unrestricted funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total</b>
	£	£	£	£
Fund balances at 31 March 2011 are represented by				
Tangible fixed assets	23,792	-	-	<b>23,792</b>
Current assets	174,210	20,000	9,259	<b>203,469</b>
Creditors: amounts falling due within one year	( 52,347)	-	-	<b>( 52,347)</b>
	<u>145,655</u>	<u>20,000</u>	<u>9,259</u>	<u><b>174,914</b></u>

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

#### FOR THE YEAR ENDED 31 MARCH 2011

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#### 12 Commitments under operating leases

At 31 March 2011 the charity had annual commitments under non-cancellable operating leases as follows:

	<b>Other 2011 £</b>	<b>Land and buildings 2011 £</b>	<b>Other 2010 £</b>	<b>Land and buildings 2010 £</b>
Expiry date:				
Within one year	<b>1,771</b>	-	<b>4,132</b>	-
Between two and five years	<b>7,699</b>	<b>30,000</b>	-	<b>30,000</b>
In over five years	-	-	<b>1,967</b>	-
	<b>9,470</b>	<b>30,000</b>	<b>6,099</b>	<b>30,000</b>

The charity has a 5 year repairing lease on 22 Richmond place, Brighton at an annual rental of £10,500 (2010-£10,500). 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 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.

#### 14 Control

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