

Charity Registration No. 1065503

Company Registration No. 03447762 (England and Wales)



## **BRIGHTON OASIS PROJECT**

TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2015

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# BRIGHTON OASIS PROJECT

## LEGAL AND ADMINISTRATIVE INFORMATION

**Trustees**

Mrs T Wilkinson (Chair)  
Ms J Boas  
Ms J Carmody  
Mr J Chapman  
Ms M Ottewill  
Mr D Sinclair  
Ms G Whensley

**Secretary** Ms J Welsh

**Charity number** 1065503

**Company number** 03447762

**Principal address**

11 Richmond Place  
Brighton  
East Sussex  
BN2 9NA

**Registered office**

Globe House  
3 Morley Street  
Brighton  
East Sussex  
BN2 9RA

**Auditors**

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

**Main Bankers**

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 2015**

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## **Trustees Annual Report for the Year ended 2015**

The trustees present their report and accounts for the year ended 31 March 2015.

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 "accounting and reporting by Charities", issued in March 2005. 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.

## **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.

## **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.

## **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. Each sub groups is led by a trustee. The sub groups in operation are:

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

Staff and service users are invited to attend Board meetings.

# **BRIGHTON OASIS PROJECT TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2015***

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## **Recruitment and appointment of Trustees**

Dr Fletcher left the board at the end of the year after several years as a trustee at BOP, Corrine brought invaluable experience of primary health care and is missed from the board. There have been no new members joining the board in the past year although we remain open to targeting those who would enhance the capacity of the board. We are mindful of the need to ensure the board reflects the community it serves and endeavour to achieve this through open recruitment and targeting potential trustees who may address not only skills gaps in the board but ensure that we are diverse and reflect the community we serve.

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

Ms T Wilkinson (Chair)  
Mr J Chapman (Treasurer)  
Ms J Carmody  
Ms J Boas (Vice Chair)  
Dr C Fletcher (Resigned 10/04/2014)  
Mr D Sinclair  
Ms G Whensley  
Ms M Ottewill

## **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.

## **Organisational Structure**

BOP employed 22 whole time equivalent staff during the year, many of these part time. In addition to the staff employed BOP also has agreements with some self-employed contractors who provide expertise around HR and finance and art activities. As a small organisation this enables us to have an ongoing relationship with professionals who bring particular expertise to the organisation. The Director is responsible to the organisation's Board of Trustees, the Chair provides line management supervision to the Director. BOP has Investors in People status and all staff have yearly appraisals where performance is reviewed and training and development needs highlighted. We have good rates of retention of staff and the training and development opportunities offered to staff and volunteers are valued across the team.

## **Risk Management**

The risk management sub group is led by a board member with significant health care managerial experience, information is fed in from other sub groups, the staff team and the service users to produce a yearly risk register. Emerging risks are immediately added to the Register and where required action plans commenced. Risk management is a standing item at the trustee board meeting.

# **BRIGHTON OASIS PROJECT TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2015***

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## **Our Vision**

We reviewed our vision at the end of 2013 -14.

We work together to support positive behaviour 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, children and their families'.

## **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 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**

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 Projects 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 exists to support women with drug and alcohol problems and provide care for children affected by substance misuse in the family. We remain one of the only services in the country offering a gender specific substance misuse service and we have particular expertise in working with children affected by familial substance misuse.

Treatment for substance misuse creates benefits for the individual, community and society. These benefits have been described in various reports and documents but include health benefits, reductions in offending, improved parenting ability, a reduction in the vulnerability of the individual to crime, increased community cohesion, improved education attainment (for children affected). This year we commissioned the New Economics Foundation to undertake a Social Return on Investment evaluation on the impact of POCAR and this demonstrated the effectiveness of this intervention in creating value both for the individual and society.

## **Crèche**

The crèche cares for children and babies from birth. In the school holidays it provides care to children up to 11 years old. The crèche is staffed by a qualified teacher and staff with child care qualifications. The crèche is a resource not only for women attending BOP but for children of substance misusers across the city who need to be cared for to enable adults to access treatment. 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 their achievement of milestones.

## **Young Oasis**

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. We also deliver some group activities for children which are intended to reduce their isolation, increase their resilience and expose them to a broader

# **BRIGHTON OASIS PROJECT TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2015***

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range of experiences. The Young Oasis service receives significant input from volunteers which enables us to increase the number of beneficiaries we work with.

## **Adult Substance Misuse Services**

All services delivered as part of the adult drug treatment pathway are recovery focused. We use the UK Drug Policy Commission definition of recovery.

The process of recovery from problematic use is characterised by voluntarily sustained control over substance misuse which maximises health and wellbeing and participation in the rights, roles and responsibilities of society.

## **Open access activity**

Open access is the first port of call for women seeking help with a drug /alcohol problem. Women can drop in to our premises or call for an appointment- follow up support will be arranged as needed, this may include brief advice or assessment for formal treatment.

## **Structured Programmes**

In line with good practice in the treatment of substance misuse BOP delivers structured programmes to women with drug/alcohol problems. All the programmes encompass both 1-1 work and groups. The content of the groups address a number of issues for the women we work with representing a holistic package of support. This includes relationship support, parenting programmes, addressing offending behaviour and relapse prevention. We deliver structured programmes alongside partners in probation, the NHS, Children's Social care and Housing services.

## **Phase 2**

Phase 2 is a rolling 12 week group programme offering service users the opportunity to build on the skills and strategies learnt through the phase 1 programme. The focus of Phase 2 is to;

- Increase personal responsibility in recovery
- Identify and access support outside of the treatment system
- Access to education, volunteering and employment

We recognize that transitioning to Phase 2 from structured support can provoke anxieties and we work to ensure that dedicated session time is given to developing a written recovery plan for the following 12 weeks. We have worked to develop smooth pathways with local Employment Training and Education Providers and have made good progress in this area.

## **Sex Workers Outreach Project (SWOP) and Contraception and Sexual Health (CASH)**

The SWOP service engages with women selling or exchanging sex for drugs/ places to stay etc. It works with women individually and working together. We adopt a proactive 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.

The CASH service works with both men and women in treatment to improve their access to CASH services and improve their health in these areas. The CASH service has been particularly successful in increasing the uptake of Long Acting Reversible Contraception ( LARC ) amongst women in treatment.

## **BRIGHTON OASIS PROJECT TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2015**

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### **Inspire**

BOP continues to work as a partner of *Inspire* as part of our commitment to provide alternatives to custody for female offenders. Women who are sex working have specific needs under the criminal justice pathways and our Inspire worker works alongside SWOP services to identify women in need of case work support who are currently in the criminal justice system or at risk of entry.

### **Achievements and Performance**

Within the year 2014/15 we are delighted to have increased our impact and reach into the community by;

- Refurbishing our premises at 11 Richmond Place to create a much better standard of accommodation
- Developing our partnership with South East Dance to deliver a project for women and children in treatment
- Delivering a significant increase in number of positive completions for women with opiate problems
- Working with Brighton and Hove City council to deliver results under the " Troubled Families" agenda
- Increasing our income on the previous year
- Being part of the successful bid to provide services in the city for the next 3 years

### **Financial Review**

Income has increased this year ensuring we are better placed to meet the needs of the local community and develop areas of work where we feel there has been gaps in provision. We received grants towards capital refurbishment enabling us to undertake some much needed improvements at both our premises for children and young people and our building for adults. Expenditure also increased this year and we have ended with a deficit. The board were aware that a deficit was likely from the original budget and oversight of the accounts during the year. The board decided that during the year of re tendering this was acceptable and that historical underfunding for adult services would be addressed during the retendering process. We are pleased that we were able to attract new funding streams in year which acknowledge the work we undertake, for example in relation to "troubled families". The new sub contract with Cranstoun ensures that we have a relatively stable financial position for the next 3 years and clarity about what we are being funded to provide with this income stream. Preparation for retendering involved a careful analysis of the costs of delivering services meaning we have a clearer understanding of the full costs incurred in delivering contracts.

### **Reserves Policy**

Within the year the Finance and Fundraising sub group reviewed the reserves policy of the charity which had been to maintain reserves equivalent to 6 months running costs. The new policy looks more specifically at why these reserves are required.

The Charity is currently dependent on a wide range of income coming from contracts, grants and donations to provide financial stability. If the Charity were to lose a significant income stream then this would result in financial instability leading to potential closure. To minimise this risk the Trustees have agreed to keep a certain level of financial reserves which will be built up from unrestricted income.

These reserves will ensure that;

1. the main operations can continue for a period of 3 months so that
  - staff can continue working, primarily to secure new funding
  - service users are supported to move on to other services



# **BRIGHTON OASIS PROJECT TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2015***

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2. in the worst case scenario leading to closure the Trustees would also wish to meet its statutory and contractual obligations to staff and suppliers.

The Trustees have calculated that unrestricted reserves of £180k would be needed to continue running for at least 3 months and in addition £82k would be needed to meet our statutory and contractual obligations. Therefore the new policy suggests that the charity would need unrestricted reserves of £262k.

The accounts show that our unrestricted reserves are currently £145k, which is well short of the level required. Our strategy is to build reserves to the required level over the next 3 years. The calculations supporting this policy are reviewed annually by the Trustees.

## **Asset cover for funds**

Note 12 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**

We are delighted that as a result of the retendering process which took part in the city last year we are now part of the partnership led by the third sector provider, Cranstoun. The local partnership is called Pavilions. Pavilions will be delivering treatment services in the city for the next 3 years with BOP continuing to deliver gender specific and family treatment. This includes delivering the POCAR programme for men for the first time. We are really keen to build on the success of POCAR which was demonstrated in the New Economics Foundation Evaluation.

Following a review of our services for children and young people we have put in place a new staff structure which will ensure greater integration between the therapeutic service and the crèche. We are applying for funds to ensure the therapeutic service can continue at the same level when a significant funding stream ends this year and to expand the service to undertake more parent/child work.

We are finalising our strategic plan for 2015-18 having undertaken a thorough process of analysis and review and sought feedback from all our stakeholders.

## **Disclosure of information to auditors**

Each of the directors 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.

**BRIGHTON OASIS PROJECT  
TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2015***

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**Auditors**

A resolution proposing that Russell New Limited be reappointed as auditors of the company will be put to the members.

On behalf of the board of trustees

*T. Wilkinson*

T Wilkinson (Chair)  
Trustee

*21/7/2015*  
Date.....

# **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 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 2015 set out on pages 11 to 21. 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. In addition, we read all of the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information which is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implication on our report.

**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 2014 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.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report or in preparing the Trustees' report.



**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:

6 August 2015

## BRIGHTON OASIS PROJECT

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

FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>INCOMING RESOURCES</b>						
<b>Incoming resources from generated funds</b>						
Voluntary income - donations		3,279	-	-	3,279	652
Activities for generating funds	3	23,340	-	-	23,340	26,353
Investment income - interest		785	-	-	785	1,712
		<u>27,404</u>	<u>-</u>	<u>-</u>	<u>27,404</u>	<u>28,717</u>
<b>Incoming resources from charitable activities</b>	2	<b>510,233</b>	<b>-</b>	<b>289,951</b>	<b>800,184</b>	<b>702,798</b>
<b>Total Incoming Resources</b>		<b><u>537,637</u></b>	<b><u>-</u></b>	<b><u>289,951</u></b>	<b><u>827,588</u></b>	<b><u>731,515</u></b>
<b>RESOURCES EXPENDED</b>						
<b>Costs of generating funds</b>						
Fundraising costs	4	90	-	-	90	402
		<u>90</u>	<u>-</u>	<u>-</u>	<u>90</u>	<u>402</u>
<b>Charitable activities</b>						
Adult Services		306,173	-	159,202	465,375	385,560
Young Person Services		80,075	-	51,491	131,566	112,699
General Outreach		4,197	-	37,834	42,031	31,350
Crèche Services		91,159	-	2,000	93,159	82,337
S.W.O.P		71,178	-	21,311	92,489	85,561
		<u>552,782</u>	<u>-</u>	<u>271,838</u>	<u>824,620</u>	<u>697,507</u>
<b>Total Charitable expenditure</b>		<b><u>552,782</u></b>	<b><u>-</u></b>	<b><u>271,838</u></b>	<b><u>824,620</u></b>	<b><u>697,507</u></b>
<b>Governance costs</b>		<b>5,922</b>	<b>-</b>	<b>-</b>	<b>5,922</b>	<b>5,778</b>
		<u>558,794</u>	<u>-</u>	<u>271,838</u>	<u>830,632</u>	<u>703,687</u>
<b>Total resources expended</b>		<b><u>558,794</u></b>	<b><u>-</u></b>	<b><u>271,838</u></b>	<b><u>830,632</u></b>	<b><u>703,687</u></b>
<b>Net incoming/(outgoing) resources for the year before transfers</b>		<b>( 21,157)</b>	<b>-</b>	<b>18,113</b>	<b>( 3,044)</b>	<b>27,828</b>
<b>Transfers between funds</b>	10	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net incoming/(outgoing) resources for the year</b>		<b><u>( 21,157)</u></b>	<b><u>-</u></b>	<b><u>18,113</u></b>	<b><u>( 3,044)</u></b>	<b><u>27,828</u></b>
Fund balances at 1 April 2014		<u>166,518</u>	<u>20,000</u>	<u>64,184</u>	<u>250,702</u>	<u>222,874</u>
<b>Fund balances at 31 March 2015</b>		<b><u>145,361</u></b>	<b><u>20,000</u></b>	<b><u>82,297</u></b>	<b><u>247,658</u></b>	<b><u>250,702</u></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

AS AT 31 MARCH 2015

	Notes	2015		2014	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	7		29,455		35,094
<b>Current Assets</b>					
Debtors	8	132,395		53,127	
Cash at bank and in hand		<u>187,736</u>		<u>246,934</u>	
		320,131		300,061	
Creditors: amounts falling due within one year	9	<u>( 101,928)</u>		<u>(84,453)</u>	
<b>Net current assets</b>			218,203		215,608
<b>Total assets less current liabilities</b>			<u>247,658</u>		<u>250,702</u>
<b>Income Funds</b>					
Restricted funds	10		82,297		64,184
Unrestricted funds:					
Designated funds	11		20,000		20,000
Other charitable funds			145,361		166,518
			<u>247,658</u>		<u>250,702</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 and with the Financial Reporting Standards for Smaller Entities (effective April 2008)

The accounts were approved by the Board on 21/7/2015

  
Mrs T Wilkinson (Chair)  
Trustee

Company Registration No. 3447762

**BRIGHTON OASIS PROJECT**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

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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 legally entitled to the income, the amount can be quantified with reasonable accuracy and there is certainty over the receipt of the income. 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 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 58%  
Crèche 8%  
Outreach 5%  
Young Oasis 16%  
Young Women's Substance Misuse Service 13%

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.

**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 2015**

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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.

**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 19 and 20.

Designated funds - these are funds set aside by the trustees for leasehold dilapidations. A description can be found on page 20.

**1.8 Taxation**

The company is a registered charity (number: 03447762).

All of the charities 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 2015

#### 2 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
Grants Receivable	510,233	289,951	800,184	702,798

Included within grants receivable are the following:

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Restricted</b>				
Awards for All	-	9,997	9,997	-
BBC Children in Need	-	-	-	7,988
Brighton & Hove City Council (Triple P Secondment)	-	36,198	36,198	35,802
Brighton Women's Centre	-	21,311	21,311	21,311
CAFTA funding	-	4,930	4,930	14,789
Comic Relief	-	36,304	36,304	38,204
Communities Against Drugs	-	23,180	23,180	23,180
Department of Education	-	10,000	10,000	-
Lloyds Bank Foundation for England & Wales	-	18,000	18,000	18,000
Public Health England	-	70,000	70,000	-
South East Dance	-	10,000	10,000	-
Sure Start	-	2,000	2,000	2,000
Sussex Community Foundation	-	-	-	3,400
The Clothworkers' Foundation	-	-	-	22,000
The Breadsticks Foundation	-	48,031	48,031	45,263
	-	289,951	289,951	231,937
<b>Unrestricted</b>				
Brighton & Hove City Council	455,806	-	455,806	417,261
Community of the Blessed Virgin Mary	3,000	-	3,000	-
CRI	22,913	-	22,913	27,904
J Paul Getty Jnr Charitable Trust	12,569	-	12,569	25,000
Pebble Trust	10,000	-	10,000	-
The Co-op Community Fund	2,000	-	2,000	-
Other grants	3,945	-	3,945	696
	510,233	-	510,233	470,861
	510,233	289,951	800,184	702,798

#### 3 Activities for generating funds

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
Rental income	20,000	-	20,000	17,262
Conference, training and other	3,340	-	3,340	9,091
	23,340	-	23,340	26,353

# BRIGHTON OASIS PROJECT

NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2015

## 4 Total resources expended

	Staff Costs £	Depreciation £	Other Costs £	Total 2015 £	Total 2014 £
<b>Cost of generating funds</b>					
Fundraising costs	-	-	90	90	402
	-	-	90	90	402
<b>Charitable activities</b>					
<u>Adult Services</u>					
Activities undertaken directly	253,254	-	11,816	265,070	218,940
Support costs	64,752	5,313	130,240	200,305	166,620
Total	318,006	5,313	142,056	465,375	385,560
<u>Young Person Services</u>					
Activities undertaken directly	66,610	-	20,367	86,977	75,610
Support costs	14,414	1,183	28,992	44,589	37,089
Total	81,024	1,183	49,359	131,566	112,699
<u>General Outreach</u>					
Activities undertaken directly	26,399	-	198	26,597	18,512
Support costs	4,989	409	10,036	15,434	12,838
Total	31,388	409	10,234	42,031	31,350
<u>Crèche Services</u>					
Activities undertaken directly	36,378	-	1,560	37,938	36,402
Support costs	17,851	1,465	35,905	55,221	45,935
Total	54,229	1,465	37,465	93,159	82,337
<u>S.W.O.P</u>					
Activities undertaken directly	63,835	-	1,215	65,050	62,736
Support costs	8,870	728	17,841	27,439	22,825
Total	72,705	728	19,056	92,489	85,561
	557,352	9,098	258,170	824,620	697,507
<b>Governance Costs</b>	-	-	5,922	5,922	5,778
<b>Total resources expended</b>	557,352	9,098	264,182	830,632	703,687

Governance costs comprise of audit and accountancy fees

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

#### FOR THE YEAR ENDED 31 MARCH 2015

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#### 5 Trustees

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

#### 6 Number of employees

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

	2015 Number	2014 Number
Direct Charitable	19	17
Management and administration	3	3
	<u>22</u>	<u>20</u>

#### Employment Costs

	2015 £	2014 £
Wages and salaries	514,651	475,235
Social security costs	42,701	41,502
	<u>557,352</u>	<u>516,737</u>

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

**BRIGHTON OASIS PROJECT**

**NOTES TO THE ACCOUNTS (Continued)**

**FOR THE YEAR ENDED 31 MARCH 2015**

7 Tangible fixed assets	Leasehold Improvements	Fixtures fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2014	85,169	14,312	99,481
Additions	-	3,570	3,570
Disposals	-	( 646)	( 646)
<b>At 31 March 2015</b>	<b>85,169</b>	<b>17,236</b>	<b>102,405</b>
<b>Depreciation</b>			
At 1 April 2014	55,682	8,705	64,387
Charge for the year	5,897	3,201	9,098
Disposals	-	( 535)	( 535)
<b>At 31 March 2015</b>	<b>61,579</b>	<b>11,371</b>	<b>72,950</b>
<b>Net book value</b>			
<b>At 31 March 2015</b>	<b>23,590</b>	<b>5,865</b>	<b>29,455</b>
At 1 April 2014	29,487	5,607	35,094
<b>8 Debtors</b>		2015 £	2014 £
Trade debtors		35,037	19,637
Other debtors		9,772	10,000
Prepayments and accrued income		87,586	23,490
		<b>132,395</b>	<b>53,127</b>
<b>9 Creditors: amounts falling due within one year</b>		2015 £	2014 £
Trade creditors		65,140	20,259
Taxes and social security costs		11,724	11,370
Deferred income		4,667	44,434
Accruals		20,397	8,390
		<b>101,928</b>	<b>84,453</b>

## BRIGHTON OASIS PROJECT

NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2015

### 10 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 2014	Incoming resources	Resources expended	Transfers	Balance at 31 March 2015
	£	£	£	£	£
Awards for All	-	9,997	-	-	9,997
Brighton & Hove City Council (Triple P Secondment)	-	36,198	( 36,198)	-	-
Brighton Women's Centre	-	21,311	( 21,311)	-	-
CAFTA funding	-	4,930	( 4,930)	-	-
Comic Relief	-	36,304	( 22,304)	-	14,000
Communities Against Drugs	14,654	23,180	( 37,834)	-	-
Department of Education	-	10,000	( 10,000)	-	-
Lloyds Bank Foundation for England & Wales	16,500	18,000	( 18,000)	-	16,500
Public Health England	-	70,000	( 70,000)	-	-
South East Dance	-	10,000	( 2,700)	-	7,300
Sure Start	-	2,000	( 2,000)	-	-
The Breadsticks Foundation	33,030	48,031	( 46,561)	-	34,500
	<u>64,184</u>	<u>289,951</u>	<u>( 271,838)</u>	<u>-</u>	<u>82,297</u>

A description of each of the funds is given below

#### Awards for All

Funding was received to improve the creche. We were able to refurbish the creche with new toys and furniture.

#### Brighton & Hove City Council (Triple P Secondment)

Funding received towards salary costs of a worker seconded to BHCC delivering parenting support

#### Brighton's Women's Centre

Funding was secured from the Ministry of Justice for a partnership project delivered with 4 other women's organisations 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.

#### CAFTA Funding

Communities and Families Tackling Addiction - An Interreg ( European) project aimed at supporting families affected by substance misuse

#### Comic Relief

To fund a Young Women's Alcohol Development Worker (14-25) supporting young women who are experiencing problems with alcohol.

#### Communities Against Drugs

Funding was received from the Drug and Alcohol Action Team to enable access for particularly vulnerable women into drug treatment. It includes outreach work.

#### Department of Education

We applied for a seed grant to enable us to evaluate and produce a report on the outcomes of our POCAR service. The Department of Education were looking for projects that had the potential to be spread and improved outcomes for children. We commissioned New Economics Foundation to produce this report.

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2015

#### 10 Restricted funds

(continued)

##### Lloyds Bank Foundation for England and Wales

We received a 2 year grant in February 2014 from the Lloyds Bank Foundation. This grant is towards the core costs of the organisation specifically a contribution towards the costs of the Directors salary. The foundation's mission is to support charities that help disadvantaged people to play a fuller role in communities across England and Wales.

##### Public Health England (PHE)

Funding was provide to undertake capital works at number 11 Richmond Place

##### South East Dance

We are working with South East Dance on a project to enable women with drug and alcohol problems to participate in dance activities. The funding contributes to running of the project and the costs of the dance artists.

##### Sure Start

Funding was received towards staff salaries for the running of the crèche.

##### The Breadsticks Foundation

Funding was received to support children and young people who are affected by substance misuse in the family.

#### 11 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 2014	Incoming resources	Resources expended	Balance at 31 March 2015
	£	£	£	£
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 remedial repair work upon the expiry of the lease.

#### 12 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2015 are represented by:				
Tangible fixed assets	29,455	-	-	29,455
Current assets	217,834	20,000	82,297	320,131
Creditors: amounts falling due within one year	(101,928)	-	-	(101,928)
	<u>145,361</u>	<u>20,000</u>	<u>82,297</u>	<u>247,658</u>

## BRIGHTON OASIS PROJECT

### NOTES TO THE ACCOUNTS (Continued)

#### FOR THE YEAR ENDED 31 MARCH 2015

#### 13 Commitments under operating leases

At 31 March 2015 the charity had annual commitments under non-cancellable operating leases as follows:

	Other 2015 £	Land and buildings 2015 £	Other 2014 £	Land and buildings 2014 £
Expiry date:				
Within one year	-	-	2,387	19,500
Between one and two years	450	-	-	-
Between two and five years	3,987	65,000	2,765	45,500
	<u>4,437</u>	<u>65,000</u>	<u>5,152</u>	<u>65,000</u>

The charity has a 5 year repairing lease on 22 Richmond place, Brighton at an annual rental of £13,000 (2014: £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 designated £20,000 of the unrestricted reserves as a prudent provision for dilapidation that will be utilised at the expiry of the lease

#### 14 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.

#### 15 Control

The charity is under the control of the board of Trustees