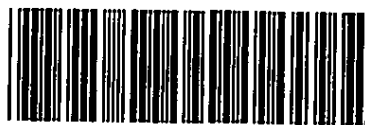


COMPANY No: 6239170
CHARITY No: 1120342

'OUT THERE' SUPPORTING FAMILIES OF PRISONERS LIMITED

ACCOUNTS

YEAR ENDED 31 MARCH 2013



"A30RIRR8"
A34 31/01/2014 #265
COMPANIES HOUSE
A12 27/01/2014 #138
COMPANIES HOUSE

OUT THERE SUPPORTING FAMILIES OF PRISONERS LIMITED

**LEGAL & ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2013**

TRUSTEES:

Mr Gerald Crangle
Ellen Flynn DC
Kathleen Kennedy DC
Mr Dominic Kirkham

Maria Parcher DC
Barbara Quilty DC
Mrs Irene Ward
Evelyn Warnock DC

CHAIRMAN:

Ellen Flynn DC

DIRECTOR

Mr John Hogan

CHARITY OFFICE

Out There
2A Powell Street
Old Trafford
Manchester
M16 7QQ

CHARITY REGISTERED NUMBER

1120342

COMPANY LIMITED BY GUARANTEE NUMBER

6239170

**INDEPENDENT
EXAMINER.**

Mr M A. Swarbrick FCA
12 Bonville Chase,
Altrincham
Cheshire
WA14 4QA

BANKERS:

Co-operative Bank Plc
Balloon St.
Manchester

OUT THERE SUPPORTING FAMILIES OF PRISONERS LIMITED

Report of the Director and Trustees for the Year Ended 31st March 2013

The Director and Trustees present their report along with the financial statements of the Company for the year ended 31st March 2013

Status:

The Company was incorporated on 8th May 2007 and is a Company limited by guarantee. The Company is also a Registered Charity in England and Wales.

Trustees

Mr Gerald Crangle
Ellen Flynn DC
Mr Dominic Kirkham
Kathleen Kennedy DC
Maria Parcher DC
Barbara Quilty DC
Mrs Irene Ward
Evelyn Warnock DC

Director

John Hogan

Ellen Flynn DC, Kathleen Kennedy DC, Maria Parcher DC, Evelyn Warnock DC and Mrs Irene Ward were appointed Trustees during the year.

John Hogan resigned as Trustee on 21st November 2012.

Activities

The Company commenced its work on 8th May 2007 and as a registered charity exists to promote and advance the relief of poverty of prisoners' families in Manchester City and Greater Manchester. The Company aims to do this by promoting and protecting the mental health and social well being of individuals, families and dependants of persons who have a legal restriction of their liberty. The Company also aims to eliminate social exclusion of such people or individuals through early intervention and self help initiatives. No money is handed over to families

A support group, specifically for the partners/dependants of prisoners is facilitated. This aims to provide a forum where people find support, discuss and exchange on issues related to their current status, thereby promoting their quality of life and inter relational skills.

Input is provided to address their particular needs. A Family Forum attended by the Governor of Manchester Prison is held regularly and offers the families an opportunity to speak directly to the Governor, make suggestions to enhance prison visits and voice any concerns they have about the family member in prison. Other activities of the Company are offering information, domiciliary visits, emotional support, transporting or escorting families or the disabled on prison visits, providing translators and referring to other relevant agencies.

A Service Level Agreement exists between the Governor of HMP Manchester and Out There, and with the Director of the privately run Forest Bank Prison in Salford and Out There.

The service offered is free and confidential to any person (or persons) who has a family member in prison.

The income of the Company depends totally on charitable donations and funding from various trusts and with this level of income the current levels of activity are sustainable. This includes the salaries of the Manager, Full Time Senior Support Worker and a part time Secretary/Administrator. This situation is made further possible by the commitment of one part time unpaid Daughter of Charity and a number of dedicated volunteers.

Risk Review

The Director and Trustees have assessed major risks to which the Company is exposed in particular in relation to the operation of finances of the company and we are satisfied that systems are in place to mitigate our exposure to major risks.

Reserves Policy and Responsibilities

It is the policy of the Company to maintain unrestricted funds, which are free reserves of the Company, at a level that will provide sufficient funds to cover management, administration and support costs. Unrestricted funds have been maintained at this level during the year.

Company and Charity law requires the Director and Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Company at the year end and of its incoming resources expended during the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgments and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue.

The Director and Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the company and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Company and for taking reasonable steps to prevent and detect fraud and other irregularities.

Independent Examiner

At a meeting of the Management Committee it was resolved to reappoint Mr. M. A. Swarbrick FCA as the Charity's independent examiner. Mr Swarbrick has signified his willingness to assume this role should the Trustees so resolve.

ON BEHALF OF THE TRUSTEES

..... Ellen T. Flynn
ELLEN T FLYNN
CHAIR

Dated..... 22nd June 2013

..... J. Milligan
JOHN HOGAN
DIRECTOR

Dated..... 22/6/2013

'OUT THERE' SUPPORTING FAMILIES OF PRISONERS LIMITED

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2013

	<u>2013</u>		<u>2012</u>
	£	£	£
<u>INCOME</u>	<u>Restricted</u>	<u>Unrestricted</u>	
Donations including Gift Aid	200	19,846	4,028
Fundraising	-	-	35
Grants	39,466	6,500	24,250
Bank interest	-	34	47
	<u>39,666</u>	<u>26,380</u>	<u>28,360</u>

DEDUCT EXPENDITURE

Wages & National Insurance	42,102	-	29,425
Welfare Donations	200	982	1,272
Training & Subscriptions	-	442	393
Premises Costs	-	4,641	3,036
Trustees & Staff Travel Costs	-	2,666	2,248
Volunteers Expenses	-	921	812
Stationary & Postage	-	1,463	1,499
Telephone & Internet Costs	-	1,864	1,587
Website Costs	-	60	68
Repairs and Renewals	-	354	52
General Expenses	-	580	376
Insurances	-	580	555
Depreciation	-	719	536
	<u>42,302</u>	<u>15,272</u>	<u>41,859</u>
<u>SURPLUS/(DEFICIT) FOR THE YEAR</u>	<u>(2,636)</u>	<u>11,108</u>	<u>(13,499)</u>
<u>SURPLUS AS AT 1 APRIL 2012</u>	<u>8,994</u>	<u>33,032</u>	<u>55,525</u>
<u>SURPLUS AS AT 31 MARCH 2013</u>	<u>£6,358</u>	<u>£44,140</u>	<u>£42,026</u>

'OUT THERE' SUPPORTING FAMILIES OF PRISONERS LIMITED

BALANCE SHEET

31 MARCH 2013

	<u>2013</u>	<u>2012</u>
	£	£
<u>FIXED ASSETS</u>		
Furniture & Equipment	<u>4,884</u>	<u>1,505</u>
	<u>(3,461)</u>	<u>2,928</u>
	<u>2,928</u>	<u>2,142</u>
<u>CURRENT ASSETS</u>		
Cash at Bank	47,741	41,518
Cash in Hand	<u>7</u>	<u>-</u>
	47,748	41,518
<u>LESS CURRENT LIABILITIES</u>		
Sundry Creditors	178	1,634
<u>NET CURRENT ASSETS</u>	<u>47,570</u>	<u>39,884</u>
<u>TOTAL ASSETS</u>	<u>£50,498</u>	<u>£42,026</u>
<u>GENERAL FUND</u>		
Unrestricted Surplus at 1 April 2012	33,032	34,437
Surplus / (Deficit) for the Year	<u>11,108</u>	<u>(1,405)</u>
Unrestricted Surplus at 31 March 2013	44,140	33,032
<u>RESTRICTED FUND</u>	<u>6,358</u>	<u>8,994</u>
<u>TOTAL FUNDS AS AT 31 MARCH 2013</u>	<u>£50,498</u>	<u>£42,026</u>

The Director is satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statement for the year ended 31 March 2013 under section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The Director acknowledges responsibility for

- i Ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- ii Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its Income and Expenditure for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company

These financial statements have been prepared in accordance with the special provisions for small companies under the Companies Act and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

J. M. Hogan
Director

JOHN HOGAN, DIRECTOR

20 JUNE 2013

'OUT THERE' SUPPORTING FAMILIES OF PRISONERS LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention,

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the Company qualifies as a small company.

Income

Voluntary income and donations are accounted for as received. Bank Interest is accounted for as it is earned.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life,

Furniture & Equipment	-20% on reducing balance
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Reserves

It is the policy of the Company to maintain unrestricted funds, which are free reserves of the Company, at a level that will provide sufficient funds to cover management, administration, and support costs, including additional costs, if and when the Company ceases to operate. Unrestricted funds were maintained at this level throughout the year.

Expenditure

All expenditure is included in the Income and Expenditure Account, together with the value of purchase invoices received before the year end but not paid until after the balance sheet date. Individually immaterial capital expenditure is also charged to the Income and Expenditure Account.

Value Added Tax

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the Income and Expenditure Account.

Foreign Currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date

'OUT THERE' SUPPORTING FAMILIES OF PRISONERS LIMITED

**REPORT OF THE INDEPENDENT EXAMINER TO THE DIRECTOR & TRUSTEES OF
'OUT THERE' SUPPORTING FAMILIES OF PRISONERS LIMITED**

I report on the Accounts of the Company for the year ended 31 March 2013, which are set out on pages .

RESPECTIVE RESPONSIBILITIES OF DIRECTOR AND EXAMINER

The Company's Director is responsible for the preparation of the accounts. The Company's Director considers that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention

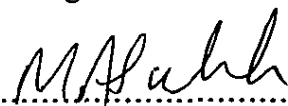
BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Company and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Director concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

INDEPENDENT EXAMINERS STATEMENT

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

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached


.....
Name: Mr Michael Swarbrick FCA.
Address: 12 Bonville Chase,
Altrincham, Cheshire
WA14 4QA

Date 20th June 2013