

## **Out There**

**Supporting families of Prisoners  
Limited**

### **Annual Report and Financial Statements**

31 March 2014

Company Limited by Guarantee  
Registration Number  
6239170 (England and Wales)

Charity Registration Number 1120342

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**OUT THERE SUPPORTING FAMILIES OF PRISONERS LIMITED**

**LEGAL & ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2014**

**TRUSTEES:**

Mr. Dominic Kirkham  
Kathleen Kennedy DC  
Maria Parcher DC  
Barbara Quilty DC  
Mrs. Irene Ward

**CHAIR** Sister Ellen Flynn DC

**DIRECTOR** Sister Ellen Flynn DC

**CHARITY OFFICE** 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  
PO Box 250 Delf House  
Southway  
Skelmersdale  
WN8 6WT

## **OUT THERE SUPPORTING FAMILIES OF PRISONERS LIMITED**

### **Report of the Director and Trustees for the Year Ended 31<sup>st</sup> March 2014**

The Director and the Trustee present their report along with the financial statement of the Company for the year ending 31<sup>st</sup> March 2014.

#### **Status:**

The Company was incorporated on the 8<sup>th</sup> May 2007 and is a Company Limited by guarantee. The Company is also a Registered Charity in England and Wales.

#### **Trustees**

Mr. Dominic Kirkham  
Kathleen Kennedy DC  
Maria Parcher DC  
Barbara Quilty DC  
Mrs Irene Ward

#### **Director**

Ellen Flynn DC

Mr Gerry Grangle, Mr John Hogan and Evelyn Warnock DC resigned as Trustees in June 2013. We wish to acknowledge the valuable service they offered to the Company.

#### **Activities**

The Company commenced its work on 8<sup>th</sup> 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. We offer a continuum of care from arrest to post release. 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.

A support group, specifically for the partner/dependants of prisoners is facilitated. This aims to provide a forum where people can 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 a Governor of Manchester Prison is held regularly and offers the families an opportunity to speak directly to the Governor, make suggestions, 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, case work support, emotional support, wellbeing days, transporting or escorting families or the disabled on prison visits, providing translators and referring to other relevant agencies. Staff and volunteers are available at Manchester Prison Visitors Centre two afternoons a week to offer information and support to families visiting their loved ones in prison.

A Service Level Agreement exists between the Governor of HMP Manchester and Out There, We are currently in negotiations with Forest Bank Prison run by Sodexo Justice Services to renew our Service Level Agreement.

Talks are given and information is made available to increase awareness in the wider community of the issues facing prisoners' families.

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, Senior Support Worker, a part time Secretary/Administrator and cleaner. This situation is made further possible by the 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 regularities.

### **Independent Examiner**

At a meeting of the Trustees 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**

Signature..... *Ellen T. Flynn* .....

Print name..... ELLEN FLYNN .....

Dated..... 21st June 2014 .....

Signature..... *Krene M. Ward* .....

Print name..... KRENE M. WARD .....

Dated..... 21.06.14 .....

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 2014, which are set out within

**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 14/JUNE 2014

## Statement of financial activities 31 March 2014

	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
<b>Income and expenditure</b>				
<b>Incoming resources</b>				
Incoming resources from generated funds				
. Donations	24,643	7,710	32,353	20,046
. Grants	—	59,040	59,040	45,966
. Interest receivable	111	—	111	34
<b>Total incoming resources</b>	<b>24,754</b>	<b>66,750</b>	<b>91,504</b>	<b>66,046</b>
<b>Charitable expenditure</b>				
. Staff costs – wages and salaries	—	62,602	62,602	42,102
. Premises costs	16,782	—	16,782	4,995
. Travel expenses	354	4,000	4,354	442
. Volunteers expenses	804	500	1,304	921
. Trustees expenses	510	—	510	2,666
. Printing, postage and stationery	1,491	—	1,491	1,463
. Telephone and IT costs	1,752	—	1,752	1,924
. Insurance	622	—	622	580
. Depreciation	793	—	793	719
. Welfare donations	826	—	826	1,182
. Other expenses	—	—	—	580
<b>Total charitable expenditure</b>	<b>23,934</b>	<b>67,102</b>	<b>91,036</b>	<b>57,574</b>
<b>Net movement in funds</b>	<b>820</b>	<b>(352)</b>	<b>468</b>	<b>8,472</b>
<b>Fund balances brought forward at 1 April 2013</b>	<b>44,140</b>	<b>6,358</b>	<b>50,498</b>	<b>42,026</b>
<b>Fund balances carried forward at 31 March 2014</b>	<b>44,960</b>	<b>6,006</b>	<b>50,966</b>	<b>50,498</b>

All of the charity's activities derived from continuing operations during the above two financial periods.

**Balance sheet 31 March 2014**

	2014 £	2013 £
<b>Fixed assets</b>		
Tangible assets	2,085	2,928
<b>Current assets</b>		
Debtors	1,420	—
Cash at bank and in hand	60,261	47,748
	61,681	47,748
<b>Creditors: Amounts falling due within one year</b>	(12,800)	(178)
<b>Net current assets</b>	48,881	47,570
<b>Total net assets</b>	50,966	50,498
<b>Represented by:</b>		
<b>Funds and reserves</b>		
<b>Income funds:</b>		
Restricted funds	6,006	6,358
Unrestricted funds		
General funds	44,960	44,140
	50,966	50,498

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).

Approved by the trustees and signed on their behalf by:



Trustee

Approved on: 21st June 2014

Out There Supporting Families of Prisoners Limited  
Registered Company Number: 6239170 (England and Wales)

**Out There Supporting Families of Prisoners Limited**



## Principal accounting policies - 31 March 2014

### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the requirements of the Companies Act 2006. Applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) have been followed in the preparation of these financial statements.

### **Incoming resources**

Incoming resources are recognised in the period in which the charitable company is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charitable company has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

### **Resources expended and the basis of apportioning costs**

Expenditure is included in the statement of financial activities when incurred and includes attributable VAT which cannot be recovered.

### **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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### **Fund accounting**

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

General funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charitable company's charitable objects.

### **Cash flow**

The financial statements do not include a cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

**Supporting Families of Prisoners**

# Out There



**Annual Report 2013/14**

This service is carried out in the Spirit of St Vincent de Paul and St. Louise de Marillac who reached out to those on the margins of society.

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### **Mission Statement**

Respecting the dignity of the individual,  
Out There offer a supportive, compassionate and caring service to prisoners' families.

### **Core Values**

Confidentiality  
Empathy  
Hope  
Non-judgemental Attitude

### **Overall Aim**

To offer a continuum of care to families in Greater Manchester from arrest to post release

### **Specific Aims**

To reduce the isolation experienced by families of prisoners.  
To maintain family ties.  
To increase families knowledge of prison and other services.  
To increase awareness in the wider community of the issues for prisoners' families.

### **Objectives**

To offer one to one contact, home visits, telephone support, support groups.  
To act as an intermediary with prison services and to provide escorts to prison.  
To inform families of support and services available to them.  
To recruit and train volunteers and introduce them to families.  
To give talks to organisations, maintain a website, distribute information.



### CHAIRPERSON'S REPORT

Out There has had a great year!  
We have settled into our new premises;

considerably improved our financial situation;  
written our vision and business plan for the next few years and  
joined Daughters of Charity of St. Vincent de Paul Services!  
This, of course, is due to a lot of hard work by a number of  
people. I congratulate Sr. Moira, Sr. Kay, Sr. Catherine, Betty  
McGrath and our highly valued team of volunteers for all their  
achievements this year. I thank the DCSVP Services team for the  
support and encouragement which I know has meant so much to  
Sr. Moira, along with the generosity of our Trustees and the  
pro-bono assistance given with regard to our accounts and  
various other professional services.  
Thank you all!

At the heart of everything are all the families with whom Out  
There comes in contact for however long and in a myriad of  
ways. The organisation receives all its inspiration and insight  
from them as their stories unfold, and their lives teach us of what  
is truly important about our service.

All of us involved wish to pay tribute to them, their courage and  
their resilience in facing the challenges of living with a loved  
one in prison. As we accompany them we hope that Out There  
provides a unique way of bringing light and hope through the  
values that we hold in the Spirit of St. Vincent de Paul and  
St. Louise de Marillac, from whom we derive our ethos.  
Their non-judgemental belief in the potential of people to  
emerge from difficulties and hardship continues to shape the  
characteristics we strive to embody.

As St. Vincent once said,  
*'May difficulties never shake our resolution'*  
I wish you all many blessings for your attentiveness to this report  
and for your continued goodness and support..

Sister Ellen Flynn DC

### Manager's Report



"God is present and alive in our world in  
all persons and circumstances."

St Vincent de Paul

As we bring another year to a close and start  
again on our journey into 2014/15, I want to spend a little  
time reflecting on how I see this quote of St Vincent lived  
out in the persons we meet and the circumstances in which  
they find themselves.

Each year I am humbled again by the sheer courage, love  
and loyalty lived out by the families who turn to Out There.  
They really do serve the sentence outside the prison walls.  
In a year which has seen benefit cuts and changes to the  
prison system by the Government they can be facing  
serious financial hardship. In spite of this they still continue  
to support their loved one in prison.

The emotional toll is often the most difficult one to come  
to terms with. Families talk about the imprisonment as a  
death, but one that has no ritual or carries very little or no  
sympathy. The feelings of loss can be acute: as one mum  
said "it felt like I had lost an arm" They face the stigma of  
having a family member in prison and often find that they  
are considered guilty just by association. The children carry  
this burden while at school or out with their friends.

Families can be torn apart as they struggle to come to  
terms with the crime committed. For some, time heals these  
wounds but other families find that they are wounded  
irreparably and carry that sadness and pain with them each  
day.

Love is a powerful emotion and can turn tragedy and pain  
into a force for good. Parents continue to give of

themselves at a great cost juggling the demands of home, family and work. At the same time they continue to support the person who is in prison with visits, letters, money and love.

It is always a privilege to work alongside these families. They are the presence of God alive and well in our world today. An example of self giving love and forgiveness. They are families who see the hand of God in the events of their life and find the positives along the way.

This has been an eventful year. We had a lovely celebration early in the year with the blessing by Bishop Brain of the new premises. During the year we finished work on the family unit and now have a really comfortable, peaceful haven for the families to use. They have enjoyed the extra space and comfort, and the ease of entrance which this has provided. We have been able to offer more Wellbeing days with extra therapies on offer, giving the families a well earned space to chat, support one another and leave feeling rejuvenated and ready to face the days ahead. We have plans and dreams for future use, so watch this space! We ended the year with three family members bravely offering to work with the BBC Outreach Team to make a DVD for us. A special thanks to each of them for telling their story and the impact of Out There in their lives. Thank you to the BBC team for their work in producing a great DVD.

None of this would have taken place without the dedication of the staff team and the invaluable contribution of very generous volunteers. The Trustees and DCSVP Services have offered their expertise and their time in many areas, from hands on to brains on! Thank you for always being on hand to contribute to this valuable service to the families.

So we enter another year confident that God is present and alive in our world. Sr. Moira Bain DC

## VOLUNTEER INPUT



### CHRISTMAS GIFTWRAPPING

After a lot of work collating lists, and wrapping boxes in Christmas paper for the food hampers, the serious business of gift wrapping took place. No mean feat when you are seeing to 48 hampers, gifts for mums and children. The task does not finish there!

**They all have to be delivered.**

Thank you to all our volunteers who have carried out:

Office duties

Home visits.

Escorts to Prison and support groups

Wellbeing days

Time at the Visitors Centre.

Maintenance at the Offices

So many jobs both seen and unseen without which the organisation would not survive.

**VOLUNTEER  
HOURS WORKED  
1343**

### Volunteering as an escort to prisons

I began acting as an escort to take families to prison for Out There eight months ago with a very limited understanding of what to expect. In the eight months I have begun to realise that the role is both interesting and challenging. I have driven a number of relatives to visit their loved ones in a variety of prisons, and the common denominator is their nervousness and their need to talk.

My first role is to be reassuring – whether it is about their personal appearance, whether their loved one will be pleased to see them or simply reassuring them that the process of getting in to the visit is simple even if a little daunting. I learned early on that admitting how little I knew was not an option when trying to be reassuring, and I have found my knowledge grows with each journey.

My second role is to be a listener – on the outward journey most of my passengers want to talk about the visit, their expectations and worries and on the return journey they want to tell you what happened, how their loved one was and what their concerns were. On some occasions when the conversation falters I let my passengers sit and look at the scenery – sometimes they simply need time to think and enjoy the memory of the visit, and don't need me chatting. Over the last eight months I have begun to understand my role a little more, but I know that each journey adds to my understanding.

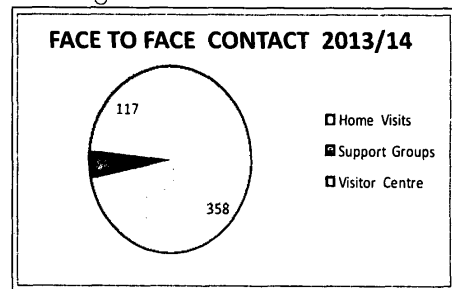
Eight months ago I assumed my role would be that of a taxi driver – eight months later I realise with some surprise that in fact it's an opportunity to build a friendship.

Paul.



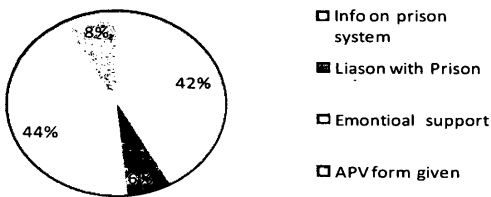
### We have kept true to our initial aims by offering home visits and face to face contact as this was considered a real asset by the families we met.

"I am under no illusion that without the support I would not have coped, the home visits were invaluable to me as I struggled to leave the house crippled by shame, depression, and loss. I felt I could talk openly and honestly without fear of being judged. Thank you so much: you are one in a million."



"I am not sure how I would have coped without the Support, given the sudden and drastic absence of my husband. The children were upset and emotionally unstable and I lost confidence and felt overwhelmed. Had it not been for the support through listening, information on the prison system and just being there to lean on I am sure I would not have been able to cope at all. I feel that this is a service that is much needed"

### Visitor Centre 2013/14

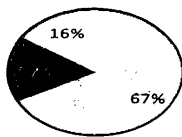


"it was the first time I had ever been a prison visitor and had huge anxiety around it. You "held my hand" and helped me step by step to deal with my stresses and upset. I couldn't have done this without help, kindness and support."

"Thank you. Having someone to talk to and listen, when family can be so judgemental, I am eternally grateful for your help and support."

### Telephone calls 2013/14

From to Clients   Re Client   Liason with prison

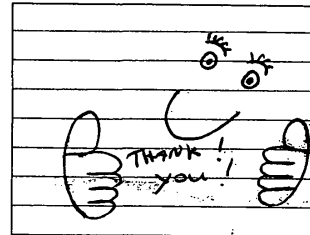


### OUR STORY:

Jack and Jane:

Jack writes from prison "Before Jane and I had your help I was distraught with worry and felt I had nowhere to turn and I know that Jane felt the same. I can't thank you enough for helping my partner move house and thanks to the lovely couple who helped paint the living room. The gratitude I have I cannot put into words. You have been my focus for inspiration. I have completed my course (Belief in Change) and am now a Graduate Mentor to help others make real changes in their lives. You are truly appreciated and inspire others to become decent human beings. God love you all. You have given us a fresh start.

Thank you sincerely..



"When Out there started to visit me I was spending all my time in bed as I did not care about anything. With out the visits from Kay I wouldn't know what to do. With help from Out There and my partner Jack I got a nice new flat. I only go to bed now to sleep. Out There have helped me get back on my feet and that is what I have done. I have a lovely flat and I am better in myself. Kay has told me she is proud of me."

**Staff Members:**

**Manager:**  
Moira Bain DC



**Senior Support Worker:**  
Kay Trivett DC



**Cleaner :**  
Nasim Chumera



During this year we said goodbye to one of our Senior Support workers, Sr. Catherine after 5 years of loving service to the families:



Betty left us in March to go off to new pastures after over 2 years of keeping the office running smoothly.



They are both missed and we wish them well in their new homes and adventures.

**Trustees**



Chair: Sr. Ellen Flynn DC



Sr. Maria Parcher DC



Dominic Kirkham



Sr. Barbara Quilty DC



Sr Kathleen Kennedy DC



Irene Ward

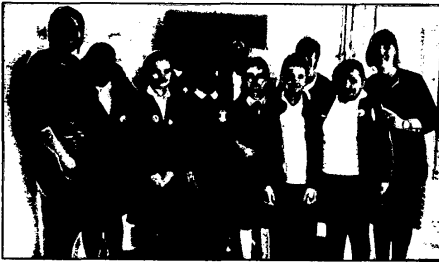
Our special thanks go to  
Philomena Cullen and Gary Wood  
from Daughters of Charity of St. Vincent de Paul Services  
who have been a great support over the last year.





### GRANTS AND DONATIONS

Sincere thanks to all those who so generously gave Grants and individual donations during the period 1st April 2013 to 31st March 2014 Including the Daughters of Charity Charitable Trust Tudor Trust The Kelly Family Trust The Scurrah Wainwright Trust Salford Clinical Commission Group HMP Manchester and Forest Bank Prison The M.E.N. Wish Appeal 2014



A local school group of "Mini Vinnies" who held sales at their school to donate money for Christmas gifts, They inspired us with their generosity and entertained us with song when they visited the office. (Pictured)

### Out There

Is a voluntary organisation offering a free and confidential service to anyone who has a family member in prison

Out There  
Supporting Families of Prisoners  
2a Powell Street  
Old Trafford  
Manchester  
M16 7QQ

Tel: 0161 232 8986  
Email: [outtheresfop.co.uk](mailto:outtheresfop.co.uk)  
Web : [www.outtheresfop.co.uk](http://www.outtheresfop.co.uk)

Company No. 6239170  
Charity No. 1120342