

Registered number: 2740229
Charity number: 1013995

FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2011

TUESDAY



A30 *AS2COYVX* 174
01/11/2011
COMPANIES HOUSE

 **bishop
fleming**
chartered accountants

**FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

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The following pages do not form part of the statutory financial statements

FRESHFIELD SERVICE LIMITED
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2011

President

The Lord Bishop of Truro

Vice Presidents

Lady Mary Holborow
Lady Vyvyan - Resigned November 2010
Dr A Rowlands
Miss J Gason
Rev M C Palmer
Mrs N Palmer
Rev T McCabe
Mrs M St Aubyn

The Board of Trustees

The Right Rev R Screech, Chair
Mr P Hudson, Vice Chair
Rev C McQuillen Wright
Mr V Downer
Mrs C Oliver, Treasurer
Mr I Halford

Management Team

Mr S Coad (Service Manager) - Appointed 31 May 2011
Mr R Holt (Chief Executive) - Resigned 12 November 2010
Mrs I Holt (Deputy Chief Executive) - Resigned 12 November 2010
Mr M Hone (Management Support Officer)
Mr S Pickett (Data Management)
Mr S Perrin (Counselling Team Lead)
Mr R Daws (Needle Exchange Lead)

Company registered number

2740229

Charity registered number

1013995

Registered office

Lander House
5 Upper Lemon Villas
Truro
Cornwall
TR1 2PD

Company secretary

Mrs C Oliver

FRESHFIELD SERVICE LIMITED
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2011

Advisers (continued)

Auditors

Bishop Fleming
Chartered Accountants
Statutory Auditors
Chy Nyverow
Newham Road
Truro
Cornwall
TR1 2DP

Bankers

Lloyds TSB Bank Plc
Truro
Cornwall
TR1 2QT

Solicitors

Coodes
2 Princes Street
Truro
Cornwall
TR1 2EZ

**FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2011**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Freshfield Service Limited (the company) for the ended 31 March 2011. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. INTRODUCTION

The trustees, who are also the directors, have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

b. LEGAL STATUS

The company is governed by its Memorandum and Articles of Association. It was incorporated under the Companies Act 1985 and is limited by guarantee, registered number 2740229.

c. RECRUITMENT AND INDUCTION OF TRUSTEES

Trustees are recruited from the local community and reflect people and agencies who have been users of the Freshfield Service, champions of the development of the Service, and professional advisors to the Service. In this way, sound political and financial planning can be tempered with an understanding of the individuals and agencies for whom the Service exists.

Trustees are provided with comprehensive information about the day to day work of the Service (video/DVD material, minutes, staff contact), and a pack explaining the obligations of Trustees.

All Board members are invited to regular team training events, and welcome to attend internal meetings as appropriate. In this way members can keep up to date with developments. Where appropriate training events and conferences are available, Trustees are supported and encouraged to attend and feedback information to other board members. During the year Trustees attended staff team events on various subjects and staff have attended Board meetings to update Trustees about the nature of the work and developments in the funding and local networking of the service.

d. ORGANISATIONAL STRUCTURE

The company is managed by the board of trustees who are also the directors. The board has up to 13 members who are invited and appointed by the existing board, meet at least quarterly and administer the charity. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. A Deputy Chief Executive is also appointed to complete the Senior Management Team.

A temporary interim management team was in place during the year due to the long term sickness of the Chief Executive and Deputy Chief Executive. This team is made up of a Management Support Officer, Data Management, Counselling Team Lead and Needle Exchange Lead.

The temporary interim management team oversee the Counselling team, Needle Exchange team and volunteers.

Since the year end a Service Manager was appointed to manage the day to day operations of the Service.

The charity is also assisted by an honorary President and a group of honorary Vice Presidents who give valuable support and advice.

**FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2011**

e RELATED PARTIES

In so far as it is complimentary to the charity's objects, The Freshfield Service is guided by both local and national policy. This is informed by the work of the Cornwall Drug and Alcohol Action Team, this team being the local partnerships charged with responsibility for delivering the National Drug Strategy and commissioning services at a local level.

f. RISK MANAGEMENT

During the year the board has continued to review the major risks to which the charity may be exposed. The risks are minimised by the systems that are in place to monitor and control these risks and to mitigate any impact they have on the charity.

Procedures are in place to ensure compliance with Health & Safety of Staff (paid and volunteer), clients and visitors to Lander House and other centres used by the Service throughout Cornwall. Continuing implementation of Drugs & Alcohol National Occupational Standards (DANOS), and Accreditation of the Service and its individual counsellors by the British Association for Counselling & Psychotherapy (BACP) ensure quality and professionalism is always at the heart of service delivery.

OBJECTIVES AND ACTIVITIES

a. PRINCIPAL AIMS AND OBJECTIVES

The main objective is to be a first class Service which provides free, friendly, accurate information and counselling services to drugs users, their families and friends in Cornwall and the Isles of Scilly. This is achieved through the importance placed by the service on its staff and their support and training, and the inclusion in this of the Board members as trainees and Trainers. Staff are resourced and supported to attend training and conferences around the Country and increasingly via the Internet that keep the Service abreast of new developments.

b. ENSURING OUR WORK DELIVERS OUR AIMS

We continually review our work in the light of the aims of the Service through feedback from clients (invited at all meetings and venues), and action taken as a result through team meetings, counselling and needle exchange meetings, Board meetings, and staff and Trustee events. We are referring to the Charity Commissioners' guidance on public benefit and matching future plans and actions with the Charity's experience of what is effective and appreciated by the various groups of clients with whom we work.

**FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2011**

ACHIEVEMENTS AND PERFORMANCE

a. SERVICE HISTORY AND OVERVIEW

The Freshfield Service is a professional organisation committed to people of all ages who have concerns about their own or someone else's drug use. We work within Cornwall and the Isles of Scilly.

We were established in 1984 principally for counselling, and we now provide a range of services some confidential and some not. The confidential services are self-referral only, the non-confidential services provide feedback to the referring agency.

Anyone can seek help from our counselling or needle exchanges which are confidential and free of charge. Counselling is provided on a client-led basis, not limited by numbers of sessions or 'prescription' of therapeutic styles.

Freshfield's underlying ethos is that people should be provided with high quality professional help in a respectful manner which empowers them to make their own decisions. To this end we train and support a group of volunteers to meet and greet clients at our drop-in needle exchanges to be appropriately welcoming and to disseminate printed health and harm reduction information.

We are currently the only provider of direct access harm reduction services in the county, through "Fresh Works" our needle exchange scheme. Established in 1989 as a response to concerns regarding transmission of blood borne diseases in the drug injecting population, the needle exchange service provides sterile equipment to a large number of clients who have no relationship with any other agency. For the large majority of our clients we are the only available source of information and advice about safer drug use.

This has enabled us to signpost clients to other appropriate services in the county. Close professional links with the statutory sector, along with other non-statutory agencies, have proved essential in establishing the widest possible provision for clients attending our open access services which operate at many sites throughout the county. This helps to address the transport difficulties arising from the rural nature of our catchment area.

Statistical reports for the period are available under separate cover by telephoning the office to request them.

b. FINANCIAL REVIEW

Against the backdrop of limited resources and insecurities over funding, the charity has, with the aid of sound financial management, generated a very positive financial outcome for the year with a net increase in funds of £32,817.

**FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2011**

a. RESERVES POLICY

Note 15 to the financial statements shows the summary of funds as at the year end. Unrestricted funds amounted to £367,415 but only £237,959 of this is freely available because the balance is invested in fixed assets. The board have determined that the appropriate level of free reserves which are not invested in fixed assets should be equivalent to between three and six months of income which equates to between £124,000 and £248,000. At this level the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. This would then give the charity time to find new sources of funding. At present the free reserves reach this target level. However, the trustees are committed to continue raising additional unrestricted funds.

b. SPECIAL THANKS

The Charity would like to extend special thanks for financial support from The 1772 Charity (formerly the Debtor's Relief Fund), continuing support from Truro Cathedral, Church organisations and Parochial Church Councils throughout Cornwall, and the many generous private donors who support us on behalf of others, in memory of others, and in gratitude for the services they have received from us.

c. FUNDS

The trustees consider that it has adequate and available assets on all the individual restrictions and unrestricted funds to fulfil the obligations of each fund.

d. KEY DONOR

During the year the company received general income of £495,955 from The Cornwall Drug & Alcohol Action Team. This funding represents 99.7% (2010: 99.2%) of the charity's funding.

PLANS FOR THE FUTURE

The charity plans to continue client led core activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

The charity will also work towards the continuing implementation of Drugs & Alcohol National Occupational Standards (DANOS), and other relevant standards.

We will continue to support staff with appropriate training and both managerial and non-managerial supervision in recognition of the fact that a Service such as Freshfield is recognised by its client group as being effective and helpful because of the level of training, support and professionalism delivered by the individual staff members. We will continue to elicit and act upon the feedback given by clients to us about what they find useful and what stops them from using services. Much of this is, of necessity, informal narrative, as clients are reluctant to, and should not be induced to identify themselves through public representations. However, the trust built up within effective supportive relationships provide a fertile ground for honest, frank feedback.

**FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2011**

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of Freshfield Service Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company and charity law requires the Trustees to prepare financial statements 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 period. In preparing these financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments and estimates that are reasonable and prudent,
- prepare the financial statements 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 financial statements 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.

AUDITORS

The auditors, Bishop Fleming, have indicated their willingness to continue in office. The Designated Trustees will propose a motion re-appointing the auditors at a meeting of the Trustees.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 20 October 2011 and signed on their behalf, by



Mrs C Oliver, Treasurer & Company Secretary
Trustee

**FRESHFIELD SERVICE LIMITED
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRESHFIELD SERVICE LIMITED

We have audited the financial statements of Freshfield Service Limited for the year ended 31 March 2011 set out on pages 10 to 18. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements 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 FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the 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 financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements

- 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 applicable to Smaller Entities, and
- have been 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 financial statements are prepared is consistent with the financial statements.

**FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRESHFIELD SERVICE LIMITED

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 financial statements 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, or
- 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 in preparing the Trustees' report



Alison Oliver FCA (Senior Statutory Auditor)
for and on behalf of
Bishop Fleming
Chartered Accountants
Statutory Auditors
Chy Nyverow
Newham Road
Truro
Cornwall
TR1 2DP
20 October 2011

FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2011

	Note	Unrestricted funds 2011 £	Total funds 2010 £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income	2	1,295	4,190
Incoming resources from charitable activities	3	495,955	501,133
TOTAL INCOMING RESOURCES		497,250	505,323
RESOURCES EXPENDED			
Charitable activities	6,7	456,068	482,841
Governance costs	4	8,365	5,346
Other resources expended	5	-	60,000
TOTAL RESOURCES EXPENDED		464,433	548,187
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR		32,817	(42,864)
Total funds at 1 April 2010		334,598	377,462
TOTAL FUNDS AT 31 MARCH 2011		367,415	334,598

The notes on pages 12 to 18 form part of these financial statements

FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER: 2740229

BALANCE SHEET
AS AT 31 MARCH 2011

	Note	£	2011 £	£	2010 £
FIXED ASSETS					
Tangible assets	11		129,456		130,879
CURRENT ASSETS					
Debtors	12	15,503		7,491	
Cash at bank and in hand		233,934		286,768	
		<u>249,437</u>		<u>294,259</u>	
CREDITORS: amounts falling due within one year	13	(11,478)		(30,540)	
NET CURRENT ASSETS			<u>237,959</u>		<u>263,719</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>367,415</u>		<u>394,598</u>
PROVISIONS FOR LIABILITIES					
Other provisions	14		-		(60,000)
NET ASSETS			<u>367,415</u>		<u>334,598</u>
CHARITY FUNDS					
Unrestricted funds	15		<u>367,415</u>		<u>334,598</u>
			<u>367,415</u>		<u>334,598</u>

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

The financial statements were approved by the Trustees on 20 October 2011 and signed on their behalf, by


Mr I Halford, Trustee

The notes on pages 12 to 18 form part of these financial statements

FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 COMPANY STATUS

The company is a company limited by guarantee, registered number 2740229. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 INCOMING RESOURCES

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 RESOURCES EXPENDED

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

1.6 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 of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	2% straight line
Plant & machinery	-	10% reducing balance
Fixtures & fittings	-	10% reducing balance
Computer equipment	-	25% reducing balance

FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

1. ACCOUNTING POLICIES (continued)

1.7 PENSIONS

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year

2. VOLUNTARY INCOME

	Unrestricted funds 2011 £	Total funds 2010 £
Donations	295	2,190
Debtor's Relief Fund	1,000	2,000
	<hr/>	<hr/>
Voluntary income	1,295	4,190
	<hr/>	<hr/>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2011 £	Total funds 2010 £
Cornwall & Isles of Scilly Drug & Alcohol Action Team - Counselling & HIV/Needle Exchange	495,955	480,580
Cornwall & Isles of Scilly Drug & Alcohol Action Team - Young Client Services	-	15,375
Cornwall & Isles of Scilly Drug & Alcohol Action Team - IT Equipment	-	5,178
	<hr/>	<hr/>
	495,955	501,133
	<hr/>	<hr/>

4. GOVERNANCE COSTS

	Unrestricted funds 2011 £	Total funds 2010 £
Auditors' remuneration	7,367	5,346
Governance - Trustees travel reimbursed	998	-
	<hr/>	<hr/>
	8,365	5,346
	<hr/>	<hr/>

FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

5. OTHER RESOURCES EXPENDED

	Unrestricted funds 2011 £	Total funds 2010 £
Other resources expended	-	60,000

6. DIRECT COSTS

	HIV/NX £	Volunteer Scheme £	Service Co- ordinator £	Counsellors £	Total 2011 £	Total 2010 £
Life Insurance	3,090	-	1,156	5,054	9,300	10,294
Supervision & training	1,344	867	510	5,663	8,384	7,087
NX equipment and supplies	39,563	-	-	-	39,563	33,685
Rent and rates	11,117	-	-	1,996	13,113	11,079
Repairs and maintenance	-	-	-	-	-	107
Sundry	142	519	-	-	661	12
Audit fees	300	-	-	-	300	-
Legal and professional	13,917	-	-	1,586	15,503	506
Motor and travel	8,959	3,238	-	16,547	28,744	27,141
Printing and stationery	495	-	-	-	495	619
Light and heat	760	-	-	-	760	80
Wages and salaries	72,043	-	-	133,477	205,520	219,365
National insurance	6,527	-	2,792	12,089	21,408	21,546
Pension cost	-	-	1,040	11,021	12,061	10,962
	<u>158,257</u>	<u>4,624</u>	<u>5,498</u>	<u>187,433</u>	<u>355,812</u>	<u>342,483</u>

FRESHFIELD SERVICE LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

7 SUPPORT COSTS

	HIV/NX £	Volunteer Scheme £	Service Co- ordinator £	Counsellors £	Total 2011 £	Total 2010 £
Life insurance	669	23	177	869	1,738	3,600
Advertising	44	2	12	59	117	89
Rent and rates	9	-	-	14	23	328
Repairs and maintenance	331	-	-	539	870	1,558
Sundry	904	-	-	1,475	2,379	2,491
Accountancy fees	584	20	155	759	1,518	1,394
Legal and professional	388	13	102	503	1,006	7,795
Motor and travel	126	4	33	163	326	1,070
Printing and stationery	1,624	56	430	2,111	4,221	3,398
Computer expenses	1,858	64	491	2,414	4,827	2,725
Telephone	3,566	123	943	4,633	9,265	9,187
Equipment hire	259	9	69	337	674	1,312
Insurance	5,404	-	-	8,816	14,220	6,314
Light and heat	1,188	-	-	1,938	3,126	2,355
Bank charges and interest	11	-	3	15	29	101
Wages and salaries	16,089	556	4,255	20,900	41,800	75,966
National insurance	1,512	52	400	1,965	3,929	7,702
Pension cost	709	24	188	921	1,842	4,819
Depreciation	3,212	111	850	4,173	8,346	8,154
	38,487	1,057	8,108	52,604	100,256	140,358

8. NET INCOME / (EXPENDITURE)

This is stated after charging

	2011 £	2010 £
Depreciation of tangible fixed assets - owned by the charity	8,346	8,154
Pension costs	13,903	15,782

During the year, no Trustees received any remuneration (2010 £NIL)

During the year, no Trustees received any benefits in kind (2010 £NIL)

1 Trustee received reimbursement of travel expenses amounting to £998 in the current year, (2010 1 Trustee - £52)

FRESHFIELD SERVICE LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

9. AUDITORS' REMUNERATION

	2011 £	2010 £
Fees payable to the company's auditor for the audit of the company's annual accounts	4,980	4,700
Fees payable to the company's auditor and its associates in respect of		
Other services supplied pursuant to such legislation	2,387	646
	<u>2,387</u>	<u>646</u>

10 STAFF COSTS

Staff costs were as follows

	2011 £	2010 £
Wages and salaries	247,320	295,331
Social security costs	25,337	29,248
Other pension costs	13,903	15,782
	<u>286,560</u>	<u>340,361</u>

The average monthly number of employees during the year was as follows

	2011 No.	2010 No.
Administration	1	1
Provision of services	10	10
	<u>11</u>	<u>11</u>

No employee received remuneration amounting to more than £60,000 in either year

FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

11 TANGIBLE FIXED ASSETS

	Freehold property £	Plant & machinery £	Fixtures & fittings £	Computer equipment £	Total £
COST					
At 1 April 2010	146,097	9,357	17,021	43,512	215,987
Additions	-	3,519	578	3,387	7,484
Disposals	-	-	-	(8,699)	(8,699)
At 31 March 2011	146,097	12,876	17,599	38,200	214,772
DEPRECIATION					
At 1 April 2010	35,066	6,309	13,841	29,892	85,108
Charge for the year	2,922	657	376	4,018	7,973
On disposals	-	-	-	(7,765)	(7,765)
At 31 March 2011	37,988	6,966	14,217	26,145	85,316
NET BOOK VALUE					
At 31 March 2011	108,109	5,910	3,382	12,055	129,456
At 31 March 2010	111,031	3,048	3,180	13,620	130,879

12. DEBTORS

	2011 £	2010 £
Other debtors	-	6,252
Prepayments and accrued income	15,503	1,239
	15,503	7,491

13 CREDITORS.
AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011 £	2010 £
Trade creditors	5,338	16,040
Accruals and deferred income	6,140	14,500
	11,478	30,540

FRESHFIELD SERVICE LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

14. PROVISIONS

	Provisions £
At 1 April 2010	60,000
Amounts used	(60,000)
At 31 March 2011	-

PROVISIONS

The above provision was made in 2010 for ex-gratia payments for employee matters

15. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
DESIGNATED FUNDS				
Community Fund Volunteer Scheme	373	-	(373)	-
GENERAL FUNDS				
General funds	334,225	497,250	(464,060)	367,415
Total Unrestricted funds	334,598	497,250	(464,433)	367,415
 Total of funds	 334,598	 497,250	 (464,433)	 367,415

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Designated funds	373	-	(373)	-
General funds	334,225	497,250	(464,060)	367,415
	334,598	497,250	(464,433)	367,415

Purpose of designated funds

The Community Fund Volunteer Scheme represents grants received from the Community Fund to cover costs incurred in the running of the scheme of volunteers who provide support at outside clinics. The money received was used to purchase a computer. This is classified as a designated fund.

16. CONTROLLING PARTY

The company is controlled by its board of directors