

Company registered number 4278920
Registered charity number 1113759

Jigsaw Visitors Centre

Financial Statements

for the year ended 31st March 2011

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Jigsaw Visitors Centre
Report of the trustees for the year ended 31 March 2011

The trustees present their report and unaudited financial statements for the year ended 31st March 2011

Reference and Administrative Information

Charity name	Jigsaw Visitors Centre
Charity Registration Number	1113759
Company Registration Number	4278920
Registered Office	HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees

Yvonne Rose OBE (chair)
Marlene Stokoe
Ciaran Sundstrem
Mark Illingworth
Patricia Cronin
Barry Ewart

Company Secretary

Ciaran Sundstrem

Principal staff

Lee Stephenson – Manager

Independent Examiner

Paul Cowham ACA DChA
Slade & Cooper Limited
6 Mount Street
Manchester
M2 5NS

Bankers

Unity Trust Bank plc
9 Brindley Place
Birmingham
B1 2HB

Jigsaw Visitors Centre
Report of the trustees
for the year ended 31 March 2011

Objectives and activities

Objects

- 1 The relief of poverty, hardship and distress among partners, families, children and dependants of persons who have suffered a legal restriction of their liberty and who are detained at HM Prison, Leeds,
- 2 To promote other charitable purposes for the benefit of people living or working in the Armley area of Leeds

Activities undertaken for public benefit in relation to objects

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission

The company's overall aim remains the same, i.e. -

"To provide friendly and independent support, information and advice and healthy living activities for all communities associated with the Visitors Centre – families of prisoners, prisoners and ex-prisoners, prison staff and the local community. We aim to empower people and their families to make positive choices about their lives and lifestyle."

The public benefits from the work carried out at the Visitors Centre through Jigsaw trying to reduce re-offending for prisoners through strengthening family ties and relationships, as prisoners who keep family ties and contact whilst in prison are 6 times less likely to re-offend on release. This has a direct benefit to the public both financially and socially.

Achievements and performance

Previously our registered name was Armley Prison Visitors Centre, although we operated under the name Jigsaw Visitors Centre for our service users, it was decided at the AGM to change our registration to Jigsaw Visitors Centre for clarity.

Jigsaw Visitors Centre has continued to deliver excellent core services to our stakeholders with 44,863 people accessing the activities and services offered in the year.

The Centre continues to provide a friendly, welcoming and pleasant facility. Services offered included family days/visits, a tea bar facility, family support with helpline and play provision, as well as advice to families and visitors to HMP Leeds.

Jigsaw secured funding for 3 years for a ground breaking new service at HMP Leeds, to provide a play specialist to work individually with the prisoner, partner and children (Children in Need). This initiative has provided fathers currently in HMP Leeds with the ability to build closer relationships with their children during 1 hour sessions and, in some cases, learn how to play and communicate through play.

Jigsaw opened a cafe facility for staff working at HMP Leeds, unfortunately due to economic issues this service was discontinued in March 2011.

Family Visits continued to run throughout the year with the introduction of new visits, including visits for adults who had no children visiting and also for vulnerable prisoners, who were not catered for previously.

Jigsaw gave Christmas gifts to all children visiting HMP Leeds this year, not just the few on family visits, this was funded by HOPE and MASONIC charities.

Jigsaw continued to provide the accredited Healthy Relationship course for prisoners and partners, strengthening their relationships prior to release.

Jigsaw has continued to strengthen the relationship between itself and HMP Leeds and continues to be part of HMP Leeds delivery plan, which is audited bi-annually by Her Majesty's Chief Inspector of Prisons.

The Tea Bar in the prison visits room has continued to strengthen, providing unrestricted income to assist with the sustainability of the centre.

Henry Smith funding for our family support worker came to an end during this year, but we have continued to provide this service from other resources, as it is an invaluable part of our service delivery.

Jigsaw Visitors Centre
Report of the trustees
for the year ended 31 March 2011

Jigsaw employed 2 new staff members for 6 month periods through the Future Jobs Fund scheme. These 2 roles included an administration assistant and a refreshment worker, both staff were employed for 6 months each between Sept 2010 and March 2011.

Financial review

This Financial year has been one of considerable progress in generating unrestricted funds and maintaining strong Reserves.

The Management Committee and staff continue to recognise that the sustainability and the self reliance of the Centre are through generating commercial income and maintaining the SLA with HMP Leeds both of which continue to be achieved through a high level of Service delivery.

Reserves policy

The Policy of the charity is to maintain free reserves of 6 months resources expended, this enables continuity of services delivered and maintain salaries for a 6 month period for employed positions and volunteer expenses in the event of end of grants restricted sources and possible reducing income from unrestricted sources. It also maintains the ability to meet our moral and contractual agreements.

This policy will be reviewed annually.

At the year end of year the free reserves equalled 6.5 months of resources expended.

Unrestricted reserves designated for 2011/2012 by the Trustees

£10,000 for evaluation of the Jigsaw Project.

Plans for future periods

- Funding secured from Henry Smith (3 years) starting in April 2011. This funding will cover the salary of the Jigsaw senior family support worker and, in particular, her work in engaging families/partners in assisting their loved ones to address offender behaviour. It will also fund a portion of the development worker role, to provide more training courses for prisoners, prisoners families and the community.
- Delivery of a pilot 3 day accredited domestic violence course at HMP Leeds in September 2011 for perpetrators, which also includes 4 support sessions for participants after completion of the course.
- Deliver week long bespoke projects for prisoners and their children such as drama and art projects during holiday periods.

Structure, governance and management

Governing document

Jigsaw Visitors Centre is a company limited by guarantee and is registered as a charity with the Charity Commission.

Jigsaw Visitors Centre, which changed its registered name from Armley Prison Visitors' Centre on 31st December 2010, started to operate in April 2006 following the merger of an unincorporated association also known as Armley Prison Visitors' Centre and the Jigsaw Healthy Living Project. The unincorporated association was established in 1993 and registered as a charity in November 1995 (charity number 1051052). The Jigsaw Healthy Living Project was initially known as "a project of the Visitors Centre", legally accountable to HMP Leeds who acted as the lead agency for the project with the Big Lottery Fund.

Company status

The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of guarantees at 31st March 2011 was 6.

Governance

The Management Committee has adopted "The Good Governance Guide for Charitable Management Committees" as a focus for ensuring that Best Practice is in place regarding leadership, performance, delegation and integrity. Discussions have taken place around these principles confirming a consistent understanding of our position across the organisation.

Jigsaw Visitors Centre
Report of the trustees
for the year ended 31 March 2011

Trustee selection methods

Trustees are elected by the members at the AGM. Recruitment is addressed through a number of methods – word of mouth connections, existing Management Committee members, as a result of project activities and awareness days undertaken by staff and via contact with the local voluntary and business community.

Induction and training of trustees

A suite of induction training exists allowing Trustees and co-opted representatives the opportunity to engage quickly and positively with the charity.

Organisational structure

All Trustees sit on the Management Committee which meets every 6 weeks and is responsible for the operation and strategic direction of the charity. The Committee is underpinned by two Sub Groups – Finance & Funding and HR & Policies and Procedures – where a mix of Trustees, co-opted members and senior operational staff in the Centre come together to discuss relevant issues and form plans for the future.

Day-to-day responsibility for the provision of services, management of staff and volunteers rests with the Manager of the Centre.

Jigsaw Visitors Centre
Report of the trustees
for the year ended 31 March 2011

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and regulations

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and 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 judgements and accounting estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the trustees and signed on its behalf by



Yvonne Rose (chair of trustees)

27 9 11

Date

**Independent Examiner's Report to the trustees of
Jigsaw Visitors Centre**

I report on the accounts of the company for the year ended 31st March 2011 which are set out on pages 7 to 15

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission 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 general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of 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 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities
- 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

Paul Cowham ACA DChA
Slade & Cooper Ltd
Accountants
6 Mount Street
Manchester M2 5NS

4.10.2011 Date

Jigsaw Visitors Centre
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2011

	Note	Unrestricted funds £	Restricted funds £	2011 £	2010 £
Incoming resources	2				
Donations		220	200	420	253
Grants		45,620	46,169	91,789	162,906
Fees and other income		162,012	10	162,022	115,621
Bank interest		356	-	356	379
Total incoming resources		208,208	46,379	254,587	279,159
Resources expended					
Charitable activities	3	224,236	56,383	280,619	256,848
Governance costs		2,122	-	2,122	4,972
Total resources expended		226,358	56,383	282,741	261,820
Net incoming/(outgoing) resources for the year	5	(18,150)	(10,004)	(28,154)	17,339
Transfer between funds		-	-	-	-
Net movement in funds		(18,150)	(10,004)	(28,154)	17,339
Funds at 31 March 2010		149,150	29,661	178,811	161,472
Funds at 31 March 2011		£ 131,000	£ 19,657	£ 150,657	£ 178,811

All of the charity's operations are classed as continuing

Movements on reserves and all recognised surpluses or deficits are shown above

**Jigsaw Visitors Centre
Company no. 4278920**

**Balance Sheet
as at 31 March 2011**

	Note	2011	2010
		£	£
Fixed assets			
Tangible assets	8	458	917
Current assets			
Stock		1,657	1,956
Debtors	9	19,565	33,555
Cash at bank and in hand		159,750	175,061
		<u>180,972</u>	<u>210,572</u>
Creditors: amounts falling due in less than one year	10	<u>(30,773)</u>	<u>(32,678)</u>
Net current assets		150,199	177,894
Total assets less current liabilities		<u>£ 150,657</u>	<u>£ 178,811</u>
Reserves			
Unrestricted funds			
Designated funds	11	10,000	20,000
General funds		121,000	129,150
		<u>131,000</u>	<u>149,150</u>
Subtotal		131,000	149,150
Restricted funds	12	19,657	29,661
		<u>£ 150,657</u>	<u>£ 178,811</u>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime (of the Companies Act 2006)

Approved by the Trustees and signed on their behalf by

Mark Illingworth (Treasurer)

Ciaran Sundstrem (Secretary)

Date

27/9/11

Jigsaw Visitors Centre
Notes to the accounts
for the year ended 31 March 2011

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. They have been applied consistently during the year, and in the preceding year.

a Basis of preparation

The financial statements have been prepared under the historic cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008).

b Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts. The HM Prison Leeds provides the use of the visitors centre and certain overheads such as heat, light and water to the charity free of charge. The value of these donations is not included in these accounts as it is not possible to quantify the value.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d Resources expended

Expenditure is recognised on an accrual basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

e Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remains with the lessor, are charged to the Statement of Financial Activities in the year in which they fall due.

Jigsaw Visitors Centre
Notes to the accounts
for the year ended 31 March 2011 (continued)

f Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Individual items costing less than £1,000 are not capitalised.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Office equipment	33%

g Stock

Stocks of purchased goods for resale (food and catering supplies) are valued at the lower of cost and net realisable value.

h Cash flow statement

The charity has taken advantage of the exemption in Financial Reporting Standard 1 from preparing a Cash Flow Statement on the grounds that it is a small charitable company.

2 Incoming resources

	Unrestricted £	Restricted £	Total 2011 £	Total 2010 £
Grants				
Henry Smith Charity	-	15,000	15,000	30,000
HM Prison Service Leeds	45,620	15,000	60,620	62,788
Children in Need	-	15,969	15,969	-
Masonic	-	200	200	2,000
Leeds PCT - Health Training	-	-	-	36,270
Porticus	-	-	-	9,994
Safeground	-	-	-	18,762
Hope	-	-	-	300
Leeds City Council- Healthy Leeds fund	-	-	-	2,792
	<hr/> 45,620	<hr/> 46,169	<hr/> 91,789	<hr/> 162,906
Donations	<hr/> 220	<hr/> 200	<hr/> 420	<hr/> 253
Fees and other income				
Café and room hire	4,338	-	4,338	6,271
Tea & Coffee bars	128,072	-	128,072	100,850
Jigsaw Junction	12,526	-	12,526	-
Other income	17,076	10	17,086	8,500
	<hr/> 162,012	<hr/> 10	<hr/> 162,022	<hr/> 115,621
Interest received	<hr/> 356	<hr/> -	<hr/> 356	<hr/> 379
Total incoming resources	<hr/> <hr/> £ 208,208	<hr/> <hr/> £ 46,379	<hr/> <hr/> £ 254,587	<hr/> <hr/> £ 279,159

Jigsaw Visitors Centre
Notes to the accounts
for the year ended 31 March 2011 (continued)

3 Resources expended

	Unrestricted £	Restricted £	Total 2011 £	Total 2010 £
<i>Charitable activities</i>				
Salaries	148,012	45,045	193,057	190,094
Travel and subsistence	1,041	218	1,259	1,396
Recruitment and training	2,944	1,254	4,198	2,999
Administration	6,211	1,042	7,253	9,845
Other professional fees	600	-	600	845
Project costs	2,037	8,694	10,731	18,579
Café and tea bar supplies	54,382	130	54,512	31,738
Jigsaw Junction Expenses	8,143	-	8,143	-
Miscellaneous expenses	407	-	407	894
Depreciation	459	-	459	458
	<hr/>	<hr/>	<hr/>	<hr/>
	224,236	56,383	280,619	256,848
	<hr/>	<hr/>	<hr/>	<hr/>
Governance costs	2,122	-	2,122	4,972
	<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended	£ 226,358	£ 56,383	£ 282,741	£ 261,820
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

4 Corporation tax

The charity is exempt from tax on income and gains falling within S505 of the Income & Corporation Taxes Act 1988 (ICTA 1998) or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

5 Net incoming/(outgoing) resources

This is stated after charging/(crediting) the following

	2011 £	2010 £
Independent Examiner's remuneration	1,920	1,735
Depreciation	459	458
	<hr/>	<hr/>
Independent Examiner's remuneration comprised		
Independent examination	820	588
Accountancy	1,100	1,147
	<hr/>	<hr/>
	£ 1,920	£ 1,735
	<hr/> <hr/>	<hr/> <hr/>

Jigsaw Visitors Centre
Notes to the accounts
for the year ended 31 March 2011 (continued)

6 Staff costs

Staff costs during the year were as follows

	2011 £	2010 £
Wages and salaries	183,410	177,682
Social security costs	9,154	11,480
Redundancy	493	932
	<hr/>	<hr/>
	£ 193,057	£ 190,094
	<hr/>	<hr/>

The average number of employees during the year calculated on the basis of full-time equivalents was as follows

Manager	1	1
Administration and finance	13	1
Development workers	0.5	0.5
Family support workers	3.4	5
Refreshments Worker	3.7	1.5
Play Specialist	0.7	-
Play workers	0.7	-
Health Trainers	-	1.5
	<hr/>	<hr/>
Total	11.3	10.5
	<hr/>	<hr/>

The number of employees earning over £60,000 per annum excluding pension contributions was nil (2010 nil)

7 Trustees' remuneration and expenses

Neither the trustees nor any persons connected with them received any remuneration during the year

3 trustees received travel and subsistence expenses during the year of £22 (2010 £nil)

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2010 nil)

Jigsaw Visitors Centre
Notes to the accounts
for the year ended 31 March 2011 (continued)

8 Fixed assets: tangible assets

	Office equipment £
Cost	
At 1 April 2010	1,375
	<hr/>
At 31 March 2011	£ 1,375
	<hr/>
Depreciation	
At 1 April 2010	458
Charge for the year	459
	<hr/>
At 31 March 2011	£ 917
	<hr/>
Net book value	
At 31 March 2011	£ 458
	<hr/>
At 31 March 2010	£ 917
	<hr/>

9 Debtors

	2011 £	2010 £
Grants receivable	-	721
Fees receivable	17,341	13,244
Other debtors	-	1,120
Prepayments	2,224	18,470
	<hr/>	<hr/>
	£ 19,565	£ 33,555
	<hr/>	<hr/>

10 Creditors: amounts falling due in less than one year

	2011 £	2010 £
Creditors	27,276	27,050
Accruals	3,497	5,628
	<hr/>	<hr/>
	£ 30,773	£ 32,678
	<hr/>	<hr/>

Jigsaw Visitors Centre
Notes to the accounts
for the year ended 31 March 2011 (continued)

11 Designated funds

	<i>As at 1 April 2010</i> £	Incoming transfers £	Outgoing transfers £	<i>As at 31 March 2011</i> £
Fund 1	5,000	-	(5,000)	-
Fund 2	15,000	-	(15,000)	-
Fund 3	-	10,000	-	10,000
	<hr/>	<hr/>	<hr/>	<hr/>
	£ 20,000	£ 10,000	£ (20,000)	£ 10,000
	<hr/>	<hr/>	<hr/>	<hr/>

Funds have been designated by the trustees for the following purposes

Fund 1 £5,000 set up costs for Jigsaw Junction

Fund 2 £15,000 continuation of Family Support Worker role after end of funding

Fund 3 £10,000 for an evaluation of the Jigsaw Project

12 Restricted funds

	<i>As at 1 April 2010</i> £	Incoming resources £	Outgoing resources £	Transfers £	<i>As at 31 March 2011</i> £
Family and dependants' support					
Henry Smith Charity	5,829	15,000	(20,829)	-	-
HM Prison Service Leeds	2,262	15,000	(12,484)	-	4,778
Children in Need	-	15,969	(13,799)	-	2,170
Leeds PCT	6,032	-	(3,654)	-	2,378
Masonic	1,971	200	(557)	-	1,614
Porticus	9,994	-	(2,167)	-	7,827
Leeds City Council- Healthy Leeds fund	2,462	-	(1,572)	-	890
Action for Prisoners' Families	981	10	(991)	-	-
Hope	130	200	(330)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	£ 29,661	£ 46,379	£ (56,383)	£ -	£ 19,657
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Restricted funds represent monies to be used for the following specific purposes

Henry Smith Charity	Funding for the Stepping Stones Project and family support
HM Prison Service, Leeds	For equipment and provision of weekend and school holiday play worker
Children in Need	Play specialist working with prisoner and family
Leeds PCT	Core costs and health activities
Masonic	For "cooking with dads" visits
Porticus	For Healthy Relationship Accredited course
Leeds City Council- Healthy Leeds fund	To make fruit available free to visiting families
Action for Prisoners' Families	Supporting work with families in the Courts and also first time visitors to the centre
Hope	For toys

Jigsaw Visitors Centre
Notes to the accounts
for the year ended 31 March 2011 (continued)

Play specialist working with prisoner and family

13 Analysis of net assets between funds

Fund balances at 31 March 2011 are represented by	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	458	-	458
Net current assets	130,542	19,657	150,199
	<hr/>	<hr/>	<hr/>
Total net assets	£ 131,000	£ 19,657	£ 150,657
	<hr/>	<hr/>	<hr/>

14 Lease commitments

The charity had the following annual commitments under non-cancellable operating leases

	Equipment	
	2011 £	2010 £
Leases expiring in		
One year	-	249
Two to five years	956	-
	<hr/>	<hr/>