

Registered Company No: 5551999(England & Wales)
Registered Charity No: 1111644

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2008**

**FOR
THE BREN PROJECT**

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THE BREN PROJECT
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FOR THE YEAR ENDED 31 DECEMBER 2008

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THE BREN PROJECT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2008

The Trustees who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 December 2008. The trustees have adopted the provisions of the Statements of Recommended Practice (SORP) Accounting and Reporting by Charities issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company Number - 5551999

Registered Office
Hargreaves & Woods
Richmond Place
127 Boughton
Chester
CH3 5BH

Registered Charity Number - 1111644

Office Address
Dee House
67 Hoole Road
Chester
CH2 3NJ

Trustees

S Brayford
J Keeling
D G Jamieson
R Wells

Company Secretary

S Brayford

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Memorandum of Articles & Association, and is a limited company, limited by guarantee, as defined by the Companies Act 1985.

THE BREN PROJECT
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2008

Continued.....

Recruitment and appointment of new trustees

Membership is open to individuals or organisations which apply to the Charity in the form required by the Trustees and are approved by the Trustees as set out in the Charity's governing document. All new staff recruitment shall follow the guidelines laid out in the recruitment and selection policy.

Related Parties

During the period covered by this report the Charity has not undertaken any transactions with related parties.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity's objects shall be to develop the capacity and skills of those members of the general public living in Cheshire and Staffordshire who have disabilities, or who are at a social disadvantage, by giving an opportunity for supported training, work experience and employment, so that such persons can develop their physical, mental and spiritual capacities and as individuals and members of society improve their conditions of life.

ACHIEVEMENT AND PERFORMANCE

Charity Overview

The Bren Project obtained charitable status on the 12th October 2005. Our mission is to support and inspire people with disabilities and those at disadvantage to experience and enter the world of work. We do this by providing individuals with unequalled supported work experience placements coupled with ongoing support. We began our active project work in September 2007. The Bren Project has a particular expertise in assisting people with learning disabilities and our priority geographical area is Cheshire.

THE BREN PROJECT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2008

Continued.....

Chair of Trustees Report

In many respects 2008 has been a landmark year for The Bren Project. For the first time we ran two very successful projects aimed directly at the needs of individuals in the sector. 'Your Turn' supported 10 adults with learning disabilities currently accessing no other employment support. The 'Moving On Project' focused on a similar number of younger clients facing the transition from special education to work. Arriving at this point has been incredibly satisfying for all involved in the short history of the charity.

Success of this kind has only been possible through the hard work of our dedicated team and the funding of our kind sponsors. At the beginning of the year our small team of paid employees was realigned to include a full time Charity Manager, a part time Project Co-ordinator and a part time Funding and Development Officer. Over the months we have also augmented our team of trained sessional Job Coaches, now located at a number of points around the county. The Trustee board remains an active and committed group who have welcomed the excellent service feedback received from beneficiaries, parents, carers, employers and other agencies.

In the spring of 2008 we moved into a modest new office base at Dee House in Chester. This development served to raise the profile of the charity significantly and has been instrumental in our progress towards the delivery of quality service.

Further evidence of our growing role within the sector has been the increased number of network partners that we have attracted; voluntary sector agencies, supported living providers, schools and colleges and employers. We continue to foster these extremely positive relationships, and in 2009 intend to extend them further.

Our business plan is continuously honed to take the organisation forward and we are about to take advantage of voluntary sector consultancy to further develop elements of our strategy. Throughout the year we have continued to attract funding from a variety of sources including a number of high profile trusts and foundations. For this we are incredibly grateful, however, we recognise that 2009 is likely to be a financially challenging year for all and realise that we need to work hard to secure and develop the terrific service that we have initiated. Nevertheless, we approach next year from a position of greater strength.

Jeremy Keeling
Chair of Trustees

THE BREN PROJECT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2008

Continued.....

Charity Managers Report 2008

2008 was our first full year of project delivery. As with any fledgling organisation we faced some challenges but, I'm pleased to say, we overcame them to deliver 2 very successful projects. 2009 is about building on the foundations we have established. As well as increasing our Beneficiary numbers by 50% we will seek to improve further across the board, our systems and service to offer an ever better experience for our Beneficiaries in 2009.

During 2008 we:

- **Established a small, talented staff team** with the skills and experience to develop the organisation and deliver quality projects to our beneficiaries. The team now comprises a full time Charity Manager who also maintains a caseload of beneficiaries, a part-time Project Co-ordinator and a part-time Funding and Development Officer.
- **Moved in to our new office base at Dee House in Chester.** The benefits of having an office base have been immense and helped raise our profile and given us a presence in our operating area.
- **Continued to develop our operating policies and procedures** and we now have a Policies and Procedures Manual. We are working towards accreditation with the Youth Federation to ensure that we have appropriate procedures in place in terms of 'Safeguarding children and young people'. The initial assessment went well and we should receive accreditation by April 2009.
- **Continued to fine tune and streamline our comprehensive project administrative procedures.** This included establishing appropriate evaluation systems to help us assess the impact our project is having on our beneficiaries and provides opportunities for all parties involved to suggest improvements to the programme. In 2009 the emphasis will be on developing further our individual action planning process and associated measuring of progress to help us gauge more effectively the 'distance travelled' by our project beneficiaries.

THE BREN PROJECT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2008

Continued.....

- **Developed a growing network of partners (voluntary sector agencies/supported living providers/schools and colleges/employers).** We continue to forge really positive relationships with the Bank of America, Springfield School, Carr Gomm, Petty Pool and West Cheshire College. During 2009 we will be partnering with 2 special schools based in Chester, Dorin Park and Dee Banks as well as our existing network of partners including the new West Cheshire College LEAP Project. The local Connexions service is also now aware of the service we are providing and they have supported us with a small grant. The charity has also developed links with a wide range of Cheshire-based employers who are keen to support both projects.
- **We are now members of:**
 1. Learning Together Cheshire and Warrington
 2. NCVO
 3. BASE (British Association of Supported Employment)
 4. Affiliated to the Youth Federation
- **Have recruited, inducted and trained a competent pool of sessional Job Coaches** to provide the essential 1:1 support for our beneficiaries at the workplace. We held our first training session in June, focusing on Health and Safety and Risk Assessment. We continue to CRB check all our new recruits. In December 2008 we hosted our first Job Coach Review Session to obtain feedback from the Job Coaches on all aspects of the role and our support service. This feedback will help us improve and fine tune our service delivery in 2009.
- **Developed our charity website.** Our Chair of Trustees continues to update and improve our charity website www.brenproject.org.uk. This has helped us promote the charity and disseminate our activities to interested parties as well as advertise for Trustee and Job Coach vacancies.
- **Fundraising.** We continue to attract funds in to the charity, from a variety of sources including a number of high profile trusts and foundations. Major contributions during 2008 included grants from the St James' Place Foundation, the Four Acre Trust and the Westminster Foundation. We heard in November 2008 that we were one of the few organisations in Cheshire to be selected to benefit from consultancy support through the THRIVE Programme. BCT Regeneration, a specialist provider of support for the voluntary sector, will work with us during 2009 to improve our organisations performance, increase our ability to deliver social benefit and help us move towards financial stability. Following a vigorous self assessment process facilitated by BCT Regeneration we have agreed to focus this support on helping us develop a Fundraising Strategy and also help us market and promote the charity more effectively. During 2009 we will be looking to diversify our income streams by submitting an application to the Big Lottery Fund as well as securing funds from some appropriate statutory sources.

THE BREN PROJECT
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2008

Continued.....

Project Developments

We ran two projects during 2008:

The Your Turn Project

This project supported 10 individuals with learning disabilities that were accessing no other employment support.

The Moving On Project

This project targeted the younger age group, those at a special school or college, and helped with their transition from education in to work. As for the Your Turn Project we supported 10 individuals.

Project Achievements

We are pleased to report that we achieved the majority of our project aims during 2008:

- We registered all 20 beneficiaries
- 17 of the 20 beneficiaries undertook a work placement in a real work setting supported on a 1:1 basis by a Job Coach. The 3 other beneficiaries were all profiled, had a personal action plan in place and a work placement set up ready to start. However, due to family/home issues, these 3 placements did not commence.
- All 17 beneficiaries that started a placement completed the full 8 week programme.
- 2 placements were extended beyond the 8 weeks.
- 1 beneficiary received travel training to enable them to get to and from the workplace independently.
- A full range of placements were organised in a wide-range of vocational choice areas to meet the needs, aspirations and preferences of each individual.
- Our evaluation highlighted high levels of satisfaction from beneficiaries, referral agencies, parents and carers and employers. All post placement evaluation forms received rated our service as either good or excellent.
- In terms of specific outcomes for our beneficiaries:
 - 2 Job offers from employers.
 - 2 long-term voluntary placements.
 - All beneficiaries achieved soft outcomes i.e. in terms of increased confidence, self esteem, independence etc.
- Both projects ran to budget.

THE BREN PROJECT
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2008

Continued.....

Some quotes

'We could not have had better help before, during or after Richard's work placement. The Bren Project has given our son the help he needed to get a job, feel more confident and become more independent. We are extremely grateful for all of your support and for the back up you are still giving us. Thanks very much, keep up the good work. There are lots of young people who need the Bren Project'. **Parent**

'It was really interesting to hear about the progress you've made, particularly the level of support provided to beneficiaries...and it was encouraging to hear about the links you have made with employers...I found this all the more impressive given that the Bren Project is a relatively new organisation'. **Michele Lester, Grants Manager Lloyds TSB Foundation**

'I loved it.....I wanted to carry on'. **Project beneficiary**

'We are really proud of what Laura has achieved at Ethel Austin. I visited her on a couple of occasions and saw how her confidence had grown and how proud she was to be there'. **Parent**

'We have been impressed with the amount of background information you gather for each client, so that you can find them a placement which not only compliments their established strengths, but also challenges them to develop new skills'. **Referral agency**

'I really enjoyed the placement....I would like to work at Sainsbury's one day each week...there's been no best bit.....I've enjoyed it all...I would like another placement next year'. **Project beneficiary**

'The work experience placement was excellent, it was just what Michael needed...it was real, proper work experience, the whole thing has been brilliant'. **Parent**

Our Plans for 2009

In 2009 we will build on our achievements and provide an enhanced service for our beneficiaries. We will work with 30 beneficiaries. This number will include 25 new referral places and 5 second placements for selected 2008 beneficiaries that showed real potential to achieve paid employment with further support.

THE BREN PROJECT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2008

Continued.....

I believe we are better placed to provide a quality service than we were at this stage last year, as of 31st December 08:

- We have a more settled and experienced staff team in place.
- All of our beneficiary files are prepared for 2009.
- We have already received 15 referrals from partner agencies and can get to work straight away (we could fill all 30 places available immediately, highlighting the high demand for places and need for the service)
- We have a pool of experienced Job Coaches already in place to support individuals.
- We have an established office base to work from, much more appropriate than home-working.
- We have a strong network of employers and partners all with a desire to help us deliver our service.

2009 will be an exciting and challenging year for the Bren Project as we continue to develop whilst increasing the quality and quantity of placements for disabled people in Cheshire.

Peter Sackett
Charity Manager

THE BREN PROJECT
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2008

Continued....

**THE BREN PROJECT WOULD LIKE TO THANK THE FOLLOWING
ORGANISATIONS FOR THEIR SUPPORT IN 2008:**

Four Acre Trust

Springfield School

Connexions

The Mary Webb Trust

The Orchard Trust

St James's Place Foundation

The Charles Plympton Foundation

Saddlers Company

The Sydney Black Charitable Trust

Green & Lilian FM Ainsworth Fund

The Westminster Foundation

Grey Court Trust

N Smith Charitable Trust

The Philip Barker Charity

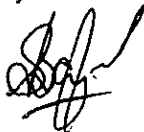
FINANCIAL REVIEW

Reserves policy

The Charity will aim to hold unrestricted general reserves equal to six months overall running costs.

ON BEHALF OF THE BOARD

S Brayford – Secretary



THE BREN PROJECT
REPORT OF THE ACCOUNTANTS TO THE TRUSTEES OF
THE BREN PROJECT

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 December 2008 set out on pages 8 to 12 and you consider that the company is exempt from audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Hargreaves & Woods
Richmond Place
127 Boughton
Chester
CH3 5BH

THE BREN PROJECT
STATEMENTS OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2008

	Notes	Unrestricted Funds	Restricted Funds	Total 31.12.08	Total 31.12.07
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	7,086	26,040	33,126	74,789
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary Income	3	<u>7,858</u>	<u>53,674</u>	<u>61,532</u>	<u>22,647</u>
NET INCOMING RESOURCES		(772)	(27,634)	(28,406)	52,142
Funds brought forward		1,025	71,212	72,237	20,095
Transfer between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS CARRIED FORWARD		<u>253</u>	<u>43,578</u>	<u>43,831</u>	<u>72,237</u>

THE BREN PROJECT BALANCE SHEET

AT 31 DECEMBER 2008

		Unrestricted Funds	Restricted Funds	Total 31.12.08	Total 31.12.07
FIXED ASSETS					
Tangible assets	5	282	850	1,132	1,226
CURRENT ASSETS					
Cash in hand		-	43,883	43,883	72,272
NET CURRENT ASSETS		282	44,733	45,015	73,498
CURRENT LIABILITIES		(29)	(1,155)	(1,184)	(1,261)
TOTAL ASSETS LESS CURRENT LIABILITIES		253	43,578	43,831	72,237
NET ASSETS		253	43,578	43,831	72,237
FUNDS					
Unrestricted funds				253	1,025
Restricted funds				43,578	71,212
TOTAL FUND				43,831	72,237

The charitable company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the period ended 31 December 2008.

The Trustees have not required the charitable company to obtain an audit of its financial statements for the period ended 31 December 2008 in accordance with Section 249B(2) of the Companies Act 1985.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Section 221 of the Companies Act 1985 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for smaller entities (effective January 2007).

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

J Keeling
Chair of Trustees



S Brayford
Secretary



THE BREN PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the financial reporting standards for smaller entities (effective January 2007) and the requirements of the statements of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings the aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Plant and machinery etc	33% on cost
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Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2. VOLUNTARY INCOME	Unrestricted Funds	Restricted Funds	31.12.08	31.12.07
Grants and donations	5,200	26,040	31,240	74,720
Interest received	1,786	-	1,786	69
Online filing incentive rec'd	100	-	100	-
	<u>7,086</u>	<u>26,040</u>	<u>33,126</u>	<u>74,789</u>

THE BREN PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

3. COSTS OF GENERATING VOLUNTARY FUNDS

	Unrestricted	Restricted	31.12.08	31.12.07
Cost of generating voluntary income	7,858		7,858	3,838
Charitable activities	-	52,491	52,491	17,108
Governance costs	-	1,183	1,183	1,701
	<u>7,858</u>	<u>53,674</u>	<u>61,532</u>	<u>22,647</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

Trustees Expenses

There were no trustees expenses paid for the period ending 31 December 2008

5. TANGIBLE FIXED ASSETS

	Unrestricted	Restricted	Total
COST			
Brought forward 1 January 2008	830	1,000	1,830
Additions	-	761	761
At 31 December 2008	<u>830</u>	<u>1,761</u>	<u>2,591</u>
DEPRECIATION			
Brought forward 1 January 2008	274	330	604
Charge for year	274	581	855
At 31 December 2008	<u>548</u>	<u>911</u>	<u>1,459</u>

NET BOOK VALUE

At 31 December 2008 282 850 1,132

At 31 December 2007 556 670 1,226

6. MOVEMENT IN FUNDS

	At 1.1.08	Net m'ment in funds	Transfers	At 31.12.08
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Unrestricted funds				
General fund	1,025	(772)	-	253
Restricted funds	<u>71,212</u>	<u>(27,634)</u>	<u>-</u>	<u>43,578</u>
TOTAL FUNDS	<u>72,237</u>	<u>(28,406)</u>	<u>-</u>	<u>43,831</u>

THE BREN PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

Net movement in funds, included in the above are as follows:-

	Incoming Resources	Resources Expended	Movement in Funds
Unrestricted funds			
General fund	7,086	7,858	(772)
Restricted funds	<u>26,040</u>	<u>53,590</u>	<u>(27,550)</u>
TOTAL FUNDS	<u>33,126</u>	<u>61,448</u>	<u>(28,322)</u>

The following page does not form part of the statutory accounts.

**THE BREN PROJECT
INCOME AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	Unrestric ted	Your Turn	Moving On	Bailey Thomas	Lloyds TSB	RH Willis & Awards for All	Total
Interest	1,786						1,786
Online Filing Incentive	100						100
Four Acre Trust	1,500	5,500					7,000
Springfield School	1,700						1,700
Connexions	1,500						1,500
Mary Webb Trust	500						500
Orchard Trust			250				250
St James Place			8,750				8,750
Sydney Black Charitable Trust		300					300
Charles Plympton Foundation		500					500
Saddlers Company		1,500					1,500
Green & Lillian FM Ainsworth		500					500
Westminster Foundation			7,040				7,040
The Philip Barker Charitable Trust		500					500
Grey Court Trust		700					700
N Smith Charitable Trust		500					500
Total income	7,086	10,000	16,040	0	0	0	33,126
Advertising			269				269
Beneficiary training and support		1,923	2,254				4,177
Computer costs	181		394				575
CRB checks		109	232				341
Dues & subscriptions			393				393
Expenses	119	183	425				727
Miscellaneous	416	875	643				1,934
Office equipment			193				193
Office rent		3,480					3,480
Office supplies	372		166				538
Postage & delivery	126	101	101				328
Printing & reproduction		457	535				992
Salaries & wages	6,336	7,665	7,170	12,228	5,526		38,925
Project co-ordinator			1,995				1,995
Repairs	5		33				38
Room hire		259	35				294
Depreciation	274		251			330	855
Recruitment			143				143
Telephone	20	334	334				688
Travel	9	1,545	1,332				2,886
Insurance		289	289				578
Legal & professional fees		592	592				1,184
Total expenditure	7,858	17,812	17,779	12,228	5,526	330	61,533
Net(Income)/ Expenditure	(772)	(7,812)	(1,739)	(12,228)	(5,526)	(330)	(28,407)
Cash funds brought forward	1,025	22,536	30,252	12,228	5,526	670	72,237
Transfer between funds							0
Net funds at 31 December 2008	253	14,724	28,513	0	0	340	43,830