

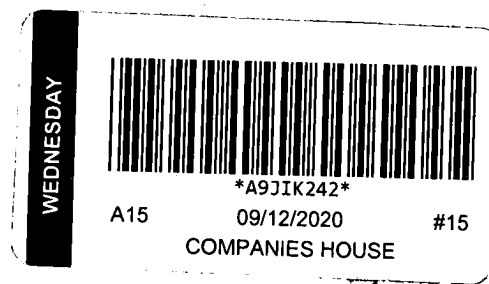
**Out There Supporting
Families of Prisoners
Limited**

**Annual Report and Financial
Statements**

31 March 2020

Charity Registration Number 1120342

Company Registration Number 06239170



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Reference and administrative details of the charitable company, its trustees and advisers

Patron	Bishop Terence Brain
Trustees	Sister Mary Theresa Bain DC (Chair) Mr Michael Braid Mr David Darlington Sister Bridget Dowd DC Mr Jon Sandford
Registered office	2a Powell Street Old Trafford Manchester M16 7QQ
Telephone	0161 232 8986
Company registration number	6239170 (England and Wales)
Charity registration number	1120342
Director	Mark Turnbull
Independent examiner	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	Co-operative Bank plc PO Box 250 Delf House Southway Skelmersdale WN8 6WT

Trustees' report Year to 31 March 2020

The trustees present their statutory report together with the financial statements of Out There Supporting Families of Prisoners Limited ("Out There") for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out on pages 19 to 21 and comply with the charitable company's memorandum and articles of association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

Principal aims and activities

Out There exists to support the social wellbeing and mental health of families and children impacted by the imprisonment of a loved one.

Imprisonment of a family member is a traumatic experience and the impact on partners and family members is significant.

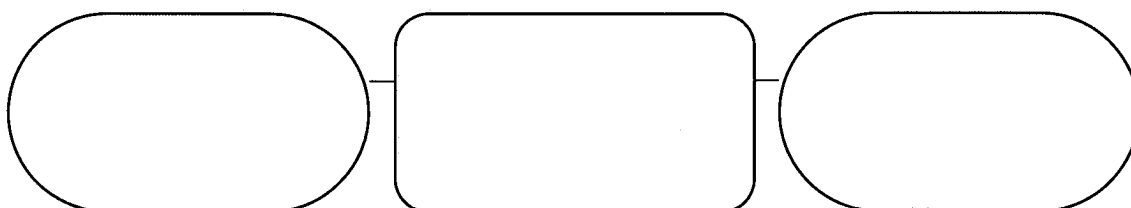
Particular issues for the families are:

- ◆ Visiting prison and maintaining contact;
- ◆ Concerns for the prisoner whilst serving their sentence;
- ◆ Emotional wellbeing and mental health issues;
- ◆ Concerns for children and the impact of imprisonment on them; and
- ◆ Practical issues such as housing and financial difficulties.

Out There's support is available to families across Greater Manchester. The support Out There offers includes:

Family support

Every family we work with has a named family support worker who will work with them through any difficulties they encounter. Crucially this help is not time limited and covers the different stages a family may go through before and after a family member is imprisoned. The support is offered to them in their own communities, so that we can work with other support a family may be receiving, for example from their landlord or within a school.



Trustees' report Year to 31 March 2020

Principal aims and activities (continued)

Wellbeing Days and wellbeing support

In addition to one to one support and to help support families going through a difficult time, we organise:

- ◆ Wellbeing days for adults three or four times per year with qualified therapists including treatments such as reiki, massage, hand-massage and manicure. These days enable individuals to mix with other people sharing similar experiences and provide an opportunity for informal 'peer support' in a relaxed setting.
- ◆ Stand-alone workshops in, for example, dealing with stress and anxiety, introduction to mindfulness and other topics that are of interest and benefit to family members.
- ◆ Yoga/relaxation sessions with a qualified instructor.
- ◆ Support to access other mental health and wellbeing services across Greater Manchester.

Family Days and activities

We support families and children to come together for leisure activities throughout the year. This might include full day activities such as indoor climbing, or visits to an art gallery or museum. We also try to offer activities in the main school holidays at locations across Greater Manchester. This has included cook and eat activities and craft activities.

Trustees' report Year to 31 March 2020

Principal aims and activities (continued)

Prison Liaison and Family Forums

Family Support Workers have good connections within prisons across the North West and will regularly support families with enquiries through prison chaplains and other prison based staff. We actively encourage the families we work with to attend either Family Forums organised by Out There or those at the prisons they have a family member in. They then have the opportunity to ask any questions, raise any concerns and understand better how the prison and visiting actually works.

Post release support

Our work does not stop when a family member is released from prison. Support continues to be offered as needed, particularly as individuals and families adjust to life after they are released.

Achievements and performance

Review of activities

The Board, the Chief Executive and the team have been working towards further progressing their three year business plan for the organisation. This has included work in the following areas:

Organisation

- ◆ The Board undertook a skills audit to determine the skills of the trustees and those which would be beneficial to look for in terms of new trustees.
- ◆ Trustee recruitment commenced at the end of 2019 and it is hoped new trustees will be appointed in 2020.
- ◆ The Board approved a funding strategy to sit alongside its business plan up to 2021.
- ◆ The Board continued to support policy updates and development including a refreshed safeguarding policy and associated training being undertaken in the organisation.

Marketing and communications

- ◆ New print materials for the charity were further developed including a range of posters and leaflets.
- ◆ As well as being taken out to organisations as part of the teams outreach work, posters and leaflets have been distributed to organisations including local authorities and other charitable organisations across Greater Manchester.
- ◆ We have ensured that prisons have material to make families aware of our services and support.
- ◆ The charity has developed its presence on social media and now has its own Twitter account, general Facebook page, Facebook group for events and Linked-In page.
- ◆ We have adopted click and send texting to send messages to all our families regarding events or other information.

Trustees' report Year to 31 March 2020

Achievements and performance (continued)

Service delivery

- ♦ The charity has further developed its services to children who are affected by imprisonment. Family Support workers have trained in "Drawing and Talking" to support younger children. We have supplemented our Family Days with community-based activities involving cooking and eating, creative activities and peer support activities for older children.

Resources

- ♦ The organisation has attracted new funding in the last year and continues to progress well against its funding strategy. This has included monies to improve the charity's family centre in Trafford.
- ♦ At Christmas we were supported with toys and food for our families from Cash for Kids and Porchbox Bury and we are grateful for their support. We also had donations and support from the Mothers Union and The Society of Vincent De Paul (SVP).

External relationships and partnership development

A significant amount of effort this year has been given to developing awareness of Out There's work and to develop conversations and working relationships with external partners that are beneficial to our work with families, and also collaborative working across Greater Manchester.

- ♦ We have met with officers from GMCA (Greater Manchester Combined Authority) and they supported us by offering us learning on evaluation and monitoring of our services.
- ♦ As a follow on, we have attended meetings with other organisations across the Criminal Justice Sector in Greater Manchester to look at issues of joint interest and to share our work.
- ♦ We continue to have a good working relationship with many prisons across the North. In particular we have a strong relationship with HMP Manchester and HMP Forest Bank and have worked jointly with them on family fun days and family forums.
- ♦ We have developed good working relationships with other organisations that support prisoners and their families including POPS in the North West and organisations such as Children Heard and Seen.

We have continued to work with other charities across the Diocese of Salford and have attended the Diocese Social Action Conference to share information about our work with others. Further, in the summer of 2019, we were asked to present our work at the Catholic Bishops Conference in Leeds and made useful contacts with other organisations such as the Medaille Trust. We have developed a good working relationship with SVP conferences working within prisons across the North West and continue to work with them to support families and prisoners.

Trustees' report Year to 31 March 2020

Achievements and performance (continued)

External relationships and partnership development (continued)

- ◆ We have made our building available in Trafford to other organisations needing a space to run meetings. This has included Trafford Domestic Abuse Services (TDAS) and Old Trafford Liaison Group. We have welcomed the organisation Women MATTA to the building and hope to find mutual ways we can support each other as organisations going forward.

Evidence and impact

- ◆ We were fortunate to be awarded funding from Trafford Housing Trust to upgrade our casework database. This will enable us to collect better information on the families we support and help us to demonstrate the work we do and develop our services.
- ◆ We have overhauled our outcome wheel which we use to understand the impact of our work with families and will continue to develop and refine it through 2020.
- ◆ We commenced work on a Theory of Change for the organisation and this has already led us to develop our support work with children.

Family support/Casework

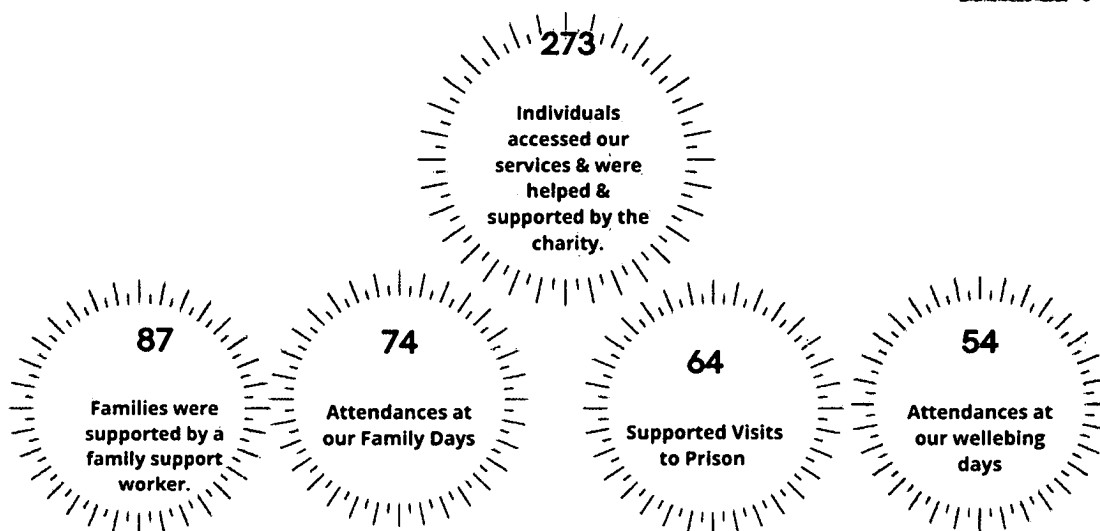
- ◆ We take referrals from families themselves, prisons or other agencies for our family support service. This includes all the work we do 1-1 plus the other group support we offer. At any one time we are supporting 50-60 families through our support workers. We work in a holistic way with families to offer them the best support we can at a difficult time. Below are some headline figures from the past year.

Trustees' report Year to 31 March 2020

Achievements and performance (continued)

Family support/Casework (continued)

2019-20 in numbers



Feedback

We regularly ask our families about the support we provide. Below is a small sample of comments received

'I would like Out There to have more family days like this. We felt happy at the end of the session'

'Thanks for today, it was so nice to do something as a family, we don't often get the chance'

'Thanks so much for really being a listener, I really needed to hear what you had to say so thank you'

'Thanks so much for your help and support, every little really does help me and my children'

Out There is not just a support service to me it is like having an extended family, saying thank you just doesn't seem enough'



Trustees' report Year to 31 March 2020

Achievements and performance (continued)

Case Studies

Below are two case studies from the year to demonstrate the work we do with families.

Case Study 1

LF has been a client since late 2018. LF's ex-partner and father of her two children is currently in prison.

The OT family support worker has worked with both of the children in school delivering Drawing and Talking intervention to support their emotional wellbeing. The work to support LF has included:

- Food parcels
- Christmas presents
- Liaison with her landlord
- Family Day attendance

In early 2020 LF was taken into hospital following deterioration in her mental health and remained there for a week.

The school family worker contacted OT to let us know what had happened, advised that the children were living with grandma temporarily and that the school felt further support for the children would be appreciated.

The OT family support worker made contact with grandma and provided emotional support and toys for the children at grandma's house. LF will continue to be supported as a client and to help her improve her mental health.

Case Study 2

Out There has been supporting MP since June 2019.

The family were referred to Out There by a social worker, as part of the difficulties the family were facing were related to the imprisonment of MP's eldest son. His imprisonment came as a real shock to the family and particularly affected his mother and young sister still at home.

As well as the emotional impact, the family generally find life difficult financially and visits to prison and support for her son have had an added negative impact on the family finances.

As well as offering a listening ear and support to attend family and wellbeing days, Out There has provided MP with information about assisted prison visits which she followed up and got financial help with purchasing train tickets for visits to see her son.

Most recently MP contacted us very upset and stressed because she had clothing and other items (property) to be sent in to the prison for her son, whose property window had been extended, but which was closing fast. MP could not afford the large postage fee. Out There was able to cover the cost for the family on this occasion.

Trustees' report Year to 31 March 2020

Covid 19 and future developments

- ◆ In February 2020 the first transmission of Coronavirus was confirmed in the UK. By 18 March 2020 staff from Out There had stopped group activities and 1 to 1 home visits. Staff were delivering services online and over the phone to support families.
- ◆ Prison visits had ceased and there was increased anxiety about this from families as well as more generally about the impact of the virus on family life.
- ◆ Out There applied to a number of funders to support its work through Covid 19 and beyond.
- ◆ What is uncertain about the long terms prospects for the funding of charities. Out There had planned to try a community event for the summer to diversify funding but this has now been postponed. Whilst trust funders have given great support to the organisation, it is not clear what the prospects will look like into 2021, but the Board anticipate greater competition for trust funds as other funding sources are impacted.
- ◆ The Chief Executive and the Board will monitor prospects into the autumn.
- ◆ Despite the uncertainty we are committed to developing our services for the benefit of our families.

Financial review

Results for the period

A summary of the charity's income and expenditure can be found on page 16 of the attached financial statements.

The total income for the year amounted to £112,757 (2019 - £37,759). Of this, £100,626 (2019 - £28,500) was received from grants and a further £12,131 (2019 - £9,259) from donations.

During the year total expenditure amounted to £140,444 (2019 - £121,593) including £104,949 (2019 - £92,465) in relation to staff costs.

Reserves and financial position

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. The trustees consider that, given the nature of the work undertaken by Out There Supporting Families of Prisoners Limited, the level of free reserves should be approximately equal to between 3 and 6 months' recurring expenditure.

The trustees are of the opinion that this level of reserves should provide sufficient flexibility to cover temporary shortfalls in income due, for example, to falls in voluntary income or delays in getting grant funding approved.

Total funds at 31 March 2020 amounted to £36,442 (2019 - £64,129).

Restricted funds comprise monies given for specific purposes and amounted to £57,640 at 31 March 2020 (2019 - £5,941).

Trustees' report Year to 31 March 2020

Financial review (continued)

Reserves and financial position (continued)

General funds, or free reserves, at 31 March 2020 were in deficit by £21,198 (2019 – in surplus by £58,188). Although this was of concern, the trustees note that grant funding was received in April and May which eliminates this negative position. The priority going forward is to build general reserves to meet the requirement of the reserves policy and provide sufficient flexibility for the charity to move forward.

Governance, structure and management

Out There Supporting Families of Prisoners Limited is a company limited by guarantee (Company Registration Number 6239170 (England and Wales)) and a registered charity (Charity Registration Number 1120342). The charitable company is governed by its memorandum and articles of association.

The sole member of the company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 114326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)), set up by the Daughters of Charity of St Vincent de Paul, to safeguard the Vincentian ethos in various projects including Out There Supporting Families of Prisoners.

The financial statements of DCSVP Services can be obtained from Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.

The trustees constitute directors of the charitable company for the purposes of company legislation.

Trustees are recruited through networking and local advertising. The trustees review the skills needed by the Board and aim to ensure a broad range of skills are represented. Potential trustees are invited to visit the organisation and to attend one or two meetings as an observer prior to formal appointment, which is through our parent charity, DCSVP Services. Our constitution states that at least two trustees and not more than half, must be members of the Congregation of the Daughters of Charity of St Vincent de Paul.

The following trustees served throughout the period.

Trustee

Sister Mary Theresa Bain DC (Chair)

Mr Michael Braid

Mr David Darlington

Sister Bridget Dowd DC

Mrs Susan Hall

RIP June 2020

Mr Jon Sandford

In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

Trustees' report Year to 31 March 2020

Governance, structure and management (continued)

No trustee received any remuneration from the charitable company during the period. Expenses of £46 (2019 - £131) were reimbursed to trustees during the period. No trustee had any beneficial interest in any contract with the charitable company during the period.

Brief biographical details on each of the trustees are given below.

Sister Mary Theresa Bain DC

Sister Mary Theresa entered the Daughters of Charity of St Vincent de Paul in 1968. Her early background was in child care. A short period of three years was spent in Romania overseeing five children's homes for children who were HIV positive. Sister Mary Theresa also has experience in Parish ministry and trained in pastoral leadership. She was instrumental in setting up Out There and managed the organisation for eight years.

Mr Michael Braid

Michael Braid was a chartered accountant, now retired, who was in practice in Stockport and Manchester for many years. Since retiring he has acted as treasurer for a number of charities.

Mr David Darlington

David Darlington is a local solicitor with experience of criminal, property and employment law and of managing and funding of not for profit community groups.

Sister Bridget Dowd DC

Sister Bridget entered the Daughters of Charity in 1964 and first trained in residential care of children and then became involved in various forms of residential work from child care to hostel work. Following this, Sister Bridget did social work training which led her to work with families and children in various settings. This led her to be the director of The Passage Centre for homeless people in London. Following a short break, Sister Bridget was appointed as director of the Marillac Nursing Home for people with acquired brain injury. Sister Bridget currently volunteers with The Médialle Trust which works with people who have been trafficked. In 2000 Sister Bridget was awarded an OBE for her work in The Passage Centre.

Mrs Susan Hall

Sue had extensive experience in Probation Services and served as Chief Executive of the West Yorkshire Probation Trust. She has also served as a trustee on various boards including West Yorkshire Community Chaplaincy Project HMP, Leeds and Prisoners Abroad. Sue was a Founder Board member of the new Probation Institute.

Mr Jon Sandford

Jon is currently a Government Executive with Homes England. He has skills in business development, marketing and research and coaching. Jon is currently a volunteer with the Cranfield Trust.

Key management personnel

The trustees consider that they together with the Director comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The pay of the Director is reviewed annually by the trustees.

Trustees' report Year to 31 March 2020

Governance, structure and management (continued)

Organisation

The Director, who is responsible for the day-to-day management of the Service, its service users and its staff, is accountable to the trustees of the charity.

Statement of trustees' responsibilities

The charity's trustees are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees (who are directors of the company for the purposes of company law) to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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. The trustees 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.

Each of the trustees confirms that:

- ◆ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ◆ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

Trustees' report Year to 31 March 2020

Governance, structure and management (continued)

Statement of trustees' responsibilities (continued)

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Public benefit

All of our activities focus on supporting the families of prisoners and are undertaken to further Out There's purposes for the public benefit. Our services are delivered to families of prisoners across Greater Manchester and all of our services are free. The trustees consider that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Risk management

In line with the requirement for the trustees to undertake a risk assessment exercise and report on the same in their annual report, the Director with the trustees has looked at the risks the charity currently faces and has reviewed the measures already in place, or needing to be put in place, to deal with them.

Five main areas have been identified where risk may occur:

- ◆ Governance and management
- ◆ Operational
- ◆ Financial
- ◆ Reputation
- ◆ Laws, regulations, external and environment

Governance and management looks at the risk of the charity suffering from a lack of direction, at the skills and training of its personnel and the good use of its resources.

Operational looks at the risk inherent in the charity's activities including engaging in inappropriate activities and shortcomings in the service provided, difficulties with staff, and health and safety.

Financial risks include those arising as a result of poor budgetary control, inappropriate spending, or investment policies or poor accounting.

Reputation looks at possible damage to the charity's reputation.

Laws, regulations, external and environment looks at the effect of government policies and the consequences of non-compliance with laws and regulations.

Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to manage those risks including those presented by Covid-19.

Trustees' report Year to 31 March 2020

Governance, structure and management (continued)

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year ended 31 March 2020, the charity received no complaints about its fundraising activities.

Approved by the trustees and signed on their behalf by:

Mary Bain

Trustee

Approved by the trustees on:

22.10.2020

Independent examiner's report Year to 31 March 2020

Independent examiner's report to the trustees of Out There Supporting Families of Prisoners Limited

I report to the charity trustees on my examination of the financial statements of the charitable company for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with my examination giving me cause to believe:

- ♦ accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- ♦ the financial statements do not accord with those records; or
- ♦ the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- ♦ the financial statements have not been prepared in accordance with the methods and principles of the for "Accounting and Reporting by Charities: the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)."

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Amanda Francis, Chartered Accountant
Buzzacott LLP
Chartered Accountants
130 Wood Street
London
EC2V 6DL

17 November 2020

Statement of financial activities Year to 31 March 2020
(including an income and expenditure account)

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	Unrestricted funds £	Restricted funds £	2019 Total funds £
Income:							
Donations		12,131	—	12,131	9,259	—	9,259
Grants	1	13,883	86,743	100,626	3,500	25,000	28,500
Total income		26,014	86,743	112,757	12,759	25,000	37,759
Expenditure:							
Expenditure on charitable activities: supporting families of prisoners							
Staff costs – wages and salaries	2	77,371	27,578	104,949	72,602	19,863	92,465
Staff training and supervision		2,564	—	2,564	1,891	—	1,891
Premises costs		11,098	1,512	12,610	8,108	—	8,108
Travel expenses		165	2,700	2,865	819	873	1,692
Volunteers' expenses		44	700	744	511	187	698
Trustees' expenses		46	—	46	194	—	194
Printing, postage and stationery		2,805	—	2,805	1,819	—	1,819
Advertising and marketing		605	—	605	1,040	—	1,040
Telephone and IT costs		5,813	—	5,813	7,022	500	7,522
Insurance		1,838	—	1,838	859	—	859
Welfare donations		1,620	2,554	4,174	—	3,177	3,177
Audit fee		1,086	—	1,086	1,440	—	1,440
Other expenses		345	—	345	688	—	688
Total expenditure		105,400	35,044	140,444	96,993	24,600	121,593
Net movement in funds i.e. net (expenditure) income	3	(79,386)	51,699	(27,687)	(84,234)	400	(83,834)
Reconciliation of funds:							
Fund balances brought forward at 1 April 2019		58,188	5,941	64,129	142,422	5,541	147,963
Fund balances carried forward at 31 March 2020		(21,198)	57,640	36,442	58,188	5,941	64,129

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

All recognised gains and losses are included in the above statement of financial activities.

Balance sheet 31 March 2020

	Notes	2020 £	2019 £
Current assets			
Debtors	6	1,004	595
Cash at bank and in hand		42,816	67,563
		<u>43,820</u>	<u>68,158</u>
Creditors: Amounts falling due within one year	7	(7,378)	(4,029)
Total net assets		<u>36,442</u>	<u>64,129</u>
The funds of the charity			
Income funds:			
Restricted funds	8	57,640	5,941
Unrestricted funds			
General funds		(21,198)	58,188
		<u>36,442</u>	<u>64,129</u>

For the year ended 31 March 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The member has not required the company to obtain an audit in accordance with section 476 of the Companies Act.

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The trustees as directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for 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 period and of its income and expenditure for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the trustees and signed on their behalf by:

Mary Bain

Trustee

Approved on:

22.10.2020

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

Statement of cash flows Year to 31 March 2020

	Notes	2020 £	2019 £
Cash flows from operating activities:			
Net cash used in operating activities	A	(24,747)	(80,651)
Change in cash and cash equivalents in the year		(24,747)	(80,651)
Cash and cash equivalents at 1 April 2019	B	67,563	148,214
Cash and cash equivalents at 31 March 2020	B	42,816	67,563

Notes to the statement of cash flows for the year to 31 March 2020.

A Reconciliation of net movement in funds to net cash used in operating activities

	2020 £	2019 £
Net movement in funds (as per the statement of financial activities)	(27,687)	(83,834)
Adjustments for:		
(Increase) decrease in debtors	(409)	474
Increase in creditors	3,349	2,709
Net cash used in operating activities	(24,747)	(80,651)

B Analysis of cash and cash equivalents

	2020 £	2019 £
Total cash and cash equivalents: Cash at bank and in hand	42,816	67,563

Principal accounting policies 31 March 2020

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 March 2020 with comparative information given in respect to the year to 31 March 2019.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of at least one year from the date of approval of these financial statements.

The trustees acknowledge and recognise the potential impact of the Covid-19 pandemic on the charity and have concluded that there may be some negative consequences such as a greater challenges in acquiring grant income at a time when there are increased needs from its beneficiaries. However, the trustees will continue to monitor income, expenditure and cash flows closely and they are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Critical accounting estimates and areas of judgement

The trustees have estimated future income and expenditure flows for the purposes of assessing going concern especially in the light of the Covid-19 pandemic and its possible impact on the charity's financial position (see assessment of going concern above).

Principal accounting policies 31 March 2020

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations and grants.

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities.

All expenditure is stated inclusive of irrecoverable VAT.

Fund structure

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.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Principal accounting policies 31 March 2020

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Notes to the financial statements 31 March 2020

1. Grants

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Unrestricted funds £	Restricted funds £	2019 Total funds £
The Andrew Mitchell Christian Charitable Trust	—	—	—	3,500	—	3,500
Anonymous	—	25,000	25,000	—	25,000	25,000
Trafford Housing Trust	4,000	2,250	6,250	—	—	—
The Daughters of Charity of St Vincent de Paul, International	8,883	—	8,883	—	—	—
Albert Hunt Trust	—	1,000	1,000	—	—	—
LD Rope Trust	—	5,100	5,100	—	—	—
Duchy of Lancaster	1,000	—	1,000	—	—	—
The Albert Gubay Foundation	—	53,393	53,393	—	—	—
Total funds	13,883	86,743	100,626	3,500	25,000	28,500

2. Staff costs and remuneration of key management personnel

	2019 £	2018 £
Staff costs during the year were as follows:		
Wages and salaries	98,050	87,260
Social security costs	5,097	4,548
Pension costs	1,802	657
	104,949	92,465

The average number of employees during the year was 6 (2019 - 5). The full time equivalent number of employees was 5 (2019 - 4).

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees and the Director. The total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £35,749 (2019 - £29,057).

There are no employees who received employee benefits (excluding employer pension costs) of more than £60,000 (2019 - none).

3. Net movement in funds i.e. net (expenditure) income

This is stated after charging

	2020 Total funds £	2019 Total funds £
Staff costs (note 2)	104,949	92,465
Independent examination/audit fee	1,320	1,440

4. Trustees' remuneration

None of the trustees received any remuneration in respect of their services during the year (2019 - £nil). The charitable company paid £46 (2019 - £131) in respect of trustees' meetings costs on behalf of all the trustees.

Notes to the financial statements 31 March 2020

5. Taxation

Out There Supporting Families of Prisoners Limited is a registered charitable company and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

6. Debtors

	2020 £	2019 £
Prepayments and accrued income	1,004	595

7. Creditors

	2020 £	2019 £
Wages, social security and other taxes	2,118	786
Sundry creditors and accruals	5,260	3,243
	7,378	4,029

8. Restricted funds

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
Staff costs fund	5,137	53,583	(27,578)	31,142
Database fund	—	2,250	—	2,250
Building refurbishment fund	—	25,760	(1,512)	24,248
Wellbeing days fund	804	1,750	(2,554)	—
Other funds	—	3,400	(3,400)	—
	5,941	86,743	(35,044)	57,640

	At 1 April 2018 £	Income £	Expenditure £	At 31 March 2019 £
Staff costs fund	—	25,000	(19,863)	5,137
Website fund	500	—	(500)	—
Family days fund	2,800	—	(2,800)	—
Wellbeing days fund	2,241	—	(1,437)	804
	5,541	25,000	(24,600)	5,941

Staff costs fund

The staff costs fund comprises monies given toward various salaries.

Database fund

The database fund represents monies give specifically to upgrade the database.

8. Restricted funds (continued)

Building refurbishment fund

The building refurbishment fund represents monies given for the external refurbishment of the buildings.

Wellbeing days fund

The wellbeing days fund represented funding received to cover the costs of three wellbeing days.

Website fund

The website fund comprised monies received to help with the cost of creating a website.

Family days fund

The family days fund represented funding received to provide for two family days at our premises to reduce the isolation lone parents feel.

Other funds

Other funds represented funding received for specific purposes.

9. Analysis of net assets between funds

	General fund £	Restricted funds £	2020 Total funds £
Fund balances at 31 March 2020 are represented by:			
Current assets	(13,820)	57,640	43,820
Current liabilities	(7,378)	—	(7,378)
Total net assets	(21,198)	57,640	36,442
	General fund £	Restricted funds £	2019 Total funds £
Fund balances at 31 March 2019 are represented by:			
Current assets	62,217	5,941	68,158
Current liabilities	(4,029)	—	(4,029)
Total net assets	58,188	5,941	64,129

10. Controlling party and ultimate parent

The sole member of the charitable company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 114326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)). The charitable company was established by the Daughters of Charity of St Vincent de Paul, a Roman Catholic religious congregation, in order to safeguard its Vincentian ethos.

The financial statements of DCSVP Services can be obtained from Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.

11. Member's liability

The charitable company is limited by guarantee. In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

12. Connected organisations and related party transactions

The Daughters of Charity and St Vincent de Paul (the Congregation) and Daughters of Charity of St Vincent de Paul Charitable Trust (Charity Registration No 236803 (England and Wales), SCO39155 (Scotland)) are connected to the charitable company by virtue of the fact that Out There Supporting Families of Prisoners Limited was initiated by the Congregation and the fact that two of the trustees of Out There Supporting Families of Prisoners Limited who served during the year were Daughters of Charity of St Vincent de Paul, one of which was also a trustee of the Charitable Trust.

During the year there were no transactions between the Charitable Trust and Out There (2019 - none) and no transactions between the Congregation and Out There (2019 - none).

There was no other related party transactions in the year (2019 - none).