

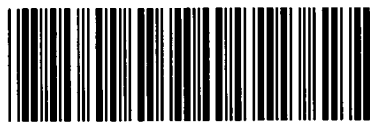
# **Families Outside**

**Financial statements**

**31 March 2015**

**Charity Number SC025366  
Company Number SC236539**

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## Reference and Administrative details

Scottish Charity No.	SC025366
Company No.	236539
Registered address	13 Great King Street, Edinburgh, EH3 6QW

## Board of Trustees

Donald Millar	(Chairman)	
Valerie Macniven	(Vice Chairman)	
Douglas Middleton	(Treasurer)	<i>appointed 24 September 2014</i>
Paul Carberry	(Individual)	
Daniel Gunn	(Individual)	<i>appointed 8 January 2015</i>
Justin Hutton-Penman	(Individual)	
Anne Kent	(Individual)	<i>appointed 7 October 2014</i>
Brigadier Hugh Monro	(Individual)	
Amie Robertson	(Individual)	<i>appointed 7 October 2014</i>
Jennifer Russell	(Individual)	<i>appointed 19 January 2015</i>
Jennifer Stevenson	(Treasurer)	<i>resigned 24 September 2014</i>
Glen Gilson	(Individual)	<i>resigned 26 March 2015</i>
Sheila Gupta	(Individual)	<i>resigned 24 September 2014</i>
Fiona Punton	(Individual)	<i>resigned 14 August 2014</i>
Prof Nancy Loucks	(Company Secretary)	
Auditors	Henderson Loggie 34 Melville Street Edinburgh EH3 7HA	
Bankers	Royal Bank of Scotland plc 239 St. John's Road Edinburgh EH12 7XB	

# Trustees' report

## 1. Structure, Governance and Management

- Nature of governing document

The governing document for the charity is a memorandum and articles of association, and the charity is constituted as a company limited by guarantee.

- Decision making structure

The Trustees decide the strategic direction for the charity and approve the Strategic Plan and the annual budget.

The Chief Executive is delegated day-to-day management and implementation responsibility for the strategy and expenditure within the budget limits. Progress is monitored through quarterly Finance/HR sub-group meetings that include the office bearers and report to the full Board of Trustees.

- Appointment of trustees

Members of the Board of Trustees are categorised as individuals. Institutions, organisations, or other bodies are not eligible to be members of the Board of Trustees.

The number of members of the Board of Trustees shall not be less than six and no more than twelve.

Two non-voting Observers from key statutory stakeholders are invited to attend meetings of the Board of Trustees.

- Policies and procedures for induction and training of trustees

New Trustees are inducted by the Chairman and Chief Executive of the charity and are provided with key documents outlining their governance roles and responsibilities.

- Risk management

The Board of Trustees has adopted a process for the ongoing assessment of possible risks to the organisation and has developed actions and countermeasures to reduce these risks and their likely impact.

The risk framework is subject to regular review and biannual updating.

The Board is therefore satisfied that systems and actions are in place to mitigate our exposure to major risk.

## Trustees' report (continued)

### 2. Objectives and Activities

The charity's purpose is to aid the relief of poverty, hardship, suffering and distress among partners, children and dependents of persons who suffered a legal restriction on their liberty in any penal or correctional establishment or through any means whatsoever.

Families Outside is the only national organisation that works exclusively on behalf of children and families affected by imprisonment in Scotland. We exist because imprisonment of a family member has a negative impact on the social, emotional, financial and (for children and young people) educational development of the remaining family members, leading to disadvantage, exclusion and the risk of perpetuation of cycles of crime and imprisonment.

Families Outside works to mitigate the effects of imprisonment on children and families - and consequently to reduce the likelihood of reoffending - through support and information for families and for those working with them. We seek to ensure that these families are afforded the recognition, respect, and compassion they need to alleviate the disadvantages they face due to this experience, also enabling them, where appropriate, to provide support to their relative in prison and on release.

The charity's long term key objectives are to ensure that:

- Families affected by imprisonment can readily access appropriate information and support at the time they need it. This in turn will improve their experience with the criminal justice system and mitigate its impact on them;
- Policy makers, decision makers, and relevant service providers will be well-informed about the issues facing families affected by imprisonment. They will recognise prisoners' families within their remit and take the needs of these families into account in the decisions they make and the services they provide;
- Families Outside will provide a sustainable and viable service as long as the demand for its work is evident.

In order to achieve these long-term key objectives, our targets include the following actions:

- Raise awareness and influence policy and practice regarding families affected by imprisonment;
- Provide and increase direct support and information to families;
- Ensure viability, effectiveness and impact of the organisation.

## Trustees' report (continued)

### Objectives and Activities (continued)

These aims are essential and ongoing and are facilitated by specific, often ongoing, activities that Families Outside is engaged in throughout the year. These activities help us in achieving our long-term key objectives and include the following:

- Ongoing core activities:
  - Operation of the Families Outside national freephone Support & Information Helpline, supporting 1,800+ families and professionals per year;
  - Direct service provision through our Family Support Team to families affected by imprisonment. Extending to the whole of Scotland, this year the eight members of staff had a caseload of 501 referrals (higher than the targeted 300 families) as well as 48 professionals. These 501 families consisted of 653 adults and 378 children and young people.
  - Direct provision of support/information to an additional 1,106 families at our prison visitors' centre at HMP Addiewell;
  - Continued development of work in schools and prisons to support children affected by a family member's imprisonment;
  - Engaged in new work to support families in financial difficulties due to a family member's imprisonment, funded by the Scottish Legal Aid Board and run in partnership with Citizens' Advice and Shelter;
  - Training/awareness-raising to prison staff, teachers and trainee teachers, police, the Judicial Institute, Children's Panel Members, social workers, students, the National Health Service and more. This includes a very popular programme of CPD for teachers delivered in prisons and SkillsMark accredited training on child protection and the impact of imprisonment on children. Overall, we provided training to over 4,000 people in 2014/15 throughout Scotland (well above the target figure of 2,500);
  - Resources for families and professionals: publications, on-line resources such as videos (available through our Vimeo account), quarterly newsletter, website (including specific information for children/young people), as well as regular updates through social media – Facebook and Twitter;
  - Development of policy and practice alongside national and local statutory organisations, contributing through consultations, steering and advisory groups relevant to families and our Parliamentary Cross-Party Group on Children and Families Affected by Imprisonment. We also actively seek development of policy and practice in Scotland internationally through membership of Children of Prisoners Europe (COPE) and involvement in the UN Committee on the Rights of the Child;
  - Publicity distributed to families affected by imprisonment and a wide range of professional contacts including courts/prisons/CABs/social work departments. This includes leaflets, professional packs, downloadable materials from our website and, in development, web-based training/eLearning resources;

## Trustees' report (continued)

### Objectives and Activities (continued)

- Regional contact through our Regional Coordinators who link with prisons, Community Justice Authorities, and locally based statutory and voluntary support services to ensure families can link in to the most appropriate locally-based supports;
- Support for other organisations working with families through cross-referral, training, and sharing of information and practice, particularly through coordination and chairmanship of the Criminal Justice Family Support Network; and
- Exhibitions/presentations/workshops at conferences and other events, including hosting of the 2014 conference and Annual General Meeting of Children of Prisoners Europe (COPE).
- Projects, publications and research activities:
  - Hosted a successful one-day international conference on behalf of COPE in collaboration with Northern Irish colleagues NIACRO for 120 delegates in May 2014, followed by its annual network meeting and prison visit over the next two days;
  - Continuation of the New Routes Public Social Partnership, led by the Wise Group;
  - Continuation of The LifeTime project following its continued success in recent years. This is an initiative run by the Scottish Prison Service in collaboration with the police, Scottish Court Service, the fire service, The Red Cross, and ourselves, among other partners, to make young people in secondary schools aware of the impact of offending;
  - Development and completion of the In Tune music project for children and their parents, in collaboration with Vox Liminus;
  - Completion of the 'Out of the Shadows' training resource on the impact of a family member's imprisonment on young people as well as additional tools such as the '27,000 Voices' video;
  - Further development of a protocol for support to families affected by imprisonment, funded by Lothian & Borders Community Justice Authority;
  - Supported ongoing research into the difficulties families experience with travel and transport to prisons;
  - Publication of a new edition of *In Brief* based on research commissioned by Scottish Government Youth Justice on support to families of young people in secure care;
  - Publication of reviews of the work of our Family Support Team and, for the first time, of our Helpline;
  - Continuation of development work on support to children of prisoners through schools, such as through the School-Prison Link Project; and
  - Further development of peer-based support to involve families in supporting themselves and each other.

## Trustees' report (continued)

### 3. Achievements and performance

Families Outside's profile and reputation are well-established, with positive relationships built with key statutory and voluntary agencies in the criminal justice sector and beyond. This has been aided by the opportunity to contribute actively to a range of Scottish Government and Scottish Prison Service policy and practice initiatives. Our hosting of the Cross-Party Group on Children and Families Affected by Imprisonment continues to play a significant role in this, this year including a session planned and led by families themselves.

The Regional Coordinators and Chief Executive work closely with the Scottish Prison Service and Scotland's eight Community Justice Authorities (CJAs) to assist in the development and implementation of policy and practice with regard to prisoners' families, including chairmanship of Family Outcome Groups for the two CJAs that have them. This includes delivery of training at individual prisons regarding the impact of imprisonment and child safeguarding. Our Continuing Professional Development for teachers and trainee teachers is gaining momentum and is now delivered in 14 of Scotland's 15 prisons. This training, regarding the impact of imprisonment and the role of schools in supporting the children and families affected, has notably increased referrals to our Helpline and to our Family Support Team throughout the country. Significantly, we continue to deliver training to judges and Justices of the Peace at the Judicial Institute.

Families Outside's Support and Information Helpline continues to provide a direct service to families in need and to the professionals who work with them. It is the first port of call for many families, who can then be linked to the most appropriate support, including to our family support team. The Helpline also underpins the organisation's influencing activity through provision of current, direct information about the experiences of people with family members caught up in the criminal justice system. We use feedback from the calls to inform the Scottish Prison Service and other relevant bodies of the issues callers raise and to identify and highlight good practice. Callers can access the Helpline through its freephone telephone number, via e-mail and by text. We are also increasing our use of social networking such as Facebook and Twitter, which provides valuable interaction with service users and professionals alike. We now have almost 1,500 'followers' on Twitter, for example, which is increasing its value to us as a means of campaigning and communication.

In addition to our social networking sites, we continue to develop our website to respond to the needs of the families we support. The website is a primary means for callers to learn about the Helpline, and we continue our work with a member of our Board with marketing expertise to target our markets more effectively. In 2015/16 we will also be working with a group of young people to develop new materials specifically for their age group.

Our provision of direct support to families of prisoners continues to move from strength to strength, this year supporting over 500 families through the Family Support team and an additional 1,000 families through the prison visitors' centre. In the latter half of 2014/15 this included new support specifically for families in financial difficulties, offered in collaboration with Citizens' Advice and Shelter. Family Support Work through Families Outside provides holistic, solution-focused support designed to meet the needs of the individual family members. The reviews of all of our family support work for 2014/15 are available on our website.



## Trustees' report (continued)

### Achievements and performance (continued)

Meanwhile, our staff numbers continue to increase, and we used 2014/15 to concentrate on finding the best staffing and management structures for our growing team, both for now and for a sustainable model to aim for in the future. The increased numbers have enabled us to allocate additional staff to the work at the prison visitors' centre at HMP Addiewell and to rationalise the division of labour across geographic regions. We also hosted a secondee from the Scottish Prison Service to develop our work with volunteers. This was less successful, as this work requires someone with the expertise to recognise and support the potential of volunteers. We are therefore working towards the creation of a paid post to take this work forward.

### 4. Financial Review

The Statement of Financial Activities shows that Families Outside ended the year with a surplus of £3,306 which compares with a surplus of £34,684 for the previous year. This surplus is made up of the following:

- a. restricted deficit of £260 relating to:
  - a. expenditure of £7,000 on project costs relating to In Tune project at HMP Addiewell from income received from The Big Lottery (Communities & Families Fund) in 2013/2014;
  - b. expenditure of £145 on project costs from income received from Edinburgh Airport Community Board which was carried forward in restricted reserve from 2012/13;
  - c. expenditure of £1,516 on research project from income received from the Scottish Government Procurement which was carried forward in restricted reserve from 2013/2014;
  - d. The Kelly Family Charitable Trust surplus of £3,643 made up of:
    - o expenditure on depreciation of £1,091 from income received in 2012/2013 which continues to be carried forward to cover depreciation on specified capital items;
    - o income of £5,000 for purchase of capital items in 2014/2015 of which £4,734 was carried forward to cover depreciation costs on said capital items;
  - e. underspend of £903 on the discretionary fund income from STV Appeal to be placed in restricted reserve and used in continuation of the discretionary fund in 2015/2016;
  - f. underspend of £3,855 on running of the Visitors Centre at HMP Addiewell income from Sodexo Justice Services to be placed in restricted reserve and used in 2015/2016.
- b. unrestricted surplus of £3,566. This means that our unrestricted funds have increased from £191,886 as at 31 March 2014 to £195,452 at 31 March 2015.

## Trustees' report (continued)

### Financial Review (continued)

Funding from The Brook Trust was received in 2014/2015 and as such, under SORP 2005, this has been recognised in the current financial year. However the funds will be carried forward in unrestricted reserves to 2015/2016 when, with agreement from The Brook Trust, Families Outside will make use of the funds.

The financial position and the review of financial systems and controls of the organisation are monitored on a quarterly basis by a Finance/HR sub-group, which reports to the Board of Trustees.

- Principal funding sources for 2014/2015

Third Sector Early Intervention Fund: Families Outside Core	Third Sector Early Intervention Fund: Addiewell Prison Visitors Centre
The Tudor Trust	Scottish Government
The Volant Trust	Scottish Prison Service
The Gannochy Trust	Sodexo Justice Services
The Kelly Family Charitable Trust	Fife Council
The Brook Trust	STV Appeal
Imagine Foundation	The Wlse Group
Nancie Massey Charitable Trust	The Robertson Trust
The Scottish Legal Aid Board	Anonymous Donor

With funds from these organisations, we have continued to meet the main objectives of Families Outside through the core activities and projects of the charity as detailed above.

In addition, we would like to thank The Michael and Shirley Hunt Charitable Trust, The Soroptimists, The Quakers, 19th Brownie Guides, St Saviour's Episcopal Church, Cash For Kids, Welltec UK Ltd, the Friends of Families Outside and everyone else who made donations and supported our activities throughout the year.

- Reserves Policy

The unrestricted fund balance is £195,452 of which £191,692 represents the free reserves of the organisation arising from past operating results. The Board would like to apply 'best practice' and maintain the free reserves to a level which would cover about three to six months forecast operating activity, a target which has now been achieved at the lower to mid-end.

## Trustees' report (continued)

### 5. Plans for future periods

In the forthcoming 2015/2016 financial year, Families Outside will commit itself to the following activities:

- In collaboration with the Community Justice Authorities, complete and implement a protocol for support for families affected by imprisonment;
- Continue campaigning through the Parliamentary Cross-Party Group regarding Scotland's treatment of children with imprisoned parents;
- Continue to promote the Helpline as a resource for families and for professionals who can call on our specialist knowledge to assist them in their own work with families;
- Continue to provide direct support to families affected by imprisonment throughout Scotland, including through services such as the prison visitors' centre at HMP Addiewell and the Discretionary Fund for families in crisis;
- Consolidate support for families in relation to travel for prison visits;
- Continue to train staff from a wide range of backgrounds who come into contact with families e.g. the Scottish Prison Service, staff at private prisons, teachers and trainee teachers, the Judicial Institute, Children's Panel members, NHS, police, schools, courts, social workers, students of social work and forensic psychology, and secondary school students;
- Linking with prisons, continue to develop work within schools to support children of prisoners;
- Take forward research and publications on support for families of people who have committed a sexual offence;
- Support discussions on the use of Child and Family Impact Assessments, including a small-scale pilot;
- Continue the development of resources for professionals in justice, education, health and other sectors, with a particular focus on the police;
- Through the National Prison Visitors' Centre Steering Group, continue to support the development of prison Visitors' Centres;
- Continue direct development of policy and practice through participation in the national and regional Scottish Prison Service Children and Family Strategy Groups, Community Justice Authorities, the Scottish Working Group on Women's Offending, the Scottish Consortium on Crime and Criminal Justice, and the Scottish Criminal Justice Voluntary Sector Forum as well as lobbying of Members of the Scottish Parliament and engagement with international bodies such as Children of Prisoners Europe;
- Provide further opportunities for family members to come together, talk and listen in a safe environment and feed more directly into our work; and
- Publish two new *In Brief* reports to update the literature on the impact of imprisonment on families and to report on the findings of recent research into private family visits.

## Trustees' report (continued)

### 6. Auditors

A resolution to appoint auditors for the ensuing year will be proposed at the annual general meeting in accordance with Section 485 of the Companies Act 2006.

The trustees' report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

### 7. Approval of the trustees' annual report

So far as each trustee is aware, there is no relevant audit information of which the auditors are unaware. Each trustee has taken the appropriate steps as trustees to make themselves aware of such information and to establish that the auditors are aware of it.

Signed by order of the Trustees

Registered office:  
13 Great King Street  
Edinburgh  
EH3 6QW

  
Donald Millar  
Chairman

17 September 2015

## Statement of trustees' responsibilities

The trustees (who are also the directors of Families Outside for the purposes of company law) are responsible for preparing of 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 to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for the period. In preparing those 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;
- making judgements and estimates that are prudent and reasonable;
- state whether applicable UK 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 charitable company will continue in business.

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 to enable them to ensure that the financial statements comply with the Companies Act 2006, The Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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.

# HENDERSON LOGGIE

Chartered Accountants

34 Melville Street  
Edinburgh  
EH3 7HA

## Independent auditor's report to the Trustees and Members of Families Outside

We have audited the financial statements of Families Outside for the year ended 31 March 2015 which comprise the statement of financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made exclusively to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body in accordance with Section 44(1)(c) of the Charities and Trustees Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the company's members and the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of trustees and auditor

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

We have been appointed auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report to you in accordance with those Acts.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). These Standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently incorrect based on or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

# Independent auditor's report to the Trustees and Members of Families Outside (continued)

## Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006, Charities Trustees Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

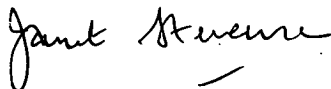
## Opinion on other matters prepared by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law have not been made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Report and take advantage of the small companies exemption from the requirement to prepare a strategic report.



**Janet Stevenson (Senior Statutory Auditor)**

*For and on behalf of Henderson Loggie Statutory Auditors*

*(Eligible to act as an auditor in terms of section 1212 of the Companies Act 2006)*

17 September 2015

# Statement of financial activities

## (Incorporating Income and expenditure account)

for the year ended 31 March 2015

		2015 Unrestricted Funds £	2015 Restricted Funds £	2015 Total Funds £	2014 Total Funds £
	Note				
<b>Incoming resources</b>					
Incoming resources from generated funds	2	23,506	-	23,506	35,080
Incoming resources from charitable activities	3	135,000	397,865	532,865	524,070
<b>Total incoming resources</b>		<b>158,506</b>	<b>397,865</b>	<b>556,371</b>	<b>559,150</b>
<b>Resources expended</b>					
Costs of generating funds	4	(9,581)	(1,140)	(10,721)	(28,794)
Charitable activities	5	(139,779)	(391,732)	(531,511)	(484,615)
Governance costs	7	(5,580)	(5,253)	(10,833)	(11,057)
<b>Total resources expended</b>		<b>(154,940)</b>	<b>(398,125)</b>	<b>(553,065)</b>	<b>(524,466)</b>
<b>Net incoming resources for the period</b>		<b>3,566</b>	<b>(260)</b>	<b>3,306</b>	<b>34,684</b>
Balances brought forward at 31 March 2014		191,886	11,237	203,123	168,439
<b>Balances carried forward at 31 March 2015</b>		<b>195,452</b>	<b>10,977</b>	<b>206,429</b>	<b>203,123</b>

All of the activities of the company are classed as continuing.



## Balance sheet

at 31 March 2015

	Note	2015 £	2015 £	2014 £	2014 £
<b>Fixed assets</b>					
Tangible assets	9		5,654		4,812
<b>Current assets</b>					
Debtors	10	18,281		9,267	
Cash at bank		217,629		208,519	
		<u>235,910</u>		<u>217,786</u>	
Creditors: amounts falling due within one year	11	(35,135)		(19,475)	
<b>Net current assets</b>			<u>200,775</u>		<u>198,311</u>
<b>Net assets</b>			<u>206,429</u>		<u>203,123</u>
<b>Funds</b>					
Unrestricted	12	195,452		191,886	
Restricted	12	10,977		11,237	
<b>Total funds</b>	13	<u>206,429</u>		<u>203,123</u>	

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and were approved and authorised for issue by the Board of trustees on 17 September 2015 and were signed on its behalf by:



Donald Millar  
Chairman

# Notes

(forming part of the financial statements)

## 1 Accounting policies

### *Basis of accounting*

The financial statements have been prepared under the historical cost convention, and are in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice - Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) issued in 2005; the Charities and Trustee Investment (Scotland) Act 2005 and the Companies Act 2006. The Board consider it is appropriate to draw up the accounts on a going concern basis as sufficient funding has been secured to cover operational costs for the 12 months from the date of the accounts. The Board is actively seeking funds for the following 12 months and beyond.

### *Incoming resources*

- Incoming resources are included in the year in which they are receivable, which is when the company becomes entitled to the resource.
- Grants receivable are credited in the year for which they are received.
- Income that relates to future periods as a result of donor imposed conditions specifying the time period has been treated as deferred income.
- Income relating to the acquisition of fixed assets has been recognised as restricted income against which the appropriate depreciation will be charged.

### *Resources expended*

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. The company is not registered for VAT and accordingly costs are shown gross of irrecoverable VAT. Where directly attributable, resources expended are allocated to the relevant functional category. Overhead and support costs are allocated to functional category on the basis of direct staff costs in each area of activity.

- Cost of generating funds - the costs of generating funds include expenditure incurred in supporting the charity and incurred on fundraising initiatives
- Charitable activities - the costs of charitable activities include expenditure incurred in supporting the charity and its objectives as set out in the directors' report.
- Governance costs - Governance costs are those incurred in connection with the, organisational administration and compliance with constitutional and statutory requirements.

### *Fixed assets and depreciation*

Tangible fixed assets are stated at cost less depreciation. Assets below £200 are not capitalised but are expensed in the year they are incurred. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows: Equipment – 25% straight line.

### *Pensions*

The company contributes to employees' individual pension plans. The amounts charged against the income and expenditure account represent the contributions to the defined contribution scheme and to individual pension plans in respect of the accounting period.

### *Leases*

Operating lease rentals are charged to the profit and loss account on a straight line basis over the lease period.

### *Funds*

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the company without further specified purpose and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

## Notes (continued)

### 2 Incoming resources from generated funds

	Unrestricted £	Restricted £	2015 £	2014 £
<i>Voluntary income</i>				
Donations	10,466	-	10,466	10,867
Membership fees	-	-	-	250
Gift aid	2,000	-	2,000	2,562
	<u>12,466</u>	<u>-</u>	<u>12,466</u>	<u>13,679</u>
<i>Generated funds</i>				
Conference income & events	9,252	-	9,252	18,638
Research income	1,508	-	1,508	2,491
<i>Investment income</i>				
Interest receivable	280	-	280	272
	<u>23,506</u>	<u>-</u>	<u>23,506</u>	<u>35,080</u>

### 3 Incoming resources from charitable activities

	Unrestricted £	Restricted £	2015 £	2014 £
Scottish Prison Service	-	32,664	32,664	31,713
The Scottish Government	100,000	-	100,000	100,224
The Wise Group	-	60,014	60,014	59,459
Lothian & Border CJA	-	275	275	8,022
The RS MacDonald Charitable Trust	-	-	-	20,000
The Brook Trust	15,000	-	15,000	15,000
The Monument Trust	-	-	-	40,000
The Volant Trust	20,000	-	20,000	20,000
The Gannochy Trust	-	10,000	10,000	10,000
Imagine Foundation	-	5,000	5,000	5,000
The Tudor Trust	-	30,000	30,000	30,000
Third Sector Early Intervention Fund – Families Outside	-	103,000	103,000	93,208
Third Sector Early Intervention Fund – Visitors' Centre	-	35,554	35,554	29,340
Hugh Duncan	-	-	-	10,000
Michael & Shirley Hunt Charitable Trust	-	729	729	1,571
Nancie Massey Charitable Trust	-	5,000	5,000	5,000
The Robertson Trust	-	16,500	16,500	-
Sodexo Justice Services	-	5,845	5,845	-
The Kelly Family Charitable Trust	-	5,000	5,000	-
Anonymous Donor	-	34,993	34,993	34,993
The Big Lottery - Communities and Families Fund	-	-	-	10,000
STV Appeal	-	17,000	17,000	-
Fife Council	-	12,000	12,000	-
Scottish Legal Aid Board	-	23,991	23,991	-
FSC Discretionary Fund	-	300	300	-
Miscellaneous charitable sources	-	-	-	540
	<u>135,000</u>	<u>397,865</u>	<u>532,865</u>	<u>524,070</u>

## Notes (continued)

### 4 Costs of generating funds

	Unrestricted £	Restricted £	2015 £	2014 £
Bank charges	604	-	604	586
Conference costs & events	8,977	-	8,977	20,226
Research and project costs	-	1,140	1,140	7,982
	<u>9,581</u>	<u>1,140</u>	<u>10,721</u>	<u>28,794</u>

### 5 Charitable activities

	Unrestricted £	Restricted £	2015 £	2014 £
Wages and salaries	105,400	318,930	424,330	364,796
Meeting costs	375	97	472	909
Helpline	-	1,806	1,806	2,316
Project development	1,934	8,147	10,081	22,619
Emergency discretionary fund	-	897	897	-
	<u>107,709</u>	<u>329,877</u>	<u>437,586</u>	<u>390,640</u>
Total direct costs	107,709	329,877	437,586	390,640
Support costs (note 6)	32,069	61,856	93,925	93,975
	<u>139,778</u>	<u>391,733</u>	<u>531,511</u>	<u>484,615</u>

### 6 Support costs

	2015 £	2014 £
Other staff costs	16,379	11,093
Premises expenses	17,370	17,282
Office running costs	13,535	14,165
Publications	5,496	18,887
Travel	35,478	25,282
Website costs	934	3,485
Depreciation	2,932	2,504
Miscellaneous	1,801	1,277
	<u>93,925</u>	<u>93,975</u>

### 7 Governance costs

	Unrestricted £	Restricted £	2015 £	2014 £
Wages and salaries	2,426	4,069	6,495	6,238
Board expenses	466	206	672	694
Meeting costs	82	21	103	200
Auditors' remuneration - audit fee	2,606	957	3,563	3,925
	<u>5,580</u>	<u>5,253</u>	<u>10,833</u>	<u>11,057</u>

## Notes (continued)

### 8 Staff costs and numbers

	2015 £	2014 £
Wages and salaries	381,997	328,204
Social security costs	33,728	29,663
Pension costs	15,099	13,167
	<u>430,824</u>	<u>371,034</u>

No employee received emoluments of more than £60,000. No trustees received remuneration in the current year or preceding period. Reimbursement of expenses paid to trustees in the year was £nil (2014 £nil).

The charity contributes to a defined contribution scheme on behalf of employees. The cost for the period was £15,099. At the year end the charity was due to pay £1,401.

The average weekly number of employees during the year was as follows:

	2015	2014
Number of employees	<u>18</u>	<u>17</u>

### 9 Tangible fixed assets

	2015 £
<b>Cost</b>	
At beginning of year	40,454
Additions	3,773
Disposals	(4,138)
	<u>40,089</u>
At end of year	
<b>Depreciation</b>	
At beginning of year	35,642
Charge for year	2,931
On disposals	(4,138)
	<u>34,435</u>
At end of year	
<b>Net book value</b>	
At 31 March 2015	<u>5,654</u>
<b>Net book value</b>	
At 31 March 2014	<u>4,812</u>

### 10 Debtors

	2015 £	2014 £
Prepayments	1,083	3,201
Accrued income	17,198	6,066
	<u>18,281</u>	<u>9,267</u>

## Notes (continued)

### 11 Creditors: amounts falling due within one year

	2015 £	2014 £
Accruals	7,807	11,127
Tax and social security	9,848	8,348
Deferred income	3,000	-
Funds held on behalf of others	14,480	-
	<u>35,135</u>	<u>19,475</u>

Funds held on behalf of others relate to an award from the Network for Social Change, which is payable to Prisoners Europe (COPE). The total amount received in the year was £14,480 and the total amount paid from was £Nil.

### 12 Funds

	2014 £	Incoming £	Outgoing £	2015 £
<b>Unrestricted funds</b>				
General fund	191,886	158,506	(154,910)	195,482
<b>Restricted funds</b>				
Scottish Prison Service	-	32,664	(32,664)	-
Third Sector Early Intervention Fund – Families Outside	-	103,000	(103,000)	-
Third Sector Early Intervention Fund – Visitors' Centre	-	35,554	(35,554)	-
The Wise Group	-	60,014	(60,014)	-
Lothian & Border CJA	-	275	(275)	-
The Tudor Trust	-	30,000	(30,000)	-
STV Appeal	-	17,000	(16,097)	903
The Gannochy Trust	-	10,000	(10,000)	-
Nancy Massey Charitable Trust	-	5,000	(5,000)	-
Michael & Shirley Hunt Charitable Trust	-	729	(729)	-
Imagine Foundation	-	5,000	(5,000)	-
The Kelly Family Charitable Trust	2,181	5,000	(1,357)	5,824
Sodexo Justice Services	-	5,845	(1,990)	3,855
Scottish Government (Procurement)	1,516	-	(1,516)	-
Anonymous Donor	-	34,993	(34,993)	-
The Big Lottery - Communities and Families Fund	7,000	-	(7,000)	-
FSC Discretionary Fund	-	300	(300)	-
Fife Council	-	12,000	(12,000)	-
Scottish Legal Aid Board	-	23,991	(23,991)	-
Robertson Trust	-	16,500	(16,500)	-
Miscellaneous income	540	-	(145)	395
	<u>11,237</u>	<u>397,865</u>	<u>(398,125)</u>	<u>10,977</u>
<b>Total funds</b>	<u>203,123</u>	<u>556,371</u>	<u>(553,065)</u>	<u>206,429</u>

#### Restricted Funds – detail of awards and restrictions on use

- Scottish Prison Service – funding towards the Families Outside Support & Information Helpline
- Third Sector Early Intervention Fund (Families Outside) Strand 1 – funding towards core costs, including staff costs, office running costs and activity costs.
- Third Sector Early Intervention Fund (Visitors' Centre) Strand 2 – funding towards the staff and running costs of the Addiewell Prison Visitors' Centre.
- The Wise Group – to fund Families Outside family support work for the "New Routes" project.

## Notes (continued)

### 12 Funds (continued)

#### Restricted Funds – detail of awards and restrictions on use (continued)

- Lothian & Borders Community Justice Authority - to fund consultancy work to complete the Family Framework and support its implementation.
- The Tudor Trust – funding towards the staff and running costs of the Addiewell Prison Visitors' Centre.
- STV Appeal – funding towards family support work and the Discretionary Fund.
- The Gannochy Trust – funding towards family support work in the Tayside area.
- Nancy Massey Charitable Trust - funding towards family support work in the Lothian & Borders area.
- Michael & Shirley Hunt Charitable Trust – to fund the purchase of essential domestic goods, clothing and childcare items for families affected by imprisonment.
- Imagine Foundation - funding towards family support work and the management of this work.
- Kelly Family Charitable Trust - funding towards capital costs: purchase of new helpline equipment and development of the Families Outside website.
- Sodexo Justice Services – funding towards staff and other costs of the Addiewell Prison Visitors' Centre.
- Anonymous Donor – funding towards family support work and the management of this work.
- The Big Lottery Communities and Families Fund – funding towards project work to enable positive contact between prisoners and their families through music.
- Miscellaneous income – other income streams used for specific small projects.
- Discretionary Fund – to fund the crisis situations for families affected by imprisonment e.g. payment of electricity bill, food, clothing etc.
- Fife Council – funding towards family support work in the Fife area.
- Scottish Legal Aid Board – funding towards family support work, specifically the *Money Worries* project that is run in partnership with Shelter and Citizens Advice Bureau.
- Robertson Trust – to fund the staff costs of a Children and Family Support Manager.

### 13 Net assets reconciliation

	Unrestricted £	Restricted £	Total £
Fixed assets	3,766	1,888	5,654
Net current assets	191,686	9,089	200,775
	<u>195,452</u>	<u>10,977</u>	<u>206,429</u>

### 14 Operating leases

	2015 £	2014 £
<i>Annual commitments under non-cancellable operating leases are as follows;</i>		
In two to five years	<u>13,000</u>	<u>13,000</u>

### 15 Company limited by guarantee

The directors have each agreed to contribute £1 in the event of the company being wound up.

### 16 Ultimate controlling party

The charitable company is constituted under its Memorandum and Articles of Association and is managed by its elected trustees.