

Company Number: 4533442
Charity Number: 1104094

**Report of the Trustees and
Financial Statements for the Year Ended 31 March 2005**

For

FPWP Hibiscus Limited
(A company limited by guarantee not having a share capital
and a registered charity)



LEWIS & CO CHARTERED
ACCOUNTANTS

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FPWP Hibiscus Limited
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Trustees' Report and Financial Statements
for the Year Ended 31 March 2005

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FPWP Hibiscus Limited
(A company limited by guarantee not having a share capital
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General Information
for the Year Ended 31 March 2005

COMPANY NUMBER:	0453342
REGISTERED CHARITY NUMBER:	1104094
COMPANY DIRECTORS/ TRUSTEES:	Caroline Gooch, Chair Glasmine Banton-Douglas Dorit Braun Elizabeth Dixon Nicholina Ezechie Geraldine McLeod Jennifer Palmer Stephenson Prudence Stevenson Azrini Wahidin Anne-Marrie Whittaker
COMPANY SECRETARY:	Elizabeth Dixon
ADDRESS:	18 Borough High Street London SE1 9QG
BANKERS:	Lloyds TSB Plc 15 Cheapside London EC2V 6AJ
SOLICITORS:	Sinclair Taylor & Martin 9 Thorpe Close London W10 5XL
AUDITORS:	Lewis & Co Chartered Accountants & Registered Auditors 19A Goodge Street London W1T 2PH

FPWP Hibiscus Limited
(A company limited by guarantee not having a share capital
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Report of the Trustees
for the Year Ended 31 March 2005

The Trustees present their Report and Financial Statements for the year ended 31 March 2005.

Legal status

FPWP Hibiscus Limited is a company limited by guarantee without a share capital incorporated on 12 September 2002 and was registered with the Charity Commissions on 2 June 2004 as a charity. Its governing rules are its Memorandum and Articles of Association. Prior to its incorporation the charity had operated as an unincorporated charity since 1986 under the name Female Prisoners Welfare Project, charity number 800608.

Objects of the charity and principal activities of our work

The principle objectives of the charity are to relieve the poverty and the physical and mental illness and distress of women, particularly those who have suffered any legal restriction to their liberty in a penal or correctional establishment or who have been charged or convicted of a criminal offence.

Achievements and Developments

During the last year there have been many achievements and it is not possible to list them all, only to touch on a few.

Individual casework with women has continued to be the major part of our work, providing support and advice through periods of great crisis and distress. Four prisons have entered into formal service agreements with FPWP which has allowed us to provide an enhanced service and to recruit additional staff. The women are undoubtedly much better served by this arrangement and it is to be hoped other prisons with foreign national populations will follow suit. Having a greater input to institutions allows our staff to recognise where there are problems and seek to resolve them, such as in encouraging the use of the Early Release Scheme or facilitating contact between the women and their families. This year has seen the first contract arranged with a prison in the private sector; we are delighted to be in partnership with UKDS in providing a service to the women detained at Bronzefield.

Hibiscus Jamaica has continued to work very hard with the families of women detained in the UK and in assisting their rehabilitation on return home. Staff worked enormously hard providing support, advocacy, counselling and subsistence to families often left in a desperate plight by the sudden loss of the main parent and income. *There is no doubt in the minds of the Trustees that Hibiscus Jamaica has considerable impact in reducing the risk of reoffending by assisting the women on their return when they are at their most vulnerable.*

The conference we organised and hosted in Kingston in February this year was a great success. Given the experience of Hibiscus Jamaica the central theme of this conference was on the rehabilitation of women returning from long prison sentences. Women returning home after long periods in prison experience great difficulties in re-establishing themselves in employment given the stigma of imprisonment and their frequent lack of suitable skills. The conference was well attended, had excellent speakers and press coverage. Like the previous conference in 2001 this was dynamic and challenging and the Trustees look forward to seeing the developments that spring from this event.

FPWP Hibiscus Limited
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Report of the Trustees
for the Year Ended 31 March 2005

Our work in dissuading potential offenders has continued apace with the most exciting development this year being the animation which has already been shown on Jamaican television. We are very grateful to the British Foreign Office without whose financial support this would not have been possible. The animation will contribute to the already extensive work undertaken to deter women from importing drugs and the results are evident in the reduced numbers of women from Jamaica being arrested at UK airports. FPWP's role in preventing offending is extremely unusual and creative, founded out of a recognition of the great danger and subsequent distress such behaviour causes for the women themselves and the enormous harm to all areas of society by the international trade in illegal drugs.

Staff and management committee members continue to be concerned at the punitive sentences imposed on foreign national drug couriers which are often disproportionately harsh given other sentencing practices. To this end the Director has been working hard to raise awareness amongst policy makers at the highest level and there is no doubt a greater awareness of this issue as a consequence. We welcome the Early Release Scheme for foreign national prisoners.

All small voluntary organisations struggle with long term funding and FPWP is no exception, although the development of service contracts with prisons represents progress and enables longer term planning. The major challenge concerns securing funding for Hibiscus Jamaica: thus far it has not been possible to obtain grant funding for this vital work and it has had to come from FPWP's core funds placing considerable strain on the entire organisations finances. We are hugely grateful for the generosity of those who have supported us financially over the last year without whom our work would not be possible. In particular, our thanks go to all those listed on page 10 of the financial statements.

The Trustees would like to express our warmest thanks to our skilled and dedicated staff who have worked so hard and achieved so much during the last year: Sylvia Gerrish, Basia Rostworowska, Amanda Williams, Sandrina Wenn and Ruth Destin in the London Office; Bula Grizzle, Omega Solomon and Aidan Grizzle in Kingston. We are also grateful for the wonderful contributions of our long serving volunteers.

The management committee is grateful for the continued outstanding leadership from FPWP Director Olga Heaven MBE. Her compassion and calm determination underpin all that is achieved by this small but enormously important and effective organisation.

Risk Management

The Trustees consider that the main risk the charity faces is not being able to raise sufficient funds to continue providing its core services. Its fundraising programme is continually reviewed and the Trustees are very aware of the necessity to ensure that the charity has sufficient reserves.

The Trustees have also examined other operational and business risks faced by the charity and can confirm that suitable measures have been taken, wherever possible, to mitigate any significant risks.

FPWP Hibiscus Limited
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Report of the Trustees
for the Year Ended 31 March 2005

Transactions and financial position

The Statement of Financial Activities shows net outgoing resources for the year of £18,863, which decreases total reserves to a deficit of £38,458 (2004: £19,595 deficit). Unrestricted reserves have decreased by £6,355 which increases the deficit of unrestricted reserves at the year end to £40,958 (2004: £34,603 deficit) and restricted reserves have reduced by £12,508 to £2,500 (2004: £15,008) following the successful completion of specific projects.

The Trustees are very grateful to the Open Doors Women's Trust for its unrestricted donation of £30,000 that was received after the year-end. This and other donations have been used to cover the deficit at the 31 March 2005.

The Trustees have reviewed the income it is to receive in the year to 31 March 2006 and believe there will be sufficient income to pay all debts as they fall due.

Reserves Policy

The Trustees have sought to increase the level of reserves to a minimum of three months total operating costs so as to avoid a breakdown in provision of core services in adverse conditions.

The Board of Trustees and the Management Committee

Appointment of Trustees is governed by the charities Articles of Association.

The Trustees during the year were as follows:

Caroline Gooch, Chair
Glasmine Banton-Douglas
Dorit Braun
Elizabeth Dixon
Nicholina Ezechie
Geraldine McLeod
Jennifer Palmer Stephenson
Prudence Stevenson
Ulrcia Thynne (Resigned 10 November 2004)
Azrini Wahidin
Anne-Marrie Whittaker

There have been no changes to the membership of the Board of Trustees or the Management Committee since the year end.

FPWP Hibiscus Limited
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Report of the Trustees
for the Year Ended 31 March 2005

Statement of Trustees' responsibilities

The Trustees are required under the Charities Act 1993 to prepare financial statements for each year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- (a) select suitable accounting policies and apply them consistently
- (b) make judgements and estimates that are reasonable and prudent state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the Trustees on **31 04 05** and by order of the Trustees, signed on their behalf, by:

Prudence Stevenson

Trustee

FPWP Hibiscus Limited
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Report of the Auditors
for the Year Ended 31 March 2005

We have audited the financial statements of FPWP Hibiscus Limited for the year to 31 March 2005 on pages seven to fourteen which have been prepared under the historical cost convention and the accounting policies set out on page nine

This report is made solely to the company's members, as a body, in accordance with S.235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state them in an auditor's report and for no other purposes. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As described on page five, the charity's Trustees who are also the directors of FPWP Hibiscus Limited, a company for the purpose of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if in our opinion, the Report of the Trustees is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and transactions with the company is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of opinion

We have conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2005 and of its incoming resources and the application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Lewis & Co

Lewis & Co
Chartered Accountants &
Registered Auditors
19 Goudge Street
London W1T 2PH

Date: 31 Oct 05

FPWP Hibiscus Limited
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Statement of Financial Activities
for the Year Ended 31 March 2005

		Restricted Fund	Unrestricted Fund	Total Funds	Total Funds
	Notes	2005 £	2005 £	2005 £	2004 £
INCOMING RESOURCES					
Grants	2	129,700	107,000	236,700	182,653
Donations		-	2,814	2,814	4,330
Contracts	3	-	82,347	82,347	69,044
Other income		-	452	452	455
Bank interest		-	37	37	80
TOTAL INCOMING RESOURCES		<u>129,700</u>	<u>192,650</u>	<u>322,350</u>	<u>256,562</u>
RESOURCES EXPENDED					
Direct charitable expenditure					
Provision of services	5	142,208	164,881	307,089	258,051
Cost of generating fund					
Fund raising	5	-	5,582	5,582	5,764
Other Expenditure					
Management & Administration	5	-	28,542	28,542	8,014
TOTAL RESOURCES EXPENDED		<u>142,208</u>	<u>199,005</u>	<u>341,213</u>	<u>271,829</u>
Net (outgoing) incoming resources for the year		(12,508)	(6,355)	(18,863)	(15,267)
Funds balance brought forward at 1 April 2004		15,008	(34,603)	(19,595)	(4,327)
Funds balance carried forward at 31 March 2005		<u>2,500</u>	<u>(40,958)</u>	<u>(38,458)</u>	<u>(19,595)</u>

There were no recognised gains or losses for 2004 and 2005 other than those included in the Statement of Financial Activities.

The notes on pages nine to fourteen form part of these financial statements.

FPWP Hibiscus Limited
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Balance Sheet
31 March 2005

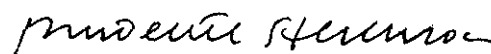
		2005		2004	
		£	£	£	£
	Notes				
FIXED ASSETS					
Tangible assets	9		5,190		2,354
CURRENT ASSETS:					
Debtors and prepayments	10	17,927		13,799	
Cash at bank and in hand	11	<u>3,162</u>		<u>1,060</u>	
		21,089		14,859	
CURRENT LIABILITIES					
CREDITORS: Amounts falling due within one year	12	<u>64,737</u>		<u>36,808</u>	
NET CURRENT ASSETS:			<u>(43,648)</u>		<u>(21,949)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>(38,458)</u>		<u>(19,595)</u>
FUNDS:					
Restricted Fund			2,500		15,008
Unrestricted Fund			<u>(40,958)</u>		<u>(34,603)</u>
TOTAL FUNDS			<u>(38,458)</u>		<u>(19,595)</u>

The financial statements on page seven to fourteen were approved by the board of Trustees on 31 Oct 05 and signed on its behalf by:

Trustee



Trustee



FPWP Hibiscus Limited
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Notes to the Financial Statements
for the Year Ended 31 March 2005

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2000) issued in October 2000 and SORP Update Bulletin 1 issued December 2002.

Income and Expenditure

Income is accounted for when receivable and expenditure is accounted for in the period in which it is incurred. The value of services provided by volunteers has not been included.

Value added tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

Depreciation

Depreciation is charged on fixed assets at a rate calculated to write them off over their useful life. The rate currently in use is:

Office Equipment	25% reducing balance
------------------	----------------------

Restricted funds

Restricted funds are for the purpose specified by the donor. Only expenditure meeting its criteria is set against these funds.

Unrestricted funds

Unrestricted funds are grants, donations and other income received to carry out the charity's objectives, but for which no specific project has been specified by the donor.

Allocation of expenditure

Expenditure is allocated as follows.

Provision of Services - All direct expenditure incurred on performance of the charitable activities including total salaries less 15% of the director's and 25% administrator's salaries. A further 95% of office and premises costs are apportioned to the provision of services.

Fund raising - 5% of the director's salary.

Management and administration expenses - 10% of the director's and 25% of the administrator's salaries, 5% of office and premises costs, and all other miscellaneous costs are allocated to management and administrative expenses.

FPWP Hibiscus Limited
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Notes to the Financial Statements
for the Year Ended 31 March 2005

2. GRANTS RECEIVABLE

In the opinion of the Trustees, none of the income of the charity is attributable to geographical markets outside the UK (2004 – nil).

Grant and donation income was received from the following sources:

	2005 £	2004 £
Restricted Grants		
City Parochial Foundation	15,000	8,750
Community Fund	21,468	38,027
Eleanor Rathbone Charitable Trust	2,000	2,000
Esmee Fairbairn Foundation	16,000	16,000
Foreign and Commonwealth Office	62,732	12,697
HM Prison Service	-	10,000
HMP Women's Policy Group	-	6,358
The Hilden Charitable Fund	5,000	-
Lloyds TSB Foundations	4,000	6,000
Parents in Prison	-	3,600
Princes Trust Millennium Awards	-	10,930
Staples Trust	-	15,791
William A Cadbury Trust	1,000	10,000
Woodward Charitable Trust	2,500	-
Total restricted grants	<u>129,700</u>	<u>140,153</u>
Unrestricted Grants		
A B Charitable trust	5,000	-
CB & HH Taylor Trust	1,000	-
HM Prison Service	36,000	-
John Ellerman Foundation	20,000	20,000
Lankelly Foundation	15,000	15,000
London Probation	-	5,000
Oliver Morland Trust	500	500
Maidenhead Malachi Trust	1,500	-
Marr Manning Trust	500	-
Noel Buxton Trust	2,000	2,000
Parents in Prison	500	-
Tudor Trust	15,000	-
Volant Charitable Trust	10,000	-
Total unrestricted grants	<u>107,000</u>	<u>42,500</u>
Total grants	<u>236,700</u>	<u>182,653</u>

FPWP Hibiscus Limited
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**Notes to the Financial Statements
for the Year Ended 31 March 2005**

3. CONTRACT INCOME RECEIVABLE

	2005 £	2004 £
Contracts		
HMP Drake Hall	17,655	2,909
HMP Feltham	-	135
HMP Holloway	53,400	53,400
HMP Morton Hall	<u>11,292</u>	<u>12,600</u>
Total contract income	<u>82,347</u>	<u>69,044</u>

4. OPERATING SURPLUS (DEFICIT)

Operating deficit is stated after charging

	2005 £	2004 £
Auditors' fee	<u>2,350</u>	<u>2,250</u>
Depreciation of tangible fixed assets (note 8): Owned	<u>1,730</u>	<u>785</u>

4. ANALYSIS OF TOTAL RESOURCES EXPENDED

	2005 £	2005 £	2005 £	2005 £	2004 £
	Direct charitable expenditure	Fund- raising	Management & administration	Total	Total
Staff costs	141,257	5,582	22,767	169,606	173,602
Other direct costs	135,136	-	-	135,136	69,702
Office expenses	9,683	-	510	10,193	11,252
Premises	21,013	-	1,106	22,119	14,339
Miscellaneous	-	-	4,159	4,159	2,935
	<u>307,089</u>	<u>5,582</u>	<u>28,542</u>	<u>341,213</u>	<u>271,830</u>

6. GRANTS PAYABLE

During the year the charity made grants to Hibiscus Jamaica £33,765 in the year (2004: £32,999), these are included in Other Direct Costs.

FPWP Hibiscus Limited
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**Notes to the Financial Statements
for the Year Ended 31 March 2005**

7. TRUSTEE & MANAGEMENT COMMITTEE EXPENSES

During the year there were no payments made to Trustees in respect of expense or fees (2004: £nil).

8. STAFF COSTS

Total staff costs for the year including national insurance was £169,606 (2004: £173,603). The number of employees during the year based on full time equivalents was 5 (2004: 5).

There was one employee with emoluments in the range £50,000 to £59,999 (2004: 1).

None of the Trustees or members of the Management Committee received any emoluments during the year.

9. TANGIBLE ASSETS

	Office Equipment £
	<u>£</u>
COST:	
At 1 April 2004	13,021
Additions	<u>4,565</u>
At 31 March 2005	<u>17,586</u>
DEPRECIATION:	
At 1 April 2004	10,667
Charge for year	<u>1,730</u>
At 31 March 2005	<u>12,397</u>
NET BOOK VALUE:	
At 31 March 2005	<u><u>5,189</u></u>
At 31 March 2004	<u><u>2,354</u></u>

FPWP Hibiscus Limited
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Notes to the Financial Statements
for the Year Ended 31 March 2005

10. DEBTORS

	2005 £	2004 £
Rent deposit	7,375	7,375
Other debtors and prepayments	<u>10,552</u>	<u>6,424</u>
	<u>17,927</u>	<u>13,799</u>

11. CASH AT BANK

	2005 £	2004 £
Bank deposit accounts	3,151	1,026
Cash in hand	<u>11</u>	<u>34</u>
	<u>3,162</u>	<u>1,060</u>

**12. CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

	2005 £	2004 £
Bank overdraft	5,300	17,257
Social security	36,471	9,335
Trade creditors	6,388	2,661
Staff expenses	12,128	5,275
Sundry creditors and accruals	<u>4,450</u>	<u>2,280</u>
	<u>64,737</u>	<u>36,808</u>

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Notes to the Financial Statements
for the Year Ended 31 March 2005

13. RESTRICTED FUNDS

The funds of the charity include restricted funds comprising the following unexpended balances of grants held on trust to be applied to specific purposes:

	Balance at 1 Apr 04	Income	Expenditure	Balance at 31 Mar 05
	£	£	£	£
City Parochial Foundation	-	15,000	15,000	-
Community Fund	-	21,468	21,468	-
Eleanor Rathbone Charitable Trust	-	2,000	2,000	-
Esmee Fairbairn Foundation	-	16,000	16,000	-
Foreign and Commonwealth Office	8,650	62,732	71,382	-
HMP Women's Policy Group	6,358	-	6,358	-
The Hilden Charitable Fund	-	5,000	5,000	-
Lloyds TSB Foundations	-	4,000	4,000	-
William A Cadbury Trust	-	1,000	1,000	-
Woodward Charitable Trust	-	2,500	-	2,500
	<u>15,008</u>	<u>129,700</u>	<u>142,208</u>	<u>2,500</u>

FPWP Hibiscus Limited
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Detailed Income and Expenditure Account
for the Year Ended 31 March 2005

	<u>2005</u>		<u>2004</u>	
	£	£	£	£
INCOME:				
Grants	236,700		182,653	
Donations	2,814		4,330	
Contracts	82,347		69,044	
Other income	<u>452</u>		<u>455</u>	
		322,313		256,482
Interest receivable		<u>37</u>		<u>80</u>
Total Income		322,350		256,562
EXPENDITURE:				
Direct costs:				
Wages & social security costs	169,606		173,602	
Training	-		243	
Consultancy	4,000		5,550	
Research fees	11,277		7,257	
Staff travel and subsistence	6,640		10,628	
Volunteer travel	1,166		1,212	
Welfare costs	4,229		6,210	
'Eva' animation	55,116		-	
Poster	1,686		-	
Jamaica conference expenses	12,179		-	
Hibiscus Jamaica	33,766		32,999	
Hope Garden project	4,384		5,603	
Other direct costs	<u>693</u>		<u>-</u>	
		304,742		243,304
Office expenditure:				
Telephone, fax & internet	4,677		3,968	
Print, postage and stationery	1,155		4,863	
Photocopier, print and publicity	684		171	
Office supplies	1,108		-	
Sundries	839		1,465	
Depreciation	<u>1,730</u>		<u>785</u>	
		10,193		11,252
Premises expenditure:				
Rent and rates	20,942		18,373	
Rent deposit adjustment	-		(7,375)	
Insurance	109		783	
Light and heat	593		485	
Cleaning & maintenance	<u>475</u>		<u>2,073</u>	
		<u>22,119</u>		<u>14,339</u>

This page does not form part of the statutory financial statements

FPWP Hibiscus Limited
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Detailed Income and Expenditure Account
for the Year Ended 31 March 2005

	<u>2005</u>		<u>2004</u>	
	£	£	£	£
Brought forward		(14,704)		(12,333)
Miscellaneous				
Auditors	2,350		2,250	
Bank charges & interest	1,760		685	
Committee expenses	<u>49</u>		<u>-</u>	
		<u>4,159</u>		<u>2,935</u>
Total Expenditure		<u>341,213</u>		<u>271,830</u>
NET (DEFICIT)/SURPLUS FOR THE YEAR		<u>(18,863)</u>		<u>(15,268)</u>

This page does not form part of the statutory financial statements