

PRISONERS FAMILIES & FRIENDS SERVICE

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2009

Charity No: 251847

REPORT AND ACCOUNTS

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PRISONERS FAMILIES & FRIENDS SERVICE

OFFICERS AND FINANCIAL ADVISORS

Trustees	Peter Droop (Chair) Penny Clow (Vice Chair) Anne Dunlop (Secretary) Mike Slade (Treasurer) Anne-Marie Brown-Douglas Gloria Johnson Jackie Manning Clare Negreira Gretta Reilly Sheryl de Vries (Resigned July 2008) Steve Jones Shane Holland (Appointed September 2008) Ruth Buchanan (Appointed September 2008)
Honorary Secretary	Anne Dunlop
Senior Management Team	Alan Hooker - Director
Charity Number	251847
Address	20 Trinity Street London SE1 1DB
Solicitors	Charles Russell 5 Fleet Place London EC4M 7RD
Bankers	Lloyds TSB Bank 220 Strand London WC2R 1BB Scottish Widows 67 Morrison Street Edinburgh EH3 8YJ
Independent Examiner	Mr D Terry Ramon Lee & Partners Kemp House 152/160 City Road London EC1V 2DW

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2009

The Trustees present their report and financial accounts for the year ended 31 March 2009.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

OBJECTIVES AND ACTIVITIES

The objects of the Charity are to provide a high quality service for the partners, families and other close relatives or friends of people in prison by promoting (wherever possible) their interests and offering them friendship, support, advice and information which is free, confidential and appropriate to their needs. In addition it seeks to continue this support for a period after release if this is welcomed and needed.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Service which is a registered charity operates under the constitution dated 15th November 2005. The original constitution dated 24th February 1967 was replaced by the current constitution after agreement from the Charities Commission (charity no. 251847) and sets out the objects and powers of the charity and governs the actions of the Trustees.

Recruitment and appointment of Trustees

The Trustees who served during the year are detailed on page 2. The Trustees who are appointed during the year are confirmed at the Annual General Meeting where all Members are entitled to vote, including all of the charity's volunteers and its user groups. The Trustees have no beneficial interest in the charity other than as members.

Trustee induction and training

The Trustees are encouraged to maintain a good working knowledge of charity law and best practice by attendance at charity courses run by outside providers.

Organisation

The members of the Committee, all of whom are Trustees, are shown on page 2. They are appointed at the Annual General Meeting, or by co-option subject to confirmation at the AGM where all Members are invited to vote. They hold office for a period of 12 months and their term of office is renewable. In 2008/2009, the Executive Committee met six times. The Executive Committee is responsible for control of policy and financial matters and day-to-day management of the Service is delegated to the Director. Trustees are covered by indemnity insurance.

Related parties

The charity does not have relationships with related parties and other charities and organisations with which it co-operates in pursuit of its charitable objectives.

Risk Management

The Trustees have a risk management strategy which comprises:

- An annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan;
- Implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

During 2009, the Chair, the Treasurer and the Director will carry out a systematic assessment of the major risks to which the Service is exposed.

PRISONERS FAMILIES & FRIENDS SERVICE

TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

Public Benefit statement

The Trustees consider that they have complied with Section 4 of the Charities Act 2006 with regard to the guidance on public benefit published by the Charity Commission.

ACHIEVEMENTS AND PERFORMANCE

The Service has had another successful year – we have had a continuous improvement in all the services we provide and we have been able to obtain grants from our funders to meet our annual expenditure.

We have also resolved to ensure that our services and our commitment to those we seek to help is more widely known and that we should not be reticent in bringing our work to the attention of a wider public.

We place a strong emphasis on user involvement in the governance of the organization and in the delivery of services.

Information/Advice

We have maintained our national free phone helpline. Around 350 callers each month have received information, support, and if appropriate, referrals to other agencies. We have increased our fact sheets to 25 – our most recent fact sheet is Multi-Agency Protection Panel Arrangements (MAPPA). In April and September, we distributed 850 newsletters to individuals and other organizations, courts, prisons, probation and prison visitors' centres

Court Project

We try and reach people at an early stage in the criminal justice process. Our trained volunteers offer support and guidance to families at the point of sentence in 14 courts throughout London. We send our leaflets and information to all courts in England and Wales and distribute our 'Court to Custody' booklet to solicitors, courts and families. We have a programme of continuing support and training for court volunteers. We reach more than 1,500 people at court each year.

Home Visit Volunteers/Tele- befrienders

We have extended our befriending service during the year to reach more families. We offer ongoing support to more than 100 families each year. We also have an improved programme of continuing support and development for our volunteer befrienders.

We now hold monthly support evenings and sometimes combine these with additional training. We have held training sessions on probation, domestic violence and the work of a Magistrate. We are members of the Mentoring and Befriending Foundation. We are currently working towards the Approved Provider Standard.

The Swan Centre

We continue to see an increasing number of families attending the Family Centre. We have recruited 2 new family centre volunteers to help in the Centre. During the year, an average of 15-18 women attended each session with their pre-school children. On some days, more than 20 attend.

The Swan Centre provides workshops and discussions on a range of subjects such as parenting support, relationships, specialist legal issues, assertiveness, group counselling and after release concerns. Additionally, social and creative activities such as art workshops are also provided. The Swan Centre has also organized days out and holiday projects.

During each school holiday, we arranged children's activities or outings, taking an average of 35 children and 15 adults on each trip. At Christmas we were able to provide supermarket vouchers for all the families we support and toy parcels for those with children and we took 50 adults and children to see a pantomime in January 2009.

We continue to develop the programme and the service in response to the needs of users.

PRISONERS FAMILIES & FRIENDS SERVICE

TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

Communications

We believe that it is essential that the services we provide are more widely known so that we can meet what seems to be an ever increasing need.

We are most grateful to the Nationwide Foundation for funding the redesign of our leaflets and newsletters and the creation of a new web site, www.pffs.org.uk. This is not just show – it is important that those who may require our services should be able to learn more and obtain relevant information from publications that are attractively presented and readable. It is equally obvious that such information should be available on an up to date web site which seeks to inform and which can in addition provide continuous links between our staff, our families and our volunteers.

The funding from the Nationwide Foundation has also enabled us to work with others to enhance and develop our work with prisoners' families. The partner organizations are Action for Prisoners' Families, SHARP, Storybook Dads, NIACRO, Castle Gate Family Trust Centre Gloucester.

We have worked with Storybook Dads on two sessions at the Swan Centre: children and families recorded stories and poems on to CD to send into their relative in prison.

Twelve families attended a residential weekend in Leeds focusing on issues faced by families of serious offenders and to provide information and advice for them. This was organized by Action of Prisoners' Families. We had support sessions at the Swan Centre before and after the event.

We worked with the partner organizations and prisoners' families to highlight the impact of imprisonment faced by families. Prisoners' families from all over the UK have been involved in making a series of films – called Families on Trial. These films are now available to see on the web site, www.familiesontrial.org as well as on DVD.

One to one support

We have started to develop a new 'mentoring' programme to provide more one to one advice and advocacy to families who attend our Family Centre who need more support with their often complex problems. We have already identified a small group of volunteers who will be working on the project and will recruit more volunteers as necessary.

Outlook (Post release)

We provide a monthly resettlement focused session as part of our family centre programme. We have recognized that resettlement is a cause of much concern for many families who attend the Centre. In January 09, we held a resettlement focus group to see how we could better meet their needs. From April we plan to hold a series of weekly resettlement sessions for these families.

Welfare

We have accessed help from other charities to provide household equipment, furniture and children's' clothes to families in need. During the year, we have managed to help with beds, flooring, washing machines, fridge freezers, school uniform and other essential items. We have provided food and toys at Christmas and arranged days out and holidays.

FUTURE PLANS AND DEVELOPMENTS

We shall seek to build on the possibilities now opened up by our new formats and website. We shall seek to distribute the DVD as widely as possible in order to generate publicity for the issues raised by the DVD and to highlight the part we can play.

We will extend our court service to West London Magistrates Court and expand the Family Centre to 2 days a week to include a weekly session for release and resettlement issues, in collaboration with St Giles Trust

We will complete work on the Approved Provider Standard of the Mentoring and Befriending Foundation.

We will develop the evaluation of our service to demonstrate the impact we make

We will develop project with 'Create' – an organisation that works on different creative projects. This project will last 6-8 weeks and will involve the families in making a tapestry for the Swan Centre

Above all we seek to respond to the needs of our families.

PRISONERS FAMILIES & FRIENDS SERVICE

TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

FINANCIAL REVIEW

The net incoming resources amounted to £13,162 (2008 – net outgoing resources £350). Nearly all the work undertaken is in defined project areas. The general intention is that all project areas are fully funded and control of expenditure is maintained on that basis. However, if short-term gaps occur in project funding, these are covered by transfers from general funds. Overall, general funds increased in the year by £19,206 compared with an increase of £6,112 in the previous year.

Investment powers and policy

The Trust Deed authorises the Trustees to make and hold investments using the general funds of the charity. The trustees have the power to invest in any way that they see fit.

Reserves policy

The level of general or 'free' reserves is maintained at a level designed to protect the Service's work in the event of unforeseen and significant changes in its financial position.

The Committee is satisfied that the current reserves are sufficient to meet our immediate obligations for the future.

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Charity law requires the Trustees to prepare financial statements for each financial 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;
- (c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Trust will continue in operation.

The Trustees are responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Committee and signed on its behalf


..... PETER DROOP (HON. CHAIR)


..... MIKE SLADE (HON. TREASURER)

13th July 2009

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
PRISONERS FAMILIES & FRIENDS SERVICE**

I report on the accounts of Prisoners Families & Friends Service for the year ended 31st March 2009, which are set out on pages 8 to 18.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER'S

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you, as Trustees, concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
 - To keep accounting records in accordance with Section 41 of the Act:
 - To prepare accounts which accord with the accounting records and completion with the accounting requirements of the Act

have not been met, or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**DAVID TERRY
RAMON LEE & PARTNERS
REGISTERED AUDITORS
CHARTERED ACCOUNTANTS**

**KEMP HOUSE
152/160 CITY ROAD
LONDON EC1V 2DW**

13th July 2009

PRISONERS FAMILIES & FRIENDS SERVICE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2009

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Designated Funds</u> £	<u>Restricted Funds</u> £	<u>Endowment Fund</u> £	<u>2009</u> £	<u>2008</u> £
Incoming resources							
<i>Incoming resources from generating funds:</i>							
<i>Voluntary income:</i>							
Grants and donations receivable	2	52,761	-	8,030	-	60,791	25,736
<i>Activities for generating funds:</i>							
Bank Interest and dividends		3,614	-	-	-	3,614	6,248
Other		100	-	-	-	100	165
<i>Incoming resources from charitable activities:</i>							
Grants and donations receivable	3	-	-	173,761	-	173,761	142,082
Total incoming resources		<u>56,475</u>	<u>-</u>	<u>181,791</u>	<u>-</u>	<u>238,266</u>	<u>174,231</u>
Resources expended							
Costs of generating funds							
		-	-	-	-	-	1,552
Charitable activities		32,594	23,000	157,542	-	213,136	163,892
Governance costs		4,675	-	-	-	4,675	6,769
Total resources expended	4	<u>37,269</u>	<u>23,000</u>	<u>157,542</u>	<u>-</u>	<u>217,811</u>	<u>172,213</u>
Net incoming resources		19,206	(23,000)	24,249	-	20,455	2,018
Other recognised gains and losses							
Unrealised gain / (loss)	7	-	-	(1,167)	(6,126)	(7,293)	(2,368)
Net movement in funds		<u>19,206</u>	<u>(23,000)</u>	<u>23,082</u>	<u>(6,126)</u>	<u>13,162</u>	<u>(350)</u>
<i>Reconciliation of funds</i>							
Total funds, brought forward		55,687	30,000	6,809	22,300	114,796	115,146
Total funds, carried forward		<u>74,893</u>	<u>7,000</u>	<u>29,891</u>	<u>16,174</u>	<u>127,958</u>	<u>114,796</u>

CONTINUING OPERATIONS

None of the charity's activities were acquired or discontinued during the above two financial years.

TOTAL RECOGNISED GAINS AND LOSSES

The charity has no recognised gains or losses other than the above movement in funds for the above two financial years.

The notes on pages 10 to 18 form part of these accounts.

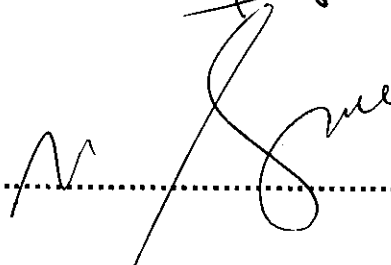
PRISONERS FAMILIES & FRIENDS SERVICE

BALANCE SHEET AS AT 31ST MARCH 2009

	<u>Notes</u>	<u>2009</u>		<u>2008</u>	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	6		1		1
Charity Investment funds	7		19,255		26,548
			<u>19,256</u>		<u>26,549</u>
Current Assets					
Debtors	8	4,715		3,477	
Cash at bank and in hand		123,029		92,706	
		<u>127,744</u>		<u>96,183</u>	
Creditors: amounts falling due within one year					
	9	(19,042)		(7,936)	
Net Current Assets					
			108,702		88,247
Net Assets					
			<u>127,958</u>		<u>114,796</u>
Income Funds					
Unrestricted funds	10		74,893		55,687
Designated funds	10		7,000		30,000
Restricted funds	10		29,891		6,809
Endowment funds	10		16,174		22,300
Total Funds					
			<u>127,958</u>		<u>114,796</u>

These accounts were approved and authorised for issue by the Board of Trustees on 13th July 2009 and were signed on its behalf by:

..... **PETER DROOP (HON. CHAIR)**

..... **MIKE SLADE (HON. TREASURER)**

The notes on pages 10 to 18 form part of these accounts.

PRISONERS FAMILIES & FRIENDS SERVICE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2009

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

1.1 Basis of preparation of accounts

The financial statements have been prepared under the historical cost convention as modified by the inclusion of fixed asset investments at market value and in accordance with applicable law and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement.

1.2 Incoming resources

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as the related goods or services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when:

- Admission fees or performance related grants are received in advance of the performances or event to which they relate.

1.3 Capital grants

Grants received as a contribution towards the purchase of capital equipment are now taken to the Statement of Financial Activities in the period in which they are received as per the requirements of the revised Statement of Recommended Practice "Accounting and Reporting by Charities".

1.4 Interest receivable and investment income

Interest receivable is credited to the Statement of Financial Activities when it is receivable. Dividends and interest from investments, including associated tax credits, are credited to the Statement of Financial Activities when they are receivable.

Investments are included in the accounts at mid-market value at the end of the financial year. Realised and unrealised gains and losses are credited or debited to the statement of financial activities in the year in which they arise.

PRISONERS FAMILIES & FRIENDS SERVICE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

1.5 Tangible fixed assets and depreciation

Tangible fixed assets (excluding investments) are stated at cost less depreciation. The cost of minor additions or those costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Lease improvements - The lesser of 20% straight line basis and the remaining life of the lease
- Office equipment - 20% straight line on cost

1.6 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.

1.7 Incoming resources

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

1.8 Resources expended

(a) Costs of generating funds

Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in raising funds.

(b) Charitable activities

Charitable activities include expenditure associated with the main objectives of the charity and include both the direct costs and support costs relating to these activities.

- (a) Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, i.e. Staff time.

(c) Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

1.9 Unrestricted funds

Unrestricted funds are available for use at the discretion of the Trustees and in furtherance of the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the restatement of investment assets at market value.

1.10 Pensions

The pension costs charged in the accounts represent the contributions payable by the charity during the year in accordance with FRS 17.

PRISONERS FAMILIES & FRIENDS SERVICE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

2. VOLUNTARY INCOME

Grants receivable are shown at the agreed level of funding for the year 2008/2009 as under:

	<u>Income Receivable</u>	<u>Total 2009</u>	<u>Total 2008</u>
	£	£	£
<i>Unrestricted:</i>			
1970 Trust	2,000	2,000	2,000
29 May 1961 charity	5,000	5,000	-
A B Charitable Trust	5,000	5,000	-
Albert Hunt Trust	2,000	2,000	-
Alchemy Foundation	-	-	-
Coutts Charitable Trust	1,000	1,000	-
Garfield Weston	5,000	5,000	-
Goldsmiths	-	-	-
Hilden Trust	-	-	5,000
Inner London Magistrates	-	-	5,000
Leathersellers Trust	1,000	1,000	-
City of London Magistrates Poor Box	5,000	5,000	-
Noel Buxton	2,000	2,000	-
Norda Trust	5,000	5,000	-
Odin Trust	1,000	1,000	-
Sir James Roll Charitable Trust	500	500	-
Wates Foundation	9,000	9,000	-
Willow Tree Trust	5,000	5,000	3,000
Woodruffe Foundation	-	-	5,000
Others donations	4,261	4,261	2,736
	<u>52,761</u>	<u>52,761</u>	<u>22,736</u>
<i>Restricted:</i>			
<i>Management & Volunteer Support</i>			
Nationwide Foundation	8,030	8,030	-
Waterside Trust	-	-	3,000
	<u>8,030</u>	<u>8,030</u>	<u>3,000</u>
Total	<u>60,791</u>	<u>60,791</u>	<u>25,736</u>

PRISONERS FAMILIES & FRIENDS SERVICE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted Funds £	2009 £	2008 £
Advice & information			
<i>Grants:</i>			
29 May 1961 Charity	-	-	5,000
Association of London Government	-	-	7,000
David Isaacs	-	-	11,000
J Paul Getty Trust	-	-	7,500
Lankelly Foundation	20,000	20,000	15,000
Lloyds TSB	15,000	15,000	15,000
Nationwide Foundation	64,214	64,214	18,997
Woodruffe Benton Foundation	5,000	5,000	-
Family support & welfare			
Abel Trust	5,000	5,000	-
Debtors Relief	2,000	2,000	1,000
Glasspool Trust	-	-	500
Good Gifts	3,025	3,025	1,845
Help a London Child	1,020	1,020	520
Henry Smith's Charity	12,000	12,000	12,000
Leigh Trust	8,000	8,000	5,000
Mary Strand	1,115	1,115	799
Michael and Shirley Hunt	-	-	2,500
Newby Trust	490	490	99
Nationwide Foundation	21,879	21,879	19,013
Persula Foundation	-	-	400
Richard Cloudsley Welfare Fund	-	-	200
Salvation Army	360	360	460
Sheriff & Recorders	9,808	9,808	6,862
St Sarkis Charitable Trust	-	-	767
St Saviours	-	-	5,000
Surrey Dispensary	1,250	1,250	-
Trusthouse Charitable Foundation	3,000	3,000	-
Westminster Amal	-	-	600
Woodward Trust	-	-	3,000
Donations	600	600	2,020
	-	-	-
	<u>173,761</u>	<u>173,761</u>	<u>142,082</u>

PRISONERS FAMILIES & FRIENDS SERVICE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

4. RESOURCES EXPENDED

	<u>Basis of allocation</u>	<u>Advice & information</u>	<u>Family support & welfare</u>	<u>Governance</u>	<u>2009</u>	<u>2008</u>
		£	£	£	£	£
<i>Costs directly allocated to activities:</i>						
Direct project costs	Direct	-	55,399	-	55,399	16,842
Grants payable	Direct	-	5,384	-	5,384	4,951
Salaries and other staff costs	Direct	78,146	39,618	2,044	119,808	110,512
Volunteer expenses	Direct	3,110	1,555	-	4,665	3,637
Independent examiners fees	Direct	-	-	1,725	1,725	1,410
<i>Support costs allocated to activities:</i>						
Premises costs	Staff time	7,864	3,932	-	11,796	16,859
Communications	Staff time	9,545	4,773	-	14,318	12,087
Publications and subscriptions	Staff time	811	405	-	1,216	1,509
Insurance	Staff time	965	482	464	1,911	575
Legal and professional costs	Staff time	-	-	442	442	2,815
Miscellaneous expenses	Staff time	765	382	-	1,147	1,016
		<u>101,206</u>	<u>111,930</u>	<u>4,675</u>	<u>217,811</u>	<u>172,213</u>

5. DIRECTORS AND EMPLOYEES

STAFF COSTS

	<u>2009</u>	<u>2008</u>
	£	£
Salaries	105,870	98,763
National insurance	10,136	9,691
Pension costs	2,186	1,014
	<u>118,192</u>	<u>109,468</u>

Pension costs represent contributions paid to a defined contribution scheme on behalf of the charity's employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

There were no employees whose annual emoluments were £60,000 or more.

The average weekly full time number of staff employed by the charity during the period was as follows:

	<u>2009</u>	<u>2008</u>
Direct charitable work	4	4

PRISONERS FAMILIES & FRIENDS SERVICE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

6. TANGIBLE FIXED ASSETS

	<u>2009</u>	<u>2008</u>
	£	£
NET BOOK VALUES		
Leasehold improvements	-	-
Office equipment	1	1
	<u>1</u>	<u>1</u>

MOVEMENTS IN YEAR

Cost or valuation

	<u>Opening</u> <u>Balances</u>	<u>Additions</u>	<u>Disposals</u>	<u>Closing</u> <u>Balances</u>
	£	£	£	£
Leasehold improvements	4,970	-	-	4,970
Office equipment	2,274	-	-	2,274
	<u>7,244</u>	<u>-</u>	<u>-</u>	<u>7,244</u>

Depreciation

	<u>Opening</u> <u>Balances</u>	<u>Charge</u> <u>For Year</u>	<u>Disposals</u>	<u>Closing</u> <u>Balances</u>
	£	£	£	£
Leasehold improvements	4,970	-	-	4,970
Office equipment	2,273	-	-	2,273
	<u>7,243</u>	<u>-</u>	<u>-</u>	<u>7,243</u>

7. CHARITY INVESTMENT FUNDS

	<u>2009</u>	<u>2008</u>
	£	£
Market value:		
Market value, brought forward	26,548	28,916
Unrealised gain / (loss) during the year	(7,293)	(2,368)
Market value, carried forward	<u>19,255</u>	<u>26,548</u>
Historic cost	<u>11,190</u>	<u>11,190</u>
The investment shown above is represented by:		
Held within the United Kingdom:		
UK Common Investment Funds	<u>19,255</u>	<u>26,548</u>

At 31st March 2009 the charity held the following stocks that represented more than 5% of the market value of listed investments held at 31st March 2009.

2,486.33 COIF Charities Investment Fund Units	£19,255
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PRISONERS FAMILIES & FRIENDS SERVICE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

8. DEBTORS

	<u>2009</u>	<u>2008</u>
	£	£
Sundry debtors and prepayments	4,715	3,477
	<u>4,715</u>	<u>3,477</u>

9. CREDITORS: amounts falling due within one year

	<u>2009</u>	<u>2008</u>
	£	£
Sundry creditors and accruals	19,042	7,936
	<u>19,042</u>	<u>7,936</u>

10. MOVEMENT IN FUNDS

	<u>Balance at</u> <u>01.04.08</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfer</u>	<u>Unrealised</u> <u>loss</u>	<u>Balance at</u> <u>31.03.09</u>
	£	£	£	£	£	£
Restricted funds:						
Management & Volunteer Support	4,248	8,030	8,030	-	(1,167)	3,081
Advice & Information	-	104,214	90,279	-	-	13,935
Family Support & Welfare	2,561	69,547	59,233	-	-	12,875
<i>Total restricted funds</i>	<u>6,809</u>	<u>181,791</u>	<u>157,542</u>	<u>-</u>	<u>(1,167)</u>	<u>29,891</u>
Endowment funds :	<u>22,300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(6,126)</u>	<u>16,174</u>
Unrestricted funds:						
<i>Designated funds:-</i>						
Property repairs and renewal	7,000	-	-	-	-	7,000
New staff provision	20,000	-	20,000	-	-	-
Quality appraisal consultancy	3,000	-	3,000	-	-	-
	<u>30,000</u>	<u>-</u>	<u>23,000</u>	<u>-</u>	<u>-</u>	<u>7,000</u>
General funds	55,687	56,475	37,269	-	-	74,893
Total unrestricted funds	<u>85,687</u>	<u>56,475</u>	<u>60,269</u>	<u>-</u>	<u>-</u>	<u>81,893</u>
Total funds	<u>114,796</u>	<u>238,266</u>	<u>217,811</u>	<u>-</u>	<u>(7,293)</u>	<u>127,958</u>

PRISONERS FAMILIES & FRIENDS SERVICE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

10. MOVEMENT IN FUNDS (Cont'd)

Purposes of Restricted Funds

Management & Volunteer Support

Provides for the efficient administration of the organisation's activities and finances, services the Management Committee and the induction, supervision and appraisal of staff. Collates relevant service statistics and ensures quality control methods are in place and user-feedback is collected. Is responsible for welfare fundraising and assisting the fundraising trustee with applications and reports to major funders. Also manages the recruitment, training and supervision of home visitors (befrienders) and provides training for telephone helpline staff and volunteers. Ensures that policies and procedures are reviewed regularly and organises the Annual General Meeting and the production of the Annual Report.

Advice & Information

Provides an information and liaison service to agencies within the Criminal Justice sector to ensure that these agencies are aware of the services we offer in order that they may make appropriate referrals. Also provides input into training for other agencies, ensures that our literature is widely available and assumes responsibility for the organisation and ongoing expansion of the court project taking responsibility for the training and supervision of court volunteers. Also pursues a development role with regard to criminal justice and voluntary sector partnership working.

Ensures that a high quality service is available to prisoners' families through the research and production of up-to-date printed information, the operation of a free phone telephone help line and one-to-one advice sessions for family members both during imprisonment and after release. Edits and oversees the distribution of regular Newsletters.

Family Support & Welfare

Provides social events, creative and self-development workshops for women on a regular weekly basis as well as support for prisoners' families after release through monthly meetings. Arranges holiday schemes for women and children during the summer as well as Christmas and other seasonal events. Runs a clothing store. Raises awareness of the services offered through attendance at prison visitors centres and distributes regular news and programme updates to service users.

Purpose of Endowment Fund

These funds originate from donations given by the Clothworkers Company and the Freda Goodall Fund of £2,500 and £6,900 respectively. These funds were given to the Charity on the understanding that the principal was invested. The interest can be used for any purpose.

Purpose of designated Funds

These funds represents amounts that the Trustees have decided to designate for the purpose of maintaining making good the Charity premises should they be vacated by the Charity at the end of the lease period, funds designated towards costs of new staff and funds designated for a quality appraisal of the charity.

The unrealised gain arising on the revaluation of the charity's investment funds has been allocated to restricted funds and endowment funds on the basis of their average fund balances during the year.

PRISONERS FAMILIES & FRIENDS SERVICE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2009

11. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
	£	£	£	£	£
Tangible fixed assets	1	-	-	-	1
Fixed asset investments	-	-	3,081	16,174	19,255
Net current assets	74,892	7,000	26,810	-	108,702
	<u>74,893</u>	<u>7,000</u>	<u>29,891</u>	<u>16,174</u>	<u>127,958</u>

12. RELATED PARTY TRANSACTIONS

No Trustee received any remuneration, whilst acting as a Trustee, during the year (2008 - £nil). None of the trustees were reimbursed expenses during the year (2008 – nil).