

Statutory Accounts

Registered Charity Number 1116500
Registered Company Number 05802623

BEHIND CLOSED DOORS (BCD)
(a company limited by guarantee)

Report and Accounts
For the period ending 31 March 2008

Naylor Wintersgill chartered accountants

Carlton House, Grammar School Street, Bradford



BEHIND CLOSED DOORS (BCD)
Report and accounts
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**BEHIND CLOSED DOORS (BCD)
Company Information**

Directors

R Davison

M Shires

C Dovener

T Ward

S Benjamin - resigned 28.3.08

Secretary

M Shires

Project Manager

L Tyne

Independent Accountants

Naylor Wintergill

Carlton House

Grammar School Street

Bradford

BD1 4NS

Bankers

Unity Trust Bank

9 Brindley Place

Birmingham

B1 2HB

Registered office

Carlton House

Grammar School Street

Bradford

BD1 4NS

Charity Number

1116500

Company Number

05802623

BEHIND CLOSED DOORS (BCD)

The report of the trustees for the period ended 31 March 2008

The trustees present their annual report and accounts for the period ended 31 March 2008.

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 Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (revised 2005).

Structure, governance and management

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association.

The trustees, who are also the directors for the purpose of company law, who served during the year were:

R Davison
M Shires
C Dovener
T Ward
S Benjamin (resigned 28/3/08)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The organisation is made up of members, trustees, paid staff and volunteers. The Board of Trustees holds ultimate responsibility for the strategic direction of the charity and for decisions of policy and practice, governing in accordance with the organisation's Memorandum and Articles of Association. The Board delegates day to day decision making to the Project Manager who reports regularly to both the trustees and members. The Board is accountable to the wider membership and reports annually at the organisation's Annual General Meeting. It is the charity's aim to have a balanced board both in terms of skills and experience and being representative of the communities using the service. A formal process of election and induction of new trustees, by existing members, takes place. A key role of the board is the identification and management of risk. Where risks are identified which require further or more in depth discussion the board will create a smaller sub group mandated to work with the Manager towards formulating an action plan aimed at resolution. The sub group are accountable to the full board in terms of providing regular up dates and seeking ratification for any actions.

BEHIND CLOSED DOORS (BCD)

The report of the trustees for the period ended 31 March 2008

Objectives and Activities of the Charity

The charity's objects are to promote for the public benefit by the provision of support and access to services and information to women and their children who live or work in Otley, Aireborough or the surrounding district, who are suffering or have suffered from domestic abuse and to work with other agencies within the community to raise awareness of the issues of domestic abuse.

The charity's aims are to:

Provide direct timely intervention services to women and children affected by domestic abuse in order to both aid in the recovery process and to prevent repeat victimisation.

Develop robust partnerships with other service providers in order to ensure an effective multi agency approach.

Raise awareness of the issue of domestic abuse and to promote best practice.

Achievements and performance

The organisation has grown and developed over the past three years and as a result of greater awareness of the issues and local provision now available we have increased our geographical coverage since November 1st 2007 in response to increase in demand. We are now providing a service that maps to the West and North West of the City and demand continues to grow. The need for the implementation of the Behind Closed Doors programme of support and awareness raising is shown by the steady increase in referrals and the multiplex needs of women supported. We received 224 referrals for outreach support from 1st April 2007 until 31st March 2008 compared with 133 referrals between 1st April 2006 and 31st March 2007 and this represents a 68% increase. The average length of time for support was 70.2 days. We continue to meet women in a wide range of community venues and continue to provide an on-call service to local agencies. We have provided more in-depth financial and housing support than previously expected. We recognise that within our geographical remit, some of the women have an additional barrier to face in terms of entitlement to legal funding, benefits etc. They may work and have access to limited funds which can limit the options available to them, e.g. qualifying for legal aid in order to obtain civil orders, being able to retain financial commitments. This is further compounded by lack of housing provision in the area, forcing women to move out of the area.

We also had an additional 20 referrals for our now established recovery programme. This has supported them to recover emotionally and psychologically and has helped women to forward plan, rebuild their confidence and move forward with their lives.

BEHIND CLOSED DOORS (BCD)

The report of the trustees for the period ended 31 March 2008

We have delivered 27 talks and presentations and 6 Basic Awareness training sessions. We are aware that the increased service demand impacts on the time and resources to deliver awareness training, and at present only offer limited training with shorter sessions. We are looking at including a training development worker in the proposed long-term structure of the organisation and this would help generate income.

We have secured funding to continue the organisation with the current staffing level until March 2009. We need to secure additional funding for long term sustainability and in order to ensure a progressive approach to services offered and stability for future planning. We have been actively submitting applications for funding on a full cost recovery basis to increase longevity and development of the project. Funding remains a priority issue.

At the beginning of this period, we had 4 volunteers offering support to the project. Over the course of the year, 8 new volunteers completed their training. In order to meet organisational needs and increased demand in service, training of volunteers on a 1:1 basis was piloted. This has allowed us to be flexible in our approach to recruiting new volunteers on 1:1 basis or through group training depending on the needs of the organisation at any given time.

Five volunteers left the organisation to take up paid work. Two volunteers left to take up full-time study. One volunteer left due to a change in personal circumstances we currently have four volunteers offering support to the organisation.

The organization was awarded the Investors in People award in June 2007, and achieved the quality assessment, PQASSO level 3, in March 2007

Financial Review

On 31 March 2007 Otley, Aireborough and District Domestic Violence Support Project (registered charity number 1080955) ceased operations and all assets, liabilities and funds were transferred to Behind Closed Doors (BCD), which began trading on 1 April 2007 and has the same objects and activities as the old unincorporated charity.

Income for the period of £184,918 includes £62,833 funds transferred from the old unincorporated charity. The income from other sources was therefore £122,085 for the period ended 31 March 2008 as compared with £117,992 for the period ended 31 March 2007. Expenditure has increased to £113,632 from £103,538 the previous year, resulting in a surplus on unrestricted funds of £30,023 for the current year.

BEHIND CLOSED DOORS (BCD)

The report of the trustees for the period ended 31 March 2008

The major funders of the organisation were Tudor Trust who fund core costs, The Big Lottery who funded the outreach service, Comic Relief who provide funding to cover the cost of employing the project manager, Lankelly Chase who fund the administrative worker, and The Lloyds TSB Foundation for England and Wales and the Nationwide Foundation who both fund the Women's Support project.

Unfortunately many of the funding streams came to an end by the end of the financial year. Of the above funders only Lankelly Chase continues into the current year and unfortunately this too will come to an end in September 2008.

Policies on reserves

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

The free reserves at 31 March 2008 stood at £45,008. This amount exceeds the target level. However, as the majority of the funding streams have come to an end, these reserves will be used to fund the existing activities of the charity over the next financial year.

Investment policy

This is governed by the Memorandum and Articles of Association, which permits the trustees to invest surplus funds as they shall consider appropriate. The current policy of the trustees is to invest on deposit only seeking under this policy to obtain the best rate of interest in the market place.

Risk Management

The Management Committee regularly conducts a review of the major risks to which the charity is exposed, and put into place any systems to limit those risks.

Accountants

Naylor Wintersgill were appointed as the charitable company's accountants during the year and have expressed their willingness to continue in that capacity.

C Dovener
Director and Trustee
13 August 2008

BEHIND CLOSED DOORS (BCD)

Statement of Directors' and Trustees' Responsibilities

The trustees are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 1985. 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.

BEHIND CLOSED DOORS (BCD)

Independent Accountants' Report to the trustees of Behind Closed Doors (BCD)

We report on the accounts for the period ended 31 March 2008 set out on pages 8 to 15.

This report is made solely to the company's members, as a body, in accordance with Section 249C of the Companies Act 1985. Our reporting work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an independent accountant's 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 and the charity's members as a body, for our reporting work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees as directors and of the accountant

As described on page 7, the charity's trustees are responsible for the preparation of the accounts. The trustees consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006, does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the charity is exempt from an audit under Section 249A(1) of the Companies Act 1985. We have agreed to report whether particular matters have come to our attention, on the basis of the procedures specified in the General Directions given by the Charity Commissioners for England & Wales under Section 43(7)(b) of the Act, as amended, as they would apply to an unincorporated charity, but modified, where necessary, to meet the circumstances of an incorporated charity.

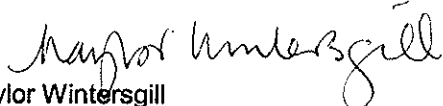
Basis of Accounting Opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting record kept by the charitable Company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249(6) of the Act; and
 - (ii) the charitable company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1)



Naylor Wintersgill
Chartered Accountants
Carlton House
Grammar School Street
Bradford
BD1 4NS

BEHIND CLOSED DOORS
STATEMENT OF FINANCIAL ACTIVITIES
Including Income and Expenditure Account
for the period ended 31 March 2008

	Notes	Unrestricted Funds £	Restricted Funds £	Total £
Incoming Resources				
<i>Incoming resources from generated funds</i>				
Voluntary income	2	25,019	2,250	27,269
Activities for generating funds	3	1,985	-	1,985
Investment income	4	1,220	-	1,220
<i>Incoming resources from charitable activities</i>	5	30,600	61,011	91,611
<i>Other incoming resources</i>	6	14,985	47,848	62,833
		<hr/> 73,809	<hr/> 111,109	<hr/> 184,918
Resources Expended				
Cost of charitable activities	7	27,684	84,832	112,516
Governance costs	8	1,116	-	1,116
Total resources expended		<hr/> 28,800	<hr/> 84,832	<hr/> 113,632
Net income for the year/Net movement in funds		45,008	26,277	71,286
Total funds carried forward		<hr/> <hr/> 45,008	<hr/> <hr/> 26,277	<hr/> <hr/> 71,286

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 1985

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

BALANCE SHEET AT 31 MARCH 2008

	Notes	£	2008 £
Fixed Assets			
Tangible fixed assets	11		3,220
 Current Assets			
Debtors	12	8,764	
Cash at bank and in hand		60,853	
		69,617	
 Creditors: amounts falling due within one year	 13	 1,551	
 Net current assets			 68,066
Total assets less current liabilities			<u>71,286</u>
 Income funds			
Unrestricted funds			45,008
Restricted funds	14		26,277
			71,286

The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the period ended 31 March 2008. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:

(a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and

(b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2008 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to the accounts, so far as applicable to the company.

The accounts were approved by the board on 13th August 2008


R Davison
Trustee


C Dovener
Trustee

Notes to the Accounts for the period ended 31 March 2008

1. Accounting policies

Basis of preparation of the accounts

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 1985.

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

Incoming Resources

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when they are receivable, except when the donors specify that they must be used in future accounting periods or donors conditions have not been fulfilled, then the income is deferred.

Revenue grants are shown in the Statement of Financial Activities in the year in which they are applied.

Investment Income

Bank interest is included in the Statement of Financial Activities on a receivable basis.

Resources Expended

Resources expended are recognised on in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered, and is recognised when there is a legal or constructive obligation to pay for expenditure. Expenditure which is attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

Governance costs relate to the central costs of management including the cost of meetings, accountancy and statutory compliance.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities

BEHIND CLOSED DOORS (BCD)
Notes to the Accounts
for the period ended 31 March 2008

Finance and operating leases

Rentals payable in respect of operating leases are charged to the Statement of Financial Activities as incurred.

Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £500.

Rates of depreciation:

Fixtures and fittings	3 years straight line basis
Equipment	3 years straight line basis

Pensions

The pension costs charged in the accounts represent the contributions payable by the charity during the year in accordance with FRS17.

Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

BEHIND CLOSED DOORS
Notes to the Accounts
for the year ended 31 March 2008

2. Voluntary Income

	Unrestricted Funds £	Restricted Funds £	2008 Total £
Donations and gifts	5,019	2,250	7,269
Grants receivable for core activities	20,000	-	20,000
	<u>25,019</u>	<u>2,250</u>	<u>27,269</u>

3. Activities for generating funds

Fundraising	1,985	-	1,985
	<u>1,985</u>	<u>-</u>	<u>1,985</u>

4. Investment Income

Bank interest	1,220	-	1,220
	<u>1,220</u>	<u>-</u>	<u>1,220</u>

5. Incoming resources from charitable activities

Grants for charitable activities	-	61,011	61,011
Training income	600	-	600
Contract income	30,000	-	30,000
	<u>30,600</u>	<u>61,011</u>	<u>91,611</u>

Included within income relating to grants receivable for charitable activities are the following:

	£
Comic Relief	16,190
Lankelly Chase	9,250
Big Lottery	17,980
Nationwide Foundation	5,000
The Funding Network	5,591
Leeds City Council	7,000
	<u>61,011</u>

6. Other incoming resources

	Unrestricted Funds £	Restricted Funds £	2008 Total £
Introduced from Otley, Aireborough & District Domestic Violence Support Group - Charity no: 1080955	14,985	47,848	62,833
	<u>14,985</u>	<u>47,848</u>	<u>62,833</u>

BEHIND CLOSED DOORS
Notes to the Accounts
for the year ended 31 March 2008

7. Cost of charitable activities

	Unrestricted Funds £	Restricted Funds £	2008 Total £
Salaries, national insurance and pensions	9,947	70,594	80,541
Payroll fees	324	315	639
Staff travel	1,762	680	2,442
Rent	4,363	810	5,173
Light and heat	630	-	630
Staff and volunteer training	1,033	287	1,320
Recovery group	3,538	500	4,038
Room hire	145	-	145
Volunteer expenses	494	1,760	2,254
Trustees expenses	182	-	182
Telephone	3,153	-	3,153
Printing, postage and stationery	2,256	150	2,406
Computer costs	585	585	1,170
Advertising and publicity	379	-	379
Insurance	606	-	606
External supervision	360	-	360
Professional fees	3,383	750	4,133
Publications and subscriptions	643	-	643
Sundries	517	10	527
Bank charges	165	-	165
Depreciation	503	1,107	1,610
Core costs/Management costs	(7,284)	7,284	-
	27,684	84,832	112,515

8. Governance costs

Accountancy	1,116	-	1,116
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9. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

Two trustees were reimbursed £182 in respect of travel expenses.

10. Employees

Number of employees

The average monthly number of employees during the year was:

	2008 Number
Support workers	2
Management and administration	2
	4

Employment costs

	£
Wages and salaries	70,829
Social security cost	6,232
Employers pension contributions	3,480
	80,541

There were no employees with emoluments in excess of £60,000 per annum

BEHIND CLOSED DOORS
Notes to the Accounts
for the year ended 31 March 2008

	Fixtures, fittings and equipment £
11. Tangible fixed assets	
Cost	
At 1 April 2007	-
Additions	4,830
At 31 March 2008	<u>4,830</u>
Depreciation	
At 1 April 2007	-
Provided in period	1,610
At 31 March 2008	<u>1,610</u>
Net Book Value	
At 31 March 2008	<u>3,220</u>
 12. Debtors	
	2008
	£
Trade debtors	8,094
Prepayments and accrued income	670
	<u>8,764</u>
 13. Creditors: amounts falling due within one year	
	2008
	£
Other creditors	435
Accruals	1,116
	<u>1,551</u>

BEHIND CLOSED DOORS
Notes to the Accounts
for the year ended 31 March 2008

14. Restricted funds

	Incoming Resources	Resources Expended	Transfers	Balance carried forward
Administration Worker fund	15,055	8,522		6,533
Project manager fund	32,377	32,377		-
Women's support project	21,323	17,452		3,871
Outreach project	27,905	20,905		7,000
Volunteer programme	10,591	2,484		8,107
Other restricted funds	3,858	3,092		766
	111,109	84,832	-	26,277

The administration worker fund consists of funding received from Lankelly Chase to cover the cost of employing one part time administrator.

The project manager fund consists of funding received from Comic Relief to cover the cost of employing one full time project manager.

The women's support project is funded by money received from Lloyds TSB Foundation for England and Wales, Nationwide Foundation, West Yorkshire Police Community Trust and The Allen Lane Foundation.

The outreach project was funded by the Big Lottery until November 2007. Funding of £7,000 has now been received from Leeds City Council North West Area Management Wellbeing grant to cover the costs of this project from 1 April 2008.

The volunteer programme consists of funding received from the Nationwide Foundation and The Funding Network to cover the costs of induction, training and support for volunteers who offer crisis response to women experiencing domestic abuse.

15. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Fnds £	2008 Total £
Fund balances at 31 March 2008 are represented by:			
Tangible fixed assets	3,220	-	-
Current assets	43,340	26,277	69,617
Creditors: amounts falling due within one year	(1,551)	-	-
	45,009	26,277	69,617