

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 2009

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

P E Morris - appointed 10 June 2009

G E Oates - appointed 10 June 2009

C M P Dixon - appointed 10 June 2009

Secretary

M Shires

Project Manager

L Tyne

Independent Accountants

West Yorkshire Community Accounting Service

Stringer House

34 Lupton Street

Leeds

LS10 2QW

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 2009

The trustees present their annual report and accounts for the period 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 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

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 2009

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 the Metropolitan District of Leeds including rural areas, 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.

Our main activities and who we help are described below. All our charitable activities focus on supporting women and children who are suffering or have suffered from domestic abuse and in raising awareness of the issues and the support and services available. All these activities are undertaken to further our charitable purposes for the public benefit.

Achievements and performance

The organisation has seen a substantial increase on the original projected number of referrals for outreach support. During the period 1st April 2008 until 31st March 2009, we have received 417 referrals by comparison to the 226 referrals that we took over the previous year. This equates to an 84% increase.

We work with a range of partnership agencies to ensure that the needs of women are fully met. Through partnership working, our reputation for providing a quality service has grown and we continue to see a steady increase in demand for the service. Indeed, in November 2008 we were awarded a level three Leeds Domestic Violence Quality mark. Our involvement with the Multi-Agency Risk Assessment Conferences, where high risk cases are brought forward for a multi-agency response, has required us to work on a range of complex cases responding to the presenting issue of domestic abuse and providing additional support with the range of symptomatic issues that occur as a result of the abuse. Such cases require intensive and often long-term support. We ensure women receive a comprehensive package of support to meet their specific individual needs. This includes support with housing welfare benefits and support through legal action. This can include engaging specialist agencies to meet a client's specific needs e.g. mental health issues, drug and alcohol issues. An integral part of the support we provide is around safety planning and safety strategies which women can implement long-term. Women feel more supported and therefore able to pursue criminal and civil action. This further ensures their safety as well as a reduction in repeat victimisation.

BEHIND CLOSED DOORS (BCD)

The report of the trustees for the period ended 31 March 2009

In addition, we delivered two recovery programmes over the year. This established programme has helped women to recover emotionally and psychologically from the abuse they have endured. It has supported women to adopt coping strategies, relaxation techniques, to build confidence and self esteem, to build healthy relationships, live safely and plan for the future as well as providing them with an opportunity for socialisation.

We have continued to raise awareness of the issues of domestic abuse through providing talks and presentations to statutory and voluntary agencies as well as community groups. Over the past year we have delivered a total of 36 talks and events, as well as placing articles in local media.

We continue to sit on the Leeds Domestic Violence forum feeding into the Leeds Domestic Violence Strategy Partnership and ensuring that issues faced by the women that we support are addressed in forward strategy and that we work towards the key performance indicators as laid out in the strategy, and we contribute to local and national research. We are integral to the action plans formulated at these meetings for cases of high risk and where there have been high levels of repeat victimisation.

We continue to run a volunteer programme and over the year seven volunteers have supported our service delivery. We provide volunteers with a specific programme of training in preparation for their role as a range of specialist external training. The programme provides them with a real opportunity for personal development and they are involved in the future planning of the organisation, contributing to joint action planning processes and review.

In addition ten volunteers have offered support to the Board of Trustees. The Board of Trustees have a range of skills, qualifications and experience ranging from personal and professional experience of domestic abuse, community development experience, fundraising and financial expertise, legal knowledge, employment issues, project planning and management and development, marketing and publicity and delivery of adult training programmes.

Plans for future periods

The demand on the service continues to increase, and whilst we are currently maintaining a high standard of support, the increase places pressure on our limited resources. We continuously work to secure funding to not only sustain the service but increase our capacity to respond to increase in demand and maintain efficiency.

BEHIND CLOSED DOORS (BCD)
The report of the trustees for the period ended 31 March 2009

Whilst the present economic climate makes it difficult for us to secure funds it is clear that it has influenced an increase in service demand. We are actively trying to generate money through commissioning and procurement, although due to cutbacks in local government funding, there is less money available.

This year has seen the development of a new website. The website is an easy to use interface for women to contact us discretely. The website also provides an interface for business, providing alternative methods to generate income. We have a charity lottery, to which anyone can sign up, and methods of donations through cash back websites. There is also a direct donation option.

Financial Review

The income for the year was £146,224 as compared with £184,918 for the period ended 31 March 2008. However the income for the previous year included £62,833 transfer of funds from the previously unincorporated charity. The actual income has therefore increased by £24,139. Expenditure has increased to £125,711 from £113,632 the previous year, resulting in a surplus on unrestricted funds of £38,764 for the current year.

The major sources of income during the year continued to be from charitable trusts as well as increased funding from Safer Leeds.

Policies on reserves

The trustees have reviewed the reserves policy and now operate a risk based approach to set the level of reserves that they consider would 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.

Based on the budget for the year ended 31 March 2010 the level of reserves required amounts to £67,400.

The free reserves at 31 March 2009 stood at £83,772 (31 March 2008 - £45,008). This is higher than the level required, however it is anticipated that Behind Closed Doors will have to spend a significant amount of this during the year ended 31 March 2010 as there has been a significant drop in funding. The trustees are currently looking at alternative options for raising funds.

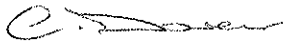
BEHIND CLOSED DOORS (BCD)
The report of the trustees for the period ended 31 March 2009

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.



C Dovener
Director and Trustee
24 August 2009

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 Examiner's Report on the accounts of Behind Closed Doors (BCD)

I report on the accounts for the year ended 31 March 2009 set out on pages 9 to 16.

Respective responsibilities of trustees as directors and of the examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 43 of the 1993 Act, follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended) and state whether particular matters have come to my attention.

Basis of Independent examiner's statement

An examination includes a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as directors 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.


Independednt 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:
 - a. to keep accounting records in accordance with section 221 of the Companies Act 1985; and
 - b. to prepare accounts which accord with the accounting requirements of section 226 of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

 S.A. Boston Employee of:-

West Yorkshire Community Accounting Service
Stringer House
34 Lupton Street
Leeds, LS10 2QW

BEHIND CLOSED DOORS (BCD)
STATEMENT OF FINANCIAL ACTIVITIES
Including Income and Expenditure Account
for the year ended 31 March 2009

		Unrestricted Funds £	Restricted Funds £	2009 Total £	2008 Total £
Incoming Resources					
<i>Incoming resources from generated funds</i>					
Voluntary income	2	65,085	7,000	72,085	27,269
Activities for generating funds	3	830	-	830	1,985
<i>Investment Income</i>					
<i>Incoming resources from charitable activities</i>	4	1,310	-	1,310	1,220
<i>Other incoming resources</i>	5	72,000	-	72,000	91,611
	6	-	-	-	62,833
		<u>139,224</u>	<u>7,000</u>	<u>146,224</u>	<u>184,918</u>
Resources Expended					
Cost of generating funds		85	-	85	-
Cost of charitable activities	7	99,784	25,250	125,034	112,516
Governance costs	8	591	-	591	1,116
Total resources expended		<u>100,460</u>	<u>25,250</u>	<u>125,711</u>	<u>113,632</u>
Net income for the year/Net movement in funds		38,764	(18,250)	20,514	71,286
Total funds brought forward		45,008	26,278	71,286	-
Total funds carried forward		<u>83,772</u>	<u>8,028</u>	<u>91,800</u>	<u>71,286</u>

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.

BEHIND CLOSED DOORS (BCD)
BALANCE SHEET
At 31 March 2009

	Notes	£	2009 £	2008 £
Fixed Assets				
Tangible fixed assets	11		1,732	3,220
 Current Assets				
Debtors	12	28,000		8,764
Cash at bank and in hand		63,196		60,853
		<u>91,196</u>		<u>69,617</u>
 Creditors: amounts falling due within one year	13	<u>1,128</u>		1,551
 Net current assets			90,068	68,066
 Total assets less current liabilities			<u>91,800</u>	<u>71,286</u>
 Income funds				
Unrestricted funds			83,772	45,008
Restricted funds	14		<u>8,028</u>	<u>26,278</u>
Total funds carried forward			<u>91,800</u>	<u>71,286</u>

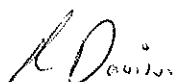
The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the year ended 31 March 2008. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:

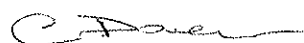
- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and
 - (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2009 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to the accounts, so far as applicable to the company.
- These financial statements are prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies and with the Financial reporting Standard for Smaller Entities (effective January 2007).

The accounts were approved by the board on 24 August 2009

R Davison
Trustee



C Dovener
Trustee



BEHIND CLOSED DOORS (BCD)
Notes to the Accounts
for the period ended 31 March 2009

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 2009

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 (BCD)
Notes to the Accounts
for the year ended 31 March 2009

2 Voluntary Income	Unrestricted Funds £	Restricted Funds £	2009 Total £	2008 Total £
Donations and gifts	6,500	-	6,500	7,269
Grants receivable for core activities	58,585	7,000	65,585	20,000
	<u>65,085</u>	<u>7,000</u>	<u>72,085</u>	<u>27,269</u>
3 Activities for generating funds				
Fundraising	<u>830</u>	<u>-</u>	<u>830</u>	<u>1,985</u>
4 Investment income				
Bank interest	<u>1,310</u>	<u>-</u>	<u>1,310</u>	<u>1,220</u>
5 Incoming resources from charitable activities				
Grants for charitable activities	-	-	-	61,011
Training income	-	-	-	600
Service level agreements	72,000	-	72,000	30,000
	<u>72,000</u>	<u>-</u>	<u>72,000</u>	<u>91,611</u>
<i>Included within income relating to grants receivable for charitable activities are the following:</i>				
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				
Introduced from Otley, Aireborough & District Domestic Violence Support Group - Charity no: 1080955	<u>-</u>	<u>-</u>	<u>-</u>	<u>62,833</u>

BEHIND CLOSED DOORS (BCD)
Notes to the Accounts
for the year ended 31 March 2009

7 Cost of charitable activities			2009	2008
	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
Salaries, national insurance and pensions	73,630	17,406	91,036	80,541
Payroll fees	484		484	639
Staff travel	3,605		3,605	2,442
Rent	5,510		5,510	5,173
Light and heat	1,478		1,478	630
Staff and volunteer training	275		275	1,320
Recovery group	3,222	2,117	5,339	4,038
Room hire	28		28	145
Volunteer expenses	-	2,463	2,463	2,254
Trustees expenses	147		147	182
Telephone	4,005		4,005	3,153
Printing, postage and stationery	3,148		3,148	2,406
Computer costs	2,429		2,429	1,170
Advertising and publicity	745		745	379
Insurance	656		656	606
External supervision	160		160	360
Professional fees	849		849	4,133
Publications and subscriptions	283		283	643
Sundries	589		589	526
Bank charges	135		135	165
Depreciation	906	765	1,671	1,610
Core costs/management costs	(2,500)	2,500	-	-
	<u>99,784</u>	<u>25,250</u>	<u>125,034</u>	<u>112,515</u>
 8 Governance costs				
Accountancy	348		348	1,116
Meeting costs	244		244	-
	<u>591</u>	<u>-</u>	<u>591</u>	<u>1,116</u>

9 Trustees

None of the trustees (or any person connected with them) received any remuneration during the year.
One trustee was reimbursed £147 in respect of travel expenses.

BEHIND CLOSED DOORS (BCD)
Notes to the Accounts
for the year ended 31 March 2009

10 Employees

Number of employees

The average number of employees during the year was:

Support workers

Management and administration

2009 Number	2008 Number
2	2
2	2
4	4

Employment costs

Wages and salaries

Social security costs

Employers pension contributions

£	£
80,251	70,829
7,385	6,232
3,400	3,480
91,036	80,541

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

11 Tangible fixed assets

Cost

At 1 April 2008

Additions

At 31 March 2009

Depreciation

At 1 April 2008

Provided in year

At 31 March 2009

Net Book Value

At 31 March 2009

At 31 March 2008

**Fixtures,
fittings &
equipment**

£

4,830

183

5,013

1,610

1,671

3,281

1,732

3,220

12 Debtors

Trade debtors

Prepayments and accrued income

2008 £	2009 £
28,000	8,094
-	670
28,000	8,764

13 Creditors: amounts falling due within one year

Other creditors

Accruals

128	435
1,000	1,116
1,128	1,551

BEHIND CLOSED DOORS (BCD)
Notes to the Accounts
for the year ended 31 March 2009

14 Restricted funds	Balance 01.04.08 £	Incoming Resources £	Resources Expended £	Balance 31.03.09 £
Administration worker fund	6,533		6,533	-
Women's support project	3,871		3,871	-
Outreach project	7,000		7,000	-
Volunteer programme	8,107		2,463	5,644
Other restricted funds	766		766	-
Helpline		2,500	2,500	-
Duty Worker		2,000		2,000
Recovery programme		1,000	1,000	-
Childcare costs		1,500	1,117	383
	<u>26,277</u>	<u>7,000</u>	<u>25,250</u>	<u>8,027</u>

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

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 Leeds City Council North West Area Management Wellbeing grant.

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 Funds £	Total £
Fund balances at 31 March 2009 are represented by:			
Tangible fixed assets	1,732	-	1,732
Current assets	83,169	8,027	91,196
Creditors: amounts falling due within one year	(1,128)	-	(1,128)
	<u>83,773</u>	<u>8,027</u>	<u>91,800</u>