

ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST AUGUST 2013

# ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

## ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2013

### STATUTORY INFORMATION

**REGISTRATION** REGISTERED CHARITY NO. 1094636 -- GOVERNED BY DEED OF TRUST  
DATED 29 JULY 2002

**ADDRESS** P.O. BOX 671, ST. ALBANS, HERTS AL1 3ZX

**TELEPHONE** OFFICE - 01727 841914  
HELPLINE - 01727 841841

**WEB SITE** www.sabn.org.uk

**E-MAIL** help@sabn.org.uk

**HMRC REG.** INLAND REVENUE APPROVAL NUMBER XR 66324.

**OBJECTIVES** " TO ADVANCE THE WORK OF CARING FOR BEREAVED PERSONS,  
AND TO AIM TO ENABLE ANYONE IN THE ST. ALBANS CITY AND DISTRICT TO  
HAVE ACCESS TO BEREAVEMENT SUPPORT"

**BANKERS** HSBC BANK PLC  
1 HIGH STREET, HARPENDEN, HERTS AL5 2RS

**EXAMINER** ROGER BUNTING  
78 BEAUMONT AVENUE, ST ALBANS AL1 4TP

**CHAIRMAN /  
TRUSTEE** DOCTOR MICHAEL ELVES  
182 PARK STREET LANE, ST. ALBANS, HERTS AL2 2AT

**TRUSTEES** **During 2011 / 2012**

Ms HELEN ARMOUR	[Resigned 22nd July 2013]
Ms SUE CLAYDON	[Appointed 11th March 2013]
Dr ALISON DAVIES	
Mr. JASON DOWNING	
MR JOHN GARDNER	[Appointed 14th November 2013]
Ms LIZ HEYCOCK	[Resigned 22nd July 2013]
MS SUE HINCHLIFF	[Appointed 7th October 2013]
HON ALDERMAN CHRIS OXLEY	[Appointed 14th November 2013]
Mr SANDY WALKINGTON	Deputy Chair
Mr DAVID WALL	Deputy Chair and Treasurer
Ms DIANE WOOD	[Resigned 5th February 2014]

Approved 13th March 2014

# ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

## TRUSTEES' REPORT AND CHAIRMAN'S REVIEW OF ACTIVITIES

### FOR THE YEAR ENDED 31ST AUGUST 2013

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#### Overview

The St Albans City and District Bereavement Network (SABN) was set up in 2002 amid concerns that individuals in St Albans experiencing bereavement had little support to help cope with their loss. The Network has grown into a significant local resource providing a wide range of bereavement support services for local adults, children, families, schools and healthcare professionals. In 2012/13, we celebrated our 10<sup>th</sup> anniversary in what was a landmark year for the Network. It saw us expand our operations with the new Buddy Service and a move to new premises after several years relying on the generous provision of shared accommodation at the Trinity United Reformed Church.

Much of 2012/13 was spent trying to secure a lease on a suitable premise in St Albans. After an extensive search, the offer made on premises in Adelaide Street proved both unsuccessful and frustrating, wasting several months. However, as despair set in about finding suitable premises within our limited budget, a new opportunity was identified through CVS, who were vacating their city centre offices in Catherine Street.

The new offices are ideally situated and provide the space and facilities for the Network to develop its community-based services. The lease on the premises is for 5 years, but the Trustees were able to negotiate a 'tenant only' 3-year break clause thereby reducing the Network's commitment. We were also fortunate to secure a grant of £5,000 from the council, SADC, to refurbish the premises to provide accessible bereavement counselling facilities for the community, as well as furnishing training and meeting rooms.

#### Charitable Objectives and Activities

The core objective of SABN is to provide a professional standard of care for those who have experienced bereavement in the area covering St Albans, Harpenden, Redbourn, Wheathampstead and the surrounding district. All of the Network's services are free and available to everyone in the community regardless of background, ethnicity or religion. Details of the main activities undertaken by the Network to meet its Charitable Objectives are set out below.

The support provided includes a telephone helpline, home visits and counselling. SABN also has a children's service that supports children, young people, their families and schools. We offer advice, training and resources to professionals and have an extensive database and library of resources and information.

In 2012/13 to mark our 10<sup>th</sup> anniversary, the Trustees agreed to initiate a Community Project, '**Improved Social and Community Involvement**', to help develop our service to ensure it reaches the whole District. This included launching a 'buddy service' for the over 60's and various outreach initiatives, as well as moving into easily accessible premises.

The services provided by SABN continue to be in demand and over the last 10 years we have actively supported approximately 3,500 requests for help. The Network employs 5 part-time staff and around 70 volunteers to deliver its core services.

During the year to August 2013, demand for SABN services remained high and was reflected in the level of support provided:

- 715 client related calls were received by our telephone helpline.
- 104 new adult clients were assessed by a trained assessor. 57 new adult clients received counselling.
- 19 new adult clients were supported by visiting groups across the district.
- 20 bereaved children and 16 families were assessed by a trained assessor and supported by a child visitor.
- A Woodland family activity day was organised in July 2013.
- Training, indirect support and advice were provided to health and school professionals.

# **ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK**

## **TRUSTEES' REPORT AND CHAIRMAN'S REVIEW OF ACTIVITIES**

### **FOR THE YEAR ENDED 31ST AUGUST 2013**

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The telephone helpline operated by our trained volunteers is the first point of contact for many of those who require help or advice. These include the bereaved, parents and carers, professional healthcare workers, GPs and school staff. Each new adult or child referral requires an initial assessment to ensure that the most appropriate support is provided. The underlying issues are becoming more complex and often extend beyond bereavement.

SABN remains one of the few local charities to provide a full bereavement support service to its community. In addition to our counselling service, we operate visiting groups across the city and district. The visiting service has been reviewed and we now have a smaller, more active team of 20 volunteers.

We remain committed to developing and training our staff and volunteers with regular supervision support and annual workshops. All staff and volunteers have to complete introductory training that is provided through an in-house programme developed by our Network Manager.

One of the highlights of the year was once again our 'Service of Remembrance and Thanksgiving' in the Cathedral. The service and its associated Book of Remembrance have now become well-established annual events. The service is arranged by SABN in collaboration with the Ecumenical Chaplaincy at St Albans Cathedral. The 2013 service took place on 24<sup>th</sup> November and was attended by 1000 adults and children. This event is clearly valued by our clients and by the bereaved in the wider community. The 'Book of Remembrance' continues to be popular. The 2014 Book containing around 140 names is being prepared and will be dedicated at Easter 2014 and placed in the Ramryge Chapel of the Cathedral.

#### **Structure and Governance**

The Network was established as a Charity by Trust Deed in 2002 and began providing support the following year. It is a registered charity governed in accordance with its original Trust Deed by a Board of Trustees. New Trustees are sought and appointed from the local community by the existing Trustees.

Since 2010, the Children's and Adult Services have been integrated under a single management structure reporting to our Network Manager, Vivian Lawman. She has day-to-day responsibility for all of the Network's activities and staff. She is supported by a Clinical Review Group that meets three times a year. This group combines the roles of the previous Children's Management Group and of the Adult Clinical Review Group. It is made up of external members, staff and volunteer representatives as well as Trustees. It maintains an overview of our professional work.

During the last year, three of our Trustees have stood down, including Liz Heycock our Treasurer in July 2013. We are grateful for their contribution. We have made efforts to strengthen our Board and have welcomed Sue Claydon, Sue Hinchliff, John Gardner and Chris Oxley as new Trustees. Each brings individual skills and a wealth of experience as well as energy and enthusiasm to the Board.

I would like to take this opportunity to pay tribute to and thank Vivian Lawman, our small team of dedicated staff and all of the volunteers who support our activities. Without their enthusiasm, commitment and energy SABN would not be able to provide the services that we do or maintain the reputation that we have created within our community.

Finally, on a personal note, I will be stepping down as Chairman of the Network after 7 challenging and rewarding years. As Chairman, I have seen many changes whilst developing our services to support the bereaved within our community. I am pleased to announce that the Right Reverend John Gladwin has agreed to assume the Chairmanship and move the Network forward.

#### **Financial Position**

We entered 2012/13 with unrestricted reserves of £36,478 and restricted reserves of £50,000. We owed this healthy position to generous legacies received in 2011/12 and 2007/08. With the Network's short-term financial position reasonably certain, we looked to two pressing longer-term needs. The first was to identify and move into suitable offices. The second was to make plans to cope with the impending withdrawal of our largest source of recurring income, Statutory Commissioning. Annually, we need to raise significant amounts of 'new income' to cover our operating costs.

# ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

## TRUSTEES' REPORT AND CHAIRMAN'S REVIEW OF ACTIVITIES

### FOR THE YEAR ENDED 31ST AUGUST 2013

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In 2012/13 we were fortunate to continue to receive NHS/PCT Community Wellbeing Commissioning funding of £15,350 for our work with adults and VCS Targeted Services Children's funding of £14,500 which together generated a total of £29,850 per annum (c.30% of our annual income). Regrettably, the children's funding ended in September 2013 and the adult funding was due to end in March 2014, although we have subsequently been advised of a one-year extension.

During the year we also received a number of significant grants for which we were extremely grateful. These included a further £11,000 from a 2-year award from Lloyd's TSB Foundation, a second grant of £5,000 from Sylvia Adams and an award from Graham Rowlandson via HCF of £10,000. In addition to this funding for our work with children, we also benefited from the balance of an £8,000 award from Childwick Trust for adult work. We were also pleased that the value of the Annual Remembrance Service was once again recognised through several grants from local County Councillors and a grant from Phillips Funerals.

In total, grants represented over 40% of our income for the year. A special word of thanks is due to Olivia Borthwick who continues to prepare all of our Grant applications, with a very high level of success.

An expression of appreciation is also due for all of the individual donations received from local churches, organisations and individuals. This core local support, together with various fundraising activities, raised over £20,000 for the Network – without which we would not have been able to fund our core operating costs. Thank you to everyone who made a donation or arranged an event, including a big thank you to Kirsty Hall for arranging a second successful 'Darren's Dash'.

In 2012/13, our core recurring operating expenditure amounted to £93,682, compared to revenues [excluding the SADC Premise fit out grant] of £94,345. The major recurring operating expenses again comprised staff costs [70%] and the costs of maintaining the office. In addition, this year we also incurred £11,300 of one-off costs and fees associated with our office move in July and the earlier failed lease negotiations. Part of the fit-out costs was funded by the SADC grant, and the fees etc. were met from reserves. As a result, our accounts reflect a final shortfall for the year of £5,637. This left unrestricted reserves of £19,025 and total reserves of £80,841 carried forward at 31st August 2013.

### Outlook

Beyond 2013, our future depends on securing a base of core long-term funding to replace the current statutory funding and to underpin the generous individual donations and one-off grants. We remain as always extremely grateful to those trusts, charities, individuals and statutory bodies who have provided this funding that has enabled SABN to maintain its services to the community for the last 10 years.

The decision to take on new premises will undoubtedly place a strain on the Network's financial resources, but it was felt necessary by the Trustees for the Network to expand and to improve its '**social and community involvement**'. Recognising that the rent and running costs might be more than SABN could meet out of its recurring income, the Trustees have established a reserve of £40,000 out of the legacies received. This equates to the minimum lease rental payments that SABN is committed to make. We remain indebted to the generosity of the individuals whose legacies made this possible.

Separately, the Trustees are exploring new sources of funding. SABN was recently successful in obtaining a grant from the new Herts Valley Commissioning Group's Healthier Communities Fund to work with the Maltings Surgery in a trial scheme to improve bereavement support to the community.

Michael Elves

Dr Michael Elves (Chairman)

13<sup>th</sup> March 2014

# ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

## **Report of the Independent Examiner to the Trustees of The St Albans City & District Bereavement Network**

I report on the Accounts for the Year Ended 31<sup>st</sup> August 2013 as set out on pages 6 to 13<sup>a</sup>

### **Respective responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state 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 Commission. An examination includes a review of the accounting records kept by the Charity 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 Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

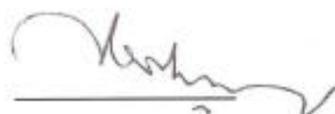
In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep proper accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



Roger Bunting [ACIB]  
78 Beaumont Avenue,  
St Albans, AL1 4TP

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# ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

## ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2013

### STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted Funds	Restricted Funds	Total 2012/13	Total 2011/12
	Note	£	£	£	£
<b>INCOME</b>					
Fund-Raising and Donations	2.1	23,733	10	23,743	18,221
Grants and Awards	2.1	2,000	72,631	74,631	48,278
Legacies	2.1	-	-	0	48,338
Income from other Initiatives	2.1	319	-	319	372
Investment Income	2.1	652	-	652	425
<b>Total Incoming Resources</b>		<b>26,704</b>	<b>72,641</b>	<b>99,345</b>	<b>115,634</b>
<b>EXPENDITURE</b>					
Direct Bereavement Support	2.2	7,527	92,428	99,955	88,308
Remembrance Service External Costs	2.2	-	3,429	3,429	4,042
Publicity and Fundraising Costs	2.2	355	844	1,199	1,785
Management Expenses	2.2	399	-	399	2,045
<b>Total Resources Expended</b>		<b>8,281</b>	<b>96,701</b>	<b>104,982</b>	<b>96,180</b>
<b>RESERVES</b>					
(Deficit) / Surplus for Year		18,423	(24,060)	(5,637)	19,454
Transfers	6.1,6.2	(35,876)	35,876	-	-
Reserves Brought Forward at 1st September 2012	6.1,6.2	36,478	50,000	86,478	67,024
<b>Total Reserves Carried Forward at 31st August 2013</b>	6.1,6.2	<b>19,025</b>	<b>61,816</b>	<b>80,841</b>	<b>86,478</b>

The Accounting Policies and Notes on pages 8 to 13 form part of the Accounts

# ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

## ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2013

### BALANCE SHEET

		<u>2013</u>	<u>2013</u>	<u>2012</u>	<u>2012</u>
	Note	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	4	-	5,340	-	-
Rent Deposit	1.5	-	3,500		
			<u>8,840</u>		
<b>CURRENT ASSETS</b>					
Debtors and Prepayments	7.1,7.2	4,025		2,600	
Grant Award Receivable	7.2	2,500		-	
Short Term Deposits	7.1,7.2	83,084		110,346	
Cash at Bank and in Hand	7.1	3,300		1,122	
		<u>92,909</u>		<u>114,068</u>	
Creditors: Amounts falling due within one year	5	<u>20,908</u>		<u>27,590</u>	
			<u>72,001</u>		86,478
<b>NET ASSETS</b>			<u><u>80,841</u></u>		<u><u>86,478</u></u>
<b>CAPITAL AND RESERVES</b>					
Unrestricted Funds	6.1		19,025		36,478
Restricted Funds	6.2		61,816		50,000
<b>TOTAL FUNDS</b>			<u><u>80,841</u></u>		<u><u>86,478</u></u>

Signed on behalf of the Trustees



Doctor Michael Elves - Chairman



David Wall - Treasurer and Deputy Chair

13<sup>th</sup> March 2014

The Accounting Policies and Notes on pages 8 to 13 form part of the Accounts.

# ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

## ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2013

### NOTES TO THE ACCOUNTS

#### **1 ACCOUNTING POLICIES**

The accounts have been prepared using the accounting policies set out below, applied on a consistent basis.

##### **1.1 Accounting Conventions**

The accounts have been prepared under the Historic Cost Convention.

##### **1.2 Basis of Preparation**

The accounts have been prepared in accordance with the Statement of Recommended Practice: "Accounting and Reporting by Charities" and with applicable Accounting Standards.

##### **1.3 Income Recognition**

Income from fundraising, donations, legacies and one-off grants are not recognised until the amount is known and receipt is reasonably certain, consequently recognition is generally on receipt.

Statutory funding awards and grants are recognised in the year in which they are made, except where the awarding body designates them to a specific period, when that part relating to future accounting periods will be deferred.

Any revenue grants, donations and other income that is received for a specifically designated purpose is allocated to the appropriate restricted fund within the Charity's accounting records, and is only subsequently used to fund activities that meet the designated objectives. Income that is provided to support the Charity's overall objectives, without any specific restrictions, is allocated to the General Unrestricted Fund.

Individual costs incurred by the Charity in delivering its services are attributed and apportioned to individual restricted funds or the general unrestricted fund as appropriate, when incurred

Investment and other income where receipt can be reasonably anticipated is accounted for on an accruals basis.

##### **1.4 Restricted Funds and Reserves**

###### **Children's Fund**

This fund represents income (mainly grants) which has been specifically designated for Children's Work, together with the respective costs. In those cases where a cost relates to an activity or expenses that is shared between general activity and Children's Work, an appropriate proportion of the expenses is allocated to the Children's Fund.

###### **Adult Fund**

This fund represents income (mainly grants) which has been specifically designated for Adult Work, together with the respective costs. Since 2008/9 all costs associated with adult activities which are in part funded by grants and awards have been reflected in the Adult Fund.

###### **Remembrance Service Fund**

In November 2008 the Network initiated an Annual Service of Remembrance and Thanksgiving in collaboration with the Cathedral and Abbey Church of St Alban. Any designated awards and the receipts from the collection at the Service are held in a separate fund to help offset the costs of the Service. Any excess of receipts over the total costs attributable to the Service would be transferred to the Adult Fund and used to support the Charity's work with Adults and Families.

###### **New Office Fit -Out**

In July 2013 the Network moved to new premises in Catherine Street and received a Community Award from St Albans District Council [SADC] of £5,000 to fund the furnishing of facilities to be used by clients and for volunteer training. These funds were utilised prior to SABN's year end, and both the Grant and cost of the furnishings purchase have been reflected in the current year.

# ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

## ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2013

### NOTES TO THE ACCOUNTS (continued)

#### **1 ACCOUNTING POLICIES (continued)**

##### **1.4 Restricted Funds and Reserves (continued)**

###### **Trustee Designated Reserves**

This fund represents a reserve that the Trustees determined to set aside out of a one-off legacy received by the Charity in 2007/8, in order to ensure that sufficient funds were always available to meet the Network's long term committed costs.

The Trustees believed that it was appropriate to recognise the inconsistency of the majority of the Network's current sources of income, and to ensure that the Charity will be able to bridge any periodic shortfall. The Trustees objective was to attempt to maintain the reserve at a level sufficient to cover up to six months of its committed charitable expenditure.

In 2012/13 the Trustees determined that the legacy could best be used to fund the cost of a new premise for the Network. Following the completion of the lease on Catherine Street, the Trustees decided to review their reserve policy in line with guidance from the Charity Commission [CC10]. As a result the Trustees determined to split the reserve into 2 separate reserves.

###### **a) Minimum Lease Commitment**

This reserve of £40,000 equates to the minimum lease rental payments [3 years] that SABN is committed to make under the lease.. This represents non discretionary rental payments that SABN is committed to make and which the Trustees do not anticipate meeting out of recurring income.

###### **b) Trustee designated reserve**

The balance of the designated reserve has been recognised as a 'Trustee Designated Fund', which the Trustees have put aside to meet future commitments, and which the Trustees will re-evaluate annually

##### **1.5 Rent Deposit**

Under the terms of the lease for the Network's new premise in Catherine Street a rent deposit was payable, which is refundable at the end of the lease period. This deposit has accordingly been recorded as a non current asset in these financial statements.

##### **1.6 Depreciation**

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected useful life. The office and IT Equipment purchased for use in the new offices in Catherine Street will be written off over the minimum length of the lease - 3 years starting from the date that the office became operational, 1st September 2013.

##### **1.7 Resources Expended**

Resources expended are allocated between direct charitable expenditure and the management and administrative costs of the charity on the basis of their function within the charity.

# ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

## ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2013

### NOTES TO THE ACCOUNTS (continued)

#### 2 STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2012/13	Total 2011/12
	£	£	£	£
<b>2.1 INCOME</b>				
<b>Donations and Fund-Raising</b>				
Donations	14,305	-	14,305	6,460
Fund-Raising	3,914	10	3,924	5,194
Remembrance Service	4,249	-	4,249	4,966
Tax Recoverable under Gift Aid	1,265	-	1,265	1,601
	<u>23,733</u>	<u>10</u>	<u>23,743</u>	<u>18,221</u>
<b>Grants and Awards</b>				
<b>Children's Work</b>				
Lloyd's TSB Foundation	-	11,076	11,076	2,750
Sylvia Adams Charitable Trust	-	3,744	3,744	3,340
Graham Rowlandson via HCF	-	8,650	8,650	2,050
CSF VCS Targeted Services	-	14,538	14,538	13,338
Co-op Community Fund Children's Day Award	-	1,400	1,400	1,240
HCC Locality Fund -Training / Equipment	-	500	500	-
HCC Locality Award - Volunteer Recruitment	-	-	-	2,700
HCC TSF Award	-	-	-	1,180
<b>Adult Work</b>				
NHS Hertfordshire Joint Commissioning	-	15,973	15,973	12,563
NHS - West Herts. PCT	-	-	-	1,140
Childwick Trust	-	4,000	4,000	4,000
SADC Mental Health Funding -for Buddy Service	-	3,500	3,500	-
St Albans Abbey	-	1,000	1,000	750
<b>New office Fit-out - SADC Community Grant</b>		5,000	5,000	-
<b>Remembrance Service - HCC Locality Budget</b>		3,250	3,250	750
<b>Unrestricted</b>				
Fund for Future - St Albans	500	-	500	500
Phillips Funeral Services	1,500	-	1,500	1,500
Other	-	-	-	477
	<u>2,000</u>	<u>72,631</u>	<u>74,631</u>	<u>48,278</u>
<b>Legacies</b>				48,338
<b>Income from other Initiatives</b>	319	-	319	372
<b>Investment Income</b>	652	-	652	425
<b>Total Income</b>	<u>26,704</u>	<u>72,641</u>	<u>99,345</u>	<u>115,634</u>

**ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK**

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST AUGUST 2013**

**NOTES TO THE ACCOUNTS (continued)**

**2 STATEMENT OF FINANCIAL ACTIVITIES**

		Unrestricted Funds	Restricted Funds	Total 2012/13	Total 2011/12
	Note	£	£	£	£
<b>2.2 RESOURCES EXPENDED</b>					
<b>Direct Charitable Expenditure</b>					
<b>Direct Bereavement Support</b>					
Employee Staff Costs		7,027	55,574	62,601	61,809
Direct support		-	8,162	8,162	9,938
Resources, Information and Training		-	935	935	2,518
Premises inc new office fit out		250	19,264	19,514	5,397
Communications and General Office		250	8,493	8,743	8,646
<b>Total Direct Bereavement Support</b>		<u>7,527</u>	<u>92,428</u>	<u>99,955</u>	<u>88,308</u>
<b>Remembrance Service External Costs</b>		-	3,429	3,429	4,042
<b>Publicity and Fundraising</b>		355	844	1,199	1,785
<b>Management Expenses</b>		399	-	399	2,045
<b>Total Expenditure</b>		<u>8,281</u>	<u>96,701</u>	<u>104,982</u>	<u>96,180</u>
<b>3 SURPLUS FROM OPERATIONS</b>		£	£	£	£
<b>(Deficit) / Surplus for Year</b>		<u>18,423</u>	<u>(24,060)</u>	<u>(5,637)</u>	<u>19,454</u>
				<u>2012/13</u>	<u>2011/12</u>
				£	£
<b>(Deficit / Surplus is stated after charging:</b>					
Staff Salaries				<u>56,920</u>	<u>57,000</u>
Depreciation	1.6			<u>-</u>	<u>-</u>
				No	No
<b>The average number of part-time staff during the year was</b>				<u>5</u>	<u>4</u>

ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK

ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST AUGUST 2013

NOTES TO THE ACCOUNTS (continued)

		2012/13	2011/12			
		£	£			
<b>4 TANGIBLE FIXED ASSETS</b>						
<b>Office Equipment</b>						
Cost at 1st September 2012		9,021	-			
Additions in the year		5,340	-			
<b>Cost at 31st August 2012</b>		<u>14,361</u>	9,021			
<b>Accumulated Depreciation</b>						
At 1st September 2011		9,021	9,021			
Charge for Year		-	-			
<b>At 31st August 2012</b>		<u>9,021</u>	<u>9,021</u>			
<b>Net Book Value</b>						
<b>At 31st August 2012</b>		<u>5,340</u>	-			
<b>5 CREDITORS</b>						
<b>Amounts falling due within one year:</b>						
Support costs and Payroll Taxes		2,900	2,600			
Premise related		2,918	1,000			
Communications, IT and General Office		1,250	1,490			
Grants and Donations deferred to 2013/14		13,840	22,500			
		<u>20,908</u>	<u>27,590</u>			
<b>6 RESERVES</b>						
<b>6.1 UNRESTRICTED FUNDS</b>						
		<b>Balance at</b>	<b>Income</b>	<b>Resources</b>	<b>Transfers</b>	<b>Balance at</b>
		<b>1 Sept 2012</b>		<b>Expended</b>		<b>31 Aug 2013</b>
		£	£	£	£	£
<b>General Fund</b>	<b>7.1</b>	<u>36,478</u>	<u>26,704</u>	<u>(8,281)</u>	<u>(35,876)</u>	<u>19,025</u>
<b>6.2 RESTRICTED FUNDS</b>	<b>1.4</b>					
Children's Fund		-	39,918	(38,102)	-	1,816
Adult Fund		-	24,473	(45,935)	21,462	-
Remembrance Service		-	3,250	(7,364)	4,114	-
New Office Fit-out		-	5,000	(5,300)	300	-
Trustees designated reserve		50,000	-	-	(30,000)	20,000
Restricted Reserve for minimum lease commitment		-			40,000	40,000
<b>Total - Restricted Funds</b>	<b>7.2</b>	<u>50,000</u>	<u>72,641</u>	<u>(96,701)</u>	<u>35,876</u>	<u>61,816</u>

**ST. ALBANS CITY & DISTRICT BEREAVEMENT NETWORK**

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST AUGUST 2013**

**NOTES TO THE ACCOUNTS (continued)**

<b>7 ANALYSIS OF NET ASSETS BY FUND</b>	<b>Fixed Assets</b>	<b>Debtors &amp; Prepaid</b>	<b>Short Term Deposits</b>	<b>Cash</b>	<b>Creditors Due in 1 Yr</b>	<b>Total at 31 Aug 2013</b>
<b>7.1 UNRESTRICTED FUNDS</b>	£	£	£	£	£	£
<b>General Fund</b>	<b>8,840</b>	<b>2,800</b>	<b>4,085</b>	<b>3,300</b>	-	<b>19,025</b>
<b>7.2 RESTRICTED FUNDS</b>						
Children's Fund	-	2,500	14,331	-	(15,015)	1,816
Adult Fund	-	1,125	4,395	-	(5,520)	-
New Office Fit -out	-	-	373	-	(373)	-
Remembrance Service	-	100	(100)	-	-	-
Restricted Lease Reserve	-	-	40,000	-	-	40,000
Trustees designated fund	-	-	20,000	-	-	20,000
<b>Total - Restricted Funds</b>	<b>-</b>	<b>3,725</b>	<b>78,999</b>	<b>-</b>	<b>(20,908)</b>	<b>61,816</b>
<b>7.3 TOTAL FUNDS</b>						
<b>Total All Funds</b>	<b>8,840</b>	<b>6,525</b>	<b>83,084</b>	<b>3,300</b>	<b>(20,908)</b>	<b>80,841</b>
<b>8.1 ANALYSIS OF GRANTS AND AWARDS</b>						
<b>Awards, Expenditure and Deferrals in Year</b>	<b>Deferred from 2011/12</b>	<b>New Awards</b>	<b>Allocated Current Yr</b>	<b>Expenditure</b>	<b>Balance C/F</b>	<b>Deferred to 2013/14</b>
	£	£	£	£	£	£
<b>Children's Work</b>						
Lloyd's TSB Foundation	8,250	11,300	11,076	(11,076)	-	8,474
Sylvia Adams Charitable Trust	1,660	5,000	3,744	(3,744)	-	2,916
Graham Rowlandson via HCF	6,150	10,000*	8,650	(6,834)	1,816	7,500
CSF VCS Targeted Services	1,200	14,538	14,538	(14,538)	-	1,200
HCC Locality Award - Training/Equipmen	-	500	500	(500)	-	-
Co-op Community Fund/Children's Day Award	-	1,400	1,400	(1,400)	-	-
<b>Adult Work</b>						
NHS Hertfordshire Joint Commissioning	1,140	16,083	15,973	(15,973)	-	1,250
SADC Mental Health Commissioning	-	3,500	3,500	(2,250)	1,250	-
Childwick Trust	4,000	-	4,000	(4,000)	-	-
St Albans Abbey	-	1,000	1,000	(1,000)	-	-
<b>New Office Fit Out - SADC Community Grant</b>	-	5,000	5,000	(5,000)	-	-
<b>Remembrance Service - HCC Locality Award</b>	-	3,250	3,250	(3,250)	-	-
<b>Unrestricted</b>						
Fund for Future - St Albans	-	500	500	(500)	-	-
Phillips Funeral Services	-	1,500	1,500	(1,500)	-	-
<b>Total</b>	<b>22,400</b>	<b>63,571</b>	<b>74,631</b>	<b>(71,565)</b>	<b>3,066</b>	<b>21,340</b>