

CONTACT A FAMILY

ACCOUNTS

For the year ended

31 MARCH 2003

CONTACT A FAMILY

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CONTACT A FAMILY

CONTACT A FAMILY IS A COMPANY LIMITED BY GUARANTEE (NO 1633333)
AND ALSO A CHARITY REGISTERED WITH THE CHARITY COMMISSIONERS (NO.
284912)

TRUSTEES

Michael Lancaster (Chair):
Andrew Crossley (Joint Vice-Chair)
Imelda Redmond (Joint Vice-Chair)
Dea Birkett
Sue Burr
Paul Cann
Philip Conway (from 24 February 2003)
Nick Crean
Dr Ian Lister-Cheese
Dr Zarrina Kurtz
Pat McCarthy
Nigel Nicholls
Reuben Parkinson
Peter Phillips (from 19 May 2003)
Tricia Pope (to 11 November 2002)
Alison Richardson
Hugh Speed OBE
Catherine Wright

REGISTERED OFFICE

209-211 City Road
London EC1V 1JN

AUDITORS

Nexia Audit Limited
(formerly Smith & Williamson)
Chartered Accountants
No 1 Riding House Street
London W1A 3AS

BANKERS

Cater Allen Private Bank
Sovereign House
16 - 22 Western Road
Romford RM1 3SP

PRINCIPAL EXECUTIVE OFFICERS

**Francine Bates – Chief Executive and
Company Secretary:**
**Dean Casswell – Director of Finance and
Resources**
Paul Soames – Director of UK Operations
**Jill Harrison – Director of External
Affairs**
Bill Giles – Director of Fundraising
Michael Tolmie – Finance Manager

CONTACT A FAMILY

TRUSTEES' REPORT for the year ended 31 MARCH 2003

Trustees

1. The current trustees who are Directors for the purpose of the Companies Act 1985 are listed on the previous page. During the year Mike Lancaster, Zarrina Kurtz and Hugh Speed retired by rotation, but were re-elected by the AGM. Tricia Pope retired by rotation and did not seek re-election. Tricia Pope was warmly thanked for her services to Contact a Family.
2. Philip Conway was appointed during the year and Peter Phillips was appointed since the year end. The Board will recommend their election at the AGM in November 2003.

Charitable Activities

3. The main aims of the charity are to provide advice, information and support to parents of disabled children and to be the voice of parents to policy makers.
4. The Trustees of the charity agreed a five year corporate strategy in February 2001 and 2002/3 was the second full year of implementation of the strategy.
5. The strategy is a public document and is available on the charity's website <http://www.cafamily.org.uk/strategy.html>
6. During 2002/3 the charity dealt with a record number of enquiries from parents and professionals across the UK
7. The freephone helpline service, originally launched in June 2001, increased the number of enquiries by 31% to 18,220 by the end of March 2003. This service was specifically funded by the Department of Health for three years from April 2001 until March 2004. However, the charity was delighted when this funding was extended by Jacqui Smith, the then Minister of Health in February 2003, for a further two years until the end of March 2006.
8. We continue to publish *The Contact a Family Directory: Specific Conditions, Rare Disorders and UK Family Support Groups* in hard copy, on our website and in CD Rom format. This is a unique resource containing information on hundreds of rare disorders and giving details of associated support groups.
9. The website <http://www.cafamily.org.uk> has been substantially redesigned and attracted over a million visits during the year, a 47% increase on the previous year. The website is now the most visited rare disorders website in the world.
10. Contact a Family also provides advice, information and support to parents by employing staff in our national, regional, and local project offices.
11. We have three nation offices in Wales, Scotland and Northern Ireland, and four English regional offices based in South West London, North East, North West and the West Midlands.
12. There are six long established local community projects in London. These are based in Southwark, Lewisham, Ealing, Lambeth, Southall and Wandsworth.

CONTACT A FAMILY

TRUSTEES' REPORT for the year ended 31 MARCH 2003 (continued)

13. Contact a Family runs a UK wide scheme for parent volunteers. They act as a contact point for local parents. We now have 40 or so volunteer Local Area Representatives located throughout the country. They are supported by paid staff. We are particularly pleased to have recruited parent representatives from South Asian communities in Leicester, Nuneaton and North Warwickshire.
14. At the end of March 2003, the Attention Deficit Hyperactivity Disorder (ADHD) Alliance, which was previously a project of Contact a Family, became an independent organisation and established separate charitable status.
15. In June 2002, Contact a Family changed its corporate identity and strapline. After many months of consultation with staff, volunteers, trustees and parents, the charity decided to update our image by retiring the "Teddy Bear" logo and shortening the strapline.
16. The charity launched its "new look" during Carers Week 2002. We believe that the image of the organisation more properly reflects our role as the leading voice of parents of disabled children. The use of the speech bubble symbolises our commitment to communication with parents of all disabled children and also represents our desire to articulate the views of parents to policymakers.
17. Contact a Family has played a very influential role in developing policy for disabled children throughout the UK.
18. In the summer of 2002, we published an important new report, "Everyone Here ?" highlighting the lack of access to play and leisure opportunities for disabled children and their families. This report, based on an extensive survey of parents, attracted considerable national attention and resulted in the New Opportunities Fund allocating more resources to inclusive play and leisure facilities.
19. During 2002/3 Francine Bates, our Chief Executive, chaired the External Working Group (EWG) on Disabled Children as part of the development of the Children's National Service Framework (NSF). The EWG met throughout the year to prepare advice to Ministers and to devise standards and key interventions for disabled children. Contact a Family's involvement in the NSF is extremely important and has enabled the organisation to directly involve parents in national policy development.
20. Contact a Family Wales is also very involved in helping to develop the Children's NSF for Wales.
21. Work on the NSF in England and Wales is ongoing and will continue to be a major feature of the organisation's policy work in the future.
22. This report only provides a snapshot of the main activities undertaken by the charity in 2002/3. Our Annual Review for 2002/3 will be available at our AGM in November 2003 and will also be available on our website. This will provide a more detailed account of our work across the UK over the last year.

CONTACT A FAMILY

TRUSTEES' REPORT for the year ended 31 MARCH 2003 (continued)

Financial Report

23. The detailed Accounts for the Charity together with the Auditors Report are set out in the following pages. The Accounts have been prepared under the Statement of Recommended Practice published by the Charity Commission in October 2000. The principal features of the accounts are as follows.
24. Total incoming resources decreased from £3,494,662 in 2002 to £2,508,482, a decrease of 28.2%. The chief reason for the decrease in income was that this figure for 2002 includes £900,000 raised by a capital appeal for the purchase of the Charity's UK office premises at City Road.
25. Total resources expended remained steady at £2,507,312 compared with £2,508,098 in 2002. The resultant surplus of £1,170 is significantly reduced from the £986,564 surplus in 2002, but the latter figure included £1,009,473 surplus on restricted funds, £935,000 of which was income for the purchase of land and buildings and other capital equipment. There was a surplus on unrestricted funds of £21,404 (2002: £22,909 deficit), despite having used unrestricted funds received from the October Club dinner in 2000-01 and previously designated for much of the expenditure. The Charity's uncommitted reserves are still below the minimum level set by the Trustees. This is referred to below.
26. Costs of generating funds of £132,716 (2002: £123,479) represents an increase from 4.9% to 5.3% of total expenditure over the year. This level of expenditure, though increased in part due to the appointment in September 2001 of a Trust Fundraiser is still much lower than that of many national charities. The Trustees have recognised that the Charity needs to diversify its funding base and have thus invested in an expanded fundraising function. The Trustees regularly monitor the fundraising results to ensure the best return for the Charity.
27. Expenditure on the management and administration of the charity of £58,458 (2002: £94,063) represents 2.3% of expenditure as a whole, a decrease on 2002 (3.7%). The decrease is due particularly to central cost savings and that the previous year's expenditure included the costs of a corporate image review.

Reserves

28. As the Staff Pensions designated fund has not been required since it was set up, the trustees have decided to release it. Future pension obligations, along with future salary costs and other expenditure, will be taken into account in the reserves policy. An amount of £5,974, representing October Club funding allocated to the West Midlands but which will not be required until the year ended 31 March 2004, has been carried forward as a separate West Midlands designated fund.
29. During the year the Trustees reviewed the reserves policy. It was agreed to use two measures, General Reserves (all unrestricted funds except for designated funds with inflexible designations) and Liquid Reserves (General Reserves excluding amounts used to fund fixed assets).
30. Both designated funds can be considered to be flexible in their usage, as they are not dependent on known future events. The General Reserves figure is therefore equivalent to the unrestricted funds figure of £569,784, which represents 11.8 weeks of expenditure. £422,499 of these funds are represented by fixed assets (being the remainder of the £770,300 of assets in note 15 not funded by the bank loan), leaving a Liquid Reserves figure of £147,285 which represents 3.1 weeks of expenditure

CONTACT A FAMILY

TRUSTEES' REPORT for the year ended 31 MARCH 2003 (continued)

31. The Trustees have decided upon a desired Liquid Reserves level of between 8 and 12 weeks of total expenditure. The charity is currently implementing a fundraising strategy which will increase unrestricted funds with this aim in mind.
32. The Trustees warmly thank all of our donors, volunteers and advisers for their valuable help during the year. We also thank our staff for the commitment and skills that they bring to all the varied tasks inherent in running Contact a Family on a day to day basis.

Risk Management

33. The Trustees have undertaken a detailed review of risks faced by the Charity and have established a regularly updated Risk Register analysing specific risks and ways of avoiding them or mitigating their effects.

BY ORDER OF THE BOARD

Francine Bates
Secretary

Registered Office
209-211 City Road
London EC1V 1JN

8th September 2003

CONTACT A FAMILY

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

CONTACT A FAMILY

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CONTACT A FAMILY

We have audited the accounts of Contact a Family for the year ended 31 March 2003 on pages 10 to 25. These accounts have been prepared under the historical cost convention and on the basis of the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit report has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As described in the Statement of Directors' Responsibilities the directors are responsible for the preparation of the accounts in accordance with applicable law, United Kingdom Accounting Standards and the Statement of Recommended Practice for charities.

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

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

We read the Directors' report and consider whether it is consistent with the audited accounts. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the accounts.

Basis of audit opinion

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

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

CONTACT A FAMILY

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CONTACT A FAMILY (continued)

Opinion

In our opinion the accounts give a true and fair view of the state of the company's affairs at 31 March 2003 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

NEXIA AUDIT LIMITED
Chartered Accountants
Registered Auditors

No 1 Riding House Street
London W1A 3AS

CONTACT A FAMILY

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 MARCH 2003 (Incorporating an Income and Expenditure Account)

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2003 £	Total 2002 £
Incoming resources:	1				
<i>Donations & similar</i>					
Government Grants	2	-	1,623,441	1,623,441	1,478,461
Community Fund		-	151,276	151,276	960,766
Charitable Trusts		68,860	343,928	412,788	649,726
Companies		10,132	7,470	17,602	26,571
Special events		5,167	10,013	15,180	130,081
Individuals & other donations		24,711	6,358	31,069	33,649
Total donations		108,870	2,142,486	2,251,356	3,279,254
<i>From charitable operating activities</i>					
Directory sales		77,846	-	77,846	69,026
Contracts and fees		63,930	14,870	78,800	67,320
Other activities		4,868	26,682	31,550	33,349
Total from charitable operating activities		146,644	41,552	188,196	169,695
<i>From activities for generating funds:</i>					
Rental income		63,587	-	63,587	35,894
<i>Investment income</i>					
Bank interest receivable		2,807	2,536	5,343	9,819
Total incoming resources		321,908	2,186,574	2,508,482	3,494,662
Resources expended	1				
Cost of generating funds	4	132,716	-	132,716	123,479
<i>Charitable expenditure</i>					
Cost of activities in furtherance of the charity's objectives	5	87,429	1,835,918	1,923,347	1,889,199
Support costs		64,716	328,075	392,791	401,357
Management and Administration of the charity		15,643	42,815	58,458	94,063
Total charitable expenditure		167,788	2,206,808	2,374,596	2,384,619
Total resources expended		300,504	2,206,808	2,507,312	2,508,098
Net incoming resources for the year – surplus/(deficit)	6	21,404	(20,234)	1,170	986,564
Balances brought forward		548,380	1,137,905	1,686,285	699,721
Balances carried forward		£569,784	£1,117,671	£1,687,455	£1,686,285

All the Charity's operations are classed as continuing and there are no recognised gains and losses other than the surplus for the year.

CONTACT A FAMILY

BALANCE SHEET as at 31 MARCH 2003

	Notes	2003 £	2002 £
Tangible fixed assets	7	1,757,368	1,807,737
<hr/>			
Current assets			
Stock of publications		4,435	3,057
Debtors	8	98,822	120,052
Cash at bank and in hand		587,511	409,128
<hr/>			
		690,768	532,237
Creditors: amounts falling due within one year	9	(448,007)	(300,645)
<hr/>			
Net current assets		242,761	231,592
<hr/>			
Total assets less current liabilities		2,000,129	2,039,329
Creditors: amounts falling due after more than one year	10	(312,674)	(353,044)
<hr/>			
Net assets		1,687,455	£1,686,285
<hr/> <hr/>			
Financed by:			
Restricted funds	14	1,117,671	1,137,905
Unrestricted funds			
Designated funds	13	101,399	235,425
Other funds	13	468,385	312,955
<hr/>			
		£1,687,455	£1,686,285
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The accounts on pages 10 to 25 were approved by the Board of Directors on 8 September 2003 and were signed on its behalf by

)
)
Michael Lancaster)
) Directors
)
)
Andrew Crossley)

CONTACT A FAMILY

CASH FLOW STATEMENT for the year ended 31 MARCH 2003

	Notes	2003 £	2002 £
Net cash inflow from operating activities	16(a)	239,676	1,084,372
Capital expenditure	16(b)	(13,587)	(1,729,456)
		<hr/>	<hr/>
		226,089	(645,084)
Financing	16(b)	(47,706)	395,507
		<hr/>	<hr/>
Increase/(decrease) in cash		£178,383	£(249,577)
		<hr/> <hr/>	<hr/> <hr/>

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003

1. ACCOUNTING POLICIES

The accounts have been prepared in accordance with applicable accounting standards. The accounts comply with the provisions of the Statement of Recommended Practice, Accounting and Reporting by Charities (October 2000) and the Charity Accounts and Reports Regulations 2000.

The particular accounting policies are described below.

ACCOUNTING CONVENTION

The accounts have been prepared under the historical cost convention and on the going concern basis.

INCOMING RESOURCES

Income received specifically for a particular period is recognised in the period to which it relates.

EXPENDITURE

Costs of generating funds comprise those incurred seeking voluntary contributions, and costs of any activities undertaken purely to raise funds.

Cost of activities in furtherance of the charity's objectives comprises costs directly attributable to the charitable activities of the Charity.

Support costs comprise costs of managing and supporting the activities carried out in furtherance of the charitable objectives of the Charity.

Management and administration expenses are those incurred in the management of the Charity's assets, organisational administration and compliance with statutory requirements.

FUNDS

Designated funds are funds originally received without restriction which the Trustees have designated for use on specific projects or to meet specific expenditure.

Restricted funds are funds which have been received for distribution within certain criteria by the donors. Donations and grants received for specific purposes are treated as restricted income in the year of receipt, except for income received in advance which is treated as deferred income and included in creditors.

Where restricted income is overspent, the deficit is funded by unrestricted funds. Deficits on restricted fund balances are only carried forward where future income to meet these deficits has been specifically identified.

Grants received for the purchase of fixed assets are treated as restricted income in the year of receipt. Depreciation is charged against this income over the useful life of the asset.

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

1. ACCOUNTING POLICIES (continued)

FIXED ASSETS & DEPRECIATION

Tangible fixed assets are stated at cost. Depreciation is provided on all tangible assets at rates calculated to write off the cost of each asset evenly over its expected useful life, as follows:-

Freehold buildings	over 80 years
Fixtures, fittings and equipment	over 4 to 12 years
Computer equipment	over 3 years

Freehold land is not depreciated.

STOCKS

Stocks are stated at the lower of cost and net realisable value.

LEASES

Rentals are charged to the income and expenditure account in equal annual amounts over the lease term.

PENSIONS

The Charity matches employees' pension contributions into a personal pension plan of their choice up to a maximum of 5% of their salaries. There is also a stakeholder scheme whereby the charity provides access for employees to a stakeholder pension plan, with the same arrangement. The costs to the charity are recognised as they are incurred.

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

2	Central and Local Government Grants	Unrestricted Funds	Restricted Funds	Total 2003	Total 2002
		£	£	£	£
	<i>Central Government Grants</i>				
	Home Office:				
	- Family Support grant (core costs)	-	-	-	35,000
	- Volunteer Representatives grant	-	42,000	42,000	47,546
	Department of Health:				
	- AD(H)D National Alliance (S64)	-	35,000	35,000	33,000
	- UK Information Centre Grant	-	500,000	500,000	500,000
	- Opportunities for Volunteering Scheme (Wandsworth)	-	6,108	6,108	6,000
	- Health & Social Care Award (Lewisham)	-	-	-	2,000
	DFES grant (Education pack)	-	25,750	25,750	16,400
	<i>National Government Grants</i>				
	National Assembly for Wales	-	59,805	59,805	38,329
	Scottish Executive	-	58,849	58,849	45,000
	Northern Ireland Assembly	-	25,544	25,544	24,899
	<i>Local Government Grants</i>				
	- Association of London Government	-	33,533	33,533	33,533
	- London Borough of Ealing (Ealing)	-	52,023	52,023	50,981
	- London Borough of Ealing (Southall)	-	43,073	43,073	47,402
	- London Borough of Lambeth	-	279,726	279,726	253,790
	- London Borough of Lewisham	-	78,825	78,825	87,431
	- Wandsworth Corporation	-	80,087	80,087	78,587
	- Southwark Strategic Services	-	41,372	41,372	41,050
	- London Borough of Hounslow	-	-	-	8,000
	- London Borough of Richmond	-	-	-	5,215
	- London Borough of Kingston	-	-	-	2,000
	Health Action Zone - Southwark	-	50,000	50,000	50,000
	Health Action Zone - Lewisham	-	-	-	12,000
	Sure Start				
	- Hackney (Hoxton & Haggerston)	-	13,122	13,122	-
	- Ealing (Northolt)	-	13,316	13,316	9,510
	- Ealing (Acton)	-	9,567	9,567	-
	- Southwark (Aylesbury +)	-	14,289	14,289	14,645
	- Southwark (East Peckham)	-	9,525	9,525	3,215
	- Southwark (Brunswick)	-	13,760	13,760	4,355
	- Southwark (West Bermondsey)	-	4,960	4,960	-
	- Southwark (West Peckham)	-	3,720	3,720	-
	- Wandsworth (Battersea)	-	21,430	21,430	17,346
	Single Regeneration Budget (Southall)	-	-	-	5,000
	Birmingham Childrens Fund	-	51,303	51,303	-
	Kent Childrens Fund	-	37,373	37,373	-
	Lewisham Childrens Fund	-	435	435	-
	European Union Equal Project	-	10,097	10,097	1,000
	Other Public Bodies	-	8,849	8,849	5,227
		£-	£1,623,441	£1,623,441	£1,478,461

The grant received from the Association of London Government was applied by Contact a Family to support salaries for staff engaged in the Charity's activities throughout London.

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

3 Information Regarding Employees Including Directors

The average number of persons employed by the Charity, excluding directors, during the year was 65 of whom 15 were part-time (2002: 63 of whom 13 were part-time).

Staff costs during the year were as follows:-	Total 2003 £	Total 2002 £
Wages and salaries	1,409,995	1,398,960
Social security costs	127,974	127,462
Pension	37,304	35,067
	<hr/>	<hr/>
	£1,575,273	£1,561,489
	<hr/>	<hr/>

The directors are not remunerated. £869 of expenses was reimbursed to four directors as a result of their duties as members of the board (2002: £398 reimbursed to six directors).

One employee received between £50,000 and £60,000 excluding pension contributions (2002 – one between £40,000 and £50,000). No other employee received emoluments in excess of £40,000.

4	Costs of generating funds	Unrestricted Funds £	Restricted Funds £	Total 2003 £	Total 2002 £
	Fundraising and publicity	119,677	-	119,677	110,987
	Costs associated with rental income	13,039	-	13,039	12,492
		<hr/>	<hr/>	<hr/>	<hr/>
		£132,716	-	£132,716	£123,479
		<hr/>	<hr/>	<hr/>	<hr/>

5	Costs of Activities in furtherance of the charity's objectives	Unrestricted Funds £	Restricted Funds £	Total 2003 £	Total 2002 £
	<i>The amount stated comprises:-</i>				
	Community projects for families	15,953	837,835	853,788	719,168
	Regional support services for families and parents' groups	53,926	469,512	523,438	518,410
	UK advice and information services and Helpline	12,756	418,901	431,657	439,257
	Support for specific disability groups	4,794	109,670	114,464	212,364
		<hr/>	<hr/>	<hr/>	<hr/>
		£87,429	£1,835,918	£1,923,347	£1,889,199
		<hr/>	<hr/>	<hr/>	<hr/>

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

6	Net incoming resources – surplus/(deficit)	Total 2003	Total 2002
	This amount stated is after charging:-	£	£
	Lease payments for land and buildings	58,244	67,880
	Depreciation	63,956	56,767
	Interest payable	20,902	19,382
	Auditors' remuneration, including general financial advice	6,214	6,259
		<hr/> <hr/>	<hr/> <hr/>
7	Tangible fixed assets	Land & Buildings	Fixtures, fitting and equipment
		£	£
	Cost		Total
	At 1 April 2002	1,671,591	263,514
	Additions	-	13,587
		<hr/>	<hr/>
	At 31 March 2003	1,671,591	277,101
		<hr/> <hr/>	<hr/> <hr/>
	Depreciation		
	At 1 April 2002	8,003	119,365
	Charge for the year	10,620	53,336
		<hr/>	<hr/>
	At 31 March 2003	18,623	172,701
		<hr/> <hr/>	<hr/> <hr/>
	Net book value		
	At 31 March 2003	£1,652,968	£104,400
		<hr/> <hr/>	<hr/> <hr/>
	At 31 March 2002	£1,663,588	£144,149
		<hr/> <hr/>	<hr/> <hr/>

On 18 June 2001 the Charity exercised its option to purchase its premises at 209-211 City Road for a price of £1,635,000. This purchase was funded by, amongst others, the Community Fund, and with a bank loan from Unity Trust Bank. Both the Community Fund and Unity Trust Bank hold charges over the property, and the Community Fund reserves the right, at its discretion, to withdraw its grant from the Charity if the building is sold before 18 June 2081.

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

8	Debtors	Total 2003 £	Total 2002 £
	Prepayments and accrued income	42,982	23,410
	Other debtors	55,840	96,642
		<hr/>	<hr/>
		£98,822	£120,052
		<hr/> <hr/>	<hr/> <hr/>
9	Creditors: Amounts falling due within one year	Total 2003 £	Total 2002 £
	Deferred income (note 12)	178,874	57,154
	Accruals	1,163	1,163
	Other taxes and social security	40,395	36,544
	Other creditors	192,448	163,321
	Bank loan (note 11)	35,127	42,463
		<hr/>	<hr/>
		£448,007	£300,645
		<hr/> <hr/>	<hr/> <hr/>
10	Creditors: Amounts falling due after more than one year	Total 2003 £	Total 2002 £
	Bank loan (note 11)	£312,674	£353,044
		<hr/> <hr/>	<hr/> <hr/>
11	Bank Loans	Total 2003 £	Total 2002 £
	Bank loans are repayable in:	£	£
	Less than 1 year	35,127	42,463
	1-2 years	37,480	32,902
	2-5 years	128,183	113,676
	Over 5 years	147,011	206,466
		<hr/>	<hr/>
	Total	£347,801	£395,507
		<hr/> <hr/>	<hr/> <hr/>

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

11 Bank Loans (continued)

Bank loans comprise a ten year mortgage from Unity Trust Bank taken out on 18 June 2001 for the purpose of purchasing the Charity's premises at 209-211 City Road. The mortgage is secured by a charge on the property and interest is payable at 2% over the bank's base rate. The loan is repayable in monthly instalments and is due to be finally repaid on 18 June 2011.

12 Deferred income	Total 2003 £	Total 2002 £
Balance brought forward, recognised as income in the current year	(57,154)	(88,436)
Incoming Resources received in the current year and deferred to future years	178,874	57,154
	<hr/>	<hr/>
Increase/(decrease) in deferred income	£121,720	£(31,282)
	<hr/>	<hr/>

The deferred income at 31 March 2003 is made up of funding from the following:

	£
Rank Foundation	25,000
Freemasons' Grand Charity	50,000
Esmée Fairbairn Foundation	8,774
Lloyds TSB Foundation for England & Wales– North West	4,167
Northern Rock Foundation	10,000
Community Foundation North East	8,750
Community Foundation in Wales	5,000
Community Fund – Lewisham	1,322
Community Fund – North West	6,881
Community Fund – West Midlands	2,481
Health Action Zone - Southwark	8,333
Wandsworth Borough Council	20,480
Wandsworth Health Improvement Programme	3,850
Directory advance subscriptions	6,480
Rental in advance	15,126
Other	2,230
	<hr/>
	£178,874
	<hr/>

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

13 Unrestricted funds	Designated funds	Other Funds	Total
	£	£	£
Balance at 1 April 2002	235,425	312,955	548,380
Surplus in year	-	21,404	21,404
Transfer from designated funds	(140,000)	140,000	-
Transfer to designated funds	5,974	(5,974)	-
	<hr/>	<hr/>	<hr/>
	£101,399	£468,385	£569,784
	<hr/>	<hr/>	<hr/>
Designated funds	Balance at 31 March 2002	Movement	Balance at 31 March 2003
	£	£	£
Staff pension fund	15,000	(15,000)	-
The October Club Fund	220,425	(125,000)	95,425
West Midlands fund	-	5,974	5,974
	<hr/>	<hr/>	<hr/>
	£235,425	£(134,026)	£101,399
	<hr/>	<hr/>	<hr/>

The purpose of the Staff Pension Fund was to meet the Charity's future commitments to pay a sum equivalent to 5% of gross salary towards staff portable pension plans. This will now be taken into account within the reserves policy.

The October Club fund, made up of monies raised by the October Club, has been set aside to pay for costs of the Charity's information service to parents and professionals over 3 years from 1 October 2000.

The West Midlands fund consists of unrestricted income allocated to the West Midlands in the year. Not all this income was expended, but it will be required in that office in the year ended 31 March 2004.

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

14 Restricted Funds	Brought forward at 1 April 2002 £	Income in year £	Expenditure in year £	Carried forward at 31 March 2003 £
Central Government Grants				
Home Office				
- End of year grant (equipment)	10,803	-	3,859	6,944
- Volunteer Representatives	22,468	42,000	44,802	19,666
Department of Health:				
- ADHD National Alliance(S64)	-	35,000	35,000	-
- UK Information Centre grant	-	497,893	497,893	-
- UK Information Centre capital	48,603	2,107	17,836	32,874
- Health & Social Care (Lewisham)	2,000	-	500	1,500
- Opportunities for Volunteering Scheme (Wandsworth)	-	6,108	6,108	-
Department for Education and Skills (Education packs)	-	25,750	25,750	-
National Assembly for Wales				
- Social Care	4,090	28,377	31,004	1,463
- Children & Families	-	31,428	31,428	-
Scottish Executive – Section 10	8,537	46,125	48,110	6,552
Scottish Executive – Slippage	-	12,724	5,907	6,817
Northern Ireland Assembly				
- Core funding	-	25,544	25,544	-
- Emergency funding	-	-	7,000	(7,000)
London Boroughs:				
- Lambeth (Lambeth project)	30,944	279,726	299,846	10,824
- Lewisham (Lewisham project)	-	78,825	70,316	8,509
- Ealing (Ealing project)	-	52,023	49,561	2,462
- Ealing (Southall project)	-	43,073	38,073	5,000
- Wandsworth (Wandsworth project)	3,650	80,087	83,737	-
- Southwark (Southwark project)	13,326	41,372	38,376	16,322
Health Action Zone				
- Southwark (family worker)	-	50,000	48,764	1,236
Sure Start				
- Hackney (Hoxton & Haggerston)	-	13,122	10,420	2,702
- Ealing (Northolt)	-	13,316	13,316	-
- Ealing (Acton)	-	9,567	9,567	-
- Southwark (Aylesbury +)	-	14,289	14,289	-
- Southwark (East Peckham)	-	9,525	9,525	-
- Southwark (Brunswick)	-	13,760	13,760	-
- Southwark (West Bermondsey)	-	4,960	4,960	-
- Southwark (West Peckham)	-	3,720	3,720	-
- Wandsworth (Battersea)	11	21,430	21,441	-
Association of London Government (London Manager)	-	33,533	33,533	-
European Union Equal Project	-	10,097	9,652	445
Subtotal carried forward	144,432	1,525,481	1,553,597	116,316

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

14 Restricted Funds (continued)	Brought forward at 1 April 2002 £	Income in year £	Expenditure in year £	Carried forward at 31 March 2003 £
Subtotal brought forward	144,432	1,525,481	1,553,597	116,316
Lewisham Childrens Fund				
- Play Inclusion Project	-	435	9,549	(9,114)
Kent Childrens Fund				
- Canterbury Development Project	-	26,873	26,873	-
- Slippage	-	10,500	10,500	-
Birmingham Childrens Fund				
- Triangle of Empowerment	-	28,728	27,099	1,629
- We Are Listening	-	22,575	22,575	-
Other Local Government Funding	217	8,849	7,961	1,105
Community Fund:				
- Capital grant (Building purchase)	600,000	-	-	600,000
- Lewisham events post	-	16,092	16,092	-
- Southall transition post	-	20,000	20,000	-
- Wales (office)	-	9,883	9,883	-
- Wales (volunteer representatives)	-	20,946	16,761	4,185
- North West England office	-	24,084	24,084	-
- North East England office	-	-	7,250	(7,250)
- South West England volunteer representatives	6,819	18,232	19,179	5,872
- Northern Ireland office	-	6,809	6,809	-
- West Midlands office	-	5,527	5,527	-
- West Midlands office	-	12,403	12,403	-
- South West London office	-	12,500	25,000	(12,500)
- Awards For All (West Midlands conference)	-	4,800	4,800	-
Lloyds TSB Foundation for England and Wales:				
- UK (Chief Executive costs)	-	40,000	40,000	-
- West Midlands (office costs)	-	1,750	1,750	-
- North West (office costs)	-	5,833	5,833	-
- South West London (events)	8,094	-	2,594	5,500
- Wandsworth (events)	3,000	-	3,000	-
Lloyds TSB Foundation for Scotland (volunteer representatives)	3,673	-	404	3,269
BBC Children in Need				
- Scotland (Assistant)	-	8,745	8,745	-
- London (holiday activities)	-	17,900	17,900	-
Help a London Child (London projects & regions holiday events)	3,205	9,720	10,634	2,291
South East London Community Foundation (Lewisham Swimming)	-	7,000	7,000	-
Unemployed Voluntary Action Fund (Scotland Reps)	-	4,550	1,000	3,550
Subtotal carried forward	769,440	1,870,215	1,924,802	714,853

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

14 Restricted Funds (continued)	Brought forward at 1 April 2002 £	Income in year £	Expenditure in year £	Carried forward at 31 March 2003 £
Subtotal brought forward	769,440	1,870,215	1,924,802	714,853
Garfield Weston Foundation (Directory)	-	25,000	25,000	-
Rank Foundation (Chief Executive costs)	-	30,000	30,000	-
National Development:				
- Freemasons Grand Charity	-	30,000	30,000	-
- Esmée Fairbairn Foundation	-	34,144	34,144	-
North East office:				
- Community Foundation	-	31,250	31,250	-
- Northern Rock Foundation	-	22,050	22,050	-
Adint Charitable Trust (workshops)	-	5,000	5,000	-
North West office:				
- Sobell Foundation	-	5,000	5,000	-
- Paul Hamlyn Foundation	-	5,000	4,486	514
The Community Foundation in Wales (Development Officer)	-	10,000	10,000	-
Headley Trust (Scotland office)	5,500	-	5,500	-
Serono (Parliamentary exhibition)	5,350	-	5,350	-
Bombardier Aerospace Shorts Foundation (N Ireland newsletter)	-	5,200	3,000	2,200
Eveson Charitable Trust (West Midlands office)	-	5,000	5,000	-
Bridge House Estates:				
- Building purchase grant	150,000	-	-	150,000
- South West London office	-	30,000	30,000	-
Other UK Office Funds	-	6,812	6,812	-
Other Lambeth Project Funds	13,141	21,047	-	34,188
Other Lewisham Project Funds	-	2,780	-	2,780
Other Ealing Project Funds	1,148	543	-	1,691
Other Southall Project Funds	9,249	5,308	14,557	-
Other Wandsworth Project Funds	6,254	10,895	2,387	14,762
Other Southwark Project Funds	4,868	6,608	1,650	9,826
Other Scotland Office Funds	1,101	1,360	-	2,461
Other Wales Office Funds	1,150	1,139	-	2,289
Other Northern Ireland Funds	315	322	637	-
Other Regional Office funds	600	15,401	4,703	11,298
Other Volunteer Representative Funds	-	6,500	5,480	1,020
Other Capital Appeal	169,789	-	-	169,789
	£1,137,905	£2,186,574	£2,206,808	£1,117,671

The purposes of each fund are given in brackets

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

15 Analysis of Net Assets between funds

	Fixed assets £	Current Assets £	Current Liabilities £	Long-term Liabilities £	Net Assets £
Unrestricted Funds	770,300	409,273	(297,115)	(312,674)	569,784
Restricted Funds	987,068	281,495	(150,892)	-	1,117,671
	<hr/> £1,757,368	£690,768	£(448,007)	£(312,674)	<hr/> £1,687,455 <hr/>

16 Cash flow information

	Total 2003 £	Total 2002 £
(a) <i>Reconciliation of changes in resources to net inflow from operating activities</i>		
Net incoming resources for the year	1,170	986,564
Depreciation	63,956	56,767
(Increase) in stocks	(1,378)	(529)
Decrease in debtors	21,230	36,802
Increase in creditors	154,698	4,768
	<hr/> £239,676	<hr/> £1,084,372 <hr/>
Net cash flow from operating activities		
(b) <i>Analysis of cash flows</i>		
Capital expenditure:		
Payments to acquire tangible fixed assets	(13,587)	(1,730,342)
Proceeds from disposal of tangible fixed assets	-	886
	<hr/> £(13,587)	<hr/> £(1,729,456) <hr/>
Financing:		
Bank loan taken out	-	750,000
Bank loan repaid	(47,706)	(354,493)
	<hr/> £(47,706)	<hr/> £395,507 <hr/>
(Decrease)/Increase in loans		

CONTACT A FAMILY

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2003 (continued)

16 Cash flow information (continued)

(c) <i>Reconciliation of net cash flow to movement in net funds</i>	Total 2003 £	Total 2002 £
Increase/(decrease) in cash in the period	178,383	(249,577)
Cash received from loan financing in the year	47,706	(395,507)
	<hr/>	<hr/>
Change in net funds	226,089	(645,084)
Net funds at 1 April 2002	13,621	658,705
	<hr/>	<hr/>
Net funds at 31 March 2003	£239,710	£13,621
	<hr/> <hr/>	<hr/> <hr/>

17 Operating lease commitments

**Land &
Buildings
£**

At 31 March 2003 the Charity was committed to making the following payments during the next year in respect of operating leases:

Leases which expire:

Within one year	41,361
Within 2 to 5 years	27,170

£68,531

18. Members' guarantee

The Charity is a company limited by guarantee so that in the event of the winding up of the company the liability of each member will not exceed £1.

CONTACT A FAMILY

SUMMARY OF INDIVIDUAL PROJECT, REGION AND COUNTRY FUNDS

INCOME AND EXPENDITURE ACCOUNT for the year ended 31 March 2003

	Income	Expenditure	Surplus/ (Deficit)	Funds Brought Forward	Funds Carried Forward
	£	£	£	£	£
UK Office:					
- Unrestricted Funds	321,908	(306,478)	15,430	548,380	563,810
- Restricted Funds	1,014,520	(1,039,487)	(24,967)	1,014,432	989,465
Lambeth	300,773	(299,846)	927	44,085	45,012
Lewisham	114,962	(113,287)	1,675	2,000	3,675
Ealing	92,471	(89,021)	3,450	1,148	4,598
Southall	84,333	(88,582)	(4,249)	9,249	5,000
Wandsworth	126,870	(124,135)	2,735	13,132	15,867
Southwark	144,234	(135,044)	9,190	18,194	27,384
North East England	67,502	(74,750)	(7,248)	-	(7,248)
North West England	55,142	(49,403)	5,739	-	5,739
West Midlands*	111,256	(98,180)	13,076	-	13,076
South West London (formerly South London)	59,404	(75,412)	(16,008)	11,299	(4,709)
Scotland	73,504	(69,666)	3,838	18,811	22,649
Wales	101,773	(99,076)	2,697	5,240	7,937
Northern Ireland	63,673	(68,788)	(5,115)	315	(4,800)
Inter Office Adjustments	(223,843)	223,843	-	-	-
	£2,508,482	£(2,507,312)	£1,170	£1,686,285	£1,687,455

*The West Midlands surplus figure contains £5,974 of unrestricted surplus.

This page does not form part of the audited accounts

CONTACT A FAMILY

SUMMARY OF INDIVIDUAL PROJECT, REGION AND COUNTRY FUNDS (continued)

BALANCE SHEET as at 31 March 2003

	Fixed assets £	Current Assets £	Current Liabilities £	Long-term Liabilities £	Net Assets £
UK Office					
- Unrestricted Funds	770,300	403,299	(297,115)	(312,674)	563,810
- Restricted Funds	961,050	32,055	(3,640)	-	989,465
Lambeth	4,899	196,741	(156,628)	-	45,012
Lewisham	4,278	33,334	(33,937)	-	3,675
Ealing	1,590	57,287	(54,279)	-	4,598
Southall	1,056	19,515	(15,571)	-	5,000
Wandsworth	1,733	38,639	(24,505)	-	15,867
Southwark	5,662	65,448	(43,726)	-	27,384
North East England	279	14,547	(22,074)	-	(7,248)
North West England	114	18,353	(12,728)	-	5,739
West Midlands*	2,381	15,585	(4,890)	-	13,076
South West London (formerly South London)	1,692	250	(6,651)	-	(4,709)
Scotland	237	56,493	(34,081)	-	22,649
Wales	1,925	12,243	(6,231)	-	7,937
Northern Ireland	172	15,181	(20,153)	-	(4,800)
Inter Office Adjustments	-	(288,202)	288,202	-	-
	£1,757,368	£690,768	£(448,007)	£(312,674)	£1,687,455

*The West Midlands net assets figure contains £5,974 of assets funded by unrestricted funds.

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CONTACT A FAMILY

DETAILED INCOME AND EXPENDITURE ACCOUNT For the year ended 31 March 2003

Income	2003			2002
	Unrestricted £	Restricted £	Total £	Total £
<i>Central Government Grants</i>				
Home Office	-	42,000	42,000	82,546
Department of Health	-	541,108	541,108	541,000
Department for Education & Skills	-	25,750	25,750	
				16,400
<i>National Assemblies</i>				
National Assembly for Wales	-	59,805	59,805	38,329
Scottish Executive	-	58,849	58,849	45,000
Northern Ireland Assembly	-	25,544	25,544	24,899
<i>Local Government Grants</i>				
- Association of London Government	-	33,533	33,533	33,533
- London Borough of Ealing (Ealing)	-	52,023	52,023	50,981
- London Borough of Ealing (Southall)	-	43,073	43,073	47,402
- London Borough of Lambeth	-	279,726	279,726	253,790
- London Borough of Lewisham	-	79,260	79,260	87,431
- Wandsworth Corporation	-	80,087	80,087	78,587
- Southwark Strategic Services	-	41,372	41,372	41,050
- Other London Boroughs	-	-	-	15,215
- Health Action Zone	-	50,000	50,000	62,000
- Sure Start	-	103,689	103,689	49,071
Childrens Funds	-	88,676	88,676	-
Other Public Bodies	-	18,946	18,946	11,227
Community Fund	-	151,276	151,276	960,766
Charitable Trusts	68,860	343,928	412,788	649,726
Company donations	10,132	7,470	17,602	26,571
Special events	5,167	10,013	15,180	130,081
Rental & service charge income	63,587	-	63,587	35,894
Income from other activities	4,705	58	4,763	5,017
Affiliation fees	-	2,743	2,743	1,872
Directory sales	77,846	-	77,846	69,026
Parent contributions	163	23,881	24,044	26,460
Individual donations	24,711	6,358	31,069	33,649
Contracts & fees	63,930	14,870	78,800	67,320
	319,101	2,184,038	2,503,139	3,484,843
Bank interest receivable	2,807	2,536	5,343	9,819
Total income for the year	£321,908	£2,186,574	£2,508,482	£3,494,662

This page does not form part of the audited accounts.

CONTACT A FAMILY

DETAILED INCOME AND EXPENDITURE ACCOUNT (continued) For the year ended 31 March 2003

Expenditure	2003			2002
	Un- Restricted £	Restricted £	Total £	Total £
Salaries, employer's NI and pension contributions	192,749	1,382,524	1,575,273	1,561,489
Staff and volunteer recruitment	-	29,873	29,873	20,617
Consultancy and temporary staff fees	1,304	62,162	63,466	65,201
Rent, rates, insurance and office expenses	10,742	87,052	97,794	139,698
Volunteer expenses	2,556	13,106	15,662	20,100
Printing, postage, stationery and computer	14,152	96,988	111,140	112,333
Telephone	6,773	45,189	51,962	48,185
Motor and travel expenses	8,369	43,780	52,149	54,558
Audit and accountancy fees	6,214	-	6,214	7,046
Training fees	3,054	31,624	34,678	18,373
Parent workshops	34	27,307	27,341	21,172
Information resources	2,736	9,549	12,285	17,304
Parents' newsletters	-	29,503	29,503	37,664
Publicity materials, publications and directory	5,723	73,283	79,006	79,109
Fund raising	3,504	67	3,571	11,533
Sundry expenses	2,053	15,215	17,268	17,739
Office equipment	211	7,408	7,619	8,239
Depreciation	23,715	40,241	63,956	56,767
Bank charges	1,224	635	1,859	6,219
Legal and professional fees	8,201	143	8,344	1,613
Holiday activities and playschemes	-	157,348	157,348	163,413
Management committee expenses	2,206	1,876	4,082	7,110
Special events	2,412	30,055	32,467	9,754
Grants for groups and individuals	-	3,550	3,550	3,480
Interest payable	2,572	18,330	20,902	19,382
Total expenditure for the year	300,504	2,206,808	2,507,312	2,508,098
Surplus/(deficit) for the year	£21,404	£(20,234)	£1,170	£986,564

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