

Company no. 1633333  
Charity no. 284912

**Contact a Family**  
**Report and Financial Statements**  
**31 March 2005**

## Contact a Family

### Legal and administrative details

#### For the year ended 31 March 2005

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<b>Status</b>	The organisation is a charitable company limited by guarantee, incorporated on 5 May 1982 and registered as a charity on 20 June 1982	
<b>Governing document</b>	The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.	
<b>Summary of investment powers</b>	<p>The trustees may deposit or invest funds in any manner, but only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification.</p> <p>The management of investments may be delegated to a financial expert, provided transactions and performance are reported to and reviewed by the trustees.</p> <p>The trustees have the power to arrange for investments to be held in the name of a nominee under the control of the trustees or of a financial expert acting under their instructions and to pay any reasonable fee required.</p>	
<b>Company number</b>	1633333	
<b>Charity number</b>	284912	
<b>Registered office and operational address</b>	209-211 City Road London EC1V 1JN	
<b>Honorary president</b>	Professor Al Aynsley-Green	
<b>Honorary officers</b>	Michael Lancaster	Chair
	Lady Susanna Crawford	Joint Vice Chair
	Imelda Redmond	Joint Vice Chair
	Andrew Crossley	Treasurer
<b>Principal executive officers</b>	Francine Bates	Chief Executive and Company Secretary (to 13/09/04 )
	Dean Casswell	Director of Finance and Fundraising and Company Secretary (from 13/09/04)
	Paul Soames	Director of UK Operations
	Jill Harrison	Director of External Affairs
<b>Bankers</b>	Unity Trust Bank plc Nine Brindleyplace 4 Oozells Square Birmingham B1 2HB	
<b>Auditors</b>	Sayer Vincent Chartered accountants and registered auditors 8 Angel Gate City Road London EC1V 2SJ	

## **Contact a Family**

### **Report of the trustees**

#### **For the year ended 31 March 2005**

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The trustees present their report and the audited financial statements for the year ended 31 March 2005.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

#### **Objects of the charity**

1. 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.

#### **Organisational structure**

2. After lengthy discussions over an eighteen-month period, the charity entered into a transfer of charitable undertakings ("merger") with the Lady Hoare Trust for Physically Disabled Children on 1st December 2004. The Lady Hoare Trust (registered charity number 1067492, company limited by guarantee 3482560) was set up in 1962 to support families affected by thalidomide. As reported last year, we had been approached by the Trust who proposed a merger between the two charities. The Trusts' team of 21 social workers and 3 head office staff have been successfully integrated into the charity and we are now able to pilot a new Family Support Service offering a flexible face to face service to families on a short-term basis.
3. Following the merger, our governance is being reviewed and a Governance Steering Group has been established with an external and independent chair, Tim Cook, a former Clerk to the City Parochial Foundation. The Trustees are currently reviewing our corporate strategy in the light of the merger. In the meantime, our five year corporate strategy 2001-6 is still in effect and is available on the charity's website <http://www.cafamily.org.uk/strategy.html>

#### **Review of activities**

4. During 2004/5 the charity dealt with 17,707 individual enquiries from parents and professionals across the UK. The majority of these enquiries were handled by our freephone helpline and information service. In October 2004, the Chancellor of the Exchequer, Gordon Brown, hosted a 25th Anniversary reception for the charity at 11 Downing Street. At that reception, he announced further funding of £1.5m over the next three years to fund the helpline and information service.
5. 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.
6. Our main website <http://www.cafamily.org.uk> continues to grow and attracted over 1.3m visitors during the year, a 9% increase on the previous year. It is the most visited rare disorders website in the world and one of the top forty UK charity websites in terms of unique visitor numbers.
7. In July 2004, a complementary website <http://www.makingcontact.org> was launched. It enables families with disabled children to get in touch with others, across the UK and worldwide, via a confidential e-mail service. By the end of March 2004, 137 "conversations" had taken place between registered families, and that number is growing by an average of 40% every month. It was named "Best confidential e-mail service" at the prestigious Helpline Awards, run by the Telephone Helplines Association in conjunction with BT and was a runner up in the Technology category of the Guardian Public Service Awards.

## Contact a Family

### Report of the trustees

#### For the year ended 31 March 2005

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8. Contact a Family also provides advice, information and support to parents by employing staff in our national, regional, and local project offices. We also run a UK-wide scheme for parent volunteers who act as a contact point for local parents. We now have approximately 35 volunteer Local Area Representatives located throughout the country.
9. We have three nation offices in Wales, Scotland and Northern Ireland. These offices provide nation-specific information and support to families and seek to increase public awareness of the needs of disabled children in Wales, Scotland and Northern Ireland. The work of the offices is guided by national advisory committees.
10. We have maintained three English regional offices based in the North East, North West and the West Midlands.
11. There are also seven local community projects in London. These are based in Ealing, Lambeth, Lewisham, Southall, Southwark, Sutton & Merton and Wandsworth. We also have a Sure Start worker in Hackney. As well as providing advice and information to local families, the London projects also arrange activities and events for families.
12. The Parents and Paediatricians Together Project was launched in March 2004 following a three year grant of £819,220 from the Community Fund's Strategic Grants Programme. This joint project with the Royal College of Paediatrics and Child Health aims to improve the skills of paediatricians in providing information at time of diagnosis and involve parents more in the development of child health services.
13. Contact a Family continues to play a very influential role in developing policy for disabled children throughout the UK. Despite our relatively small size, we are now widely recognised in government, and increasingly in the media, as a powerful and effective voice for parents.
14. In September 2004, the Children's National Service Framework (NSF) for England was published. Francine Bates, our Chief Executive, had chaired the External Working Group on Disabled Children which fed into the NSF and the module for disabled children is a blueprint for change. It aims to drive up quality of services and substantially improve outcomes for disabled children and their families, The Healthcare Commission and the Commission for Social Care will be developing joint inspection criteria, based on the NSF to measure improvement and change. We hope that this will act as key driver to improve services.
15. Professor Al Aynsley-Green, the National Clinical Director for Children (England), who had lead responsibility for developing the NSF, agreed to become the Honorary President of Contact a Family in October 2004.
16. The Wales National Service Framework (NSF) with which our Wales office was heavily involved was launched in October 2004. Contact a Family Scotland and Contact a Family Northern Ireland also have a significant input into developing and influencing policy on disabled children and their families at national level.
17. Francine Bates also met with the Prime Minister's Strategy Unit to discuss the issues facing parents of young disabled children. The Strategy Unit undertook a study of the life chances of disabled people and were keen to look at the issues facing disabled children. As part of this, the Unit were anxious to meet parents of disabled children and one our Trustees, Nigel Nicholls, subsequently met them. Members of the Unit also met with parents from our Ealing and Wandsworth offices. The report and study was launched by the Prime Minister in January 2005 and set out important recommendations for disabled children and their families to be implemented over a 20 year period.

## **Contact a Family**

### **Report of the trustees**

#### **For the year ended 31 March 2005**

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18. This report only provides a snapshot of the main activities undertaken by the charity in 2004/5. Our Annual Review provides a more detailed account of our work across the UK over the last year. It will be available at our AGM in November 2005 and is also on our website <http://www.cafamily.org.uk/review.html>

#### **Reserves policy**

19. During 2002/3 the Trustees reviewed the reserves policy. It was agreed to use two measures, General Reserves (all unrestricted funds) and Liquid Reserves (General Reserves excluding amounts used to fund fixed assets). To make liquid reserves easier to identify in these accounts a fixed asset reserve has been set up as a designated fund by the Trustees. This represents fixed assets not funded by either restricted funds or the mortgage on our principal office.
20. The General Reserves figure is therefore equivalent to the unrestricted funds figure of £946,388, which represents 13.7 weeks of expenditure (2003/4: 11.7 weeks). The Liquid Reserves figure is the General Funds figure of £620,405, which represents 9.0 weeks of expenditure (2003/4: 3.8 weeks).
21. The Trustees aim to have a Liquid Reserves level of between 8 and 12 weeks of total expenditure. Funds obtained through the merger with the Lady Hoare Trust have enabled us to meet that target for the first time since 1982.

#### **Investment policy and performance**

22. The investments held were transferred from the Lady Hoare Trust ("LHT") during the year. All surplus LHT funds were invested in COIF investments managed by CCLA Investment Management Limited. Their value and the balance between funds were monitored on a regular basis by the Board of Trustees who considered this form of investment suitable for the needs of the charity. The Trustees of Contact a Family will review the investment policy of the merged organisation during the next financial year.

#### **Grant making policy**

23. Small grants are awarded in conjunction with the former Lady Hoare Trust social work support service offered to families. Grants are made only on the assessment of the social worker concerned with a family and following endorsement by the Fieldwork Manager. Grants were given to individuals except where another charity organised an event from which a group of LHT children would benefit. In that case, a grant to cover their costs was made direct to that charity.
24. We are not actively seeking funds to continue this service.

## Contact a Family

### Report of the trustees

**For the year ended 31 March 2005**

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#### Financial Report

25. 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.
26. Total incoming resources increased from £3,084,435 in 2003/4 to £3,535,938, an increase of 14.6%.
27. Total resources expended also increased to £3,599,311 compared with £2,943,366 in 2003/4, an increase of 22.3%.
28. The resultant deficit of £63,373 was mainly due to a planned investment in fundraising.
29. Fundraising costs increased from £176,315 in 2003/4 to £401,699. As reported last year, the Trustees have recognised that the Charity needs to diversify its funding base and have commenced a programme of recruiting individual direct debit donors via a door to door campaign. Although there are high initial costs in this form of fundraising, the Trustees believe the long-term unrestricted returns to be of strategic importance. This programme cost £278,756 during the year, financed mainly by a bank loan facility of £250,000. Underlying fundraising costs were therefore a more modest £122,943 which represents 3.4% of expenditure.
30. Expenditure on the management and administration of the charity of £83,683 (2003/4: £40,029) represents 2.3% of expenditure as a whole.

#### Risk statement

The Trustees continue to review the risks faced by the Charity and have maintained a regularly updated Risk Register analysing specific risks and ways of avoiding them or mitigating their effects.

#### Thanks

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.

## Contact a Family

### Report of the trustees

#### For the year ended 31 March 2005

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#### Statement of responsibilities of the trustees

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including the net income or expenditure, for the period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements 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 which disclose with reasonable accuracy at any time the financial position of charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees 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.

#### The trustees

The trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Dea Birkett		Dr Ian Lister-Cheese	
Sue Burr	(resigned 14/09/04)	Nigel Nicholls	(resigned 10/06/05)
Paul Cann		Reuben Parkinson	
Philip Conway		Peter Phillips	
Nick Crean	(resigned 11/04/05)	Imelda Redmond	
Andrew Crossley		Alison Richardson	(resigned 13/09/04, appointed 16/05/05)
Elizabeth Fradd	(appointed 17/05/04)	Hugh Speed OBE	
Michael Lancaster		Catherine Wright	(resigned 13/09/04)

In addition, the following former trustees of the Lady Hoare Trust were appointed as Contact a Family trustees with effect from 1 December 2004:

Dr Kay Caldwell		Robin Hindle Fisher	
Lady Susanna Crawford		Toni Neufville	
Georgina David		Joanne Tanner	
Phillip Everett		Bradley Theobald	
Lady Rosemary Field	(resigned 06/04/05)		

#### Appointment of the trustees

Trustees are elected at the Annual General Meeting for a 3 year term. Trustees can be appointed during the year but must be elected at the subsequent Annual General Meeting.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2005 was 91 (2004 - 86). The trustees are members of the charity but this entitles them only to voting rights.

**Contact a Family**

**Report of the trustees**

**For the year ended 31 March 2005**

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**Auditors**

Sayer Vincent were appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 12 September 2005 and signed on their behalf by

Mike Lancaster  
Chair

## **Independent auditors' report**

### **To the members of**

#### **Contact a Family**

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We have audited the financial statements of Contact a Family for the year ended 31 March 2005 which comprise the statement of financial activities, balance sheet, cashflow statement and related notes. These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets, and the accounting policies set out therein.

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

#### **Respective responsibilities of the trustees and auditors**

The responsibilities of the trustees (who are also directors of Contact a Family for the purposes of company law) for preparing the report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the statement of responsibilities of the trustees. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements 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 report of the trustees is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding the trustees' remuneration and transactions with the charitable company is not disclosed.

We read other information contained in the report of the trustees and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

#### **Basis of 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 financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of financial statements, 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 financial statements 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 financial statements.

#### **Opinion**

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 2005 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.

**SAYER VINCENT**  
Chartered accountants & registered auditors  
London

## Contact a Family

### Statement of financial activities (incorporating an income and expenditure account)

#### For the year ended 31 March 2005

	Note	Restricted £	Unrestricted £	2005 Total £	2004 Total £
<b>Incoming resources</b>					
Donations, legacies & similar incoming resources	2	80,590	286,400	<b>366,990</b>	264,020
<i>Activities in furtherance of the charity's objects:</i>	4				
Community projects		1,223,936	-	<b>1,223,936</b>	1,102,403
Regional support		716,763	-	<b>716,763</b>	658,739
UK advice and information		624,560	140,730	<b>765,290</b>	524,925
Support for specific disability groups		88,491	-	<b>88,491</b>	84,547
Support		257,376	22,483	<b>279,859</b>	377,778
<i>Activities to generate funds:</i>					
Rental income		-	61,762	<b>61,762</b>	66,551
Bank interest		14,493	18,354	<b>32,847</b>	5,472
<b>Total incoming resources</b>		<u>3,006,209</u>	<u>529,729</u>	<u><b>3,535,938</b></u>	<u>3,084,435</u>
<b>Resources expended</b>					
<i>Costs of generating funds:</i>					
Fundraising		-	401,699	<b>401,699</b>	176,315
Rent		-	15,889	<b>15,889</b>	10,973
		-	417,588	<b>417,588</b>	187,288
<i>Charitable expenditure</i>					
Community projects		1,157,923	973	<b>1,158,896</b>	1,146,373
Regional support		599,340	61,169	<b>660,509</b>	548,045
UK advice and information		586,697	54,096	<b>640,793</b>	446,994
Support for specific disability groups		69,504	-	<b>69,504</b>	74,960
Support costs		404,913	163,425	<b>568,338</b>	499,677
Management and administration		39,580	44,103	<b>83,683</b>	40,029
<i>Total charitable expenditure</i>	5	<u>2,857,957</u>	<u>323,766</u>	<u><b>3,181,723</b></u>	<u>2,756,078</u>
<b>Total resources expended</b>		<u>2,857,957</u>	<u>741,354</u>	<u><b>3,599,311</b></u>	<u>2,943,366</u>
<b>Net incoming/(outgoing) resources before transfers and gains</b>	6	148,252	(211,625)	<b>(63,373)</b>	141,069
Realised /(unrealised) gains in year		-	4,377	<b>4,377</b>	-
Transfer from Lady Hoare Trust		64,369	489,704	<b>554,073</b>	-
<b>Net movement in funds</b>		<u>212,621</u>	<u>282,456</u>	<u><b>495,077</b></u>	<u>141,069</u>
<b>Funds at the start of the year</b>		<u>1,164,592</u>	<u>663,932</u>	<u><b>1,828,524</b></u>	<u>1,687,455</u>
<b>Funds at the end of the year</b>		<u><b>1,377,213</b></u>	<u><b>946,388</b></u>	<u><b>2,323,601</b></u>	<u>1,828,524</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 18 to the financial statements.

## Contact a Family

### Balance sheet

31 March 2005

	Note	£	2005 £	2004 £
<b>Fixed assets</b>				
Tangible fixed assets	9		<b>1,701,199</b>	1,720,354
Investments	10		<b>320,526</b>	-
			<u><b>2,021,725</b></u>	<u>1,720,354</u>
<b>Current assets</b>				
Stock	11	<b>2,575</b>		3,634
Debtors	12	<b>265,518</b>		244,310
Cash at bank and in hand		<u><b>1,007,127</b></u>		<u>640,385</u>
			<b>1,275,220</b>	888,329
<b>Creditors: amounts due within one year</b>	13	<u><b>647,187</b></u>		<u>508,896</u>
<b>Net current assets</b>			<u><b>628,033</b></u>	<u>379,433</u>
<b>Total assets less current liabilities</b>			<b>2,649,758</b>	2,099,787
<b>Creditors: amounts due after one year</b>	14		<u><b>326,157</b></u>	<u>271,263</u>
<b>Net assets</b>	16		<u><u><b>2,323,601</b></u></u>	<u><u>1,828,524</u></u>
<b>Funds</b>	18			
Restricted funds				
In surplus			<b>1,378,135</b>	1,177,217
In deficit			<b>(922)</b>	(12,625)
Unrestricted funds				
Designated funds - fixed asset reserve			<b>325,983</b>	450,420
General funds			<u><b>620,405</b></u>	<u>213,512</u>
<b>Total funds</b>			<u><u><b>2,323,601</b></u></u>	<u><u>1,828,524</u></u>

Approved by the trustees on 12 September 2005 and signed on their behalf by

Mike Lancaster  
Chair

Andrew Crossley  
Treasurer

## Contact a Family

### Cashflow statement

For the year ended 31 March 2005

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	Note	2005 £	2004 £
<b>Net cash flow from operating activities</b>	20	<b>(4,406)</b>	118,256
<b>Capital expenditure &amp; financial investment</b>			
Payments to acquire tangible fixed assets		<b>(34,697)</b>	(27,494)
Proceeds from disposal of tangible fixed assets		-	924
Cash acquired from Lady Hoare Trust		<u>272,281</u>	<u>-</u>
		<b>237,584</b>	(26,570)
<b>Financing</b>			
Mortgage repayments		<b>(38,448)</b>	(38,812)
Fundraising loan		<b>172,012</b>	-
		<u>366,742</u>	<u>52,874</u>
<b>Increase in cash</b>		<b>366,742</b>	<b>52,874</b>

## Contact a Family

### Notes to the financial statements

#### For the year ended 31 March 2005

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##### 1. Accounting policies

a) The financial statements have been prepared under the historical cost convention, as modified by the revaluation of investments, and in accordance with applicable accounting standards and the Companies Act 1985. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in October 2000).

b) Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable. Intangible income is recognised as an incoming resource where the provider of the service has incurred a financial cost. Volunteer time is not included in the financial statements.

Legacies are included either when received, or when notification has been received from the estate that payment will be made, conditions associated with payment have been met, and the amount receivable can be quantified.

c) Grants are recognised in full in the statement of financial activities in the year in which they are receivable and the charity is entitled to the income. Where amounts are received which relate specifically for use in a future period, they are deferred and recognised in the accounting period to which they relate.

d) Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of fixed assets purchased with such grants is charged against the restricted fund. Where a fixed asset is donated to the charity for its own use, it is treated in a similar way to a restricted grant.

e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is included in support costs.

Management and administration costs include the management of the charitable company's assets, organisational management and compliance with constitutional and statutory requirements.

Grants payable to individuals and groups are recognised when the decision to make the payment has been made.

f) Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

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

Items of equipment are capitalised where the purchase price exceeds £250. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Freehold land is not depreciated.

## Contact a Family

### Notes to the financial statements

#### For the year ended 31 March 2005

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##### 1. Accounting policies (continued)

- g) Investments held as fixed assets are included at mid-market value at the balance sheet date. The gain or loss for each period is taken to the statement of financial activities. Unrealised gains are shown in note 10.
- h) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs.
- i) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity.
- j) Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- k) The costs of generating funds relate to the costs incurred by the charitable company in raising funds for the charitable work.
- l) Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the statement of financial activities in the year in which they fall due.
- m) Stocks are stated at the lower of cost and net realisable value. In general, cost is determined on a first in first out basis and includes transport and handling costs. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving and defective stocks.
- n) 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 financial statements

For the year ended 31 March 2005

#### 2. Donations, legacies and similar incoming resources

	Restricted £	Unrestricted £	2005 Total £	2004 Total £
Donations	8,456	186,860	<b>195,316</b>	57,543
Legacies	-	-	-	110,000
Charitable trusts	55,000	66,311	<b>121,311</b>	66,440
Companies	-	8,838	<b>8,838</b>	8,916
Special events	<u>17,134</u>	<u>24,391</u>	<b><u>41,525</u></b>	<u>21,121</u>
Total	<u><u>80,590</u></u>	<u><u>286,400</u></u>	<b><u><u>366,990</u></u></b>	<u><u>264,020</u></u>

#### 3. Government grants

	Restricted £	Unrestricted £	2005 Total £	2004 Total £
Department of Health	-	-	-	67,000
Department for Education & Skills	639,058	-	<b>639,058</b>	566,008
Inland Revenue	26,494	-	<b>26,494</b>	14,545
Department of Trade & Industry	-	-	-	3,250
National Assembly for Wales	64,271	-	<b>64,271</b>	85,264
Scottish Executive	50,000	-	<b>50,000</b>	48,431
Northern Ireland Executive	29,380	-	<b>29,380</b>	55,893
Association of London Government	41,334	-	<b>41,334</b>	36,783
London Borough of Lambeth	298,234	-	<b>298,234</b>	273,237
London Borough of Lewisham	152,900	-	<b>152,900</b>	87,087
London Borough of Ealing	112,453	-	<b>112,453</b>	102,314
Wandsworth Corporation	83,352	-	<b>83,352</b>	82,029
Southwark Strategic Services	43,891	-	<b>43,891</b>	42,820
London Borough of Merton	11,250	-	<b>11,250</b>	-
London Borough of Sutton	37,612	-	<b>37,612</b>	20,874
Rhondda Cynon Taff Council	8,250	-	<b>8,250</b>	-
Health Action Zone	52,550	-	<b>52,550</b>	51,500
Sure Start Programme	129,628	-	<b>129,628</b>	155,537
European Social Fund	23,564	-	<b>23,564</b>	26,054
Children's Centres	20,688	-	<b>20,688</b>	-
Parenting Fund	122,383	-	<b>122,383</b>	-
Children's Funds	129,447	-	<b>129,447</b>	170,446
Betterplay	29,273	-	<b>29,273</b>	-
Health Improvement Programme	16,706	-	<b>16,706</b>	-
Early Years Childcare & Development Partnership	-	-	-	19,665
Other Government bodies	<u>4,700</u>	-	<b><u>4,700</u></b>	<u>15,553</u>
Total	<u><u>2,127,418</u></u>	<u><u>-</u></u>	<b><u><u>2,127,418</u></u></b>	<u><u>1,924,290</u></u>

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### Notes to the financial statements

For the year ended 31 March 2005

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#### 4. Income from activities in furtherance of the charity's objects

						2005	2004
	Community Projects £	Regional Support £	UK Advice & Information £	Support for specific disability groups £	Support £	Total £	Total £
Government grants (note 3)	1,117,108	258,414	504,403	73,211	174,282	<b>2,127,418</b>	1,924,290
Big Lottery Fund	-	263,111	106,555	-	50,594	<b>420,260</b>	186,960
Charitable trusts	56,430	181,534	7,465	15,000	32,500	<b>292,929</b>	479,482
Companies	11,148	100	6,000	-	-	<b>17,248</b>	3,272
Special events/other	39,250	13,604	140,867	280	22,483	<b>216,484</b>	19,621
Total	<u>1,223,936</u>	<u>716,763</u>	<u>765,290</u>	<u>88,491</u>	<u>279,859</u>	<b><u>3,074,339</u></b>	<u>2,613,625</u>

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Notes to the financial statements

For the year ended 31 March 2005

5. Total resources expended

	Costs of generating funds	Community projects	Regional support	UK advice & information	Support for specific disability groups	Support costs	Management and administration	2005 Total	2004 Total
	£	£	£	£	£	£	£	£	£
Staff costs ( Note 7)	98,699	663,538	428,436	438,010	60,262	409,433	38,160	<b>2,136,538</b>	1,773,261
Staff and volunteer recruitment	-	16,417	7,204	2,465	-	630	-	<b>26,716</b>	28,905
Consultancy and temporary staff fees	476	14,639	1,453	21,291	-	28,999	8,527	<b>75,385</b>	70,478
Rent, rates, insurance and office expenses	6,457	70,534	29,321	12,466	1,473	17,963	4,242	<b>142,456</b>	121,638
Volunteer expenses	-	744	11,303	(83)	-	530	530	<b>13,024</b>	16,745
Printing, postage, stationery and computer	3,712	20,747	35,867	49,218	3,783	10,732	860	<b>124,919</b>	115,781
Telephone	1,408	19,229	16,811	9,039	1,004	9,049	890	<b>57,430</b>	61,379
Motor and travel expenses	904	6,578	50,907	5,271	1,200	7,593	-	<b>72,453</b>	59,571
Audit and accountancy fees	-	-	-	-	-	-	8,177	<b>8,177</b>	6,526
Staff training	244	12,913	1,229	4,957	590	5,062	-	<b>24,995</b>	32,020
Parent workshops	-	12,784	11,865	1,612	-	-	35	<b>26,296</b>	35,733
Information resources	467	4,765	2,580	6,370	338	3,191	1,346	<b>19,057</b>	11,833
Parents' newsletters	-	9,976	19,647	6,060	-	202	-	<b>35,885</b>	32,099
Publicity materials, publications and directory	6,172	5,723	8,502	58,057	-	18,978	-	<b>97,432</b>	73,243
Fund raising	278,873	55	590	21	-	291	-	<b>279,830</b>	66,802
Sundry expenses	740	7,396	4,521	4,545	415	14,803	-	<b>32,420</b>	13,890
Office equipment	48	2,738	2,068	921	35	425	200	<b>6,435</b>	5,763
Holiday activities and playschemes	-	249,730	13	-	-	-	-	<b>249,743</b>	288,604
Legal and professional fees	2,391	500	470	385	-	1,043	18,900	<b>23,689</b>	15
Depreciation	5,592	11,076	2,878	16,412	188	22,060	-	<b>58,206</b>	63,584
Special events	60	12,688	10,828	3,439	-	3,556	-	<b>30,571</b>	28,446
Grants for groups and individuals	194	13,386	13,433	-	-	-	-	<b>27,013</b>	11,517
Management committee expenses	-	2,708	583	337	216	-	1,816	<b>5,660</b>	4,033
Bank charges	759	32	-	-	-	1,654	-	<b>2,445</b>	3,612
Interest payable	10,392	-	-	-	-	12,144	-	<b>22,536</b>	17,888
	<b>417,588</b>	<b>1,158,896</b>	<b>660,509</b>	<b>640,793</b>	<b>69,504</b>	<b>568,338</b>	<b>83,683</b>	<b>3,599,311</b>	<b>2,943,366</b>

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### Notes to the financial statements

#### For the year ended 31 March 2005

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#### 6. Net incoming resources for the year

This is stated after charging / crediting:

	2005	2004
	£	£
Interest payable	22,536	17,888
Depreciation	58,206	63,584
Trustees' indemnity insurance	Nil	Nil
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	640	581
Auditors' remuneration:		
▪ audit	7,177	6,526
▪ other services	1,000	-
Operating lease rentals:		
▪ property	68,241	65,418
▪ other	8,492	1,867
	<u>8,492</u>	<u>1,867</u>

Trustees' reimbursed expenses represents the reimbursement of travel and subsistence costs to 6 (2004: 4) members relating to attendance at meetings of the trustees.

#### 7. Staff costs and numbers

Staff costs were as follows:

	2005	2004
	£	£
Salaries and wages	1,904,362	1,573,035
Social security costs	186,587	159,925
Pension contributions	45,589	40,301
	<u>2,136,538</u>	<u>1,773,261</u>
Total emoluments paid to staff were:	<u>1,904,362</u>	<u>1,573,035</u>

No employee earned more than £60,000 during the year.

The average weekly number of employees (full-time equivalent) during the year was as follows:

	2005	2004
	No.	No.
Community projects	23.7	23.6
Regional support	17.5	12.3
UK advice and information	13.1	9.6
Support for specific disability groups	2.4	2.6
Support costs	12.7	10.9
Fundraising	3.6	2.8
Management and administration	0.1	0.1
	<u>73.1</u>	<u>61.9</u>

#### 8. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

## Contact a Family

### Notes to the financial statements

#### For the year ended 31 March 2005

#### 9. Tangible fixed assets

	Land and buildings £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>			
At the start of the year	1,671,591	301,990	<b>1,973,581</b>
Additions in year	4,990	29,707	<b>34,697</b>
Transfer from Lady Hoare Trust	-	18,318	<b>18,318</b>
At the end of the year	<u>1,676,581</u>	<u>350,015</u>	<u><b>2,026,596</b></u>
<b>Depreciation</b>			
At the start of the year	29,243	223,984	<b>253,227</b>
Charge for the year	14,648	43,558	<b>58,206</b>
Transfer from Lady Hoare Trust	-	13,964	<b>13,964</b>
At the end of the year	<u>43,891</u>	<u>281,506</u>	<u><b>325,397</b></u>
<b>Net book value</b>			
<b>At the end of the year</b>	<u><b>1,632,690</b></u>	<u><b>68,509</b></u>	<u><b>1,701,199</b></u>
At the start of the year	<u>1,642,348</u>	<u>78,006</u>	<u>1,720,354</u>

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.

A further charge over the premises at 209-211 City Road is held by Unity Trust Bank to secure a fundraising loan facility of £250,000.

#### 10. Investments

	Cash deposits	Quoted investments	2005 £	2004 £
Market value at start of year	-	-	-	-
Transfer from Lady Hoare Trust	200,000	116,149	316,149	-
Net gain on revaluation	-	4,377	4,377	-
<b>Market value at end of year</b>	<u><b>200,000</b></u>	<u><b>120,526</b></u>	<u><b>320,526</b></u>	-
Historical cost at end of year	<u>200,000</u>	<u>116,149</u>	<u>316,149</u>	-

All investment assets are held in the UK. Material elements of the portfolio are as follows:

COIF Investment Fund	120,526
COIF Deposit Fund (Long term cash holding)	<u>200,000</u>
	<u><b>320,526</b></u>

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### Notes to the financial statements

#### For the year ended 31 March 2005

<b>11. Stock</b>	<b>2005</b>	2004
	£	£
Publications	<u>2,575</u>	<u>3,634</u>
<b>12. Debtors</b>	<b>2005</b>	2004
	£	£
Other debtors	228,148	173,290
Prepayments and accrued income	<u>37,370</u>	<u>71,020</u>
	<u>265,518</u>	<u>244,310</u>
<b>13. Creditors: amounts due within one year</b>	<b>2005</b>	2004
	£	£
Taxation and social security	66,213	49,015
Accruals	34,551	36,714
Deferred income (note 17)	83,959	138,602
Other creditors	346,068	246,839
Bank loan (note 15)	<u>116,396</u>	<u>37,726</u>
	<u>647,187</u>	<u>508,896</u>
<b>14. Creditors: amounts due in after one year</b>	<b>2005</b>	2004
	£	£
Bank loan (note 15)	<u>326,157</u>	<u>271,263</u>
<b>15. Bank loans</b>	<b>2005</b>	2004
	£	£
Less than 1 year	116,396	37,726
1-2 years	138,919	40,253
2-5 years	147,065	137,669
Over 5 years	<u>40,173</u>	<u>93,341</u>
	<u>442,553</u>	<u>308,989</u>

A ten year mortgage from Unity Trust Bank was 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 1.75% over the bank's base rate. The loan is repayable in monthly instalments and is due to be finally repaid on 18 June 2011.

In August 2004 Unity Trust Bank made available a £250,000 loan facility to fund door to door fundraising. This has been drawn down in stages and is repayable from incoming donations, with a maximum balance during the year of £173,779, and a 31 March 2005 balance of £172,012. Interest is payable at 2% over base rate and the facility is secured with a further charge on the premises at 209-211 City Road. Repayment is due before 1 August 2007.

## Contact a Family

### Notes to the financial statements

#### For the year ended 31 March 2005

#### 16. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	932,663	325,983	442,553	<b>1,701,199</b>
Investments	-	-	320,526	<b>320,526</b>
Net current assets	444,550	-	183,483	<b>628,033</b>
Creditors > 1 year	-	-	(326,157)	<b>(326,157)</b>
<b>Net assets at the end of the year</b>	<b><u>1,377,213</u></b>	<b><u>325,983</u></b>	<b><u>620,405</u></b>	<b><u>2,323,601</u></b>

	Total 2005 £	Total 2004 £
Balance brought forward	<b>138,602</b>	178,874
Recognised as income in the current year	<b>(138,602)</b>	(178,874)
Incoming resources received in the current year and deferred to future years	<b><u>83,959</u></b>	<u>138,602</u>
Balance carried forward	<b><u>83,959</u></b>	<u>138,602</u>
(Decrease) in deferred income	<b><u>(54,643)</u></b>	<u>(40,272)</u>

The deferred income at 31 March 2005 is made up of funding from the following:

	Total 2005 £	Total 2004 £
Department of Health	-	40,000
Lloyds TSB Foundation for England & Wales - North West	-	4,167
Northern Rock Foundation	<b>10,000</b>	10,000
Community Foundation Tyne & Wear	-	7,000
The Henry Smith Charity in Wales	<b>5,000</b>	5,000
Big Lottery Fund – North West	<b>7,229</b>	7,189
Big Lottery Fund – West Midlands	-	2,572
Big Lottery Fund – Wales	-	2,750
Big Lottery Fund – South West	<b>7,383</b>	7,383
Health Action Zone - Southwark	<b>8,333</b>	8,333
Wandsworth Borough Council	-	20,843
Rental in Advance	-	15,127
Bridge House Estates - London Paediatric Project	<b>32,500</b>	-
LB Ealing Carers Grant - ACE	<b>3,337</b>	-
Other	<b><u>10,177</u></b>	<u>8,238</u>
	<b><u>83,959</u></b>	<u>138,602</u>

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### Notes to the financial statements

For the year ended 31 March 2005

#### 18. Movements in funds

	At the start of the year	Incoming resources	Outgoing resources	Transfers	At the end of the year
	£	£	£	£	£
<b>Restricted funds:</b>					
<b>Home Office</b> - equipment	3,085	-	(3,085)	-	-
<b>Department for Education &amp; Skills</b>					
- UK Information Centre	-	500,000	(500,000)	-	-
- Capital	15,105	-	(13,768)	-	<b>1,337</b>
- NSF Implementation	-	50,000	(35,037)	-	<b>14,963</b>
- MARS project	-	10,000	(10,000)	-	-
- Working with Fathers	-	30,000	(29,000)	-	<b>1,000</b>
- Strengthening Families	-	40,000	(40,000)	-	-
- Volunteer Representatives	16,991	-	(16,991)	-	-
- Direct payments mailing	-	9,058	(9,058)	-	-
<b>Department of Health</b>					
- Health Professionals Pack	17,500	-	(17,500)	-	-
- Health & Social Care (capital - Lewisham)	1,000	-	(500)	-	<b>500</b>
<b>Inland Revenue</b> (tax credits)	-	26,494	(26,494)	-	-
<b>National Assembly for Wales</b>					
- Social Care Policy	4,021	31,252	(27,845)	-	<b>7,428</b>
- Children & Families	-	33,019	(33,019)	-	-
- Workshops	1,000	-	(1,000)	-	-
- Mailing	1,500	-	(1,500)	-	-
<b>Scottish Executive</b>					
- Section 10 (Core)	-	50,000	(50,000)	-	-
- Slippage (capital items)	2,087	-	(592)	-	<b>1,495</b>
<b>Northern Ireland Executive</b>					
- Core Funding	2,802	27,224	(30,026)	-	-
- Emergency Funding 03/04	-	(14,700)	14,700	-	-
- Emergency Funding 04/05	-	16,856	(16,856)	-	-
<b>Local Authorities</b>					
- Lambeth (office)	-	298,234	(291,245)	-	<b>6,989</b>
- Lewisham (office)	-	152,900	(152,900)	-	-
- Ealing (Ealing Office)	-	59,775	(59,775)	-	-
- Ealing (Southall Office)	5,452	52,678	(58,130)	-	-
- Wandsworth (office)	-	83,352	(83,352)	-	-
- Southwark (office)	21,291	43,891	(50,845)	-	<b>14,337</b>
- Sutton (Sutton Development)	600	37,612	(34,611)	-	<b>3,601</b>
- Merton (Merton Development)	-	11,250	(1,286)	-	<b>9,964</b>
- Rhondda Cynon Taff	-	8,250	(7,541)	-	<b>709</b>
<b>Health Action Zone</b>					
- Southwark Family worker	9,254	51,123	(60,377)	-	-
- Southwark Capital	2,107	1,427	(803)	-	<b>2,731</b>
<b>Subtotal carried forward</b>	<b>103,795</b>	<b>1,609,695</b>	<b>(1,648,436)</b>	<b>-</b>	<b>65,054</b>

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### Notes to the financial statements

#### For the year ended 31 March 2005

#### 18. Movements in funds

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
<b>Restricted funds (continued):</b>					
<i>Subtotal brought forward</i>	103,795	1,609,695	(1,648,436)	-	<b>65,054</b>
<b>EU Equal Project</b>					
- ACE Ealing	-	23,564	(23,564)	-	-
- ACE Lewisham	-	-	(922)	-	<b>(922)</b>
<b>Association for London Government</b> (London Manager)	-	41,334	(41,055)	-	<b>279</b>
<b>Southwark Children's Centres</b> (Family worker)	-	20,688	(19,548)	-	<b>1,140</b>
<b>Sure Start</b>					
- Hackney (Hoxton)	3,824	15,361	(19,185)	-	-
- Hackney (Hoxton capital)	5,007	-	(736)	-	<b>4,271</b>
- Ealing (Northolt)	-	11,020	(11,020)	-	-
- Wandsworth (Battersea)	-	20,745	(16,970)	-	<b>3,775</b>
- Wandsworth (Roehampton)					
- Family worker	-	4,555	(4,555)	-	-
- Fun days	-	1,556	(1,556)	-	-
- Southwark (Aylesbury Plus)	-	11,168	(11,168)	-	-
- Southwark (East Peckham)	1,559	11,572	(13,131)	-	-
- Southwark (Brunswick)	2,054	15,898	(17,405)	-	<b>547</b>
- Southwark (West Bermondsey)	2,581	14,355	(14,690)	-	<b>2,246</b>
- Southwark (West Peckham)	274	12,678	(12,952)	-	-
- Southwark (Rotherhithe)	-	10,720	(10,720)	-	-
<b>Health Improvement Programme</b>					
- Sutton	-	16,706	(16,706)	-	-
<b>Lewisham Children's Fund</b>					
- Play Inclusion Project	-	100,001	(100,001)	-	-
<b>Northern Ireland Children's Fund</b>					
- Information Officer	-	29,446	(29,446)	-	-
<b>Birmingham Children's Fund</b>					
- Capital	1,198	-	(430)	-	<b>768</b>
<b>Betterplay</b> (Southwark play inclusion)	-	29,273	(29,273)	-	-
<b>Parenting Fund</b>					
- National	-	56,311	(32,691)	-	<b>23,620</b>
- Manchester	-	33,198	(19,417)	-	<b>13,781</b>
- Birmingham	-	32,874	(21,995)	-	<b>10,879</b>
<b>Birmingham Early Years</b>	1,023	-	(1,023)	-	-
<b>Other Government funds</b>	6,877	4,700	(8,405)	-	<b>3,172</b>
<b>Big Lottery Fund</b>					
- Capital grant (Building purchase)	600,000	-	-	-	<b>600,000</b>
- Parents & Paediatricians Project	(12,625)	256,000	(218,622)	-	<b>24,753</b>
- Parents & Paediatricians Capital	4,829	-	(3,978)	-	<b>851</b>
- Wales Volunteer representatives	4,089	16,973	(15,997)	-	<b>5,065</b>
- Wales Development Officer	2,603	32,944	(27,221)	-	<b>8,326</b>
- Wales capital element	-	3,000	(214)	-	<b>2,786</b>
<b>Subtotal carried forward</b>	<u>727,088</u>	<u>2,436,335</u>	<u>(2,393,032)</u>	<u>-</u>	<u><b>770,391</b></u>

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### Notes to the financial statements

For the year ended 31 March 2005

#### 18. Movements in funds

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
<b>Restricted funds (continued):</b>					
<i>Subtotal brought forward</i>	727,088	2,436,335	(2,393,032)	-	<b>770,391</b>
<b>Big Lottery Fund</b>					
- South West England volunteer representatives	4,828	15,923	(13,457)	-	<b>7,294</b>
- West Midlands office	-	18,007	(18,007)	-	-
- North East England office	-	33,462	(33,462)	-	-
- North West England office	899	43,953	(44,404)	-	<b>448</b>
<b>Lloyds TSB England &amp; Wales</b>					
- UK (Chief Executive)	-	10,000	(10,000)	-	-
- North West (office costs)	-	4,167	(4,167)	-	-
- Southall (transition/manager)	7,500	-	(7,500)	-	-
- Wales (newsletter)	4,914	3,380	(6,269)	-	<b>2,025</b>
<b>Lloyds TSB Scotland</b>					
- volunteer representatives	10,599	-	(6,750)	-	<b>3,849</b>
<b>BBC Children in Need</b>					
- Northern Ireland (activities)	2,950	-	(2,950)	-	-
- London (holiday activities)	-	31,100	(31,100)	-	-
<b>Help a London Child</b>					
- London holiday activities	1,500	1,500	(1,500)	-	<b>1,500</b>
<b>Southall Local Network</b>	-	5,853	(5,853)	-	-
<b>Robertson Trust</b> (Scotland)	-	8,000	(8,000)	-	-
<b>Rank Foundation</b> (Chief Exec)	-	20,000	(20,000)	-	-
North East office:	-	-	-	-	-
- <b>Community Foundation</b>	7,368	26,600	(33,331)	-	<b>637</b>
- <b>Northern Rock Foundation</b>	-	20,000	(20,000)	-	-
<b>The Henry Smith Charity in Wales</b>					
- Development Officer	-	20,000	(20,000)	-	-
<b>Bridge House Estates</b>					
- Building Purchase Grant	150,000	-	-	-	<b>150,000</b>
- Paediatric Project (London)	-	4,500	(4,500)	-	-
<b>Freemason's Grand Charity</b>					
- North England management	-	41,667	(1,256)	-	<b>40,411</b>
<b>Headley Trust</b> (Rare Disorders)	-	15,000	(15,000)	-	-
<b>Eveson Trust</b> (W Midlands)	160	10,000	(10,160)	-	-
<b>John Lyons Charity</b> (Southall)	-	10,000	(10,000)	-	-
<b>The Percy Bilton Charity</b>					
- Furniture	2,625	-	(750)	-	<b>1,875</b>
Merger costs:	-	-	-	-	-
- <b>Fidelity UK Foundation</b>	-	30,000	(30,000)	-	-
- <b>GUS Charitable Trust</b>	-	25,000	-	-	<b>25,000</b>
- <b>Golden Bottle</b>	-	10,000	(3,323)	-	<b>6,677</b>
- <b>Henry Hoare CT</b>	-	10,240	-	-	<b>10,240</b>
<b>Subtotal carried forward</b>	<u>920,431</u>	<u>2,854,687</u>	<u>(2,754,771)</u>	<u>-</u>	<u><b>1,020,347</b></u>

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### Notes to the financial statements

#### For the year ended 31 March 2005

#### 18. Movements in funds (continued)

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
<b>Restricted funds (continued):</b>					
<i>Subtotal brought forward</i>	920,431	2,854,687	(2,754,771)	-	<b>1,020,347</b>
<b>Novo Nordisk</b> (Downing St)	-	6,000	(6,000)	-	-
<b>Keltbray</b> (Southwark office)	-	7,000	-	-	<b>7,000</b>
<b>Abbey Charitable Trust</b>	-	-	-	-	-
- Helpline	-	8,965	(3,015)	-	<b>5,950</b>
<b>Rausing Charitable Foundation</b>					
- Sussex social work	-	6,650	(665)	-	<b>5,985</b>
<b>Coop Foundation (Wales)</b>	5,000	-	-	-	<b>5,000</b>
<b>WPH Charitable Trust</b>	5,000	-	(5,000)	-	-
Other UK Office Funds	-	418	(418)	-	-
Other Lambeth Funds	-	11,985	-	-	<b>11,985</b>
Other Lewisham Funds	-	29,939	(29,939)	-	-
Other Ealing Funds	898	3,893	(2,732)	-	<b>2,059</b>
Other Southall Funds	-	9,947	(2,161)	-	<b>7,786</b>
Other Wandsworth Funds	5,911	16,568	(10,095)	-	<b>12,384</b>
Other Southwark Funds	13,459	10,808	(3,089)	-	<b>21,178</b>
Other Hoxton Funds	-	600	(600)	-	-
Other Sutton Funds	306	1,084	-	-	<b>1,390</b>
Other North East Funds	9,103	1,805	-	-	<b>10,908</b>
Other North West Funds	7,723	1,150	-	-	<b>8,873</b>
Other West Midlands Funds	14,385	10,457	(6,624)	-	<b>18,218</b>
Other Regional funds	600	-	-	-	<b>600</b>
Other Wales Funds	2,894	3,688	(500)	-	<b>6,082</b>
Other Scotland Funds	5,776	5,608	(11,277)	-	<b>107</b>
Other Northern Ireland Funds	1,717	3,287	(5,004)	-	-
Other volunteer rep funds	1,600	2,500	(4,100)	-	-
Other Social Work funds	-	6,745	(535)	18,028	<b>24,238</b>
Other grant funds	-	2,425	(11,432)	46,341	<b>37,334</b>
Other building purchase funds	169,789	-	-	-	<b>169,789</b>
<b>Total restricted funds</b>	<u>1,164,592</u>	<u>3,006,209</u>	<u>(2,857,957)</u>	<u>64,369</u>	<u><b>1,377,213</b></u>
<b>Unrestricted funds:</b>					
<i>Designated funds:</i>					
Fixed asset reserve	<u>450,420</u>	<u>-</u>	<u>-</u>	<u>(124,437)</u>	<u><b>325,983</b></u>
<i>Total designated funds</i>	450,420	-	-	(124,437)	<b>325,983</b>
<b>General funds</b>	<u>213,512</u>	<u>534,106</u>	<u>(741,354)</u>	<u>614,141</u>	<u><b>620,405</b></u>
<b>Total unrestricted funds</b>	<u>663,932</u>	<u>534,106</u>	<u>(741,354)</u>	<u>489,704</u>	<u><b>946,388</b></u>
<b>Total funds</b>	<u><u>1,828,524</u></u>	<u><u>3,540,315</u></u>	<u><u>(3,599,311)</u></u>	<u><u>554,073</u></u>	<u><u><b>2,323,601</b></u></u>

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### Notes to the financial statements

#### For the year ended 31 March 2005

#### 18. Movements in funds (continued)

##### Purposes of restricted funds

Purposes of restricted funds are given alongside the names.

##### Purposes of designated funds

The fixed asset reserve represents funds which are not liquid as they are tied up in the net book value of fixed assets (other than those funded by restricted grants). The transfer from general funds represents the net change in net book value for the year.

##### Restricted capital funds

Within the restricted funds detailed above are funds representing the net book value of fixed assets funded by restricted grants, as follows:

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
Home Office - Equipment	3,085	-	(3,085)	-	-
DfES Capital	15,105	-	(13,768)	-	1,337
Dept of Health- Health & Social Care (Lewisham capital)	1,000	-	(500)	-	500
Scottish Exec Slippage (capital items)	2,087	-	(592)	-	1,495
HAZ Southwark Capital	2,107	1,427	(803)	-	2,731
Sure Start Hackney (Hoxton capital)	5,007	-	(736)	-	4,271
Birmingham Children's Fund - capital	1,198	-	(430)	-	768
Big Lottery Fund					
- Building purchase	600,000	-	-	-	600,000
- Parents & Paediatricians Capital	4,829	-	(3,978)	-	851
- Wales capital element	-	3,000	(214)	-	2,786
The Percy Bilton Charity	2,625	-	(750)	-	1,875
Bridge House Estates					
Building Purchase Grant	150,000	-	-	-	150,000
Other building purchase funds	169,789	-	-	-	169,789
	<u>956,832</u>	<u>4,427</u>	<u>(24,856)</u>	<u>-</u>	<u>936,403</u>

Of funds amounting to £936,403 relating to capital purchases, £3,740 is unspent at 31 March 2005.

#### 19. Operating lease commitments

The charity had annual commitments at the year end under operating leases expiring as follows:

	Property		Equipment	
	2005 £	2004 £	2005 £	2004 £
Less than 1 year	48,372	37,746	7,606	6,302
2 - 5 Years	24,707	27,328	2,056	1,605
	<u>73,079</u>	<u>65,074</u>	<u>9,662</u>	<u>7,907</u>

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### Notes to the financial statements

#### For the year ended 31 March 2005

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#### 20. Notes to cash flow statement

##### a. Reconciliation of net movement in funds to net cash flow from operating activities

	2005 £	2004 £
Net movement in funds for the year	495,077	141,069
Non-operating cashflows eliminated		
Depreciation	58,206	63,584
Investment gains	(4,377)	-
Decrease in stocks	1,059	801
Decrease/(increase) in debtors	(6,870)	(145,488)
(Decrease)/increase in creditors	6,572	58,290
Funds transferred from LHT	(554,073)	-
Net cash flow from operating activities	<u>(4,406)</u>	<u>118,256</u>

##### b. Analysis of changes in net debt

	At 1 April 2004 £	Cash flows £	At 31 March 2005 £
Cash in hand	640,385	366,742	1,007,127
Short term deposits	-	200,000	200,000
Total	<u>640,385</u>	<u>566,742</u>	<u>1,207,127</u>

##### c. Reconciliation of net cash flow to movement in net funds

	2005 £	2004 £
<b>Increase in cash in the period</b>	<b>366,742</b>	52,874
Cash received from loan financing	(172,012)	-
Cash paid for loan financing	38,448	38,812
Change in net funds	233,178	91,686
Net funds at the start of the year	331,396	239,710
<b>Net funds at the end of the year</b>	<b>564,574</b>	331,396