

CONTACT A FAMILY

ACCOUNTS

For the year ended

31 MARCH 2001

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

DIRECTORS

Michael Lancaster (Chairman):
Dea Birkett (from 9 October 2000)
Sue Burr (from 5 February 2001)
Paul Cann (from 5 February 2001)
Raymond Cooper
Nick Crean (from 5 February 2001)
Andrew Crossley
Ruth Eisenberg
Paul Ennals (to 14 May 2001)
Dr Ian Lister-Cheese
Dr Zarrina Kurtz
Pat McCarthy (from 5 February 2001)
Nigel Nicholls (from 14 May 2001)
Reuben Parkinson (from 14 May 2001)
Tricia Pope
Imelda Redmond (from 5 February 2001)
Alison Richardson (from 5 February 2001)
Hugh Speed OBE
Maxine Whitton (to 11 December 2000)
Catherine Wright (from 14 May 2001)

REGISTERED OFFICE

209-211 City Road
London EC1V 1JN

AUDITORS

Smith & Williamson
Chartered Accountants
No 1 Riding House Street
London W1A 3AS

BANKERS

Robert Fleming & Co. Limited
Sovereign House
16 - 22 Western Road
Romford RM1 3LB

SOLICITORS

Farrer & Co
66 Lincoln's Inn Fields
London
WC2A 3LH

PRINCIPAL EXECUTIVE OFFICERS

Harry Marsh - Executive Director and
Company Secretary: to 12 June 2000
Francine Bates – Chief Executive and
Company Secretary: from 12 June 2000
Dean Casswell - Assistant Director
(Finance and Administration)
Paul Soames - Assistant Director
(London)
Carol Youngs - Assistant Director
(National Development)
Bill Giles – Director of Fundraising
Michael Tolmie – Finance Manager

DIRECTORS' REPORT for the year ended 31 MARCH 2001

Directors

1. The Current Directors are listed on the previous page. During the year, the Board agreed that they wished to expand the number of Directors leading the charity. The intention of the Board was to diversify its skills, expertise and increase representation of the number of parents with children with disabilities.
2. During the year, Dr Zarrina Kurtz, Dr Ian Lister-Cheese and Hugh Speed retired by rotation and were re-elected by the AGM. Dea Birkett was appointed during the year and was elected. Imelda Redmond, Alison Richardson, Nick Crean, Paul Cann, Pat McCarthy, Sue Burr, Nigel Nicholls, Reuben Parkinson and Catherine Wright have been appointed and will be proposed for election at the 2001 AGM.
3. Paul Ennals and Maxine Whitton, two long-serving Directors, resigned during the year. Both Paul and Maxine, great supporters of the Charity, were warmly thanked by the Board.
4. Harry Marsh, Executive Director of Contact a Family, for twelve years, left the charity at the end of June 2000. The Directors would like to place on record their heartfelt thanks to Harry for his unique contribution to the development of Contact a Family.
5. Francine Bates, Harry Marsh's successor, was appointed as Chief Executive and Company Secretary, on 12th June 2000. She would also like to record her thanks to Harry Marsh for his generosity and support in helping her to settle in to her new role.

The year's charitable activities

6. Contact a Family's principal charitable objectives are to provide advice and information for families caring for children with disabilities and special needs and to encourage mutual support between such families.
7. During the year, the Directors asked the Chief Executive to develop a new five-year strategy for Contact a Family for the period April 2001 through to 2006.
8. The Chief Executive led an extensive consultation exercise, on behalf of the Directors, in developing the strategy. The Charity consulted staff, volunteers, affiliated groups and parents about the direction of the organisation. After taking account of many comments, the final strategy was agreed by the Directors in February 2001.
9. The Strategy sets out six main objectives. These are:
 - To offer support to parents and families
 - To provide information and advice to parents, families and professionals
 - To provide training to parents, families and professionals
 - To undertake policy development
 - To campaign with parents and families to bring about changes
 - To manage Contact a Family effectively

The strategy is a public document and is available on the charity's website (www.cafamily.org.uk).

DIRECTORS' REPORT for the year ended 31 MARCH 2001 (continued)

The year's charitable activities (continued)

10. Contact a Family Staff continued to give development support and advice to over 300 national (UK-wide) family support groups and organisations. This work is directly funded by the UK Committee of the Community Fund (formerly the National Lottery Charities Board).
11. In January, we published the 10th edition of the CaF Directory of Specific Conditions and Rare Syndromes. The publication was produced in a new bound format and launched at the British Medical Association by Lord Turnberg. The Directory is a unique resource containing information on well over 300 rare disorders and associated support groups. The Directory is available on the website and is a widely used information tool by parents and professionals alike.
12. The Charity was contracted by NHS Direct Online during the year to provide information on rare disorders and specific health syndromes, as part of its service to the public. This contract has been extended for a further year.
13. During the year, Contact a Family continued to support the Rare Disorders Alliance. Contact a Family staff provided support and information to members of the Alliance including the publication of several newsletters.
14. In December, the Community Fund grant enabled us to host a major conference for over 200 parents and professionals in co-operation with the Institute of Child Health. The aim of the conference was to increase awareness of rare disorders as a key public health policy issue in the UK.
15. We have also maintained our strong links with our sister organisations in other parts of the world, including within the European Union. This has occurred through the establishment of EURORDIS, based in Paris, a trans-national organisation dedicated to supporting the interests of families affected by rare disorders.
16. Contact a Family has also continued to provide a comprehensive service to local parent support groups in all parts of the UK. There are at least 750 support groups on our database and staff respond promptly to all requests for advice and information. In addition, we have organised training workshops attended by parents and professionals.
17. We have been able to provide more intensive help to local parents, families and their support groups where we have development staff based in regional or project offices.
18. In London, the Charity continued to maintain and staff six community based projects. These are based in the Ealing, Southall, Lambeth, Lewisham, Wandsworth and Southwark. Each project provides for local families caring for disabled children a range of information services, publications, family activities and advocacy services. We are very appreciative of the time and expertise given by the members of our six London Committees of Management, many of whom are parents of children with disabilities. We are grateful to the five London boroughs who financially support our projects and to the London Boroughs Grants Committee who also provide funding to manage the work centrally.
19. This year, we officially opened a new office and recruited two staff members in South London. This office serves the families in the London Boroughs of Sutton, Merton and Croydon. We are very grateful to the Community Fund and the Bridge House Estates Trust for supporting this initiative.

DIRECTORS' REPORT for the year ended 31 MARCH 2001 (continued)

The year's charitable activities (continued)

20. Contact a Family continues to support families in the London Boroughs of Richmond, Hounslow and Kingston. However, we have not managed to secure funding to increase staff hours. We are very grateful to Local Authorities and Trusts for funding this work.
21. During the year, our offices in the three English regions of the North West, the North East and the West Midlands have become firmly established. We are indebted to a number of major funders whose support has made this possible, including the Community Fund, BBC Children in Need, the Northern Rock Foundation, the Henry Smith's Charity through the good offices of the Tyne and Wear Foundation, the Eveson Charitable Trust and a number of other grant givers.
22. Contact a Family Scotland has firmly established strong roots thanks to the work of our Development staff and the support of the Advisory Committee. The Advisory Committee is chaired by Alison Richardson and she became a Director of the charity during the year. We are grateful to the Headley Trust for their continued support. We are also pleased to have secured ongoing core funding from the Scottish Executive commencing April 2001.
23. Staff working for our Contact a Family office in Northern Ireland undertook a full programme of work with families and professionals. Catherine Wright chairs the Advisory Committee and has also joined the main Board of Directors of Contact a Family. The Development Officer has built closer links with officials in the Northern Ireland Assembly and we intend to apply to the Assembly for core-funding in 2001-02.
24. Our office in Wales is now strongly established. The Development staff are guided in their work by an Advisory Committee. Pat McCarthy, an active member of the Committee became a Director of the Charity during the year. Our work has been widely acknowledged throughout Wales and has resulted in a successful application to the National Assembly for Wales for core-funding, commencing April 2001.
25. For the past four years, CaF has had the support of a growing number of voluntary Local Area Representatives, most of who are themselves parents of children with disabilities. They play a vital role in their areas and regions in providing information and support to parents. The initial group of parents was funded by the Lankelly Foundation. Additional parents have been recruited thanks to the Community Fund and the Lloyds/TSB Foundation. In May, Baroness Pitkeathley, held a reception in the House of Lords, honouring the work of the Local Area Representatives.
26. Contact a Family is a major provider of information for families and the many professionals staff who advise them. During the year, our staff and volunteers responded to enquiries from all sources, including telephone calls, letters, faxes and e-mails.
27. The Department of Health agreed to support this service during the year on the strength of the uniqueness of our information and the noted quality of advice and support provided to parents and professionals. In December, John Hutton, the then Minister for Health, announced three year funding of £1.5 million to the Charity, in order to expand our telephone helpline service to parents and improve our information to professionals.

DIRECTORS' REPORT for the year ended 31 MARCH 2001 (continued)

The year's charitable activities (continued)

28. Contact a Family continued to advise individual families and support groups concerned with Attention Hyperactivity Disorder – a condition that affects many thousands of children, young people and adults. There are a considerable number of local and regional support groups in the country and, in consultation with a number of key groups and individuals, the Charity coordinates an ADHD National Alliance to develop common programmes of awareness raising, information exchange and support, funded by a Department of Health Section 64 grant. The Alliance now has clear objectives and a structure in place to allow the members to determine a full work programme. It is envisaged that the Alliance will be independent of the Charity by March 2003.
29. The senior staff of the Charity continued to represent the needs and views of parents caring for disabled children to professional associations, local authorities, the media and to elected representatives at local, national and European levels. The Charity has continued to take a close interest in the Government's National Carers Strategy and the Quality Protects initiative. We made strong (and successful) representations that parent carers should be included within the special programme of Carers Grants made available to local authorities in England and Wales. We also successfully lobbied for ring-fenced local authority funding for children with disabilities. Contact a Family has played a leading role in the activities of the Council for Disabled Children, the Special Educational Consortium, the Carers Alliance and the Action 19+ Campaign.
30. On the health policy side, the Charity is represented on the NHS Quality Task Force, the National Screening Committee and the National Institute for Clinical Excellence. Contact a Family plays an active part in the Patients Forum, the Royal College of Paediatrics and the Child Health and a number of other organisations.
31. The Charity continued to work collaboratively with the Trustees of the Henry Spink Foundation and provide them with office accommodation and facilities at cost. We share the Foundation's concerns about the need to investigate the biochemical causes of disorders in children and to extend the public knowledge about the availability of therapies and other treatments.

Financial Report

32. 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 1995. The principal features of the accounts are as follows.
33. Total incoming resources increased from £1,731,235 in 2000 to £2,274,618, an increase of 31.4%. The increase in income was due to two main factors: an increase in the Charity's fund raising activities which was necessary to finance a greatly increased work programme and the support of the October Club, who held a fundraising dinner for the Charity in October 2000. This event has raised over £300,000 income in the year, with a further £120,000 expected in 2001-02.

DIRECTORS' REPORT for the year ended 31 MARCH 2001 (continued)

Financial Report (continued)

34. Total resources expended increased from £1,543,975 to £2,063,591, an increase which is primarily due to the expansion of the Charity's activities together with approximately 3% cost inflation. The resultant surplus of £211,027 represents a significant increase over 2000 (£187,260 surplus). However the Trustees are of the view that the current surplus should be viewed cautiously in the light of two factors: the October Club income is in the category of a "windfall" and will not be repeated; and the Charity's uncommitted reserves are still below the minimum safety margin set by the Trustees; These factors are further referred to below.

35. The Directors have decided to:

- a. Use the designated fund for national premises of £225,000 to assist the purchase of its new premises at 209-211 City Road to serve as a UK office and a *UK Information Centre for Disabled Children and their Families*.
- b. Treat the October Club income unused to date as a designated fund to meet costs of providing information to parents and professionals. This leaves the remaining balance of uncommitted general funds at £88,655. This total represents 2.23 weeks of current expenditure, a decrease from 7.55 weeks in 2000-01. This is well below the stated policy of the Trustees which is to have a minimum of 8 weeks in uncommitted funds, and ideally to have 12 weeks.
- c. maintain a staff pension fund of £15,000 to reflect the liability they have as Trustees to contribute 5% of gross salary to current staff members' portable pension plans.

The Directors are concerned that the level of reserves has fallen to below our stated policy. It is intended to make strenuous efforts during 2001/2 to substantially increase the level of reserves by the end of the year.

36. Fund raising and publicity expenses of £91,386 (2000: £45,526) represents an increase from 3% to 4.4% of total expenditure over the year. This level of expenditure, though increased due to the appointment in January 2001 of a fundraising director and a full-time fundraising assistant, is still much lower than that of most national charities. This reflected the view of the Directors that the Charity's work could not significantly expand further without a major extension of fund raising activity. The Directors have also been involved in discussions with some major funders in the statutory, charitable trust and corporate sectors and sought their support for the Charity's ongoing development.

37. Expenditure on the management and administration of the charity of £82,177 (2000: £74,763) has increased marginally on last year. This represents 4.0% of expenditure as a whole, a decrease on 2000 (4.8%).

38. The Directors 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 CaF on a day to day basis.

DIRECTORS' REPORT for the year ended 31 MARCH 2001 (continued)

Premises

39. Within income we have included the Directors' estimated value, £73,000, of the peppercorn lease granted to CaF by the English National Board for Nursing, Midwifery and Health Visiting (ENB) through the good offices of the National Health Service Executive and the Department of Health. We are most grateful to these bodies for this significant gift that has provided CaF with rent free premises for the last seven years.
40. On 24th March 2001 the Charity moved premises to 209-211 City Road, having negotiated a lease with an option to purchase the premises outright. On 18 June 2001 the Charity exercised this option and purchased the premises for £1,635,000. The purchase was funded with grants from the Community Fund, Bridge House Estates, Roger Vere Foundation and Garfield Weston Foundation, and with a bridging loan from Unity Trust Bank. This purchase gives the Charity a settled base for its UK information centre and from which it can develop its UK wide activities.

Future prospects

41. The Charity has, in pursuit of our strategic objectives, committed itself to a major programme of work in Scotland, Northern Ireland and England in addition to a number of UK-wide initiatives. The Directors are confident that the climate is reasonably favourable for such a programme and that it is consistent with the policies of central government, local authorities, several charitable trusts and with views of parents. In particular, we feel that Contact a Family has a major role to play, in parallel with a number of central and local government initiatives, in the fields of social care and equal opportunity for all children; improved standards for children and young people with special educational needs; carers policy and improved services for all carers; disabled people's rights to access to services; improved information and patient support for all users of the NHS; and increased financial support to children and families and neighbourhoods under stress.
42. Having initiated a review of the Charity's strategic objectives and specific work programmes for the period 2001 – 2006, the Directors are confident that under the leadership of our Chief Executive, Francine Bates, the Charity will continue to be a lively and responsive organisation, well respected by parents, professional, legislators and policy makers.
43. The Directors remain of the view the advent of the new European currency will have no adverse impact on our operations.

BY ORDER OF THE BOARD

Francine Bates
Secretary

23 July 2001

Registered Office
209-211 City Road
London EC1V 1JN

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.

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 2001 on pages 11 to 21. These accounts have been prepared under the historical cost convention and on the basis of the accounting policies set out therein.

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.

Opinion

In our opinion the accounts give a true and fair view of the state of the company's affairs at 31 March 2001 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

SMITH & WILLIAMSON
Chartered Accountants
Registered Auditors

No 1 Riding House Street
London W1A 3AS

**STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 MARCH 2001
(Incorporating an Income and Expenditure Account)**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2001 £	Total 2000 £
Incoming resources	1				
Voluntary income					
Company donations		9,662	6,732	16,394	33,218
Covenants		3,757	66	3,823	3,550
Charitable Trusts		115,952	402,165	518,117	623,339
National Lottery Charities					
Board		-	322,519	322,519	257,177
Individual donations		8,485	3,487	11,972	4,191
Special events		308,317	10,050	318,367	26,928
Charity donations		-	-	-	4,500
Gifts in kind	1	73,000	-	73,000	73,000
		<hr/>	<hr/>	<hr/>	<hr/>
		519,173	745,019	1,264,192	1,025,903
		<hr/>	<hr/>	<hr/>	<hr/>
Other income					
Central and Local					
Government grants	2	-	728,891	728,891	531,728
Affiliation fees		-	969	969	2,639
Bank interest receivable and similar income		25,337	3,126	28,463	17,788
Miscellaneous		28,808	4,757	33,565	66,773
Directory sales		94,910	-	94,910	88,278
Parent contributions		-	17,561	17,561	5,970
		<hr/>	<hr/>	<hr/>	<hr/>
		149,055	755,304	904,359	713,176
(Increase)/decrease in deferred income		15,780	90,287	106,067	(7,844)
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		684,008	1,590,610	2,274,618	1,731,235
		<hr/>	<hr/>	<hr/>	<hr/>
Resources expended					
Direct charitable expenditure	4	407,195	1,482,833	1,890,028	1,423,686
Fundraising and publicity		90,942	444	91,386	45,526
Management and Administration		78,716	3,461	82,177	74,763
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		576,853	1,486,738	2,063,591	1,543,975
		<hr/>	<hr/>	<hr/>	<hr/>
Net incoming resources for the year – surplus	5	107,155	103,872	211,027	187,260
Balances brought forward		464,134	24,560	488,694	301,434
		<hr/>	<hr/>	<hr/>	<hr/>
Balances carried forward		£571,289	£128,432	£699,721	£488,694
		<hr/>	<hr/>	<hr/>	<hr/>

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

BALANCE SHEET as at 31 MARCH 2001

	Notes	2001 £	2000 £
Tangible fixed assets	6	135,048	45,233
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Current assets			
Stock of publications		2,528	4,827
Debtors	7	156,854	145,452
Cash at bank and in hand		658,705	585,086
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		818,087	735,365
Creditors: amounts falling due within one year	8	(253,414)	(291,904)
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Net current assets		564,673	443,461
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Net assets		£699,721	£488,694
<hr/> <hr/>			
Financed by:			
Restricted funds	11	128,432	24,560
Unrestricted funds			
Designated funds	10	482,634	240,000
Other funds	10	88,655	224,134
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		£699,721	£488,694
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The accounts on pages 11 to 21 were approved by the Board of Directors on 23 July 2001 and were signed on its behalf by

)
) Directors
)

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2001

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 by Charities (October 1995) and the Charity Accounts and Reports Regulations 1995.

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.

As a small company as defined in Section 247 of the Companies Act 1985, the company has taken advantage of the exemption from preparing a cash flow statement.

INCOMING RESOURCES

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

EXPENDITURE

Direct charitable expenditure comprises costs attributable to the charitable activities of the company.

Fundraising and publicity costs are those incurred seeking voluntary contributions.

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

FUNDS

Designated funds are funds originally received without restriction which the Directors 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.

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.

A major gift in kind, in the form of rent-free national premises, is included in the statement of financial activities at the directors' estimate of the value to the company.

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:-

Fixtures, fittings and equipment	25% per annum
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NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2001 (continued)

1. ACCOUNTING POLICIES (continued)

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.

2	Central and Local Government Grants	Unrestricted Funds £	Restricted Funds £	Total 2001 £	Total 2000 £
	Central Government Grants				
	Home Office				
	- Family Support grant (core costs)	-	35,000	35,000	35,025
	- Family Support grant (planning)	-	30,000	30,000	-
	- End of year grant	-	14,622	14,622	-
	Dept of Health:				
	- AD(H)D National Alliance (S64)	-	33,000	33,000	20,726
	- Rare Conditions (S64)	-	-	-	25,000
	- End of year grant	-	18,772	18,772	-
	- Volunteer Representatives Co-ordinator grant (S64)	-	36,800	36,800	37,400
	Local Government Grants				
	- London Boroughs Grant	-	33,533	33,533	33,533
	- London Borough of Ealing (Ealing)	-	55,638	55,638	38,910
	- London Borough of Ealing (Southall)	-	36,849	36,849	38,770
	- London Borough of Lambeth	-	182,526	182,526	66,572
	- London Borough of Lewisham	-	72,474	72,474	63,135
	- Wandsworth Corporation	-	57,844	57,844	77,666
	- Southwark Strategic Services	-	40,990	40,990	30,000
	- Joint Funding Southwark	-	-	-	7,500
	- London Borough of Hounslow	-	5,000	5,000	-
	- London Borough of Richmond	-	5,000	5,000	-
	- London Borough of Kingston	-	2,000	2,000	-
	Health Action Zone	-	50,000	50,000	48,459
	Sure Start	-	15,843	15,843	8,284
	Sure Start Wandsworth	-	3,000	3,000	-
	Other Public Bodies	-	-	-	748
		-	£728,891	£728,891	£531,728

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

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2001 (continued)

3 Information Regarding Employees Including Directors

The average number of persons employed by the company, excluding directors, during the year was 54 of whom 12 were part-time (2000: 45 of whom 12 were part-time).

Staff costs during the year were as follows:-	Total 2001 £	Total 2000 £
Wages and salaries	1,155,896	866,188
Social security costs	107,091	81,449
Pension	25,370	19,183
	<hr/>	<hr/>
	£1,288,357	£966,820
	<hr/>	<hr/>

The directors are not remunerated. No expenses were reimbursed to directors as a result of their duties as members of the board (2000: £143 reimbursed).

One employee received between £40,000 and £50,000 excluding pension contributions (2000 - one). No other employee received emoluments in excess of £40,000.

4 Direct charitable expenditure	Unrestricted Funds £	Restricted Funds £	Total 2001 £	Total 2000 £
The amount stated comprises:-				
Community projects for families	28,342	696,424	724,766	551,922
Regional support services for families	79,038	453,252	532,290	328,987
National advice and information services and Contact Line	224,368	45,774	270,142	189,033
Support for specific disability groups	36,592	179,901	216,493	101,311
Support for parents' groups throughout the UK	38,855	107,482	146,337	252,433
	<hr/>	<hr/>	<hr/>	<hr/>
	407,195	1,482,833	£1,890,028	£1,423,686
	<hr/>	<hr/>	<hr/>	<hr/>

5 Net incoming resources – surplus	Total 2001 £	Total 2000 £
This amount stated is after charging/(crediting):-		
Lease payments for land and buildings	51,651	33,616
(Profit)/loss on disposal of fixed assets	(169)	-
Depreciation	20,979	13,389
Auditors' remuneration, including general financial advice	6,079	6,582
	<hr/>	<hr/>

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2001 (continued)

6	Tangible fixed assets		Fixtures, fitting and equipment £
	Cost		
	At 1 April 2000		95,527
	Additions		111,961
	Disposals		(1,436)
			£206,052
			£206,052
	Depreciation		
	At 1 April 2000		50,294
	Charge for the year		20,979
	Disposals		(269)
			£71,004
			£71,004
	Net book value		
	At 31 March 2001		£135,048
			£135,048
			£135,048
	At 31 March 2000		£45,233
			£45,233
			£45,233
7	Debtors	Total 2001 £	Total 2000 £
	Prepayments and accrued income	38,866	10,075
	Other debtors	117,988	135,377
		£156,854	£145,452
		£156,854	£145,452

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2001 (continued)

8	Creditors: Amounts falling due within one year	Total 2001 £	Total 2000 £
	Deferred income (note 9)	88,436	194,503
	Accruals	1,163	1,163
	Other taxes and social security	32,333	28,911
	Other creditors	131,482	67,327
		£253,414	£291,904
		£253,414	£291,904

9	Deferred income	Total 2001 £	Total 2000 £
	Balance brought forward	194,503	186,659
		438,594	470,391
	Received in year	438,594	470,391
	Recognised as income in year	544,661	462,547
		(106,067)	7,844
	Change in deferred income unexpended	(106,067)	7,844
		£88,436	£194,503
	Balance carried forward	£88,436	£194,503
		£88,436	£194,503

The deferred income at 31 March 2001 is made up of funding from the following:

	£
Esmee Fairbairn Trust	7,827
Lloyds/TSB Foundation – West Midlands	1,750
Northern Rock Foundation	11,500
Tyne & Wear Community Foundation	7,500
BBC Children in Need - Wales	12,000
BBC Children in Need - Scotland	8,745
Eveson Trust	5,000
National Lottery Charities Board - Lewisham	1,281
Health Action Zone - Southwark	8,333
W A Cadbury Charitable Trust	500
Directory updates	20,000
Help a London Child – South London	4,000
	£88,436
	£88,436

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2001 (continued)

10 Unrestricted funds	Designated funds £	Other Funds £	Total £
Balance at 1 April 2000	240,000	224,134	464,134
Movement in year	-	107,155	107,155
Transfer to designated funds	242,634	(242,634)	-
	£482,634	£88,655	£571,289
Designated funds	Balance at 31 March 2000 £	Movement £	Balance at 31 March 2001 £
National premises	225,000	-	225,000
Staff pension fund	15,000	-	15,000
The October Club Fund	-	242,634	242,634
	£240,000	£242,634	£482,634

The purpose of the National Premises Fund is to provide the Charity with the means to rent, lease or part purchase premises for our UK office on the termination of the Charity's peppercorn lease at 170 Tottenham Court Road. On 24 March 2001 the Charity moved its premises to 209-211 City Road, which it leased on 13 December 2000 with an option to purchase by 18 June 2001. The Charity exercised that option on the given date (see note 13)

The purpose of the Staff Pension Fund is to meet the Charity's liability to pay a sum equivalent to 5% of gross salary towards staff portable pension plans.

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.

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2001 (continued)

11 Restricted Funds	Brought forward at 1 April 2000 £	Received in year £	Movement in deferred income £	Expenditure in year £	Carried forward at 31 March 2001 £
Central Government Grants					
Home Office					
- Family Support (senior staff)	-	35,000	-	35,000	-
- Family Support (planning)	-	30,000	-	13,521	16,479
- End of year grant (equipment)	-	14,622	-	-	14,622
Dept of Health:	-				
- AD(H)D National Alliance(S64)	-	33,000	-	33,000	-
- End of year grant (equipment & directory costs)	-	18,772	-	18,772	-
- Volunteer Representatives Co-ordinator grant (S64)	-	36,800	-	36,800	-
London Boroughs:					
- Lambeth (Lambeth project)	7,158	182,526	-	178,012	11,672
- Lewisham (Lewisham project)	9,043	72,474	-	81,517	-
- Ealing (Ealing project)	(1,907)	55,638	-	52,699	1,032
- Ealing (Southall project)	(1,554)	36,849	-	35,295	-
- Wandsworth (Wandsworth project)	8,841	57,844	19,035	81,253	4,467
- Southwark (Southwark project)	1,589	40,990	-	35,165	7,414
- South West London Boroughs (South West London office)		12,000	-	12,000	-
National Lottery Charities Board:					
- Rare Conditions project	-	143,410	-	143,410	-
- Lewisham project post	-	7,686	(1,281)	6,405	-
- Southall transition post	-	23,250	3,300	26,550	-
- Wales office	-	39,156	-	39,156	-
- North West England office	-	28,086	3,929	30,386	1,629
- South West England Volunteer Representatives	-	10,760	-	5,164	5,596
- Northern Ireland office	-	22,544	-	22,544	-
- West Midlands office	-	21,092	-	21,092	-
- South London office	-	22,750	-	22,750	-
- Wandsworth project (Millenium Fund)	-	3,785	-	2,770	1,015
Health Action Zone					
- Southwark (family worker)	-	50,000	(8,333)	41,667	-
- 3 Borough project	-	-	7,312	7,312	-
Sure Start - Southwark	-	15,843	-	15,843	-
Sure Start - Wandsworth	-	3,000	-	3,000	-
London Boroughs Grants (London Manager)	-	33,533	-	33,533	-
Lloyds TSB Foundation:					
- National Development post	-	-	6,723	6,723	-
- Wales (parent workshops)	-	7,200	-	-	7,200
- North East England (Volunteer representatives)	-	-	6,000	565	5,435
- North West England (Volunteer representatives)	-	-	2,994	2,994	-
- Scotland (Volunteer representatives)	-	1,237	-	1,237	-
- Northern Ireland (Coordinator)	-	10,000	-	10,000	-
- West Midlands (office costs)	-	7,000	-	7,000	-
Subtotal carried forward	23,170	1,076,847	39,679	1,063,135	76,561

NOTES TO THE ACCOUNTS for the year ended 31 MARCH 2001 (continued)

11 Restricted Funds (continued)	Brought forward at 1 April 2000 £	Received in year £	Movement in deferred income £	Expenditure in year £	Carried forward at 31 March 2001 £
Subtotal brought forward	23,170	1,076,847	39,679	1,063,135	76,561
BBC Children in Need					
- North West England (Coordinator)	-	25,121	-	25,121	-
- Scotland (Assistant)	-	13,245	(8,745)	4,500	-
- Wales (office costs)	-	24,000	(12,000)	12,000	-
- Lewisham (holiday activities)	-	10,500	-	10,500	-
- Other London (holiday activities)	-	13,793	-	13,793	-
Help a London Child (London projects & regions – holiday activities)	-	23,955	(4,000)	19,955	-
Baring Foundation (Knowledge/skills exchange)	-	-	5,480	5,480	-
Newby Trust (publications)	-	5,000	-	-	5,000
National Development					
- Rank Foundation	-	-	14,000	14,000	-
- Esmée Fairbairn Trust	-	31,311	(7,827)	23,484	-
- Smith's Charity	-	20,000	-	20,000	-
John Ellerman Foundation (Helpline)	-	-	30,000	30,000	-
Lankelly Foundation (Volunteer Representatives)	-	-	28,215	14,833	13,382
North East office:					
- Community Foundation	-	30,000	-	30,000	-
- Northern Rock Foundation	-	23,000	(1,500)	21,500	-
Sobell Foundation (North West office)	-	5,000	-	5,000	-
Hampton Fuel Allotment (S W London)	-	5,000	-	5,000	-
Headley Trust (Scotland office)	-	22,500	-	22,500	-
Marks & Spencer (N Ireland office)	-	5,000	-	5,000	-
Eveson Trust (West Midlands office)	-	20,000	-	20,000	-
Bridge House Estates (South London office)	-	26,618	-	26,618	-
Other UK Office Funds	-	1,688	-	1,688	-
Other Project Funds	-	39,637	-	39,637	-
Other Regional Funds	-	16,981	5,000	21,961	20
Other Nation Funds	1,390	1,127	1,985	4,452	50
Capital Appeal	-	60,000	-	26,581	33,419
	£24,560	£1,500,323	£90,287	£1,486,738	£128,432

The purposes of each fund are given in brackets

12 **Operating lease commitments**

**Land &
Buildings**
£

At 31 March 2001 the company was committed to making the following payments during the next year in respect of operating leases:

Leases which expire:

Within one year	37,173
Within 2 to 5 years	103,505
After 5 years	-

£140,678

13. **Post Balance Sheet Event**

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 the Community Fund, Bridge House Estates, Garfield Weston Foundation, Roger Vere Foundation and other trusts, and with a bridging loan of £750,000 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 purchase is still dependent on the bridging loan at 30 September 2001.

14. **Members' guarantee**

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

SUMMARY OF INDIVIDUAL PROJECT, REGION AND COUNTRY FUNDS**INCOME AND EXPENDITURE ACCOUNT for the year ended 31 March 2001**

	Income	Expenditure	Surplus/ (Deficit)	Funds Brought Forward	Funds Carried Forward
	£	£	£	£	£
UK Office	1,318,937	(1,123,265)	195,672	464,134	659,806
Lambeth	200,629	(196,115)	4,514	7,158	11,672
Lewisham	112,202	(121,245)	(9,043)	9,043	-
Ealing	63,659	(60,719)	2,940	(1,907)	1,033
Southall	76,401	(74,847)	1,554	(1,554)	-
Wandsworth	95,220	(98,579)	(3,359)	8,841	5,482
Southwark	108,760	(102,935)	5,825	1,589	7,414
North East England	67,727	(62,292)	5,435	-	5,435
North West England	75,147	(73,518)	1,629	-	1,629
West Midlands	64,052	(64,052)	-	-	-
South West London	32,938	(32,938)	-	-	-
South London	52,055	(52,055)	-	-	-
Scotland	49,649	(53,622)	(3,973)	3,973	-
Wales	74,478	(60,859)	13,619	(6,369)	7,250
Northern Ireland	48,568	(52,354)	(3,786)	3,786	-
Inter Office Adjustments	(165,804)	165,804	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	£2,274,618	£(2,063,591)	£211,027	£488,694	£699,721
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**SUMMARY OF INDIVIDUAL PROJECT, REGION AND COUNTRY FUNDS
(continued)**

BALANCE SHEET as at 31 March 2001

	Fixed assets £	Current Assets £	Current Liabilities £	Net Assets £
UK Office	105,163	744,817	(190,174)	659,806
Lambeth	3,342	55,532	(47,202)	11,672
Lewisham	1,210	26,814	(28,024)	-
Ealing	2,790	23,565	(25,322)	1,033
Southall	3,427	14,083	(17,510)	-
Wandsworth	334	19,577	(14,429)	5,482
Southwark	3,455	27,308	(23,349)	7,414
North East England	1,024	31,841	(27,430)	5,435
North West England	1,246	3,082	(2,699)	1,629
West Midlands	3,506	6,460	(9,966)	-
South West London	861	318	(1,179)	-
South London	3,513	1,136	(4,649)	-
Scotland	1,150	8,421	(9,571)	-
Wales	3,049	16,754	(12,553)	7,250
Northern Ireland	978	12,981	(13,959)	-
Inter Office Adjustments	-	(174,602)	174,602	-
	<hr/> £135,048	<hr/> £818,087	<hr/> £(253,414)	<hr/> £699,721 <hr/>

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DETAILED INCOME AND EXPENDITURE ACCOUNT
For the year ended 31 March 2001

Income	2001			2000
	Unrestricted £	Restricted £	Total £	Total £
Gifts in kind	73,000	-	73,000	73,000
Central Government Grants				
Home Office – Core Funding	-	35,000	35,000	35,025
Home Office – Family Support Grant	-	30,000	30,000	-
Home Office – Equipment Grant	-	14,622	14,622	-
DoH – AD(H)D National Alliance				
Coordinator Grant	-	33,000	33,000	20,726
DoH – Directory & Equipment Grant	-	18,772	18,772	-
DoH – Rare Conditions Grant (S64)	-	-	-	25,000
DoH – Volunteer Representatives				
Co-ordinator	-	36,800	36,800	37,400
Local Government Grants				
- London Borough Grants	-	33,533	33,533	33,533
- London Borough of Ealing (Ealing)	-	55,638	55,638	38,910
- London Borough of Ealing (Southall)	-	36,849	36,849	38,770
- London Borough of Lambeth	-	182,526	182,526	66,572
- London Borough of Lewisham	-	72,474	72,474	63,135
- Wandsworth Corporation	-	76,879	76,879	75,721
- Joint Funding Southwark	-	-	-	7,500
- Southwark Strategic Services	-	40,990	40,990	30,000
- London Borough of Hounslow	-	5,000	5,000	-
- London Borough of Richmond	-	5,000	5,000	-
- London Borough of Kingston	-	2,000	2,000	-
- Health Action Zone	-	48,979	48,979	41,147
- Sure Start	-	18,843	18,843	8,284
- Other Public Bodies	-	-	-	748
National Lottery Charities Board	-	328,467	328,467	285,416
Charitable Trusts	135,952	468,490	604,442	600,543
Company donations	9,662	6,732	16,394	44,218
Special events	308,317	10,050	318,367	26,928
Other income	28,988	4,757	33,745	66,593
Covenants & GAYE	3,757	66	3,823	3,550
Affiliation fees	-	969	969	2,639
Directory sales	90,510	-	90,510	73,428
Parent contributions	-	17,561	17,561	5,970
Individual donations	8,485	3,487	11,972	4,191
Charity donations	-	-	-	4,500
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	658,671	1,587,484	2,246,155	1,713,447
Bank interest receivable	25,337	3,126	28,463	17,788
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Total income for the year	£684,008	£1,590,610	£2,274,618	£1,731,235

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DETAILED INCOME AND EXPENDITURE ACCOUNT (continued)
For the year ended 31 March 2001

Expenditure	2001			2000
	Un- Restricted £	Restricted £	Total £	Total £
Pension contributions	5,736	19,638	25,374	19,183
Salaries and employer's NI contributions	279,458	983,525	1,262,983	947,637
Staff and volunteer recruitment	6,059	10,442	16,501	38,485
Consultancy and temporary staff fees	16,494	63,346	79,840	27,413
Rent, rates, insurance and office expenses	110,092	64,299	174,391	131,311
Volunteer expenses	1,189	16,093	17,282	15,047
Printing, postage, stationery and computer	34,943	46,780	81,723	61,245
Telephone	13,136	30,893	44,029	35,292
Motor and travel expenses	23,065	28,732	51,797	35,640
Audit and accountancy fees	6,079	-	6,079	10,683
Training fees	9,795	13,777	23,572	12,103
Parent training days	1,996	11,643	13,639	14,719
Information resources	5,841	4,286	10,127	6,257
Parents' newsletters	12,771	15,009	27,780	18,962
Publicity materials and directory	21,206	16,419	37,625	40,844
Fund raising	5,405	-	5,405	2,041
Sundry expenses	3,927	10,008	13,935	10,495
Office equipment	1,808	3,626	5,434	7,528
Depreciation	7,510	13,469	20,979	13,389
Bank charges	123	588	711	686
Legal and professional fees	15	18,696	18,711	10,402
Holiday activities and playschemes	138	89,485	89,623	38,215
Management committee expenses	2,167	782	2,949	4,183
Special events	7,900	23,510	31,410	39,890
Grants for groups and individuals	-	1,692	1,692	2,325
Total expenditure for the year	576,853	1,486,738	2,063,591	£1,543,975
Surplus for the year	£107,155	£103,872	£211,027	£187,260

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