

# **Annual Report & Accounts** **1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009**



**unsung heroes**  
**The Queen's Award for**  
**Voluntary Service 2005**

Providing Domestic Abuse Outreach & Associated Services in  
Reigate & Banstead, Tandridge and Mole Valley

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

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## CONTENTS

	<b>Page</b>
Legal and Administrative Information	3
Report of the Management Committee	4 - 16
Accountant's Report	17
Statement of Financial Activities	18
Balance sheet	19
Notes to the financial statements	20 - 26

## EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

### LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Charity Name</b>	<b>East Surrey Domestic Abuse Services</b> (A Company Limited by Guarantee)  (Formerly known as East Surrey Domestic Violence Forum – name officially changed November 2007)		
<b>Company number</b>	3585674		
<b>Charity number</b>	1092643		
<b>Principal address &amp; Registered Office</b>	76 Station Road Redhill Surrey RH1 1PL		
<b>Telephone</b>	01737 771350 (Outreach Service) 01737 771780 (Services Manager) 01737 769418 (Volunteer & Group Work Co-ordinator)		
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<b>Website</b>	<a href="http://www.esdas.org.uk">www.esdas.org.uk</a>		
<b>Management Committee</b>	Mary Whitfield Janet Hails Peter Wyeth Patricia Snowden Marjory Broughton Mavis Bloomfield Jane Rowe	Chairman Vice Chair Finance Director  Resigned	November 2008
<b>Senior Management Team</b>	Michelle  Alison	Services Manager  Outreach Manager	
<b>Accountants</b>	Braidwood & Company Willow Grange, The Street, BETCHWORTH Surrey RH3 7DJ		
<b>Principal Bankers</b>	Lloyds Banking Group Ltd Horley		

# **EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)**

## **REPORT OF THE MANAGEMENT COMMITTEE For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009**

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### **Our Aims and objectives**

#### **Purposes and Aims**

The Company's objectives are the relief of need, hardship and distress of persons who have suffered and are suffering from domestic abuse and any children of such persons in particular by the provision of advocacy, advice, support and information.

#### **We aim to:**

- Improve and enhance inter-agency co-operation within the community when working with survivors of domestic abuse
- Publicise the help available, and be responsive to the needs of clients in order to provide them with the best possible service and assistance
- Support, enable and encourage survivors to take full advantage of all services relevant to resolving their problems, whether through working directly with our Outreach Service and associated services, and/or gaining access to other services or professionals who can provide appropriately skilled help.

#### **And strive to achieve this by:**

- Running Multi-Agency Meetings for our members who represent a diverse cross section of the population we serve and by participating in, and informing the Surrey Domestic Abuse Strategy.
- Running Multi-Agency Awareness raising events to promote good practice among professionals responding to domestic abuse.
- Providing trainers for the Surrey Domestic Abuse Training Framework which provides both multi-agency and in-house training to professionals from all agencies across Surrey.
- Advertising widely and providing information, training, advice and assistance to any agency, organisation or individual dealing, or working, with domestic abuse. This is achieved through being active members of the Surrey Domestic Abuse Training Development Group, Surrey Domestic Abuse Communications Group and through the ESDAS Publicity Group.
- Providing domestic abuse outreach for adults and children and associated services via paid employees and volunteers; and by co-working with other agencies and organisations.

#### **Ensuring our work delivers our aims**

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aim, objectives and activities remain focused on our stated purpose. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set

#### **How our activities deliver public benefit**

Our main activities and those we try to help are described below. All our charitable activities focus on the relief of need, hardship and distress of persons who have suffered and are suffering from domestic abuse and any children of such persons. These activities are undertaken to further our charitable purposes for the public benefit.

# **EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)**

## **REPORT OF THE MANAGEMENT COMMITTEE - continued**

***For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009***

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### **Who used and benefited from our services?**

Our objects and funding limit the services we provide to residents of Surrey and more particularly East Surrey. National statistics indicate that 1 in 4 women and 1 in 6 men will experience domestic abuse within their lifetime (Crime in England and Wales 2006/07 Report). All of our services are provided free to our clients.

We believe equal access to our services is vital to our success and that successful outcomes must be shared by all communities that use our service. We recognised that young women between the ages of 16-25 represent 17% of our client base but are traditionally difficult to engage in positive long term work. As a result this year we undertook a consultation with young women about their experiences of domestic abuse and what they perceived to be the barriers to accessing services like ours.

We also recognise that we have a duty to minimise the effects of domestic abuse upon our clients and/or their children. It is acknowledged that families fleeing domestic abuse are often further traumatised by having to leave their home, possessions and extended family. We therefore work in partnership with other agencies to ensure that our clients have access to the support necessary to remain safely within their homes or local area if they wish to. During 2008-09 we decided to monitor how frequently we placed families in refuge and found that between 1<sup>st</sup> April 2008 and 31<sup>st</sup> March 2009 we only placed 23 families which represents less than 2% of our total referrals.

The main areas of charitable activity are the provision of outreach and associated services to anyone experiencing domestic abuse and/or violence living within the Borough of Reigate & Banstead and the Districts of Mole Valley and Tandridge. These activities and the achievements that flow from our work are described below.

### **Achievements & Performance**

In April 2008 our Chairman Mary Whitfield and one of our service user volunteers were successful in receiving a Surrey County Council Award for Volunteering and were presented with their awards during a ceremony at County Hall, Kingston.

**Adult Outreach** is provided in a number of ways and localities. We attempt to provide a "needs led" service as long as the safety of neither the client nor worker is compromised. This will include face-to-face meetings, and/or contact by telephone, text messaging, email etc. We actively encourage joint working with other agencies and organisations to best meet the diverse needs of our adult client group and their children.

- Between 1<sup>st</sup> April 2008 and 31<sup>st</sup> March 2009 we received 1402 adult referrals to our service, during the same period last year we received 1481 referrals. Referrals from the police have decreased by 8% (173) from last year. However self referrals and referrals from other agencies have increased by 5% (68) and 3% (38) respectively. We meet regularly with Surrey Police to discuss referral fluctuations & other common issues.
- We dealt with 11,550 phone calls compared to 9516 last year which represents a 21% rise in activity levels.
- Email and text messages amounted to 3776 and 786 communications respectively.
- We undertook 600 face-to-face in depth outreach appointments, joint visits & advocacy appointments with clients.
- 90% of referrals were women and 10% men. Current & ex male partners were recorded as the largest category of perpetrators at 80%, followed by current & ex female partners at 8%, 10% of perpetrators were other family members and the remaining 2% were 'other' perpetrators.

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued

*For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009*

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**Children's Outreach** is provided through a part-time post and is orientated towards the Every Child Matters agenda of listening to and acting on children's needs. This included one-to-one and group work with children in the community. We also ran a Saturday Club using the premises of a local Children's Centre. The aims of the Club are to build trusting relationships; develop social skills; provide opportunities for children to be listened to and guiding them to express emotions appropriately. Specific achievements during the year were:

- Receiving 40 new referrals to the Children's Service during the year and continuing the work with 57 referrals received in the previous year.
- Running 11 Saturday Club sessions which were attended by 170 children aged between 5-11 years.
- Running two 10-week Youth Groups in conjunction with East Surrey Young Carers, which were attended by 35 young people between the ages of 11 and 16.
- Offering 25 play therapy sessions to 3 children who did not have the verbal or emotional capacity to engage in one to one work between April and July 2008.
- Holding 95 one to one meetings with children & young people.
- Advocating children's voices at 30 meetings including Case Conferences, Family Group Conferences, Special Education Review meetings, CAFCASS, Professionals Networking meetings etc.
- Continuing to promote consistent joint working with relevant agencies particularly CAMHS, Social Care, Education and Safeguarding Boards.

### Comments about the Saturday Club;

*"A place where children can go and have fun and be kids. They love it"*

*"Do so much with the children. Wonderful - does things he wouldn't do. Sue and team are brilliant"*

### Comments about the Youth Group;

*"got me away from problems at home"; "helped me socialize better"; "help solve problems"; "don't feel judged"; "learnt not to be angry with my sister"; "feel more confident"; "helped me to meet new people and have a laugh"; "helped me let out my energy"; "helped me to not worry and be happy"*

**Family Work** is provided by our Children's Family Worker who is able to offer family work to any families where there is a perceived need. Domestic abuse often has a dramatic impact not only upon a child's relationship with the abusive parent but also on their relationship with the non-abusive parent. Family work in conjunction with our programme of group work aims to increase the self-esteem and confidence of both the non-abusive parent and children whilst also working on re-building positive & appropriate relationships between them. We delivered 22 sessions with families in need of support to facilitate communication, as well as offering 6 parenting consultations with parents concerned about their children.

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued

*For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009*

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**Volunteer Co-ordinator:** Between 1<sup>st</sup> July 2006 and 31<sup>st</sup> March 2009 we supported a part-time volunteer co-ordinator post to specifically encourage ex-service users and survivors to volunteer with us. This project has been a great success and has brought added value and enhanced the services provided to our clients. The success of this project has led us to seek further funding to secure the role of the Volunteer Co-ordinator and Volunteering Project. In total this year ESDAS Volunteers (excluding Management Committee Members) gave 1482 hours of their time to the Organisation and helped 244 Service Users. In the last year we:

- Ran an induction training course for 5 new volunteers.
- Produced 2 Volunteer Newsletters.
- Enabled 8 volunteers to befriend 12 individual clients and their 25 children. 3 volunteers also supported 10 clients at court.
- Enabled 3 volunteers to co-facilitate and assist with the delivery of 2 community Freedom Programmes.
- Ran the Drop-in Support Group with 3 volunteers and our Volunteer Co-ordinator.
- Supported our Volunteer Fundraising Group to run a stall at Caterham Dene Hospital Fete; organise a Pub Quiz; staff a stand at the Voluntary Sector Fair and succeed in getting ESDAS chosen as a beneficiary of the 2009 Redhill Carnival. Proceeds raised by the Fundraising Group have been used to purchase publicity materials and books for women attending the community Freedom Programme.
- Supported the Children's Family Worker with the Saturday Club using 5 Volunteers.
- Provided in-house debt counselling via a trained volunteer. This is very limited due to capacity and is targeted at high need individuals who feel unable to access assistance from other agencies. Since 1<sup>st</sup> April 2008 our volunteer has seen 8 clients.
- Have had a trained volunteer provide legal advice and support to 10 clients.
- Have been supported by volunteers in a variety of other ways, by helping at our multi-agency membership meetings, running stands and distributing publicity material to raise awareness, staffing crèche facilities, packing Christmas hampers and providing admin support to the team.
- Have also developed the roles & responsibilities of our Trustees this year through the implementation of a Trustee Mentoring Scheme for staff, supporting the review & development of the client database & website, undertaking Safeguarding Adult & Safeguarding Children responsibilities and attending ESDAS events and training.
- Our volunteers play an integral part in the continued development and review of the volunteering service. Their views have been instrumental in improving service delivery.

### Comments from Service Users about our Volunteer Befrienders;

*"She is a great friend and I have found her friendship, support and advice invaluable. She is wise with a wealth of experience and is really good and helpful with the children".*

*"She was just a regular friend, there was never any pressure but she was so understanding when I did talk. If all your befrienders are like her - then it's a very good service. I just want to thank her for her support, I really feel I am now the person I used to be".*

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued

*For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009*

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**Group Work Co-ordinator:** Our Group Work Co-ordinator role has now been operating alongside our part time Volunteer Co-ordinator role for over a year. The Group Work Co-ordinator is responsible for our programme of group work and service user consultation. This role has proved to be extremely effective and compliments the role of volunteer co-ordinator well. Our programme of group work now includes;

Running the Freedom Programme in HMP Downview for adult female survivors. We facilitated one programme this year, alongside a member of the Probation Throughcare team. Ten women completed this programme and the evaluations of this programme were as usual very positive. We had planned to deliver a second programme which had to be postponed due to lack of available staff from within Downview to co-facilitate.

Running the Community Freedom Programme based in Redhill. We have facilitated two programmes in 2008/09 which were attended by a total of 22 women.

### Comments about the Freedom Programme;

*"My recovery from domestic abuse is slow and painful but the Freedom Programme has really helped me understand my experiences"*

*"It helped me to be aware of what had been happening and gave me the courage to NOT go back"*

Running a Fortnightly Drop-in Support Group which is, on average, attended by 6 women per session. The group aims to empower survivors to share their experiences of domestic abuse in a safe space, reduce isolation and rebuild support networks.

### Comments about the Drop-in Support Group run by ESDAS;

*A client's first visit "This is the first time I have been to a group where there has been free speech, you really have something good here. The other groups I've been to I haven't really been able to talk properly, this is really useful".*

*"I just want to say thank you to all of you, I am so grateful for you giving me this opportunity and for all your support".*

Running the Self Esteem Groups for parents whose children may be accessing our Children's Services. The Self Esteem Groups run twice a year and are aimed at building women's self worth, empowering them to make positive decisions about their lives and offering them resources to implement positive change. The Self Esteem Group is also an important step towards undertaking the 10 week Parenting Group. Since 1<sup>st</sup> April 2008 16 women have attended the Self Esteem Courses.

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009

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### Comments about the Self Esteem Groups;

*"[I have] More awareness about myself - I think differently and there is time for me, even if only a small amount"*

*"[I now] Know how to laugh a lot with other people as a team and that made me feel really confident"*

Running the Parenting Group for parents whose children may be accessing our Children's Services. We recognise that domestic abuse often has a devastating impact on women's ability to parent effectively and that once the abuse has stopped many families are left to deal with difficult emotions and behaviours which need to be managed. The Parenting Group is based on the Family Links 10 week accredited course and looks at parenting styles, experiences of being parented and parenting and offers strategies and resources aimed at improving family life. In conjunction with our other groups and the work undertaken by our Children's Family Worker we are able to offer adult survivors a positive pathway to recovery which is essential for the health & well-being of the adults & that of their children.

### Comments about the Parenting Group;

*"Everyone who is going to be a parent should know all this before they have a child"*

*"Any parent would benefit from this, it has given me many skills to go away and build on"*

**Multi-Agency Membership Meetings:** We have a membership of 135 individuals, including service users, and representatives of agencies and organisations.

- We ran one Multi-Agency Membership Meeting to review last year's achievements and develop objectives for 2008/09.
- We ran two Multi-Agency Domestic Abuse Roadshows for Professionals and two awareness raising workshops on 'Domestic Abuse and Children' and 'Domestic Abuse within Same Sex Relationships'.
- We circulate regular updates to all members such as Surrey Domestic Abuse Training Framework information, Women's Aid Network News and the Greater London Domestic Violence Project Newsletter.
- We produced and circulated a quarterly ESDAS Newsletter to all members.

**Service User Involvement:** Service users are represented on the Management Committee and attend our annual Away Day. We continue to encourage service user consultation through our Drop-In Support Group, pre and post course evaluation of our group work & children's services; volunteer feedback and service user consultation.

- This year we have undertaken a consultation with young women about their experiences of domestic abuse and/or accessing services.
- We have undertaken specific evaluations on our Saturday Club for children and Youth Group for young people both of which produced very positive results.
- A full document on how we monitor and evaluate our services and involve service users in these processes can be obtained within the office.

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009

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**User Satisfaction Survey:** This was undertaken in October and November 2008 and included both agencies that use our service and individuals.

37% of agencies returned their questionnaires:

- **86%** considered our response on first contact to be very good or good.
- **98%** would feel confident to refer clients in the future.

45% of clients returned their questionnaires:

- **100%** rated our response on both first and subsequent contact as very good.
- **78%** considered their circumstances had improved as a result of their contact with us while 5% had yet to know.
- **100%** would recommend our service to other people.

The full survey is forwarded to the Surrey Domestic Abuse Strategy Group.

### Comments from the Service User Satisfaction Survey;

*"This agency provides an excellent service - I am so grateful that it exists and it has helped me through the last few months - I had no knowledge of domestic violence and had no idea of who to contact on the night of the attack - and when I phoned there was someone there to talk to. The support over the last few months has been first rate - so thank you."*

*"Invaluable and excellent service - really helped me at my most vulnerable time, both in terms of emotional support/advice and practical advice and help. My case-worker was superb."*

### Associated Services:

A Counselling Service for high need clients. Clients are offered a minimum of 6 and a maximum of 12 sessions. This is provided through a contracted counsellor and a volunteer.

- This year our counselling service saw 32 clients in 264 sessions compared to 24 and 196 respectively in 2007/08 which represents a 33% rise in activity levels.

Comments about the Counselling Service;

*"My confidence & own self matter was near rock bottom & I feel these sessions have turned me around"*

*"I learnt to talk about my problems knowing that I have the strength, which I gained through counselling to deal with them"*

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued

*For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009*

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Sanctuary Scheme is run in collaboration with Reigate & Banstead Borough Council, Mole Valley District Council, Tandridge District Council, Raven Housing Trust, Mole Valley Housing Association, Surrey Police and Surrey Fire & Rescue Service to provide free security measures to high risk clients.

- We provided assistance to 22 clients and 27 children.
- Security measures included installing a sanctuary room; providing lock change, additional locks to windows and doors, mobile phone top-up, new sim cards, installation of community alarms, and security lighting.

### MARAC:

- We continue to attend the monthly Multi-Agency Risk Assessment Conferences and are currently working with our partner agencies to achieve national accreditation of the MARAC process in Surrey. Our Services Manager is responsible for attending the monthly MARAC meetings and undertaking actions for ESDAS that will increase the safety and well-being of survivors and/or their children who are believed to be at the highest risk of harm. In the past year we have attended 12 MARAC Meetings and discussed 108 very high risk cases.

### Legal Advice Drop In:

- A Family Law Solicitor from Grants Solicitors in Croydon has been attending our offices on a weekly basis for over a year now offering free legal advice to our clients about a range of issues. Many of our clients have successfully obtained injunctions, child contact orders and other legal advice which without this service would have been more difficult to access. Between 1<sup>st</sup> April 2008 & 31<sup>st</sup> March 2009 we have offered 120 free appointments to clients.

### Work in Schools:

- This year we developed and delivered a one hour lesson to 300 Year 11 Pupils in Oakwood Senior School in Horley about domestic abuse & healthy relationships. The young people responded very positively to the lessons which reinforced for us the need to offer information on domestic abuse within schools. We also delivered a training session to the Teachers and school Support Staff to enable them to deliver the lesson and appropriately support any pupils who disclose domestic abuse. Over the next year we hope to further develop this work.

**Training & Awareness Raising:** Our Services Manager is a participant on the Surrey Domestic Abuse Training Development Group who reviewed, improved and redeveloped the Surrey Multi-Agency Training. There is now a Surrey-wide Multi-Agency Domestic Abuse Training Framework open to all professionals in the county. We continue to provide trainers for all of the training and our Children's Family Worker also co-facilitates a specialist two day course called 'Working with Children Affected by Domestic Abuse'.

In addition to the above we deliver a variety of training for professionals and community organisations. This will vary from two day multi-agency, tailored agency specific training, to short presentations. All training is evaluated and between 80-100% of delegates rated the knowledge and approachability of our staff as excellent. We also attend a number of events to raise our profile. We have in particular:

- Continued to co-provide the training to Surrey Police Probationers, Targeted Patrol Teams and Neighbourhood Specialist Officers. This is co-trained with the Surrey Police Public Protection Strategy Unit and Training School.
- Delivered 'Surrey DA Training for Trainers', 'What is Domestic Abuse?', 'Domestic Abuse: Multi-Agency Responses' and 'Surrey Domestic Abuse Trainers Update Sessions'
- Trained five watches from the Surrey Fire & Rescue Service based in Reigate.
- Delivered a presentation to delegates at the Surrey Children's Fund Conference & the Connexions Conference.
- Maintained our input and co-working with East Surrey Hospital Midwifery staff & Sexual Health Clinic staff.

## EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

### REPORT OF THE MANAGEMENT COMMITTEE - continued

*For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009*

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- Delivered agency specific training to Respond, Raven Housing Trust Tenancy Support Services, David Cowan Solicitors, East Surrey Witness Service and Magistrates.
- We also gave awareness raising talks and training to, for example, Homestart Volunteers, Young Parents Groups, Reigate Hill Rotary Club, Mole Valley Housing Advice Team, Reigate & Banstead Citizen's Advice Bureau, Leatherhead Citizen's Advice Bureau, Dorking Children's Centre, Redhill Mother's Union, Surrey County Council Assistant Team Managers, Student Social Workers, Nurses & Health Visitors, Surrey Alcohol & Drug Advisory Service OMNI Outreach Team, Oakwood School Support Staff.
- In total we delivered over 406 hours of training to approximately 32 different organisations.

Comments about ESDAS Training;

*"It was a very good course on a difficult subject. I thought the trainers were fantastic the course was excellent as well.."*

*"Good content, varied activities. The time went very fast. Very enjoyable. Thank you"*

**Inter & Multi-Agency Working:** We are committed to the principle of joint working, and to this end we participate in a number of meetings locally and across Surrey. We have participated in 252 different types of multi-agency work/meetings. The needs of our client group are so complex and diverse it is essential that we continue to strive to provide a genuinely holistic and seamless service.

**Staff Development:** ESDAS has a strong commitment to both the personal and professional development of paid staff and volunteers. We recognise the importance of keeping up to date with issues affecting both our clients and the agencies we work alongside. In 2008-09 the team has undertaken over 336 hours of training in a variety of areas including;

- Introduction to Local Housing Allowance
- Asylum and Immigration Law
- Domestic Abuse, Child Protection and Animal Abuse Conference
- Working with Young People who Self-Injure
- Advanced Training in Domestic Abuse & Adolescents
- Family Links 4 day Parent Group Leader Training
- Surrey Safeguarding Adults 'Protecting Yourself from Financial Abuse' Conference
- Domestic Abuse and the Law
- Child Contact training
- First Aid
- Mental Health Conference & Mental Health First Aid training
- Surrey Safeguarding Children Board – Safeguarding Children Training
- Facilitating Groups Effectively
- Facilitation Skills
- 'What is Domestic Abuse?', Domestic Abuse: Multi-Agency Responses', 'Surrey Domestic Abuse Training for Trainers' and 'Surrey DA Trainers Update Session'
- 'Domestic Abuse: A Framework for Managers Supporting Staff Directly Affected by or Working with Domestic Abuse'
- Surrey Domestic Abuse Networking Days
- Exit Strategies and Sustainability, Full Cost Recovery, Understanding Contracts, Accounting and Financial Management

# **EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)**

## **REPORT OF THE MANAGEMENT COMMITTEE - continued**

***For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009***

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- One member of staff gained a Certificate of Excellence in Volunteer Management
- Another member of the team obtained a Post Graduate Certificate in Social Sciences and a Post Graduate Diploma in Criminal Justice

### **Financial Review**

We have a joint Service Level Agreement (SLA) with our 7 main statutory partners & funders. This is in respect of the provision of core adult outreach services in East Surrey and the intention was for this to be ongoing sustainable funding. However due to the financial restraints facing some of the partners and the reconfiguration of others we are aware that the risks to us of maintaining this position are high. Partners have agreed to roll over funding for 2009-10 but we will meet early in the new financial year to discuss the way forward.

We also successfully negotiated the continued funding of our Children's Services. This too will require further discussion in 2009-10 as the Surrey County Council Children's Fund faces significant changes following the recent Joint Area Review and Ofsted inspections in Surrey.

Due to ESDAS's policy of actively trying to provide services to under represented and hard to reach groups we continued to seek funding from other sources. We have been successful participants in the Surrey PSA on domestic abuse. The ensuing reward grant will be paid in two instalments; the first was received in March 2009. Sound financial management by the Finance Director, Committee and staff led to a positive outcome for the year to 31<sup>st</sup> March 2009 with an excess of income over expenditure.

### Principal Funding Sources

Our joint SLA partners are Surrey County Council, Surrey Police, the local authorities of Reigate & Banstead, Tandridge and Mole Valley, Surrey Primary Care Trust and Surrey Supporting People. Provision of children's services is via financing from the Surrey Children's Fund. We are fortunate in receiving a generous grant from a private foundation and other significant contributors include, DOH Opportunities for Volunteering Grant, and BBC Children In Need. We are indebted to all those who support our work and not least individuals & local groups who have made donations and/or raised money for direct client support such as emergency food, travel, school uniforms, essential security enhancement etc.

### Investment Policy

The Management Committee has adopted a policy for the management of the Charity's funds which limits the amount placed with any one financial institution and further attempts to limit risk by seeking to place or deposit funds in a way which they feel may be deemed prudent in the prevailing economic climate.

The Charity's income is received by various payments in an uneven pattern over the financial year and careful management of the funds available ensures that whilst sufficient funds are always on hand to meet expected expenditure, further funds may always be withdrawn from deposit to cater for any unforeseen expenditure.

Currently funds are held in an Instant Access account, on Deposit, in Time Deposits and in Fixed Rate Bonds of up to 12 months duration.

During the current financial year ESDAS benefited from the interest rates that were available in the first half of the year and but saw its return on funds fall as interest rates fell away during the second half of the year. The charity has no plans to increase its return on funds by increasing the current level of risk or changing its current policies.

# **EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)**

## **REPORT OF THE MANAGEMENT COMMITTEE - continued**

***For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009***

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### Reserves Policy

It is the policy of ESDAS that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between a minimum of three and a maximum of six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised or clients assisted in finding alternative sources of support. This level of reserves has been maintained throughout the period and is reviewed annually.

### **Plans for Future Periods**

ESDAS intends to continue providing all existing services subject to satisfactory funding arrangements. A Business Plan for 2009-2012 is in place with an action plan for meeting the immediate objectives for 2009-10 which are to:

- Consolidate, develop and improve existing service provision, training and inter-agency co-operation.
- Review the content, attendance and regularity of our multi-agency membership meetings.
- Improve links and working relationships with our Social Care Team to ensure greater collaboration.
- Provide training to key agencies and encourage those who are not fully engaged with us to partake.
- Support the Surrey Domestic Abuse Training Framework.
- Offer additional services and information regarding Children's Outreach.
- Continue to review risk assessment and management procedures within the office.
- Continue to undertake regular service reviews including agency and service user consultation, training/awareness course evaluation, and impact assessments (where appropriate).
- Ensure all staff and volunteers undertake Equality & Diversity update training.
- Develop a Handbook for Volunteers.
- Undertake specific work & training to understand the additional barriers faced by hard to reach client groups experiencing domestic abuse such as sex workers, members of the gypsy & travelling communities, members of the black & minority ethnic communities and young women.
- Work in conjunction with Surrey Police and partner agencies to support the development of services for clients who may have experienced sexual abuse and/or violence, so-called 'Honour based Violence' (HBV), Forced Marriage and/or Female Genital Mutilation (FGM).
- Continue to raise the profile of ESDAS and of the needs of our client group where ever possible.

These are arrived at through our annual Away Day attended by committee members, staff, volunteers & service users, Staff Supervision and Annual Appraisals and in consultation with our major stakeholders.

### **Structure, Governance and Management**

#### Governing Document

ESDAS is a charitable company limited by guarantee, incorporated in May 1998 and registered as a charity in 2002. The company was established under a Memorandum of Agreement and is governed under its Articles of Association.

# **EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)**

## **REPORT OF THE MANAGEMENT COMMITTEE - continued**

***For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009***

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### Recruitment and Appointment of the Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members on the Management Committee. Members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next AGM. In addition one third of the places on the Management Committee should come up for election at each AGM.

ESDAS has a Recruitment and Code of Conduct Policy and tries to ensure its Committee is representative of the community and clients it serves and has the necessary skills mix to carry out its duties. This includes service user and volunteer participation. All members of the Management Committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 6 to the accounts.

### Director (Trustee) Induction and Training

ESDAS has a Board Induction Programme based on recommended good practice and supplemented by the distribution of relevant printed material appertaining to Management Committees and our activities. Periodic individual skills analysis and Board self assessment is undertaken and all Committee members are kept informed of training courses which they may wish to access. Self development is actively encouraged.

### Risk Management

A Risk Management Policy is in place and the major risks to ESDAS have been identified. Further detail is available in our Business Plan for 2009-12. Health & Safety is an agenda item at every Team Meeting and during individual supervision. MARACs (Multi Agency Risk Assessment Conferences) are held monthly to inform and co-ordinate work with very high risk clients. Internal risks are minimised through policies, procedures and training for financial controls, health and safety and working towards the implementation of ISO 9001. The Management Committee also keep up to date with the progress of National Service Standards for Domestic & Sexual Violence currently being developed by Women's Aid and the Home Office.

### Organisational Structure

The Management Committee is comprised of 7 members (the maximum allowed is 10) who meet quarterly and are responsible for the strategic direction and policy of the organisation. The Services Manager attends all Committee Meetings in a non-voting capacity and a scheme of delegation is in place for the post holder to assume day to day responsibility for the provision of services and meeting the monitoring and evaluation requirements of stakeholders. There are clearly established lines of accountability, support and supervision for all staff and volunteers. This encourages self improvement, good working practices and team building to ensure a quality service and value for money. Service users and volunteers are represented at meetings and other members of staff attend on a rotational basis.

### Related Parties

ESDAS while mindful of meeting its stated objects is influenced by national and local policy. As affiliated members of Women's Aid Federation England we are kept fully informed of national initiatives, policies, good practice and training. Regionally we are active members and contributors to the Surrey Domestic Abuse Strategy and at a local level we participate in a number of multi and inter-agency initiatives, for example, Crime & Disorder Reduction Partnerships and Surrey Safeguarding Children & Adults Boards. As an organisation we run Domestic Abuse Multi-Agency Membership meetings – we currently have a membership of 135 who have either joined as individuals or representatives of organisations and agencies.

# **EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)**

## **REPORT OF THE MANAGEMENT COMMITTEE - continued** *For the Period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009*

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### **Responsibilities of the Management Committee**

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing these financial statements, the management committee has followed best practice and:

- selected suitable accounting policies and applied them consistently
- made judgements and estimates that are reasonable and prudent
- prepared the financial statements on a going concern basis

The Management Committee has been responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of ESDAS thereby enabling them to ensure that financial statements comply with the Companies Act 1985. The Committee has also been responsible for safeguarding the assets of ESDAS and taking reasonable steps for the prevention and detection of fraud and other irregularities.

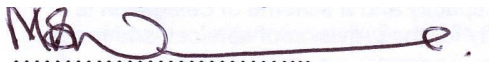
### **Accountants**

Braidwood and Company were re-appointed as the charitable company's reporting accountants during the year and have expressed their willingness to continue in that capacity. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

### **Risk factors**

The committee have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. As a partner of choice for our statutory funders we remain totally committed to meeting the requirements of the funders in an effective and efficient manner with full accountability for the service that we provide and so reduce any risks to our future funding.

Approved by the Management Committee on Monday 8<sup>th</sup> June 2009 and signed on its behalf by:



**Mary Whitfield (Chairman)**

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## ACCOUNTANT'S REPORT TO THE MANAGEMENT COMMITTEE ON THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2009

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We report on the accounts for the period ended 31<sup>st</sup> March 2009 set out on pages 18 to 26 which have been prepared under the accounting policies set out on page 20.

### Respective responsibilities of Directors and Reporting Accountants

As described on page 16, the Company's Directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

### Basis of Opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

### Opinion

In our opinion:

- (a) The accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) Having regard only to, and on the basis of, the information contained in those accounting records;
  - the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).



Braidwood & Company  
Registered Auditor &  
Chartered Accountants

Willow Grange  
The Street  
Betchworth,  
Surrey  
RH3 7DJ

Date:

15-6-09.

## EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2009

	Notes	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
<b>Incoming resources</b>					
Grants and Other Income	3	179,588	95,610	275,198	249,192
Donations	2	36,000	5,840	41,840	58,330
Investment income	1.3	9,604	-	9,604	10,971
<b>Total incoming resources</b>		<b>225,192</b>	<b>101,450</b>	<b>326,642</b>	<b>318,493</b>
<b>Resources expended</b>					
<b>Costs of generating funds</b>		25	-	25	-
<b>Charitable expenditure</b>	4	182,805	96,044	278,849	269,674
<b>Governance Costs</b>	4	14,641	-	14,641	15,825
<b>Total resources expended</b>	4	<b>197,471</b>	<b>96,044</b>	<b>293,515</b>	<b>285,499</b>
<b>Net incoming resources before transfers</b>		27,721	5,406	33,127	32,994
Transfers between funds		6,913	(6,913)	-	-
<b>Net income for the year/ Net movement in funds</b>		<b>34,634</b>	<b>(1,507)</b>	<b>33,127</b>	<b>32,994</b>
Fund balances brought forward		142,494	23,614	166,108	133,114
<b>Fund balances carried forward at 31 March 2009</b>		<b>177,128</b>	<b>22,107</b>	<b>199,235</b>	<b>166,108</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## BALANCE SHEET FOR THE PERIOD ENDED 31 MARCH 2009

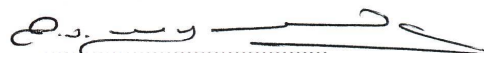
	Notes	£	2009 £	£	2008 £
<b>Current assets</b>					
Bank balances		251,135		204,288	
Cash on hand		437		273	
		<u>251,572</u>		<u>204,561</u>	
Debtors and prepayments	8	750	252,322	2,750	207,311
<b>Less Current Liabilities</b>					
Creditors: amounts falling due within one year	9	2,053		1,903	
Grants received in Advance		51,034		39,300	
		<u>53,087</u>		<u>41,203</u>	
<b>Net current assets</b>			<u>199,235</u>		<u>166,108</u>
<b>Total assets less current liabilities</b>			<u>199,235</u>		<u>166,108</u>
<b>Financed By</b>					
<b>Restricted funds</b>	10		22,107		23,614
<b>Unrestricted Funds</b>	10				
Designated funds					
- Service Provision			10,000		35,000
- Contingency Reserve			160,684		101,343
- General Purposes Fund			6,444		6,151
			<u>177,128</u>		<u>142,494</u>
<b>Total Funds</b>			<u>199,235</u>		<u>166,108</u>

The directors have taken advantage of the Companies Act 1985 by not having these accounts audited under Section 249A(2) (partial exemption) and have confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985. The directors have acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and for preparing accounts which give a true and fair view of the company and of its profit for the year then ended in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of the Companies Act 1985 relating to the accounts, so far as applicable to the company.

The accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to smaller entities and were approved by the management committee on the 8th June 2009 and signed on its behalf at the Annual General Meeting held on Thursday 25<sup>th</sup> June 2009.



.....  
Mary Whitfield (Chairman)



.....  
Peter Wyeth (Finance Director)

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2009

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### 1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### 1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

#### 1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor.

#### 1.3 Incoming resources

Income is accounted for as and when received, with the exception of certain income which is recognised in the period specified by the donor.

Where it is clear that a donor has specified a grant to be related to a fixed period for a specified use, these funds will be treated as deferred income and released to the Statement of Financial Activities to match the related expenditure.

Investment income is included when receivable.

#### 1.4 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the direct costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accounting/audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

#### 1.5 Fixed assets

Fixed assets are written off in the year of purchase.

## EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

### NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31 MARCH 2009

#### 2 Donations

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
A Private Foundation	30,000		30,000	45,000
Donations	6,000	5,840	11,840	13,330
	<u>36,000</u>	<u>5,840</u>	<u>41,840</u>	<u>58,330</u>

#### 3 Grants and other income

	Unrestricted £	Restricted £	Total 2009 £	Total 2008 £
<i>Crime &amp; Disorder Reduction Partnerships</i>				
Reigate & Banstead, Tandridge & Mole Valley	102,360	-	102,360	107,590
Surrey PCT	19,984	-	19,984	19,650
SCC - Children's Fund	-	31,980	31,980	34,380
BBC Children in Need	-	17,693	17,693	14,603
SCC Supporting People	10,913	-	10,913	-
SCC Supporting People 2	24,455	-	24,455	-
Other Statutory Grants	-	6,000	6,000	2,000
Comic Relief	-	-	-	25,903
Department of Health OFV Grant	-	32,194	32,194	29,911
LPSA Reward	15,915	-	15,915	-
Other Non Statutory Grants	300	839	1,139	4,400
"Men's Manual"	-	6,000	6,000	6,350
FSA Innovation Fund	-	-	-	687
Fundraising	-	904	904	-
Earned Income	5,460	-	5,460	3,580
Gift Aid	201	-	201	138
	<u>179,588</u>	<u>95,610</u>	<u>275,198</u>	<u>249,192</u>

## EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

### NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31 MARCH 2009

4	Total resources expended	Basis of Allocation	Charitable Expenditure £	Governance £	Total 2009 £	Total 2008 £
	<b>Costs directly allocated to activities</b>					
	Salaries & NI	Direct	143,863		143,863	144,009
	Travelling expenses	Staff Time	8,104	538	8,642	8,453
	Recruitment costs	Direct	1,350		1,350	2,960
	Volunteer & MC Training	Direct	2,548		2,548	3,541
	Volunteer expenses	Direct	5,192	90	5,282	7,284
	Counselling & User Groups	Direct	9,134		9,134	8,090
	Client & Family Support	Direct	12,298		12,298	15,213
	Child Support	Direct	12,223		12,223	6,890
	Training & Supervision	Staff Time	6,747	278	7,025	8,664
	Seminar/Conference	Direct			-	160
	Accounting Fees	Direct		1,208	1,208	1,175
	<b>Support costs allocated to activities</b>					
	Rent	Floor Space	13,719	560	14,279	14,232
	Office based staff	Direct	39,884	11,020	50,904	39,308
	General Running Costs	Staff Time	14,589	779	15,368	15,715
	Publicity & Printing	Staff Time	7,903	12	7,915	7,566
	Office equipment	Direct	1,295	156	1,451	2,239
	<b>Total Resources expended</b>		<u>278,849</u>	<u>14,641</u>	<u>293,490</u>	<u>285,499</u>

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31 MARCH 2009

### 5 Employees

#### Number of employees

The average monthly number of employees during the period was:

	<b>2009</b>	2008
	<b>Number</b>	Number
Full Time Office based staff	1	1
Part time Office based staff	2	2
Full time Outreach Workers	5	5
Part time Outreach Workers	1	2
	<u>9</u>	<u>10</u>

#### Employment costs

	<b>2009</b>	2008
	<b>£</b>	£
Salaries and wages	178,175	167,779
Social security costs	16,592	15,539
	<u>194,767</u>	<u>183,318</u>

No employee received emoluments of more than £60,000.

ESDAS does not operate any pension scheme for its employees but did administer contributions to a stakeholder pension scheme for 1 (2008 - 1) member of staff. ESDAS makes no contributions to this scheme

### 6 Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration during the year. Expenses including travel costs amounting to £299 (2008 - £312) were reimbursed to 2 (2008 - 5) members of the management committee. No member of the management committee received professional fees paid indirectly (2008 - £131 paid to 1 member). No trustee or person related to the charity had any personal interest in any contract or other transaction entered into by the charity during the year (2008 – Nil).

### 7 Taxation

As a charity, East Surrey Domestic Abuse Services is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects . No tax charges have arisen in the charity.

## EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

### NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31 MARCH 2009

<b>8</b>	<b>Debtors</b>	<b>2009</b>	<b>2008</b>		
		£	£		
	Prepayments and accrued income	750	750		
	Trade Debtors	-	2,000		
		<u>750</u>	<u>2,750</u>		
<b>9</b>	<b>Creditors: amounts falling due within one year</b>	<b>2009</b>	<b>2008</b>		
		£	£		
	Trade creditors	45	328		
	Accruals	2,008	1,575		
		<u>2,053</u>	<u>1,903</u>		
<b>10</b>	<b>Summary movement of funds during the year</b>				
		<b>General funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total</b>
		£	£	£	£
	Balances at 31 <sup>st</sup> March 2008	6,151	136,343	23,614	166,108
	Movement in the year	293	34,341	(1,507)	33,127
	Balances at 31 <sup>st</sup> March 2009	<u>6,444</u>	<u>170,684</u>	<u>22,107</u>	<u>199,235</u>

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31 MARCH 2009

### 11 Movement of Funds (Detailed)

	Balance at 1 April 2008 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2009 £
<b>Restricted Funds</b>					
SCC Children's Fund	-	31,980	29,701	(2,260)	19
Comic Relief	1,377	-	1,377		-
Sanctuary Scheme	5,280	6,000	3,308	(498)	7,474
Department of Health OFV	527	32,194	29,458	(3,181)	82
St. Faiths Trust	3,400	-	3,400		-
Specific Use "Men's Manual"	2,975	6,744	4,201		5,518
BBC Children in Need	10,055	17,693	17,760	( 974)	9,014
Non Statutory Grants		839	839		-
<i>Total Restricted Funds</i>	<u>23,614</u>	<u>101,450</u>	<u>96,044</u>	<u>(6,913)</u>	<u>22,107</u>
<b>Unrestricted Funds</b>					
<i>Designated</i>					
Service Provision	35,000			(25,000)	10,000
Contingency Reserve	101,343			59,341	160,684
<i>Other</i>					
General Purposes Fund	6,151	225,192	197,471	(27,428)	6,444
<i>Total Unrestricted Funds</i>	<u>142,494</u>	<u>225,192</u>	<u>197,471</u>	<u>6,913</u>	<u>177,128</u>
<b>Total Funds</b>	<u><u>166,108</u></u>	<u><u>326,642</u></u>	<u><u>293,515</u></u>	<u><u>-</u></u>	<u><u>199,235</u></u>

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31 MARCH 2009

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### 12 Movement of Funds (Continued)

#### *Purposes of Restricted Funds*

Surrey County Council continued to fund the provision of a Children's service for our operating area.

Comic Relief funded staff training and a Freedom Programme in Downview

Additional funding was provided by the Borough and Districts to enable ESDAS to administer a Sanctuary Scheme to assist victims who elect to stay in their own home.

The Department of Health OFV Grant funds a Volunteer Co-ordinator post particularly to encourage and support ex service users to volunteer.

The Funds from St. Faiths were to provide additional activities and support for children.

Funding was provided for an additional print run of our Publication of a "Men's Manual"

The BBC Children in Need Grant provides funding to develop family work such as Self Esteem and Parenting Groups in support of our Children's Services

Non statutory grants were provided by one of our working partners to assist in our support for their training programme.

Donations made by members of the public and organisations are held for specific use in assisting clients and their families and as such are not treated as general funds of the Service.

#### *Purposes of Designated Funds*

Service Provision – specific funds put aside to ensure that the Services can meet its Budgeted expenditure in the new financial year.

Contingency Reserve - based on the ratio of reserves to expenditure. This is expressed as the number of months for which reserves could finance expenditure in the event that all income ceased and will include an allowance for the costs of staff redundancy. This is necessary due to the financial uncertainty caused by having to reapply annually for the majority of our grant funding, and the decisions of that process only being known shortly before the beginning of the new financial year. The Service will endeavour to maintain reserves at a level equivalent to between 3 and 6 months running costs. This is essential not only for employees but for our vulnerable client group, whose lives and welfare could be endangered by the sudden curtailment of support.