

**ANNUAL REPORT AND ACCOUNTS
FOR THE PERIOD ENDED 31 MARCH 2008**



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

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

What people have said about ESDAS in 2007/08.....

"I could not have asked for better support, guidance, empathy and understanding. I really do hope that you realize that you are actually saving and changing lives on a daily basis. I can't thank you enough – you saved mine..."

(Service User Satisfaction Survey)

"Always recommend you; very impressed with your service. All staff show respect, are non-judgemental, enthusiastic and professional."

(Agency Satisfaction Survey)

"As it is a year tomorrow that I was sitting outside the Court Room with you and the Injunction Application! I wanted to write and say an ENORMOUS THANK YOU

I now have a beautiful, peaceful, happy, secure life full of laughter, love and joy and I would NEVER have had the courage to change things without you and your support.

So THANK YOU from someone whose life has been made immeasurably better as a result of you and your actions."

(Client email October 2007)

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

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EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name	East Surrey Domestic Abuse Services (A Company Limited by Guarantee) (Formerly known as East Surrey Domestic Violence Forum – name officially changed November 2007)		
Company number	3585674		
Charity number	1092643		
Principal address & Registered Office	76 Station Road Redhill Surrey RH1 1PL		
Telephone	01737 771350 (Outreach Service) 01737 771780 (Services Manager) 01737 769418 (Volunteer & Group Work Co-ordinator)		
Fax	01737 771284		
Email	support@esdas.org.uk		
Website	www.esdas.org.uk		
Management Committee	Mary Whitfield Peter Wyeth Marjory Broughton Patricia Snowden Jean Baker Janet Hails Mavis Bloomfield Jane Rowe	Chairman Finance Director	Resigned June 2007 Appointed June 2007 Appointed June 2007 Appointed March 2008
Senior Management Team	Michelle Alison	Services Manager Outreach Manager	
Accountants	Braidwood & Company Willow Grange, The Street, BETCHWORTH Surrey RH3 7DJ		
Bankers	Lloyds TSB Bank Ltd 11 High Street Horley Surrey RH6 7BJ	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	Birmingham Midshires PO Box 81 Pendeford Business Park Wobaston Road Wolverhampton WV9 5HZ

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

REPORT OF THE MANAGEMENT COMMITTEE FOR THE PERIOD ENDED 31 MARCH 2008

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 Association and is governed under its Articles of Association.

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.

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 2006-09. Health & Safety is an agenda item at every Team Meeting and during individual supervision. MARAC's (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 the implementation of PQASSO (Practical Quality Assurance System for Small Organisations)

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-

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

REPORT OF THE MANAGEMENT COMMITTEE - continued FOR THE PERIOD ENDED 31 MARCH 2008

agency initiatives, for example, Crime & Disorder Reduction Partnerships, and Surrey Safeguarding Children and Adults Boards. As an organisation we run quarterly Domestic Abuse Multi-Agency Forum meetings – we currently have a membership of 128 who have either joined as individuals or representatives of organisations and agencies.

Objectives and Activities

The Company's objects 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 quarterly multi-agency Forum 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.
- Supporting the Surrey Domestic Abuse Training Framework which will provide 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; by co-working with other agencies, organisations and volunteer befrienders.

Achievements and Performance

In January we were presented with an award by The Solicitor General, Vera Baird QC, on behalf of the Surrey Criminal Justice Board. This was to recognise and thank the dedication and achievement of our staff and volunteers in respect of their work within the Surrey Criminal Justice System.

On 22nd November 2007 we held a publicity event in Reigate to launch our new name and logo. This event was well attended by our partner agencies, service users and volunteers. Our name now better represents the work we undertake as recommended by service users.

Our main areas of charitable activity are the provision of advice, advocacy, information and support to adult female and male survivors of domestic abuse via employed outreach workers and volunteer befrienders. Our Children's Family Worker provides services to children affected by domestic abuse.

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

REPORT OF THE MANAGEMENT COMMITTEE - continued FOR THE PERIOD ENDED 31 MARCH 2008

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, by telephone, text messaging, email etc. We actively encourage joint working with other agencies and organisations to best meet the diverse needs of our client group and their children.

- During the year we received 1481 referrals to our service which represented a decrease of 22% on the previous year. This was almost entirely due to a decrease of 25.5% in Police referrals. During the same period we dealt with 9516 phone calls; an increase of 10%.
- From January 2008 we have recorded our communications by email and text. These amounted to 1508 and 296 respectively.
- We undertook 613 face-to-face in depth outreach appointments, joint visits and advocacy visits.
- 88% of referrals were women and 12% men. This remains the same as last year.

Children's Outreach is provided via a part-time worker 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 and Reigate & Banstead Women's Aid Refuge. We also ran a Saturday Club using the premises of a local school. 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. There were 93 Club attendees. Particular achievements during the year were:

- A Youth Group Project for 12 to 15 year olds run jointly with Surrey Young Carers for 6 weeks. The evaluation of this work was outstanding and has persuaded St Faith's Trust to fund a further group in 2008/09.
- Offering children sessions with a play therapist.
- Advocating children's voices at Case Conferences, Family Group Conferences, Special Education Review meetings, CAFCASS, Professionals Networking meetings etc.
- Consistent joint working with relevant agencies particularly CAMHS, Social Care, Education and Safeguarding Boards.
- We received 73 new referrals during the year and carried forward 30 children we were working with in March 2007. 168 one to one sessions were held with children.

Family Worker: We successfully applied to BBC Children In Need to extend the Children's Outreach Worker's position to full time but with the additional hours being directed towards family work. In particular this will include working more with the non-abusive parent on the negative effects of domestic abuse on children and running Self Esteem and Parenting Groups. This will help to open the dialogue between parent and child and give parents possible strategies and resources to help them to help their children to cope.

Additional Needs: We continued to employ a part time Additional Needs Co-ordinator to improve services to those of our clients who have drug, alcohol and/or mental health issues. Funding for this time limited project ceased on 31st March. We have made considerable progress in our working relationships with mental health and drug & alcohol agencies. This is reaffirmed in the training we have provided and the strong links built with SADAS, Respond, Addaction, PCMHTs, Continuing Needs Teams and Surrey & Borders Partnership NHS Trust. We have worked with mental health professionals and service users to develop the Surrey Women's Mental Health Strategy which was launched at an event chaired by our Chairman in January. We have produced an information pack specifically for mental health and substance misuse practitioners.

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

REPORT OF THE MANAGEMENT COMMITTEE - continued FOR THE PERIOD ENDED 31 MARCH 2008

Sexual Abuse: Building on the work we began in 2006-07 we have continued to advocate for better services for survivors of childhood and adult sexual abuse. We have participated in the steering group to establish a Sexual Abuse Referral Centre (SARC) in Surrey. This will require committed multi-agency working. The intention is to provide a more holistic service together with other agencies and improve cross-referral. We also attended the East Surrey Sexual Abuse Forum run by Surrey & Borders Partnership NHS Trust. We are working with them to develop a sexual abuse training pack.

Volunteer Coordinator: We employ a part-time volunteer coordinator to specifically encourage ex-service users and survivors to volunteer with us. This project is progressing very well and we have now recruited 36 volunteers, 32 of whom volunteer regularly. During the year 1233 hours of volunteering support was given to our organisation and 128 service users benefited directly from the help given. All figures exclude members of the Management Committee. We have:

- Run 3 induction training courses for volunteers
- Produced 3 Volunteer Newsletters
- Run a self esteem course for volunteers
- One volunteer who has attended the 3 day Freedom Programme facilitators course and is co-facilitating courses in the community.
- Run two Freedom Programmes in the community
- Several volunteers currently supporting individual clients one-to-one.
- Volunteers supporting the Children's Family Worker with the Saturday Club.
- Volunteers continuing to support the work of the Outreach Service by helping at our forum meetings, running stands and distributing publicity material to raise awareness, staffing crèche facilities, packing Xmas hampers and providing regular admin support to the team.
- Established a fortnightly Drop In Support Group run by service users and volunteers
- Designed publicity materials for the volunteering service and linked with local publications and agencies for recruitment purposes.
- Listened to volunteers to improve our service provision.

Group Work Coordinator: With effect from 1st February our part time Volunteer Coordinator assumed responsibility for our programmes of group work, support groups and service user consultation. This aspect of our work has been steadily increasing mainly due to demand from service users and known efficacy.

Men's Manual: We produced a Men's Health Mini Manual for male survivors and perpetrators of domestic abuse in collaboration with Haynes Publishing and the Men's Health Forum. This was for Surrey wide distribution and has been commented on favourably.

Multi-Agency Forum Meetings: We have a membership of 128 individuals, including service users, and representatives of agencies and organisations.

- We ran quarterly meetings with a guest speaker on a relevant topic.
- We circulated a quarterly Newsletter to all members.

Service User Involvement: We have a facilitated User Advisory Group and undertake specific consultation as required. Service users are represented on the Management Committee and attend our annual Away Day.

- We have been meeting with the police with regard to further service user consultation on their behalf. This will particularly involve vulnerable adults.

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

REPORT OF THE MANAGEMENT COMMITTEE - continued FOR THE PERIOD ENDED 31 MARCH 2008

User Satisfaction Survey: This was undertaken in October & November 2007 and included both agencies that use our service and individuals.

40% of agencies returned their questionnaires:

- 74% considered our response on first contact to be very good and 18% good
- 97% would feel confident to refer clients in the future.

57% of clients returned their questionnaires:

- 100% rated our response on both first and subsequent contact as very good.
- 92% considered their circumstances had improved as a result of their contact with us while 8% had yet to know.
- 100% would recommend our service to other people.

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

Associated Services:

A free counselling service for high need clients. This is provided through a contracted counsellor and a volunteer

- We provided 229 counselling sessions.

Running the *Freedom Programme* in HMP Downview for adult female survivors.

- We have run two programmes in association with Probation Throughcare staff. The evaluations of these programmes are as usual very good.

Running the Freedom Programme in the community at Epsom Downs Children's Centre.

- We have run two programmes in 2007/08 which were attended by 18 women.

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.

- We supported 10 clients

Sanctuary Scheme in collaboration with the districts and borough to provide free security measures to high risk clients.

- We provided assistance to 35 women and 33 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.

Pilot Services:

MARAC:

- We continue to work jointly with the Police and other agencies with regard to the introduction of Multi Agency Risk Assessment Conferences (MARAC). These were first introduced in April 2007 and the Police Report on the first year is awaited. During the year 126 cases were discussed. Meetings are held monthly and in all probability the procedure will be mainstreamed nationally.

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

REPORT OF THE MANAGEMENT COMMITTEE - continued FOR THE PERIOD ENDED 31 MARCH 2008

Play Therapy:

- From January to March 2008 we ran a pilot of providing 10 sessions of Play Therapy to three high need child clients. This was directed at children who do not fully benefit from other therapeutic interventions due to their inability to express their thoughts and feelings in words. A report has been produced for Surrey County Council and we shall try to access funding to continue this small but invaluable service.

Legal Advice Drop In:

- A Family Law Solicitor from Grants Solicitors in Croydon now attends our offices every Tuesday morning. This arrangement only began in February and we will jointly monitor its efficacy.

Training & Awareness Raising: Our Services Manager was a participant on the Surrey Domestic Abuse Training Development Group who reviewed, improved and redeveloped the Surrey Multi-Agency Training. This was in respect of the half to one day training modules and training for the trainer. We continue to provide trainers for all of the training.

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. 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 at Mount Browne on six days. This is co-trained with the Surrey Police Public Protection Strategy Unit and Training School.
- Maintained our input and co-working with East Surrey Hospital A&E and Midwifery staff.
- Trained Mental Health Professionals at East Surrey Assertive Outreach & Continuing Needs Service and Shaw's Corner and Farmside PCMHT.
- Trained Surrey PCT's *First Steps* staff.
- Arranged a rolling programme of agency specific training for *Respond* & *SADAS* staff (Drug & Alcohol service providers).
- We also gave awareness raising talks and training to, for example, Homestart Volunteers, Playlinks, St Piers Children's Centre, Horley and Redhill Young Parents Groups, Victim Support, Ringley Park Dental Practice and Tandridge District Council Tenants Meeting.
- In total we delivered over 300 hours of training to approximately 28 different organisations or groups.

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 40 different types of meetings approximately half of which are held at regular intervals, for example, quarterly. 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. During 2007-08 the team and volunteers undertook training in a variety of areas including;

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

REPORT OF THE MANAGEMENT COMMITTEE - continued FOR THE PERIOD ENDED 31 MARCH 2008

- Surrey Safeguarding Children Board Foundation & Managing Risk training
- Basic and advanced training in alcohol, drugs and mental health
- Basic and advanced courses in Welfare Benefits
- Common Assessment Framework Training
- Children & domestic abuse (including specific training about the impact of contact arrangements)
- Substance misuse & Domestic Abuse within BME communities
- 'What is Domestic Abuse?', Domestic Abuse: Multi-Agency Responses' and 'Surrey Domestic Abuse Training for Trainers'
- One member of staff achieved a BSc Psychology
- One member of staff undertook a Certificate of Excellence in Volunteer Management
- Another member of the team continued studying towards an MA in Criminology and Social Policy.

Financial Review

During 2005-06 we signed a joint Service Level Agreement (SLA) for a period of 2 years with our main statutory partners whom we work with at Crime & Disorder Partnership Level. From October 2007 Surrey County Council Supporting People became the seventh of our funders to participate. This is in respect of the provision of core adult outreach services in East Surrey and the intention is for this to become 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 2008-09 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 2008-09.

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. In this we were reasonably successful with regard to 2007-08 and future provision as some grants are for 3 years.

Sound financial management by the Finance Director, Committee and staff led to a positive outcome for the year to 31 March 2008 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 Comic Relief, DOH Opportunities for Volunteering Grant, and BBC Children In Need.

We are indebted to all those who support our work and not least individuals who have made donations and/or who have raised money for direct client support such as emergency food, travel, school uniforms, essential security enhancement etc.

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

REPORT OF THE MANAGEMENT COMMITTEE - continued FOR THE PERIOD ENDED 31 MARCH 2008

Reserves Policy

It is the policy of the charity 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 2006-2009 is in place with an action plan for meeting the immediate objectives for 2008-09. Our primary objectives for the forthcoming year are to:

- Consolidate, develop and improve existing service provision, training and inter-agency co-operation.
- Monitor and analyse the introduction of the Duty Rota system of working.
- Strengthen the Management Committee by identifying skill gaps and improving the interface between staff, volunteers and committee members.
- Review the content, attendance and regularity of our multi-agency forum meetings.
- Revitalise our website.
- 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.
- Investigate those groups we consider to be under utilising our services, for example, young people, male survivors, young women (especially those within the Criminal Justice System) and BME groups.
- Offer additional services and information regarding Children's Outreach.
- Continue to review risk assessment and management procedures within the office.
- Analyse the impact of risk assessment and MARAC on repeat victimisation.
- Continue to undertake regular service reviews including agency and service user consultation, training/awareness course evaluation, and impact assessments (where appropriate).
- Ask service users to reconsider the role and future development of the Support Group and User Advisory Group.
- Ask volunteers to consider what other roles or undertakings they may wish to be involved in.
- Continue to raise the profile of ESDAS and of the needs of our client group where ever possible.

These are arrived at our annual Away Day with attendance from committee members, staff, volunteers and service users and in consultation with our major stakeholders.

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

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

REPORT OF THE MANAGEMENT COMMITTEE - continued FOR THE PERIOD ENDED 31 MARCH 2008

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.

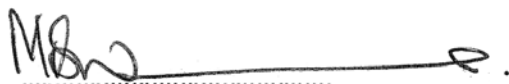
Accountants/Auditors

Following the implementation of the Charities Act 2006 an audit was no longer required so Braidwood and Company, the previous auditors, were appointed as the charitable company's reporting accountants during the year. They 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 4th June 2008 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 2008

We report on the accounts for the period ended 31st March 2008 set out on pages 13 to 21 which have been prepared under the accounting policies set out on page 15.

Respective responsibilities of Directors and Reporting Accountants

As described on pages 10 and 11, 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.

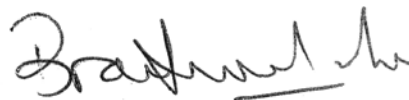
Basis of Opinion

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: 5-6-08.

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2008

	Notes	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
Incoming resources					
Grants and Other Income	3	125,608	123,584	249,192	255,334
Donations	2	56,058	2,272	58,330	34,256
Investment income	1.3	10,971	-	10,971	9,060
Total incoming resources		<u>192,637</u>	<u>125,856</u>	<u>318,493</u>	<u>298,650</u>
Resources expended					
Costs of generating funds					
		-	-	-	-
Charitable expenditure	4	136,613	133,061	269,674	257,196
Governance Costs	4	15,825	-	15,825	14,265
Total resources expended	4	<u>152,438</u>	<u>133,061</u>	<u>285,499</u>	<u>271,461</u>
Net incoming resources before transfers		40,199	(7,205)	32,994	27,189
Transfers between funds		11,198	(11,198)	-	-
Net income for the year/ Net movement in funds		51,397	(18,403)	32,994	27,189
Fund balances brought forward		91,097	42,017	133,114	105,925
Fund balances carried forward at 31 March 2008		<u>142,494</u>	<u>23,614</u>	<u>166,108</u>	<u>133,114</u>

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 2008

	Notes	£	2008 £	£	2007 £
Current assets					
Bank balances		204,288		180,140	
Cash on hand		273		424	
		<u>204,561</u>		<u>180,564</u>	
Debtors and prepayments	9	2,750		570	
		<u>207,311</u>		<u>181,134</u>	
Less Current Liabilities					
Creditors: amounts falling due within one year	10	1,903		2,020	
Grants received in Advance		39,300		46,000	
		<u>41,203</u>		<u>48,020</u>	
Net current assets			<u>41,203</u>		<u>48,020</u>
Total assets less current liabilities			<u>166,108</u>		<u>133,114</u>
Financed By					
Restricted funds	11		23,614		42,017
Unrestricted Funds	11				
Designated funds					
- Service Provision			35,000		9,211
- Contingency Reserve			101,343		75,906
- General Purposes Fund			6,151		5,980
			<u>166,108</u>		<u>133,114</u>
Total Funds			<u>166,108</u>		<u>133,114</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 4th June 2008 and signed on its behalf at the Annual General Meeting held on 9th June 2008.


Mary Whitfield (Chairman)


Peter Wyeth (Finance Director)

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2008

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 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 2008

2 Donations

	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
A Private Foundation	45,000		45,000	30,000
Donations	11,058	2,272	13,330	4,256
	<u>56,058</u>	<u>2,272</u>	<u>58,330</u>	<u>34,256</u>

3 Grants and other income

	Unrestricted £	Restricted £	Total 2008 £	Total 2007 £
<i>Crime & Disorder Reduction Partnerships</i>				
Reigate & Banstead, Tandridge & Mole Valley	102,240	5,350	107,590	126,000
East Surrey PCT	19,650	-	19,650	18,985
SCC - Children's Fund	-	34,380	34,380	32,380
BBC Children in Need	-	14,603	14,603	-
Other Statutory Grants	-	2,000	2,000	9,486
Comic Relief	-	25,903	25,903	23,852
Department of Health OFV Grant	-	29,911	29,911	29,154
Other Non Statutory Grants	-	4,400	4,400	11,870
"Men's Manual"	-	6,350	6,350	-
FSA Innovation Fund	-	687	687	-
Conference Fees	-	-	-	2,030
Earned Income	3,580	-	3,580	1,013
Gift Aid	138	-	138	564
	<u>125,608</u>	<u>123,584</u>	<u>249,192</u>	<u>255,334</u>

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31 MARCH 2008

4	Total resources expended	Basis of Allocation	Charitable Expenditure £	Governance £	Total 2008 £	Total 2007 £
	Costs directly allocated to activities					
	Salaries & NI	Direct	144,009		144,009	138,066
	Travelling expenses	Staff Time	7,942	511	8,453	7,529
	Recruitment costs	Direct	2,597	363	2,960	3,977
	Volunteer & MC Training	Direct	3,229	312	3,541	2,712
	Volunteer expenses	Direct	7,284		7,284	1,792
	Counselling & User Groups	Direct	8,090		8,090	10,046
	Client & Family Support	Direct	15,213		15,213	6,310
	Child Support	Direct	6,890		6,890	5,709
	Training & Supervision	Staff Time	8,525	139	8,664	7,809
	Seminar/Conference	Direct	160		160	937
	Accounting/Audit Fees	Direct		1,175	1,175	1,710
	Support costs allocated to activities					
	Rent	Floor Space	13,506	726	14,232	14,077
	Office based staff	Direct	29,441	9,867	39,308	47,568
	General Running Costs	Staff Time	14,731	984	15,715	18,804
	Publicity & Printing	Staff Time	5,889	1,677	7,566	1,738
	Office equipment	Direct	2,168	71	2,239	2,677
	Total Resources expended		<u>269,674</u>	<u>15,825</u>	<u>285,499</u>	<u>271,461</u>

5 Net incoming resources for the year

This is stated after charging the Accountant's/Auditors' remuneration of £1,175 (2007 £1,500 + VAT of £210 from 2006).

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31 MARCH 2008

6 Employees

Number of employees

The average monthly number of employees during the period was:

	2008 Number	2007 Number
Full Time Office based staff	1	1
Part time Office based staff	2	2
Full time Outreach Workers	5	3
Part time Outreach Workers	2	4
	<u>10</u>	<u>10</u>

Employment costs

	2008 £	2007 £
Salaries and wages	167,779	169,354
Social security costs	15,539	16,280
	<u>183,318</u>	<u>185,634</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 (2007 - 2) member of staff. ESDAS makes no contributions to this scheme

7 Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration during the year. Expenses including travel costs amounting to £312 (2007 - £336) were reimbursed to 5 (2007 - 3) members of the management committee. One member of the management committee received professional fees paid indirectly, amounting to £131 (2007 - £810). 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 (2007 – Nil).

8 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 2008

9	Debtors	2008	2007		
		£	£		
	Prepayments and accrued income	750	570		
	Trade Debtor	2,000	-		
		2,750	570		
		2,750	570		
10	Creditors: amounts falling due within one year	2008	2007		
		£	£		
	Trade creditors	328	120		
	Accruals	1,575	1,900		
		1,903	2,020		
		1,903	2,020		
11	Summary movement of funds during the year				
		General funds	Designated funds	Restricted funds	Total
		£	£	£	£
	Balances at 31 st March 2007	5,980	85,117	42,017	133,114
	Movement in the year	171	51,226	(18,403)	32,994
		6,151	136,343	23,614	166,108
	Balances at 31 st March 2008	6,151	136,343	23,614	166,108

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31 MARCH 2008

12 Movement of Funds (Detailed)

	Balance at 1 April 2007 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2008 £
Restricted Funds					
SCC Children's Fund	200	31,980	29,330	(2,850)	-
Comic Relief	630	25,903	23,036	(2,120)	1,377
Sanctuary Scheme	17,415	2,000	13,089	(1,046)	5,280
SCC Freedom Programme	1,901	-	1,901	-	-
Department of Health OFV	2,497	29,911	28,883	(2,998)	527
Nationwide	1,472	-	1,472	-	-
FSA Innovation Fund	(687)	687	-	-	-
St. Faiths Trust	1,662	3,400	1,413	(249)	3,400
Specific Use	2,241	2,272	1,538	-	2,975
SCC PSA	14,686	-	14,686	-	-
Gatwick Airport CT	-	1,000	1,000	-	-
"Mens Manual"	-	6,350	5,829	(521)	-
BBC Children in Need	-	14,603	4,148	(400)	10,055
SCC Supporting People	-	5,350	4,550	(800)	-
SCC Child Support	-	2,400	2,186	(214)	-
<i>Total Restricted Funds</i>	<u>42,017</u>	<u>125,856</u>	<u>133,061</u>	<u>(11,198)</u>	<u>23,614</u>
Unrestricted Funds					
<i>Designated</i>					
Service Provision	9,211	-	-	25,789	35,000
Contingency Reserve	75,906	-	-	25,437	101,343
<i>Other</i>					
General Purposes Fund	5,980	192,637	152,438	(40,028)	6,151
<i>Total Unrestricted Funds</i>	<u>91,097</u>	<u>192,637</u>	<u>152,438</u>	<u>11,198</u>	<u>142,494</u>
Total Funds	<u><u>133,114</u></u>	<u><u>318,493</u></u>	<u><u>285,499</u></u>	<u><u>-</u></u>	<u><u>166,108</u></u>

EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31 MARCH 2008

13 Movement of Funds (Continued)

Purposes of Restricted Funds

The Funds from the Surrey County Council and St. Faiths were to provide additional activities and support for children.

Various funds were provided to support our Publication of a "Men's Manual"

The Supporting People Grant from Surrey County Council was for the provision of Outreach services re housing related support for adults.

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.

Comic Relief funded the post of an Additional Needs worker.

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

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.

Gatwick Airport Community Trust provided a grant for Child support.

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.