

**BRIGHTON AND HOVE IMPETUS
(A Company Limited by Guarantee)**

**Company Number: 03895574
Charity Number: 1083390**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2009

BRIGHTON AND HOVE IMPETUS

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BRIGHTON AND HOVE IMPETUS

REPORT OF THE TRUSTEES

Working Name	Impetus
Trustees (who are also directors)	D Botibol C Brocken N Brown E Furey A Hadley A Kildare J Manning A Penn B Regnier J Wilkins
Chief Executive Officer	S Lawless
Company Secretary	S Lawless
Charity Number	1083390
Company Number	03895574
Registered Office	Intergen House 1 st Floor, 65-67 Western Road Hove East Sussex BN3 2JQ
Independent Auditors	Clark Brownscombe 8 The Drive Hove East Sussex BN3 3JT
Bankers	The Co-operative Bank plc 164-165 Western Road Brighton East Sussex BN1 2BB Bank of Scotland PO Box 17235 Edinburgh EH11 1YR

BRIGHTON AND HOVE IMPETUS

TRUSTEES' REPORT

The trustees present their report and the financial statements for the year ended 31 March 2009.

Aims

The primary purpose of the charity is set out in the mission statement:

- To empower local people by championing volunteering and strengthening community and voluntary organisations.

The trustees, in consultation with staff and volunteers, revised the mission statement during the year to more clearly focus stakeholders and the general public on the important role of volunteers in achieving the charity's aims. Our dedicated network of volunteers befriend and deliver services to people who are disadvantaged or vulnerable and support them in making their lives more independent and fulfilling.

Impetus is recognised as a major contributor to the infrastructure development of Brighton and Hove's community and voluntary sector. The charity manages the city's Volunteer Centre, supports the sector in recruiting and retaining volunteers, and provides a one-to-one management consulting service.

Objectives

The charity's key strategic objectives continued to be:

1. To expand delivery of social care and health services by
 - adding value to existing services
 - developing new ones that are a good strategic fit
 - and by building partnerships.
2. To provide management services and infrastructure support to the sector by
 - managing a high quality Volunteer Centre
 - offering consultant services in management, governance and organisational development through the Performance Development Service
 - and offering a governance and line management home to start-up and vulnerable projects.

We review our aims, strategic objectives, targets and activities each year. This review looks at what we achieved during the previous 12 months and how our work has benefited the people we are set up to support. We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activities. The trustees set strategic objectives and annual targets and engage in consultation on them with staff and volunteers to ensure that planning and priorities remain focused on the charity's stated purpose.

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Values and Vision

The trustees have adopted the following values for the organisation:

- Empowerment of people
- Social justice and equality
- Quality of life and well-being
- Caring for each other
- The ethos of volunteering
- Honesty and integrity

The charity's vision is:

- To create a society in which all people are valued and have the opportunity to achieve quality of life and well-being.

PUBLIC BENEFIT

We fulfil the charity's aims through six projects: ASpire, INTERACT, the Neighbourhood Care Scheme, the Performance Development Service, 60+ Action Group and the Volunteer Centre. A detailed account of the work of these projects and whom they served are described within the following pages. All of our charitable activities focus on helping people who are disadvantaged or vulnerable and strengthening the management of local organisations and their ability to deliver high quality services to clients.

Who Used and Benefited From Our Services

In 2008-2009, Impetus projects directly supported approximately 450 vulnerable and disadvantaged people and 450 voluntary organisations. Indirectly, we supported many, many more. Our funding limits services we provide to residents of Brighton and Hove. Funding and project aims also prescribe those we can help. For example, ASpire provided support to only 47 individuals during the year who are considered to have Asperger Syndrome or be on the autism spectrum. The offer of INTERACT services is based on an individual having learning difficulties. Referrals may come from the community or other service providers. The 60+ Action Group members are the more socially excluded residents 60 years of age and older who meet in their own neighbourhoods with service providers to influence the planning of local services for older people. The Performance Development Service had funding to provide management and governance support to only 25 organisations.

All services are provided free of charge to individual clients and to the majority of community and voluntary sector clients. As demand surpassed its funding capability, the Performance Development Service experimented with providing some services for a fee, discussed in more detail under Activities and Achievements.

We monitor access to our services by ethnic origin, gender, disability and sexual orientation. We believe that equal access is an important issue and that successful outcomes must be shared by all communities that use our services. The Volunteer Centre is a welcoming venue that offers a drop-in service open to the public and a website that enables residents across the city to find a volunteering opportunity to match their needs and skills. The Centre worked with more than 400 voluntary organisations and handled 1800 new volunteering registrations. A total of 400 volunteers expanded the reach of our own activities, such as the Neighbourhood Care Scheme where 176 volunteers befriended 209 older people and people living with disabilities in nine areas of Brighton and Hove, including members of black and minority ethnic communities.

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The charity is signed up to vulnerable adults procedures and staff have received this training. One complaint against a staff member applying these procedures was investigated and proved to be unfounded.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The company was incorporated in December 1999 and is governed by its Memorandum and Articles of Association. The company is a registered charity and a company limited by guarantee.

The Trustees

The following trustees served during the financial year:

David Botibol	
Cynthia Brocken	(chair)
Nick Brown	(co-opted 9 January 2009)
Ed Furey	(died 5 May 2008)
Anthony Hadley	
Antony Kildare	(co-opted 9 January 2009)
Jim Manning	
Alison Penn	(co-opted 5 December 2008)
Barbara Regnier	(appointed 24 September 2008)
Judith Wilkins	(resigned 24 September 2008)

Under the requirements of the charity's Memorandum and Articles of Association, a maximum of eight members of the board are elected at the annual general meeting (AGM) and up to four trustees may be co-opted during the financial year. Each year, half of the board's longest-standing trustees must retire and may be re-elected at the AGM.

Judith Wilkins resigned from the board after serving for two years. Judith brought marketing know-how to the charity's re-branding and new design identity. We were saddened by the death of long serving trustee Ed Furey. Prior to becoming a trustee, Ed was a volunteer with the Neighbourhood Care Scheme and the 60+ Action Group and was a member of the group's steering committee. Cynthia Brocken was re-elected to the board.

We welcomed Nick Brown, Antony Kildare, Dr. Alison Penn and Barbara Regnier to the board. Nick has extensive experience in human resources, coaching and counselling. Antony has an impressive track record of senior level business management and regional economic development. Alison has 20 years experience of delivering consultancy, research and training for the statutory and voluntary sectors specialising in health, social care and community development. Barbara has expertise in change management, training and volunteering and is a former senior manager with Volunteering England.

Recruitment and Induction of Trustees

Trustee recruitment is modelled on voluntary sector job posting and hiring procedures. Trustees identify gaps in the board's areas of expertise, conduct community outreach and/or advertise the positions. Candidates are appointed based on an application and interview. To ensure that the needs of service users are reflected in policymaking, prospective candidates are also identified through Impetus projects.

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New trustees are given an information pack about the charity that include the Articles and Memorandum of Association, the business plan, annual targets, recent accounts, board minutes and Charity Commission publications on good governance and the role of trustees. An induction plan features briefings with each of the charity's project leaders and the Chief Executive. External training courses in governance and third sector developments are also encouraged.

All trustees give their time voluntarily and received no benefits from the charity. One trustee was the most appropriate person to undertake a piece of work outside of duties as a trustee. Further details as well as any expenses reclaimed from the charity are set out in the notes to the accounts.

Management

The trustees oversee the work of the charity and meet regularly for this purpose. However, day to day operations are delegated to the CEO and project leaders:

Steve Lawless	Chief Executive Officer
Sean de Podesta	Project Leader, Neighbourhood Care Scheme
Jo Tulloch	Project Leader, 60+ Action Group
Alison Marino	Project Leader, Volunteer Centre
Graham Lee	Project Leader, INTERACT
Su Orosa	Project Leader, ASpire
Sarah Hendrickx	Project Leader, Fundraising and Training
Andy Seares	Project Leader, Performance Development Service

Strategic planning and the setting of annual business targets are carried out by the Board of Trustees and the Chief Executive. To strengthen oversight of the accounts, risk management, business development, policy review, personnel issues and fundraising, the board has designated working groups that meet regularly and a personnel subcommittee that convenes on a quarterly basis.

Overall responsibility for operations is invested in the Chief Executive who reports to the Chair. Each project has a steering group that consists of the project leader, a trustee, volunteers and service user representatives and other stakeholders such as funders. Steering groups meet quarterly and are responsible for overseeing project business plans and strategic direction.

Risk Management

The Board of Trustees has adopted the Brighton & Hove City Council's financial accounts risk management procedures. The board's Business Development Working Group has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems have been established to mitigate the risks the charity faces. External risks to funding have led to the development of a strategic plan that will allow for increased diversification of income.

Internal control risks are minimised by the implementation of procedures for cheque signing and authorisation of all transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors. A Policy Review Working Group tracks changes in employment law, and manages internal consultation and board approval. The Personnel Subcommittee manages personnel risks and when required, external advice is sought on provisions of UK employment law and human resources issues. Commercial insurance is in force in regard to all normal business risks, including professional indemnity. Liability covers employees and volunteer staff.

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Networks

Impetus is a member of the National Council for Voluntary Organisations, the Brighton & Hove Community and Voluntary Sector Forum and the local Business Community Partnership. The Chief Executive chaired the Brighton and Hove ChangeUp Business Management Group, an executive committee that made recommendations on how to implement Brighton and Hove's Infrastructure Development Plan. He is a member of the Local Strategic Partnership and the Health and Social Care Local Involvement Network. The charity's project steering groups have representatives from a broad spectrum of local voluntary organisations as well as from the Local Authority and the Primary Care Trust.

Activities and Achievements

Following a re-branding as *Impetus* in 2007-2008, the charity pursued activities during the 2008-2009 financial year to raise name awareness among members of the public, clients, funders and other stakeholders. The dynamic new name and logo design were officially launched in July 2008. The centrepiece of the communication programme was the production of an A5 20-page, four-colour marketing annual report that portrays the Impetus family of projects and the vision and values that link all activities and people.

A new website (www.bh-impetus.org) was an essential element of the charity's new identity. The website reinforces the re-branding objective of creating a unifying design identity across all six Impetus projects. On the media front, the charity was a finalist in ITV Meridian News' People's Millions competition. The South East region broadcast featured an on-camera appeal by the charity's Chief Executive for viewers to cast a vote by telephone to fund outreach and volunteer work opportunities for people who have mental health issues. Research by Volunteering England indicates that volunteering can have a positive effect on people's mental health and well-being. News coverage of Impetus as a competition finalist was featured in the regional newspaper, *The Argus*.

Business Development

During a period of economic downturn in which the sector experienced cuts in trust and corporate giving, Impetus' income for 2008/09 was £427,992 (2007/08: £405,283). The charity's strategy included seeking more collaborative partnerships and social enterprise work, and closely monitoring costs. The charity tracks emerging trends and customer needs in health and social care service delivery to determine where value can be added to existing services, where there is the potential to develop new ones or to build partnerships. In addition to funding from the Big Lottery Fund and the local Primary Care Trust, the Performance Development Service generated £10,000 in income for management consulting services to the sector. ASpire Training, which raises awareness among employers and education providers of the support needed by people who have Asperger Syndrome in order to integrate effectively in those organisations, generated £2708 in fees. As there is no core funding for this service, it is carried out on a commissioned basis only. Income was also generated by supervising social work student placements with the Neighbourhood Care Scheme and ASpire. The rental of four desks to other charitable organisations produced £7000 in income.

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Partnerships

The charity completed the second year of a three-year partnership with the Business Community Partnership and The Working Together Project, funded by the Big Lottery Fund to build the sector's business management skills and its overall capacity through volunteering. This work also expands the capacity of the Volunteer Centre and the Performance Development Service in support of the charity's mission and infrastructure support aims.

Impetus formed a successful partnership with Care Co-ops to help providers of services to people who have learning difficulties develop a consortium that will deliver joint bids for contracts. Care Co-ops is a Community Interest Company in Brighton that supports people who have mental health needs or learning difficulties. The fundraising, our share of which will be £8820, occurred during 2008-2009 and will be delivered during the next financial year.

For the second year, we parlayed our experience in delivering services for older people into managing the Pensioners' Forum. With our 60+ Action Group, this brings together two major advocacy projects for older people in the city, providing an even stronger voice for those 60 years of age and older.

The Chief Executive chairs the steering group for the City Volunteering Strategy that Impetus has been commissioned to develop by the Local Authority's Employment and Skills Steering Group.

Fundraising

As mentioned under Partnerships, 2008-2009 marked the second year of the Big Lottery Fund Capacity Building grant for £485,000 that is shared with the Business Community Partnership and The Working Together Project. It was also the second year of a three-year grant from Three Guineas Trust for £105,000 to continue the work of ASpire, which mentors people with Asperger Syndrome and related social skills issues.

Impetus won a number of small contracts for infrastructure support services. We were granted £14,000 by the City Council to help offset the impact of the recession and were commissioned to write the City Volunteering Strategy with a grant of £8000. The Stronger Communities Partnership, one of the local strategic partnerships of voluntary and community stakeholders, has agreed our application for £22,000 to help implement the strategy beginning fourth quarter 2009.

The recession and intense competition for a smaller pool of funds called for forays into new ways of raising money for the central account. We introduced online donating capability in the new website design, providing links to charity fundraising sites such as Justgiving, Froggybank, MyCharityPage and the ability to donate profits on ebay. Details on these channels and other ways that people can support the charity were featured in the A5 marketing annual report. A part-time fundraising manager developed an Impetus fundraising strategy and recruited two experienced volunteers who will plan fundraising events for 2009-2010. Project leaders participated in legacy funding training. To date, the recession hasn't affected legacy gifts to sector organisations.

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Quality Assurance

We set development of monitoring and evaluation systems (M&E) as a target so that the six project business plans are based on client feedback and are fully compliant with PQASSO (Practical Quality Assurance for Small Organisations). Clients and service delivery are diverse (volunteers, older people, learning disabled people, people with social skills needs, other charities) so systems have had to be tailored for each project with the aim of making evaluation an integral part of the culture. This is now a regular item for supervision, management meetings and performance appraisals. For 2008-2009, we applied M&E data to the planning of services and set customer satisfaction targets for the first time. The focus on M&E raises our game in being a customer needs-driven organisation intent on continuous quality improvement. It is also strategic in that organisations that have good M&E systems stand better prospects of winning funding for health and social care service delivery.

Operating on the principle that charities exist to make a positive difference for service users, we introduced Outcome Monitoring, sometimes called indicators of success. This form of M&E helps to clarify project aims, and then enables the project to gather and report information on the proportion of clients that have changed or benefited in some way. However, an outcome can only be measured by collecting the same information about clients from at least two points in time and comparing the results.

The charity's project reports that appear on the following pages, for the most part do not include outcomes because sufficient time has not yet elapsed to gather valid data on these performance indicators.

During the year, both ASpire and the Neighbourhood Care Scheme achieved the Mentoring and Befriending Foundation's Approved Provider Standard (APS). APS is a national benchmark accepted by the Cabinet Office and other government departments that gives public confidence in the quality of mentoring and befriending programmes. APS ensures the competence and safe practice of programmes by focusing on key areas such as procedures for identification and referral of clients, recruitment, selection and training of volunteers, monitoring of relationships and programme evaluation.

Staffing

Impetus has one full-time and 16 part-time members of staff. We recruit high quality people and invest in them. We have a high retention rate and are viewed as a desirable employer. Annual targets provide a robust approach to performance management.

As an organisation that places people first, it was gratifying to achieve the Investors In People accreditation in August 2008, which recognises organisations that have exemplary practices in staff appraisal, training and development. We were also commended on our cooperative management style and living our values. In a job satisfaction survey, all staff reported that they were either satisfied or very satisfied with their job and rated the leadership as good in setting strategic direction and caring about employees. Opportunities for advancement were rated average. Survey results will inform the charity's annual targets for 2009-2010.

Impetus has a strong volunteering ethos and is a leader in promoting volunteering in the city. During the year we welcomed and worked with 400 volunteers across all of our activities. Volunteers work to written role descriptions, they are included in team meetings and strategy days and are treated with the same level of respect as paid staff.

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Investment Performance

The charity holds surplus cash in a community bank deposit account in order to maximise returns on liquid assets. The interest rates obtained are reviewed periodically to ensure the competitiveness of the investment. Bank interest earned decreased by approximately £6000 during the financial year due to the fall in interest rates.

Plans for the Future Period

A goal for 2009-2010 is to increase social enterprise income. One of the business rationales for the re-branding was to position the charity to extend into new areas of service delivery and fundraising, building on our management strengths and good will. The current funding profile is 57% from statutory bodies, 33% from trusts and grants, 10% from social enterprise, 1% from donations and investments. There is now a city social enterprise strategy and increasing funding streams. In times of recession, commercial property can be a liability for owners so the charity is researching the feasibility of purchasing a property and renting affordable office space to organisations as a form of income as well as providing an essential service to the sector.

Impetus will build event fundraising into the annual fundraising strategy and enlist supporters to participate on our behalf in the first Brighton Marathon in 2010.

We will increase statutory grant applications in 2009 as cutbacks are predicted in 2010. The business rationale behind the ChangeUp Programme was to build the capacity of the third sector to deliver more public services, although three years on commissioners are just beginning to publish commissioning plans. Due to the ChangeUp agenda, the demand for our infrastructure support services has increased. We will seek to leverage our position as a lead infrastructure support organisation.

There are encouraging political drivers for volunteering. Volunteering is one of the performance targets of the local authority's Local Area Agreement. In addition to adding capacity in delivering services, volunteering is seen as a training ground and a pathway into work. Health commissioners recognise volunteering as a link to improving mental health and well-being. Most of the charity's services are delivered by volunteers, providing significant value for money in delivering commissioned services. We are recruiting a number of highly skilled volunteers as well as volunteers who have special support needs. With levels of unemployment rising, there are now more people available to volunteer. Due to our lead position on volunteering, developing the City Volunteering Strategy and representation on the Local Strategic Partnership where volunteering is a priority, we stand well positioned to implement the strategy. The City Volunteering Strategy is expected to have an impact on local policy for at least the next five years.

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Volunteer Centre Brighton and Hove

The Volunteer Centre Brighton and Hove aims to improve people's quality of life by matching their interests and skills with local charities that are seeking volunteers. The mission is to be a leader in promoting best practice in volunteering in the city and to support not-for-profit organisations, charities and community groups that value the involvement of volunteers.

Objectives

Objectives for 2008 – 2009 were:

- Increase awareness of volunteering opportunities in Brighton and Hove and raise the profile of the Volunteer Centre while maintaining current levels of service.
- Enhance communication between the Volunteer Centre and its client organisations with the aim of retaining them while attracting new ones, and of improving the accuracy of information held by the Centre.
- Develop VBase knowledge and function to support and facilitate the work of the Centre. VBase is a data management system.
- Promote good volunteering practice within local not-for-profit organisations, charities and community groups.
- Secure funding for a volunteer co-ordinator post to develop the Centre's volunteer roles and to increase opening hours for the drop-in and appointments.
- Provide specialist one-to-one support for certain service user groups.
- Design and implement a system to monitor and evaluate the work of the Volunteer Centre.

Achievements

This has been an extremely dynamic and exciting year for the Volunteer Centre. A commission by the City Employment and Skills Steering Group to lead the development of a city Volunteering Strategy raised the profile of the Centre and helped us to forge stronger links with both new and existing partners. The commission enabled us to recruit a part-time volunteer co-ordinator and in October 2008, Jo Harper was appointed to the role. The Centre was successful in securing Stronger Communities Partnership funding towards implementing the strategy recommendations. Penny Baker, Outreach Development Officer, successfully met the milestones for the Big Lottery Fund Capacity Building project, which provides good practice support to organisations in recruiting and managing their volunteers. The project has enhanced our working relationship with local organisations that are currently delivering or aiming to deliver public service contracts. As part of this project, we look forward to launching our newly revised *Good Practice Guide* in autumn 2009.

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Volunteer Centre Brighton and Hove

With the onset of the recession, the brokerage function of the Centre experienced an exceptional volume of activity. There were approximately 1800 new volunteer registrations during the year – a 50 percent increase compared to the previous year. Efforts invested in developing efficient systems and IT support in 2007-2008 meant that our volunteer team was able to effectively handle the increase. Through one-to-one assessments and supervision, our volunteer team enhanced their skills and expanded their overall contribution to Centre operations. Three of our volunteers achieved their goal of paid employment, which they directly attributed to their volunteering experience.

An investment in monitoring and evaluation produced meaningful intelligence around volunteering. A survey we conducted during the year reported that of 38 volunteer enquiries, 27 went on to successfully volunteer with an organisation. Nearly 25 percent of volunteers said that they had started volunteering after visiting the Centre and of these, the majority reported that they were gaining new skills and contributing something useful. The survey results will inform objectives and operations.

Our project “Out and About Volunteering,” was a finalist in ITV Meridian News’ People’s Millions competition to provide outreach and volunteer work opportunities for people who have mental health issues. According to research by Volunteering England, volunteering can have a positive impact on people’s mental health and well-being. We are piloting one-to-one appointments with people seeking volunteering opportunities and continue to explore avenues for delivering specialist support.

Objectives for 2009 – 2010

Key objectives for the next financial year are:

- Develop a Volunteering Strategy for the city of Brighton and Hove that is widely recognised and implemented.
- Maintain and develop Volunteer Centre brokerage services with an emphasis on helping vulnerable service users obtain meaningful volunteering roles, either through our services or in partnership with local support agencies.
- Deliver *Good Practice Guide* and other volunteering support.
- Secure funding that ensures Volunteer Centre operations beyond April 2010.

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TRUSTEES' REPORT

Neighbourhood Care Scheme

The Brighton and Hove Neighbourhood Care Scheme (NCS) is a good neighbour scheme that supports isolated and vulnerable older people, adults who have physical and sensory disabilities and carers by recruiting volunteers to help them in a variety of ways that improve their quality of life.

Objectives

Key objectives for 2008 – 2009 were:

- To set up the scheme in Patcham and Hollingbury.
- To help more people.
- To increase participation of black and minority ethnic communities.
- To create a good neighbour scheme model adaptable for communities of approximately 100,000 population.

Achievements

The 2008-2009 financial year was the most successful in the history of the scheme in terms of the number of people we helped, the number of volunteers recruited and the recognition achieved both regionally and nationally as a high quality programme. In addition, with 520 scheme members and 210 volunteers, NCS is one of the largest good neighbour befriending schemes operating in the South East.

A new volunteer was recruited every four days amounting to a total of 210 volunteers during the year, a 50 percent increase in recruitment levels over 2007-2008. We enabled 176 volunteers to provide 7100 hours of support to 209 individuals – 49 more people helped than in the previous year. This meant that throughout the year, NCS support rose by a remarkable 62 percent.

The scheme expanded to include Patcham and Hollingbury – our ninth neighbourhood – and by the end of March there were 31 members and 20 volunteer participants.

What was the impact of this support? In August 2008, we carried out a survey of all scheme members. Survey results indicated that 94 percent who were supported by a volunteer reported a positive benefit; 58 percent said they felt more connected to their community; and 42 percent said they felt less depressed. The following response is representative of the feedback:

“My volunteer visits, takes me out and takes me to hospital appointments. She's a friend now who comes for a cuppa and a chat. We have a laugh and girlie afternoons.”

In a survey of volunteers, 94 percent reported a positive benefit from volunteering; 39 percent said they experienced more self-esteem; 98 percent reported positive feelings from doing something of benefit for the person they visit. Of the latter, 52 percent had helped to prevent a fall. In the survey, one volunteer said:

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TRUSTEES' REPORT

Neighbourhood Care Scheme

"It's good to have a meaningful and personal relationship with someone older. I never knew my own grandmother in this way. I appreciate the issues affecting older people."

To increase the participation of black and minority ethnic communities, NCS publicity materials were translated into Gujarati, Bengali, Arabic and Chinese. We achieved recruitment of volunteers whose ethnic origin is Chinese, Asian-African and Gujarati-speaking to support a Gujarati scheme member. Outreach efforts enabled people whose ethnic origin is Indian, Pakistani, Black Caribbean, Iranian and Turkish to become members.

NCS maintained a high profile and gained national recognition. We were named the best programme in the mental health and well-being category by the South East Coast NHS Health and Social Care Awards and we were recognised as one of three finalists in the category in the NHS national awards. The NHS awards recognise innovation and excellence in improving the quality of life for people with mental health problems and in promoting the well-being of the general population.

We ran a workshop at the Mentoring and Befriending Foundation (MBF) national conference and achieved MBF Approved Provider Status, the national benchmark quality standard for befriending schemes. We were selected among several hundred applicant programmes in the UK to attend an MBF sponsored event at 10 Downing Street that recognised achievements in mentoring and befriending. We continued to run the Sussex Good Neighbour Schemes Forum, which shares good practice among befriending groups in East and West Sussex.

Objectives for 2009 – 2010

Key objectives for the next financial year are:

- Maintain current levels of activity and support.
- Increase telephone support on a limited basis.
- Raise funds to maintain current staffing beyond December 2009.
- Explore new ways of working to optimise efficiency and effectiveness.
- Develop a strategic plan for 2010-2013.
- Raise funds to implement 2010-2013 business plan.
- Become a nationally recognised beacon of good practice in managing and delivering good neighbour and befriending services.

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ASpire

ASpire was set up in June 2005 to respond to the lack of specialist services in the city for people with Asperger Syndrome (AS) and related social skills issues. Employing an innovative approach based on a model of social mentoring, the aim is to devise bespoke mentoring solutions to improve social and life skills and vocational opportunities. The project also aims to raise awareness of the issues faced by those with AS in accessing employment, training and education by conducting awareness training about AS for employers and education providers.

Initially ASpire was part of the two-year European Social Fund Equal Initiative Brighton and Hove aimed at helping "hard to reach" individuals move from health-related benefits into voluntary or paid work. Overall the project has been concerned with learning about the barriers to work for disadvantaged groups. By focusing on the symptoms of AS and evaluating the effects of mentoring and related support strategies, we've learned effective ways of supporting people that can help them to access and retain employment or some form of productive activity.

The project is funded by the Three Guineas Trust until July 2010 and by the Lloyds TSB Foundation for a part-time project worker post until January 2011.

Objectives and Achievements

Objectives and achievements for 2008 – 2009 were:

Review and improve all our procedures.

This work, which is ongoing, included changes to service user assessment procedures and satisfaction monitoring. To provide support structures for social work students on work placement, the project leader attended two social work post-qualifying courses.

Increase staffing by fundraising for a project worker and by recruiting volunteers.

We successfully achieved funding from Lloyds TSB for a part-time project worker. Two university social work students selected ASpire for their work placement. A counsellor provided counselling for two service users on a voluntary basis for six months. A target for 2009-2010 is to provide counselling for up to two service users per year.

Create a robust and viable project structure that can be developed beyond 2010.

ASpire now has structures in place that support social work students on placement. The achievement enhances quality and capacity, enabling us to support approximately eight additional service users for a period of eight months a year. The structure includes an additional 20 hours per week via the new project worker.

Organise Training Day conference for mentors.

In September 2009, ASpire will hold a conference on current employment and education issues that affect people who have AS.

Continue to recruit mentors.

During the financial year, seven new mentors were recruited bringing the total to 31. ASpire supported a total of 47 service-users, 26 through one-to-one mentoring while others engaged with the project's social learning groups. There are currently 13 people on the waiting list.

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ASpire

Achieve national recognition as a competent and successful project.

During the year, ASpire achieved the Mentoring and Befriending Foundation's Approved Provider Standard (APS). APS is a national benchmark accepted by the Cabinet Office and other government departments that gives public confidence in the quality of mentoring and befriending programmes.

ASpire was mentioned in three books by Sarah Hendrickx, Fundraising and Training Project Leader that were published by Jessica Kingsley, one of the world's leading publishers of titles on autism and Asperger Syndrome, and in the book, *Asperger Syndrome, The Essential Guide* by Hilary Hawkes. Sarah also mentioned ASpire in several articles about AS for national magazines and newspapers, including *Woman's Own* and *The Sunday Telegraph*. ASpire Training raises awareness among employers and education providers of the support needed by people who have Asperger Syndrome in order to integrate effectively in those organisations. As there is no core funding for this service, it is carried out on a commissioned basis only.

Service user response

As a result of mentoring and/or participation in social groups, most service users experience an increase in confidence and social interaction. Feedback included the comments: *"ASpire is a professional service that is helping me to get back my confidence."* *"The counselling is really helpful for me to look at issues that I don't normally get to talk about."* *"Without ASpire I couldn't have found a job."*

Objectives for 2009 – 2010

Key objectives for the next financial year are:

- Secure funding for another three years.
- Continue to strive to achieve national recognition.
- Increase staffing levels.
- Extend project reach to support adults across Sussex.

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TRUSTEES' REPORT

60+ Action Group

The 60+ Action Group aims to empower older people to influence the planning, evaluation and delivery of their local services. Groups in five neighbourhoods across Brighton and Hove meet every two months to discuss their concerns as well as face to face with service planners.

The project's Lay Assessors Scheme recruits older volunteers who interview domiciliary care service users for the Local Authority concerning the quality of independent service providers. Each month, 20 service users are interviewed about the quality of a service provider.

The 60+ Action Group also contributes to the strategic objectives of the Local Area Agreement, the National Service Framework, and the LINK, a new initiative that gives communities a stronger voice in how their health and social care services are delivered.

Objectives

Objectives for 2008 – 2009 included:

- Raising the project's profile via publicity and the website.
- Launching up to four new groups and recruiting members to existing groups.
- Analysing member evaluation for project planning and effectiveness.
- Exploring additional opportunities for consultation and training.
- Seeking new sources of income.

Achievements

In 2008-2009, 60+ Action Group maintained four thriving groups – in Craven Vale, Moulsecoomb, West Hove and Kemp Town – that participated in a significant consultation schedule during the year. A fifth group, the Philip and Elizabeth Courts sheltered housing schemes in Hove, became an affiliate member of 60+. To raise the profile, 60+ launched a bi-monthly bulletin for members. The project was advertised in local newsletters and regularly in *The Pensioner*. The website has been updated as part of the Impetus re-branding. Both staff members raised project income by providing consultation to local universities, The Bridge Community Education Centre and Care Co-ops. An application to the Tudor Trust for additional funding is in progress.

Among this year's achievements were the following consultations:

- City Housing Strategy, City Council.
- Bus pass extended use, City Council.
- Regeneration of Brighton General Hospital site, South Downs Health Trust.
- Legal consultation services, Age Concern.
- Improvements in GP services and surgeries, Primary Care Trust.
- Mixed ward proposals, Brighton and Sussex Universities Hospitals Trust.

BRIGHTON AND HOVE IMPETUS

TRUSTEES' REPORT

60+ Action Group

- Eastern Road area regeneration, Eastern Road Partnership.
- Services of the Patient Advisory Liaison Service, PALS.
- Community Safety, City Council panel enquiry.

In regard to advocacy and neighbourhood issues, 60+ groups achieved the following:

- All groups: Lobbying of local MPs on the issue of power suppliers overcharging for pre-payment meters resulted in two MPs signing an Early Day Motion on the issue, a formal motion submitted for debate in the House of Commons.
- West Hove: Resolution was achieved of neighbour issues via City Council Housing regarding washing being hung out on balconies and an unofficial crèche on the estate.
- Craven Vale: A bus shelter was erected and bus services discussed with Brighton & Hove Bus and Coach Company. Police Community Support Officers visited regularly. A long-standing issue of unruly neighbours and drug dealing was resolved by the eviction of the offenders.
- Moulsecoomb: Issues were resolved by Councillors regarding a damaged fence blocking the pavement and noise and damage to pavements by Kingspan Waste Recycling company trucks. Successful representations were made by 60+ on the cessation of Sunday bus services to Princess Royal Hospital, resulting in the PCT stepping in to provide funding. Students' overuse of the 49 bus to the exclusion of residents was satisfactorily resolved.

Objectives for 2009 – 2010

Key objectives for the next financial year are:

- Launch up to three new groups, recruit 30 new members to existing groups and affiliate five existing older people's lunch clubs to 60+.
- Recruit two new volunteers to work with lunch clubs.
- Survey membership on satisfaction and well-being as a baseline for future outcomes.
- Increase lobbying of service providers with regard to neighbourhood and service issues.
- Submit a successful tender for PCT services for 2010-2011 and up to three applications to trusts for additional funding in order to establish a volunteer advocacy team.

BRIGHTON AND HOVE IMPETUS

TRUSTEES' REPORT

INTERACT

INTERACT provides advocacy, support and information services for adults who have learning difficulties. The project also runs training programmes for both service users and providers. The focus is both proactive and reactive to national and local policy changes and to service user requirements. INTERACT is funded by the Primary Care Trust and the City Council.

Objectives

Objectives for 2008 – 2009 included:

- Review roles of current volunteers and carry out risk assessments where learning disabled volunteers have a history of challenging behaviour.
- Provide more issue-based advocacy by recruiting and training new volunteers.
- Train learning disabled adults to train professionals in regard to procurement and commissioning.
- Enhance empowerment and leadership roles of learning disabled people by building partnerships with other organisations that support them, such as Speak Out and the Grace Eyre Foundation.
- Obtain funding to meet high demand for advocacy in child protection cases.

Achievements

A strategic review of INTERACT was carried out mid-year 2008. The project was assessed as highly respected in the sector for its competency in issue based, time limited advocacy. However an increase in child protection work had stretched the project to breaking point. For this reason, volunteers were recruited and trained to add capacity in several activities: issue based advocacy, the G.T. Club and a vegetable gardening project that's designed to encourage healthy eating among service users. A number of service user volunteers now help with administration. We are currently seeking a suitable volunteer to work with parents who have a learning difficulty on child protection issues.

Risk assessments were conducted and all volunteer roles were reviewed against written job descriptions. Each role now has a core task that allows for flexibility in assisting another volunteer when the need arises. In regard to the objective for learning disabled people to train professionals, a volunteer has been working on developing a new equality and diversity course that will be run by service users. We have obtained Working in Advocacy and Employ Your Experts training packages from a Rotherham based advocacy group that will be used for both service user and professional training.

BRIGHTON AND HOVE IMPETUS

TRUSTEES' REPORT

INTERACT

We made progress in building partnerships. We are exploring a joint project with Speak Out to work with parents who have a learning difficulty. We are also in discussions with a London-based advocacy organisation on setting up a safe and non-exploitive friendship/dating service for people who have a learning difficulty. These are targeted for launch by first quarter 2010.

INTERACT support includes the following services:

AdvoAct provides advocacy and support for people who have a particular issue that requires one-to-one help. This service supported 193 people in solving problems such as obtaining accommodation, employment, retaining child custody and resolving debt issues. A number of case studies of child protection cases have been documented.

The Solve It Drop-in service was initially established in partnership with the local Community Support Team. We continue to operate the service at a reduced level with the help of volunteers.

The G.T. Club is a social club run by people who have a learning difficulty and is supported by INTERACT. The club received a £2000 donation from Barclays Bank to pay volunteer expenses.

Leaflets and information booklets were produced to promote activities to service users.

Objectives for 2009 – 2010

Key objectives for the next financial year are:

- Continue to seek funding for child protection and advocacy case workers.
- Deliver high quality advocacy, including volunteer and peer advocacy.
- Assist learning disabled adults in understanding equality and diversity issues.

BRIGHTON AND HOVE IMPETUS

TRUSTEES' REPORT

Performance Development Service

The Performance Development Service (PDS) offers management consulting services to voluntary organisations to improve their management practice, governance, marketing, fundraising, contract readiness and service delivery. In addition to funding from the Primary Care Trust, the project is the recipient of a grant from the Big Lottery Fund that is aimed at improving infrastructure support to voluntary organisations in Brighton and Hove by building their capacity. Delivery is through a co-ordinated approach to managing volunteers, training and consultancy, with the Business Community Partnership and The Working Together Project.

Objectives for 2008 – 2009

To improve the strategic management and governance of at least 15 voluntary and community sector organisations through one-to-one consultancy support.

Achievements

One-to-one support was delivered to 40 organisations that have a broad range of management needs. Clients included the following:

Moulsecoomb Neighbourhood Trust	Adventure Unlimited
Bridge Community Education Centre	Mental Health Consortium
Whitehawk Inn	Hove YMCA
Creating Futures	East Sussex Food Partnership
Brighton Youth Centre	Take Five For You
Mosaic	Together Programme/Carden Tots
Mind	Brighton Natural Health Centre
SafetyNet	Learning Labyrinth
Brighton & Hove Integration Project	SPIN
Pathways to Health	Brighton Women's Centre
Care Co-ops	Neighbourhood Care Scheme
Valley Social Centre	Patient Friends
Brighton and Hove Independent	As You Are Centre
Mediation Service	SCIP
Extratime	Women's Network
Young Parents Project	Phoenix Community Centre
Brighton & Hove LGBT Switchboard	Patcham Extended School Cluster

BRIGHTON AND HOVE IMPETUS

TRUSTEES' REPORT

Performance Development Service

PDS is involved in partnership networking and working closely with Brighton & Hove City Council, the PCT and the Learning and Skills Council. During the year, we became a partner in a new project for the Learning Disability Development Partnership Board and secured £8800 in funding to support them. Jan Aram, PDS Development Officer became a registered Peer Reviewer for the Charities Evaluation Services to carry out external reviews for the Practical Quality Assurance for Small Organisations (PQASSO) Quality Assurance Mark. She is also a licensed PQASSO Mentor, which enables us to support the sector in achieving this standard.

We recruited five volunteer consultants who provide their services on a pro-bono basis, one of whom secured BASSAC funding for The Working Together Project to deliver training in collaborative working and mergers. Another advised The Bridge Community Education Centre on the Matrix approach to work organisation and management. Volunteer consultants expanded PDS' capacity to serve the sector, while they benefited from using their skills and accessing opportunities for training and networking.

We began monitoring outcomes, which can only be measured by collecting the same information about clients from at least two points in time and comparing the results. Real infrastructure change takes a long time to achieve, but an external evaluation in 2009-2010 will gather evidence of our capacity building work to date with voluntary and community sector organisations.

Objectives for 2009 – 2010

Key objectives for the next financial year are:

- Improve the strategic management and governance of 10 organisations.
- Develop systems to measure and report outcomes of capacity building.
- Support Learning Disability Development Partnership Board in securing sustainable funding and improving services.

BRIGHTON AND HOVE IMPETUS

TRUSTEES' REPORT

FINANCIAL REVIEW

The charity reported incoming resources of £427,992 (2007/08: £405,283) for the year, together with a deficit of £17,110 (2007/08: Surplus £25,113). All projects have shown surpluses or marginal deficits except AdvoAct, which has ended the year with deficits that are however, covered by reserves.

A review of the classification of the charity's income and reserves has been carried out in conjunction with the newly appointed auditors. It has been decided that, as some projects received Restricted and Unrestricted funding, any surpluses arise due to the Unrestricted income and accordingly current and accumulated surpluses are Unrestricted. This is a reversal of the decision made last year and reserves are now correctly described as Unrestricted.

Despite the deficit for the year, the charity still enjoys a solid financial position.

Reserves Policy

After the reclassification of reserves, the level of Unrestricted reserves has been increased to £163,802 (2007/08: £56,739), whereas the Restricted reserves have decreased to £NIL (2007/08: £124,173). Included in the reserves is an element of contingency reserve, which the charity sets aside to cover project termination costs. The total in the contingency fund amounts to £59,160.

The total reserves of £163,802 amount to 4.4 months of annual expenditure. The trustees' policy sets the level of reserves at five months annual expenditure and this target is expected to be reached in the near future after regular annual transfers to the contingency fund.

Principal Funding Resources

The main funding sources include Brighton & Hove City Council, Brighton and Hove City Primary Care Trust, the Big Lottery Fund, the Lloyds TSB Foundation, the Three Guineas Trust and the Henry Smith Trust.

Investment Policy

The charity holds cash surpluses, which are invested in a deposit account in order to maximise the returns on funds.

FUNDS HELD ON BEHALF OF OTHERS

A total of £3,381 is held at bank on behalf of a group who have raised funds but who do not have a bank account. This balance has been removed from the balance sheet in accordance with the guidance contained in the SORP 2005.

TRUSTEES' RESPONSIBILITIES

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the result of the company for that period. In preparing these financial statements, the directors are required to

BRIGHTON AND HOVE IMPETUS

TRUSTEES' REPORT

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985, and regulations under Section 42(1) of the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors must, in determining how amounts are presented within items in the statement of financial activities and balance sheet, have regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Trustees are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each Trustee has taken all the steps that he ought to have taken as a Trustee in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

The Auditors, Messrs Clark Brownscombe are willing to continue in office and a resolution to re-appoint them will be proposed at the annual general meeting.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the Special Provision of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Trustees on and signed on their behalf by:

.....
Trustee

BRIGHTON AND HOVE IMPETUS

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF BRIGHTON AND HOVE IMPETUS LIMITED

We have audited the financial statements of Brighton and Hove Impetus Limited for the year ended 31 March 2009 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial statements have been prepared under the accounting policies set out therein.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

The trustees have elected for the financial statements not to be audited in accordance with the Companies Act 1985. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the information given in the Trustees' Report is not consistent with those financial statements, if the charity has not kept proper accounting records, if the charity's financial statements are not in agreement with these accounting records or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

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

BRIGHTON AND HOVE IMPETUS

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF BRIGHTON AND HOVE IMPETUS LIMITED

Opinion

In our opinion:

- The financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charity as at 31 March 2009, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- The financial statements have been properly prepared in accordance with the Companies Act 1985.

8 The Drive
Hove
East Sussex
BN3 3JT

**Clark Brownscombe
Chartered Accountants
Registered Auditor**

Date:

BRIGHTON AND HOVE IMPETUS

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2009**

	Note s	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Incoming Resources					
Incoming resources from generated funds					
Donations		1,708	-	1,708	529
Grants	4	-	150,539	150,539	222,657
Activities for generating funds		19,660	-	19,660	8,157
Interest received		6,276	-	6,276	6,292
Incoming resources from charitable activities					
Service agreements	4	241,652	-	241,652	164,985
Other incoming resources		<u>8,157</u>	<u>-</u>	<u>8,157</u>	<u>2,663</u>
Total Incoming Resources		<u>277,453</u>	<u>150,539</u>	<u>427,992</u>	<u>405,283</u>
Resources Expended					
Costs of generating funds					
Charitable activities	5	280,640	150,539	431,179	362,572
Governance costs	5	<u>13,059</u>	<u>-</u>	<u>13,059</u>	<u>12,813</u>
Total Resources Expended		<u>294,563</u>	<u>150,539</u>	<u>445,102</u>	<u>380,170</u>
Net outgoing/incoming resources before transfers	2	(17,110)	-	(17,110)	25,113
Gross transfers between funds	11	<u>124,173</u>	<u>(124,173)</u>	<u>-</u>	<u>-</u>
Net (expenditure)/income for the year/Net movement in funds		107,063	(124,173)	(17,110)	25,113
Fund Balances at 1 st April 2008		<u>56,739</u>	<u>124,173</u>	<u>180,912</u>	<u>155,799</u>
Fund Balances at 31st March 2009	11	<u>163,802</u>	<u>-</u>	<u>163,802</u>	<u>180,912</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

All amounts relate to continuing activities.

There have been no recognised gains or losses other than the results for the year and all surpluses or deficits have been accounted for on an historical cost basis.

The notes on pages 28 to 34 form part of these financial statements

BRIGHTON AND HOVE IMPETUS

**BALANCE SHEET
AS AT 31ST MARCH 2009**

	Notes	2009		2008
		£	£	£
Fixed Assets				
Tangible Assets	8		3,022	1,219
Current Assets				
Debtors	9	19,892		38,093
Cash at Bank and in hand		<u>182,499</u>		<u>191,657</u>
		<u>202,391</u>		<u>229,750</u>
Creditors: Amounts falling due within 1 year	10		<u>41,611</u>	<u>50,057</u>
Net Current Assets			<u>160,780</u>	<u>179,693</u>
Total Assets less Current Liabilities			<u>163,802</u>	<u>180,912</u>
Funds				
Restricted Funds			-	124,173
Unrestricted Funds			<u>163,802</u>	<u>56,739</u>
	11		<u>163,802</u>	<u>180,912</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Approved by the Trustees on and signed on their behalf by -

.....
Trustee

.....
Trustee

The notes on pages 28 to 34 form part of these financial statements

BRIGHTON AND HOVE IMPETUS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

1 ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

a) ***Basis of Preparation***

The financial statements have been prepared under the historical cost convention.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

The financial statements have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005, the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities (effective January 2007).

b) ***Incoming Resources***

Donations are accounted for as they are received by the charity. Donations received in the year that relate to specific purposes have been included in restricted funds.

Grants are recognised on an accruals basis, accounted for in relation to the period that they relate. Where grants are received during the year under review but relate to a later period, the amount is deferred under Grants in Advance in the Balance Sheet (see notes 4 and 10).

Investment income is accounted for on a receivable basis.

All other income is accounted for on a receivable basis.

c) ***Resources expended***

Resources expended are accounted for on an accruals basis, include attributable VAT which cannot be recovered and have been classified under headings that aggregate all costs related to the category.

Certain expenditure is directly attributable to specific activities and has been included in the related cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities (for salary costs) and based on a proportion of the total activities by the charity for other costs.

Governance costs include all expenditure not directly related to the charitable activity or fundraising ventures. This includes audit fees and other professional costs.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on a basis which is an estimate, based on the proportion of cost of each activity to the total cost of all activities.

BRIGHTON AND HOVE IMPETUS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

d) **Tangible Fixed Assets and Depreciation**

Furniture and equipment is written off in the year of acquisition.

Other tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:-

Computer Equipment – Over 3 years on a straight line basis.

The charity has a policy to capitalise assets over £240.

e) **Pensions**

The charity operates a defined contribution pension scheme. Contributions payable for the year are charged in the Statement of Financial Activities.

f) **Accumulated Funds**

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Unrestricted funds are not subject to any conditions on how they may be used, other than the objects of the charity.

2 NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

	2009	2008
	£	£
This is stating after charging :		
Depreciation	1,816	609
Auditors fees - Audit	3,225	4,000
- Other services	<u>2,290</u>	<u>-</u>

3 TRUSTEES

One Trustee received £1,800 for services delivered for the charity. All discussions were properly conducted and recorded in the minutes of the Trustees' meetings and the payment was made in accordance with the charity's Memorandum of Association.

Two Trustees (2008: Four) were reimbursed a total of £162 (2008: £546), for travelling and stationery expenses.

BRIGHTON AND HOVE IMPETUS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

4 INCOMING RESOURCES

GRANTS		2009
<u>Project</u>	<u>Donor</u>	£
Performance Development Services	B&H Voluntary Sector Forum	9,120
Neighbourhood Care Scheme	Henry Smith Trust	28,250
Neighbourhood Care Scheme	Derek & Eileen Dodgson Foundation	7,961
Neighbourhood Care Scheme	The Sobell Foundation	5,000
ASpire Mentoring	Three Guineas Trust	35,000
ASpire Mentoring	Lloyds TSB Foundation	3,623
ASpire Training	Abbey	3,730
Capacity Building	Big Lottery	53,968
Pensioners Forum	Age Concern	<u>3,887</u>

150,539

Included in the above but deferred from last year

Neighbourhood Care Scheme	Henry Smith Trust	30,296
Neighbourhood Care Scheme	Derek & Eileen Dodgson Foundation	<u>4,786</u>

35,082

Received in the current year but deferred until next year

ASpire Mentoring	Three Guineas Trust	8,750
ASpire Mentoring	Lloyds TSB Foundation	10,867
Neighbourhood Care Scheme	Henry Smith Trust	<u>14,500</u>

34,117

SERVICE AGREEMENTS

Lay Assessors	Brighton and Hove City Council	9,190
Pensioners Forum	Brighton and Hove City Council	16,929
Neighbourhood Care Scheme	Brighton and Hove City Council	65,521
Volunteer Centre	Brighton and Hove City Council	28,333
AdvoAct	Brighton and Hove City Council	<u>15,941</u>

135,914

60 Plus Action Group	Brighton and Hove City Council	23,615
Pensioners Forum	Brighton and Hove City Council	15,000
Performance Development Services	Brighton and Hove City Council	28,112
Volunteer Centre	Brighton and Hove City Council	18,248
INTERACT	Brighton and Hove City Council	<u>20,763</u>

105,738

Received in the current year but deferred until next year

Volunteer Centre		<u>667</u>
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BRIGHTON AND HOVE IMPETUS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2009**

5 RESOURCES EXPENDED

	Central	ASpire Mentoring	ASpire Training	60+ Action Group	Lay Assessors	Capacity Building	Pensioners Forum	Neighbourhood Care Scheme	Performance Development Services	Volunteer Centre	INTERACT	AdvoAct	2009 Total
	£	£	£	£	£	£	£	£	£	£	£	£	£
CHARITABLE ACTIVITIES													
Staff Costs	64,767	26,138	4,587	15,687	4,924	34,894	24,361	69,395	26,134	19,911	15,189	9,517	315,504
Establishment Costs	5,742	1,358	85	679	170	1,358	840	2,492	679	6,791	4,576	3,415	28,185
Office Costs	30,727	10,666	1,450	1,854	468	9,122	4,360	18,961	3,079	4,322	1,706	775	87,490
Management Charge	(76,126)	6,756	2,034	4,548	1,440	10,572	7,156	22,524	5,136	7,548	4,872	3,540	-
TOTAL	<u>25,110</u>	<u>44,918</u>	<u>8,156</u>	<u>22,768</u>	<u>7,002</u>	<u>55,946</u>	<u>36,717</u>	<u>113,372</u>	<u>35,028</u>	<u>38,572</u>	<u>26,343</u>	<u>17,247</u>	<u>431,179</u>
GOVERNANCE COSTS													
Audit and Accounting	6,223	388	163	318	84	775	680	388	388	388	388	388	10,571
Professional	185	-	-	-	-	-	-	-	-	-	35	35	255
Governance Expenses	<u>2,233</u>	-	-	-	-	-	-	-	-	-	-	-	<u>2,233</u>
TOTAL	<u>8,641</u>	<u>388</u>	<u>163</u>	<u>318</u>	<u>84</u>	<u>775</u>	<u>680</u>	<u>388</u>	<u>388</u>	<u>388</u>	<u>423</u>	<u>423</u>	<u>13,059</u>

BRIGHTON AND HOVE IMPETUS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

6 EMPLOYEES

Number of employees

The average monthly number of employees during the year, calculated for 2009 on a full time equivalent basis, was

	2009 Number	2008 Number
Project leaders and administration	<u>11</u>	<u>9</u>

Employment costs

	2009 £	2008 £
Wages and salaries	286,659	238,163
Social Security costs	26,120	22,577
Pension	<u>2,874</u>	<u>1,882</u>
	<u>315,653</u>	<u>262,622</u>

There were no employees whose annual emoluments were £60,000 or more.

7 TAXATION

As a charity, Brighton and Hove Impetus is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 256 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.

8 TANGIBLE FIXED ASSETS

	Computer Equipment £	Fixtures, Fittings & Equipment £	Total £
Cost			
As at 1 st April 2008	8,081	5,960	14,041
Additions	<u>3,619</u>	<u>-</u>	<u>3,619</u>
As at 31st March 2009	<u>11,700</u>	<u>5,960</u>	<u>17,660</u>
Depreciation			
As at 1 st April 2008	6,862	5,960	12,822
Charge for the year	<u>1,816</u>	<u>-</u>	<u>1,816</u>
As at 31st March 2009	<u>8,678</u>	<u>5,960</u>	<u>14,638</u>
Netbook Value			
As at 31st March 2009	<u>3,022</u>	<u>-</u>	<u>3,022</u>
As at 31 st March 2008	<u>1,219</u>	<u>-</u>	<u>1,219</u>

9 DEBTORS

	2009 £	2008 £
Trade Debtors	4,218	1,524
Other Debtors	5,581	5,531
Prepayments and accrued income	<u>10,093</u>	<u>31,038</u>
	<u>19,892</u>	<u>38,093</u>

BRIGHTON AND HOVE IMPETUS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

10 CREDITORS (amounts falling due within one year)

	2009	2008
	£	£
Trade creditors	3,227	8,616
Taxes and social security costs	-	90
Other creditors	-	1,921
Accruals	3,600	4,348
Deferred income	<u>34,784</u>	<u>35,082</u>
	<u>41,611</u>	<u>50,057</u>

11 FUNDS

	1 st April 2008		Movement in Funds		31 st March 2009	
	Unrestricted	Restricted	Incoming Resources	Resources Expended	Unrestricted	Restricted
	£	£	£	£	£	£
Restricted						
60+ Action Group and Lay Assessors Pensioners Forum INTERACT AdvoAct Performance Development Services Volunteer Centre Neighbourhood Care Scheme ASpire Capacity Building Central	-	12,359	35,550	(30,172)	17,737	-
	-	5,301	36,111	(37,397)	4,015	-
	-	37,356	20,763	(26,766)	31,353	-
	-	(4,191)	15,941	(17,670)	(5,920)	-
	-	7,534	37,559	(35,416)	9,677	-
	-	11,058	46,581	(38,960)	18,679	-
	-	38,335	114,102	(113,760)	38,677	-
	-	3,995	52,347	(53,625)	2,717	-
	-	12,426	53,968	(56,721)	9,673	-
	<u>56,739</u>	-	<u>15,070</u>	<u>(34,615)</u>	<u>37,194</u>	-
	<u>56,739</u>	<u>124,173</u>	<u>427,992</u>	<u>(445,102)</u>	<u>163,802</u>	<u>-</u>

The 60+ Action Group has been developed as a response to central government and local authority commitments to a strategy for the empowerment of older people. The project enables older people to identify issues, discuss concerns and propose solutions in regard to local services that affect the quality of their lives.

The Neighbourhood Care Scheme supports older people and adults who have physical/sensory disabilities in their homes, by recruiting local volunteers to assist them in a variety of ways, from social visits and falls prevention, to accompanying them to medical appointments.

The Neighbourhood Care Community Fund complements the Neighbourhood Care Scheme by providing additional staff resources to support and develop volunteer visitors to home-bound people within their own neighbourhoods.

INTERACT was set up to provide a forum for people who have a learning difficulty, and provides a range of services and activities that aim to promote inclusion.

BRIGHTON AND HOVE IMPETUS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

AdvoAct is an issue based advocacy service for people who have a learning difficulty, providing one-to-one help on a range of problems, particularly child protection cases in recent years.

The Performance Development Service offers management consulting services to voluntary organisations to improve their management practice, governance, marketing, fundraising, contract readiness and service delivery.

The Volunteer Centre promotes volunteering, matches individuals with voluntary opportunities, works with community groups and voluntary organisations to meet their volunteer needs as well as set the standards for good practice in working with volunteers. It has developed a City Volunteering Strategy, which sets out a strategic plan for volunteering in Brighton and Hove over the next several years.

ASpire employs one-to-one mentoring and social groups to improve the social and life skills and vocational opportunities of people who have Asperger Syndrome and related social skills issues.

The trustees of Impetus include greater detail of the charity's activities in the Trustees' Report on pages 1 to 23.

A review of the classification of the charity's income and reserves has been carried out in conjunction with the newly appointed auditors. It has been decided that, as some projects received Restricted and Unrestricted funding, any surpluses arise due to the Unrestricted income and accordingly current and accumulated surpluses are Unrestricted. This is a reversal of the decision made last year and reserves are now correctly described as Unrestricted.

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted Funds £	Total £
Fund balances at 31 March 2009 are represented by:			
Tangible fixed assets	3,022	-	3,022
Current assets	202,391	-	202,391
Creditors: amounts falling due within one year	<u>(41,611)</u>	<u>-</u>	<u>(41,611)</u>
	<u>163,802</u>	<u>-</u>	<u>163,802</u>

13 COMMITMENTS UNDER OPERATING ISSUES

At 31 March 2009 the company had annual commitments under non-cancellable operating leases as follows:-

	Land and Buildings		Other	
	2009 £	2008 £	2009 £	2008 £
Expiry date:				
Between two and five years	<u>22,325</u>	<u>22,325</u>	<u>-</u>	<u>3,900</u>