



# Annual Report & Accounts

**1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013**



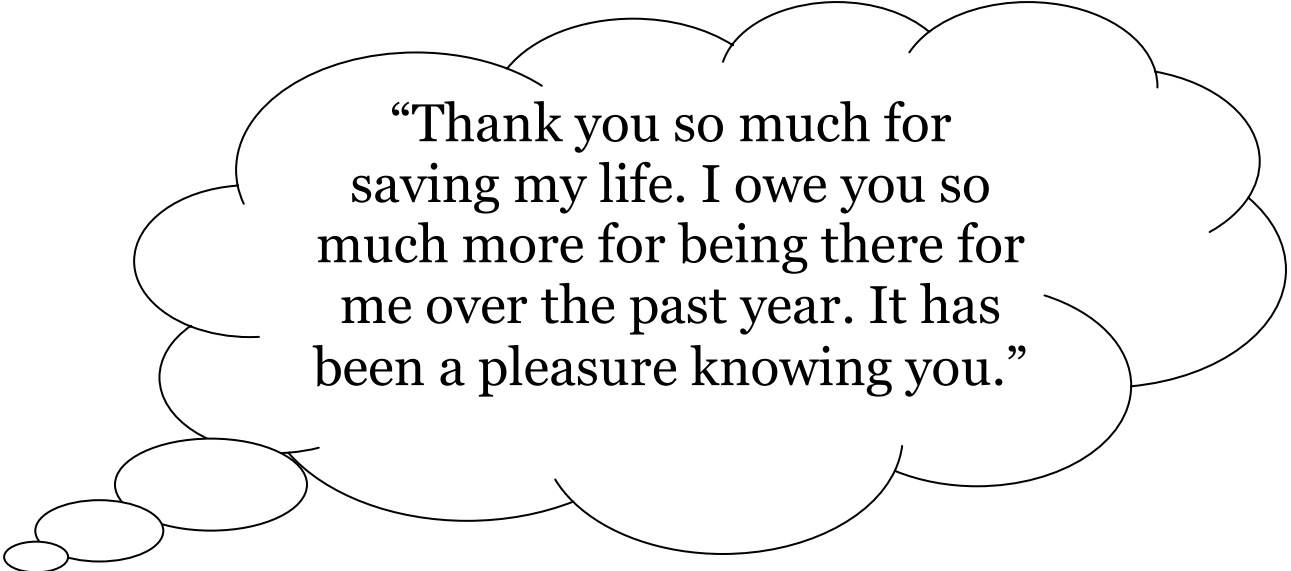
**The Queen's Award for  
Voluntary Service 2005**

Providing Outreach & Associated Services in  
Reigate & Banstead, Tandridge & Mole Valley  
Reg'd Charity No: 1092643

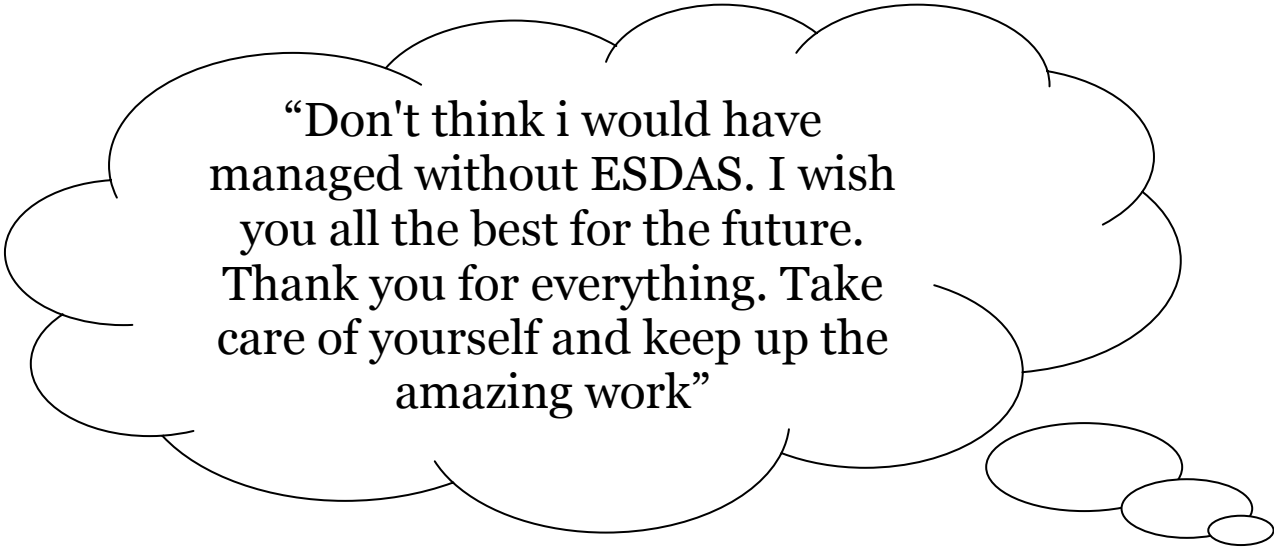


**LOTTERY FUNDED**

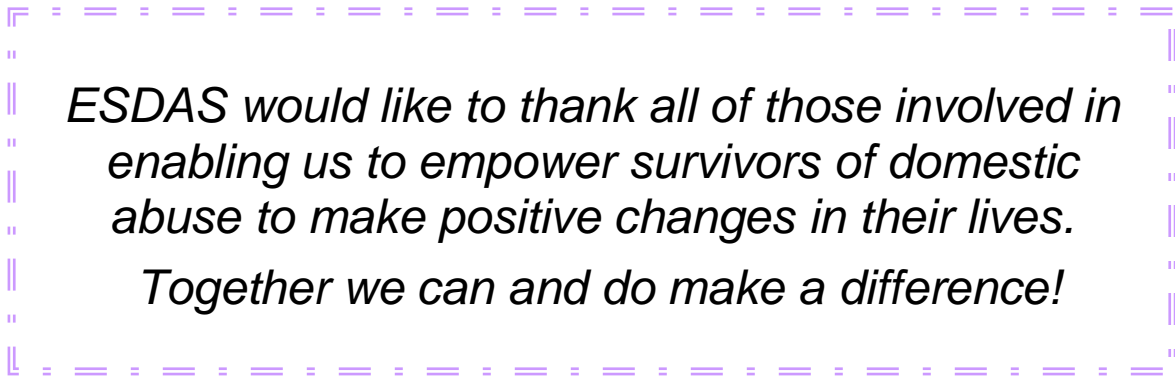
# What our Service Users Say...



“Thank you so much for saving my life. I owe you so much more for being there for me over the past year. It has been a pleasure knowing you.”



“Don't think i would have managed without ESDAS. I wish you all the best for the future. Thank you for everything. Take care of yourself and keep up the amazing work”



*ESDAS would like to thank all of those involved in enabling us to empower survivors of domestic abuse to make positive changes in their lives. Together we can and do make a difference!*

## Executive Summary

Our **OBJECTIVES** are the relief of need, hardship and distress of persons who have suffered and are suffering from domestic abuse and any children of such persons in particular by the provision of advocacy, advice, support and information.

We strive to **PROVIDE** a “needs led” service as long as the safety of neither the client nor worker is compromised, including face-to-face meetings, and/or contact by telephone, text messaging, email etc.

Between 1<sup>st</sup> April 2012 and 31<sup>st</sup> March 2013

- we received **1723 adult referrals** including **331 self referrals**
- we dealt with **10,486 contacts from clients**
- we undertook **562 face-to-face outreach appointments and joint visits** with clients.
- advocated for our clients at **642 multi-agency meetings** and liaised with partner agencies on our clients' behalf on **6,624 occasions**.

We worked with **799 cases** which were **classified as either at high or medium risk** of harm based on the DASH Risk Assessment Checklist.

- We worked with **79 children and young people**.
- We **ran 10 Saturday Club** sessions and two Youth Groups.
- We held **61 one-to-one meetings with 21 children and young people**
- We **advocated children's voices at 21 meetings** including Case Conferences, Family Group Conferences, etc.
- We provided **54 consultations with 26 non-abusive parents**.

- We provided **164 individual consultancy sessions** to Social Workers and Family Support Workers based within the East Surrey Social Care Team

**Our VOLUNTEERS provided 2,155 hours of their time to support ESDAS service users** at court hearings, housing appointments and Sanctuary Scheme Assessments. They befriended service users and their children. They supported service users through the ESDAS Group Work Programme. Their roles include: co-facilitating the Freedom Programme, Self Esteem and Recovery Toolkit, providing emotional and practical support during groups and acting as positive role models for the children and young people who attend our Saturday and Youth Groups. Our Volunteers also undertook a wide range of awareness raising and fundraising activities and attended numerous internal and external training courses to further their development.

We **RAN** Community Freedom Programmes, A Fortnightly Drop-in Support Group, Self Esteem Groups, and a Counselling Service for clients. A Sanctuary Scheme is run in collaboration with Reigate & Banstead Borough Council, Mole Valley District Council, Tandridge District Council, Raven Housing Trust, Mole Valley Housing Association, Surrey Police and Surrey Fire & Rescue Service

We will create and take advantage of opportunities to **RAISE AWARENESS** of domestic abuse and promote healthy relationships in order to achieve better outcomes for all.

We **BELIEVE** everyone has a right to live without fear and free from abuse and violence.

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

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# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Charity Name</b>	<b>East Surrey Domestic Abuse Services</b> (A Company Limited by Guarantee)  (Formerly known as East Surrey Domestic Violence Forum – name officially changed November 2007)	
<b>Company number</b>	3585674	
<b>Charity number</b>	1092643	
<b>Principal address &amp; Registered Office</b>	Suite 3C Victoria House 10 Brighton Road Redhill Surrey RH1 6QZ	
<b>Telephone</b>	01737 771350 (Outreach Service) 01737 771780 (Services Manager) 01737 769418 (Volunteer & Group Work Co-ordinator)	
<b>Fax</b>	01737 771284	
<b>Email</b>	<a href="mailto:support@esdas.org.uk">support@esdas.org.uk</a>	
<b>Website</b>	<a href="http://www.esdas.org.uk">www.esdas.org.uk</a>	
<b>Twitter</b>	Esdas1	
<b>Facebook</b>	East Surrey Domestic Abuse Services	
<b>Directors/ Trustees</b>	<div> Janet Hails Sally Smith Peter Wyeth Patricia Snowden Diane Martin Karen Nicholls Tracey Agnew Elaine Parr </div> <div> Chairman Vice Chair Finance Director </div>	Resigned March '13  Resigned February '13  Appointed June 2012 Appointed June 2012
<b>Senior Management Team</b>	<div> Michelle Alison Anne </div> <div> Services Manager Outreach Manager Volunteer Coordinator </div>	
<b>Accountants</b>	Braidwood & Company Willow Grange, The Street, BETCHWORTH Surrey RH3 7DJ	
<b>Principal Bankers</b>	Lloyds Banking Group Ltd Horley	

## *The ESDAS Promise*

- *We believe everyone has a right to live without fear and free from abuse and violence.*
- *We will challenge injustice and discrimination.*
- *We will challenge misconceptions, stigma and stereotypes around domestic abuse.*
- *We will actively promote equality and diversity.*
- *We will help to empower individuals to have a voice and reach their full potential.*
- *We will respect and value an individual's right to make choices and decisions.*
- *We will work with integrity, honesty and respect.*
- *We will strive to be innovative and pro-active to meet individual needs in a changing world.*
- *We will create and take advantage of opportunities to raise awareness of domestic abuse and promote healthy relationships.*

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

## **REPORT OF THE MANAGEMENT COMMITTEE**

***For the Period 1st April 2012 to 31st March 2013***

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### **Our Aims and objectives**

#### **Purposes and Aims**

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

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

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

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

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

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

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months, at the success of each key activity and the benefits they have brought to survivors of domestic abuse. The review also helps us ensure our aims, objectives and activities remain focused on our stated purpose. We refer to the guidance from the Charity Commission on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

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

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

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

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

***For the Period 1st April 2012 to 31st March 2013***

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

Our objects and funding limit the services we provide to residents of Surrey and more particularly East Surrey. National statistics indicate that more than 1 in 4 women and around 1 in 6 men have experienced domestic abuse since the age of 16. Women are also more likely than men to experience longer periods of partner abuse, repeat victimisation and injury or emotional effects as a result of the abuse.<sup>1</sup> We believe equal access to our services is essential and that successful outcomes must be shared by all communities that use our service and we continue to work alongside partner agencies to continually develop links into marginalised and often vulnerable clients groups. In 2012/13 we continued to work towards a shared organisational target of 'Making Links' within our local community.

We recognise that we have a duty to minimise the effects of domestic abuse upon our clients and/or their children. In 2012/13 we have further developed our work with the South East Area Children's Services Social Care Team and other partner agencies in relation to improving outcomes for children and young people affected by domestic abuse. These activities include being actively involved in the South East Area Safeguarding Children Group whose priority is to tackle domestic abuse within our local communities. We have worked with the Area Head of Children's Services to deliver against this priority and ensure that the work of previous years continues to be embedded in local practice. In 2012/13 as part of this work we were able to carry out a follow up Service User Advisory Group for adults affected by DA, delivered a workshop to Social Care Team Manager & Assistant Team Managers as well as a Workshop entitled 'Learning from Survivors: Improving Practice' to members of the South East Area Safeguarding Group.

In 2012/13 we have also made significant links with our local GPs and Commissioning Consortia in preparation for the changes in the national and local health economy and in recognition of the well researched consequences of DA on an individual's emotional, mental and physical health. We worked very closely with the East Surrey Clinical Commissioning Group's Public Health Lead on developing the Identification & Referrals to Improve Safety (IRIS) project in East Surrey. IRIS is a nationally piloted model in which GPs are trained to identify domestic abuse within their patient population and where appropriate to refer survivors onto specialist services like ESDAS. As part of this work we are also engaging with the new Surrey Health & Well-Being Board and hope that IRIS will be commissioned within ESCCG area in 2013.

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

### **Achievements & Performance**

Like many other charities this year continued to pose challenges for ESDAS. The economic climate continues to deliver significant financial pressures both on us in delivering services and on our service users. At the beginning of 2012/13 alongside our three partner Surrey DA Outreach Services we were faced with a new challenge to create a process through which our SLA funders could make payment to, and negotiate with, one party. Whilst forming a consortium was considered we agreed that the cost outweighed the benefits to our service users and instead opted to create a formal partnership. ESDAS is now Lead Provider for this partnership. However we continue to work together as equals to deliver high quality services to survivors of DA across the County. Despite these challenging times we continue to strive to make the most of new opportunities, to innovate and to ensure that our service users remain central to all we do. We have been able to continue to deliver the highest quality services to survivors of domestic abuse regardless of the pressures we face and to develop new partnerships and work streams which we hope will have a positive impact on the lives of our beneficiaries.

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<sup>1</sup> Home Office, 'Homicide, Firearm Offences & Intimate Violence 2008/09', January 2010



# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued *For the Period 1st April 2012 to 31st March 2013*

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**Adult Outreach** is provided in a number of ways and localities. We attempt to provide a “needs led” service as long as the safety of neither the client nor worker is compromised. This will include face-to-face meetings, and/or contact by telephone, text messaging, email etc. We actively encourage joint working with other agencies and organisations to best meet the diverse needs of our adult client group and their children. Between 1<sup>st</sup> April 2012 and 31<sup>st</sup> March 2013 we:

- received 1,723 adult referrals (1,758).
- received 331 self referrals (314) representing an increase of 5.4%.
- dealt with 10,486 contacts from clients and provided advice and support to the friends and family members of survivors of domestic abuse on 223 occasions.
- advocated for our clients at 642 multi-agency meetings and liaised with partner agencies on our clients’ behalf on 6,624 occasions.
- undertook 562 face-to-face in depth outreach appointments, joint visits and advocacy appointments with clients (556).
- worked with 799 cases which were classified as either at high or medium risk from further domestic abuse and significant harm, which represents an increase of 32% on the previous year (605).

\*totals from 2011/12 in brackets. Contact is defined as telephone call, email or text

**Children’s Outreach** is provided through a part-time post and is orientated towards the Every Child Matters agenda of listening to and acting on children’s needs. This included one-to-one and group work with children in the community. We also ran a Saturday Club using the premises of a local Children’s Centre and a Youth Group using a local Youth Centre. The aims of the services are: to build trusting relationships; develop social skills; provide opportunities for children to be listened to and guide them to express emotions appropriately. Feedback from children, young people and their non-abusive parent continues to be exceptional and informs each aspect of service delivery. Specific achievements during the year were:

- Directly Supporting 51 new children during the year in the Children’s Service and continuing work with 28 children from the previous year (these figures do not include siblings)
- Running 10 Saturday Club sessions which were attended by 157 children aged between 5 and 11 years
- Running one Youth Group, which was attended by 15 young people between the ages of 12 and 17
- Holding 61 one-to-one meetings with 21 children and young people
- Advocating children’s voices at 21 meetings including Case Conferences, Family Group Conferences, Looked After Children reviews, Special Education Review meetings, CAFCASS, CAMHS and Professionals Networking meetings etc.
- Holding 54 consultations with 26 non-abusive parents and continuing to advise on identified parenting issues
- Providing 164 individual consultancy sessions to Social Workers and Family Support Workers based within the East Surrey Social Care Team. This supported 467 children and young people in these families.
- Running one Helping Hands course with Reigate & Banstead Women’s Aid.
- Supporting Surrey Social Care DA Champions to run two self-esteem groups, supporting 13 women and 26 children.

**Volunteering Project** continues to be a great success and has brought added value and enhanced the services provided to our clients over a number of years. We are now in our third year of funding from the BIG Lottery Reaching Communities Fund and the project continues to grow. We are successfully recruiting new volunteers and developing new volunteer competencies such as training volunteers to deliver the Freedom Programme Home Study Course on a 1:1 basis to those clients who are unable to attend community groups. In total this year ESDAS supported a team of 45 volunteers including inducting 7 new volunteers to the service plus 2 new Trustee members. ESDAS Volunteers (excluding Management Committee Members) gave 2155 hours of their time to the Organisation.

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued *For the Period 1st April 2012 to 31st March 2013*

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In particular our volunteers:

- Supported ESDAS service users at 94 appointments including court hearings, housing appointments, Sanctuary Scheme Assessments, GP appointments, transport to Refuge, Solicitor appointments and appointments at school
- Befriended 15 service users and their children (27)
- Supported 8 clients with 1:1 Freedom Programme Home Study Course
- Supported the delivery of healthy relationships and domestic abuse awareness lessons in 2 schools over 6 sessions to 107 pupils
- Co-facilitated a Freedom Programme at HMP Downview to 14 prisoners affected by domestic abuse
- Provided counselling to 15 clients
- Supported 78 service users through the ESDAS Group Work Programme. Their roles include: co-facilitating the Freedom Programme and Recovery Toolkit, providing emotional and practice support during groups and supporting the Drop in Group
- Provided a Case Study and photographs for interviews with local newspaper
- Acted as positive role models and provided a range of support activities e.g. swimming and football for the children and young people who attend our Saturday and Youth Group
- Provided in-house debt counselling via a trained volunteer to 11 service users. This is very limited due to capacity and is targeted at high need individuals who feel unable to access assistance from other agencies
- Packed and delivered Christmas hampers to 12 families.
- Assisted with training of new ESDAS volunteers and delivery of DA training to CAMHS
- Attended numerous networking, publicity and fundraising events including Mental Health Awareness Week, Domestic Abuse Awareness Week, Downview Information Fayres, Voluntary Service Council Network Lunch meetings, fundraising at KBR (multi-national corporate), Rock Choir and Vagina Monologue fundraising productions
- 10 volunteers left the service this year, 1 became employed by ESDAS, 3 moved into full-time employment, 2 had health issues and the remaining 4 no longer felt able to honour their volunteering commitments with us. A further 2 volunteers completed the induction but subsequently did not take up volunteering with ESDAS and did not respond to follow up.

**Volunteer Training** volunteers attended numerous internal and external training courses to further their development such as DV & The Law, What is Domestic Abuse, 6 sessions of Building Self Esteem, Managing the Secondary Effects of Working with Trauma, Mental Health Awareness, Benefits Update, Court Support, Stress at Work, Housing Options & Sanctuary Scheme Awareness, Loan Shark Training, LGB&T training, Freedom Programme Facilitation Training, Freedom Programme Home Study Facilitation, Induction – including Safeguarding Children, Health & Safety, Confidentiality.

**Our Trustees and volunteers play an integral part in the continued development and review of the volunteering service. Their views have been instrumental in improving service delivery.**

### **Comments from Service Users about volunteers;**

“I am utterly grateful to the support given to me by ..... (volunteer) and ESDAS as a whole. I feel safer and hopeful and confident in my recovery”

### **Comments from one our Volunteers**

“It helped me regain my true self. Being in a circle of female company and social interaction really helped me. It certainly provided me with small steps out of isolation and it was lots of fun.

**Group Work Co-ordinator** The Group Work Co-ordinator is responsible for our programme of group work and service user consultation. This role continues to be extremely effective and complements the role of volunteer co-ordinator well. Our programme of group work now includes:

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued *For the Period 1st April 2012 to 31st March 2013*

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Community Freedom Programmes based in Redhill. We have facilitated two programmes in 2012/13 which were attended by a total of 21 women. This year we also began to deliver the Freedom Programme 'Home Study' through trained volunteers.

### **Service User comment about the Community Freedom Programme;**

"My head was all over the place before I attended – but it isn't an exaggeration to say I now feel just as normal/ good as anyone else, the feelings of worthlessness are gone. All the material in the course is really common sense but if you are in a relationship that's gone the wrong way you just can't grasp that common sense back without a course like this"

### **Service User comment about the Freedom Programme Home Study;**

"She [volunteer] was incredibly dedicated.. She was very down to earth and I felt comfortable talking to her about issues that were very difficult and upsetting. The knowledge she imparted will change my future decisions for the better. "

Prison Freedom Programme based in Downview women's prison in Banstead. In 2012/13 the prison provided us with two year funding to be able to deliver the Freedom Programme within Downview. In March 2013 the first of these took place co-facilitated by an experienced Outreach Worker and a member of the prison staff and supported by a trained volunteer. In addition to delivering the programme we were able to attend Information Fayres, offer an introductory session to interested women and follow up session to attendees. In total 14 successfully completed the Downview Freedom Programme.

A Fortnightly Drop-in Support Group which was attended by 45 women and supported by current and ex-service users during the year. The group aims to empower survivors to share their experiences of domestic abuse in a safe space, reduce isolation and rebuild support networks.

"Reinforces I have chosen the right path to leave abuser and continues to help me negotiate my way through my new life."

Self Esteem Groups for non-abusive parents. In 2012/13 we were able to offer two 6 week Self Esteem Groups. We piloted one in the evening to assess whether this was more accessible to those who worked during the day. The groups are aimed at building self worth, empowering attendees to make positive decisions about their lives and offering them resources to implement positive change. In total 9 women completed the course.

The Recovery Toolkit In 2012/13 we again delivered The Recovery Toolkit which was developed and written by Sue Penna Associates. The programme is designed for the purpose of assisting women affected by domestic abuse to develop positive lifestyle coping strategies and is designed along psycho-education lines including basic Cognitive Behavioural Therapy principles. It is aimed specifically at women who are separated from their Perpetrator. We delivered one 12 week course, which was attended by 9 women

Comments about the Recovery Toolkit

"you know you are not alone and it's not your fault"

"...gave me the opportunity to find my voice and know that's my right"

"it makes recovery possible"

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued *For the Period 1st April 2012 to 31st March 2013*

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**Multi-Agency Working** We have a membership of 231 individuals, including service users, and representatives of agencies and organisations.

- We ran one Multi-Agency Membership Meeting to review last year's achievements and develop objectives for 2012/13
- We circulate regular updates to all members such as Surrey Domestic Abuse Training Framework information and Surrey Domestic Abuse Newsletters
- We produced and circulated a quarterly ESDAS Newsletter to all members
- We were part of the working group which developed the new Surrey Against Domestic Abuse website which can be found at [www.surreyagainstda.info](http://www.surreyagainstda.info)

**Publicity Group** We have a dedicated Publicity Group which is led by a small staff team and supported by our volunteers aimed at ensuring our services are widely publicised within our area. Each year we devise a Publicity Action Plan which enables us to identify key community events and/or individuals and agencies which require targeted action. During 2012/13 we were involved in numerous events including:

- During Surrey Domestic Abuse Awareness Week we worked with Surrey Libraries & our service users to produce an exhibition of poetry, artwork and writings which were displayed in East Surrey Libraries alongside ESDAS Publicity Stands
- Alongside our partner services we arranged a Surrey wide event to mark One Billion Rising on 14<sup>th</sup> February 2013, which marked the biggest world-wide day of activism calling for an end to violence against women and girls
- We supported our statutory partners in hosting a 'Behind Closed Doors' Rock Choir evening at G-Live in Guildford
- We ran display stands at a number of events including a Children's Services Conference, Downview Information Fayre, Merstham Mental Health Week etc.
- We have increased our social media activity and now have 105 Facebook Likes and 277 Twitter followers
- Our Services Manager & one of our Outreach Managers undertook a 2,000km challenge from Surrey to Botswana in order to highlight the pervasive and cross-cultural nature of domestic abuse. A number of agencies and individuals took on their own challenges and events in order to raise awareness and funds, these included; a Garden Party, Cake Sales, ESDAS Pub Quiz, Tough Mudder, selling 2,000 white ribbons in aid of ESDAS and sponsored walks. As a result of this journey we now have ongoing links with several projects in Botswana aimed at tackling violence against women & girls and supporting vulnerable children & young people.

**Service User Involvement** Service users are represented on the Management Committee and attend our annual Away Day. We continue to encourage service user consultation through our Drop-In Support Group, pre and post course evaluation of our group work and children's services, volunteer feedback and service user consultation. A full document on how we monitor and evaluate our services and involve service users in these processes can be obtained within the office.

**Service User Consultation** This year thanks to some specific funding we were able to form a Service User Advisory Board. The group has met twice already and the findings from these meetings will be shared with our partner agencies. ESDAS will also continue to use service user feedback to monitor the development and delivery of our services and inform future practice. We are grateful to the women who were able to attend this group and to all those who share their experiences with us so that we can improve the future for others.

### **Associated Services:**

**A Counselling Service** for high need clients. Clients are offered a minimum of 6 and a maximum of 12 sessions. In 2012/13 we continued to benefit from the support of our Service Counsellor and three volunteer Counsellors which has enabled us to increase the number of clients we are able to see within this aspect of the service.

- This year our counselling service saw 59 (36) clients in 566 (370) sessions, which represents an increase of 64% on the same period last year.

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued For the Period 1st April 2012 to 31st March 2013

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Comments about the Counselling Service;

*"I felt understood, listened, not judged, was allowed to speak without feeling shame"*  
*"I now believe I can change things and there is a way forward"*  
*"Having someone to make me feel important, valued, and worth"*

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

- We provided assistance to 42 clients and 56 children
- Security measures included installing a sanctuary room; providing lock change, additional locks to windows and doors, mobile phone top-up, new sim cards, installation of community alarms, and security lighting.

MARAC We continue to attend the monthly Multi-Agency Risk Assessment Conferences aimed at increasing the safety and well-being of survivors and/or their children who are believed to be at the highest risk of harm. Our Services Manager is responsible for attending the monthly MARAC meetings and ensuring actions for ESDAS are completed. In the past year we have supported 183 clients through the MARAC.

Legal Advice Drop In A Family Law Solicitor from Grants Solicitors in Croydon continues to offer free legal advice to our clients about a range of issues. Many of our clients have successfully obtained injunctions, child contact orders and other legal advice which without this service would have been more difficult to access. Between 1<sup>st</sup> April 2012 and 31<sup>st</sup> March 2013 we have been able to provide 179 clients with free legal advice appointments.

Work in Schools & with Vulnerable Young People In 2012/13 thanks to several funders we have been able to continue some of our work in schools and delivered 'Domestic Abuse & Healthy Relationships' lessons to young people. We were delighted to be approached by schools who had received the lessons previously requesting support again and where funding was not in place providing this. We delivered the lessons to;

- Priory School in Dorking, 129 Year 10 pupils attended the combined Domestic Abuse and Healthy Relationship lesson
- De Stafford School in Caterham, 142 Year 11 pupils attended the combined Domestic Abuse and Healthy Relationship lesson
- Woodfield Secondary School in Merstham (a special educational needs school), 15 Year 10 pupils attended a Healthy Relationship lesson and 14 pupils attended a Domestic Abuse lesson
- Royal Alexandra and Albert School. 129 Year 10 pupils attended a combined Domestic Abuse and Healthy Relationship lesson.

Comments from young people about the Schools Work;

*"It was really useful and got the message out about support for domestic abuse"*  
*"Should do this at every school"*  
*"I found this session accessible and informing"*

Specialist Domestic Violence Court (SDVC) We host one part of the Independent Domestic Violence Advisor (IDVA) services working within the Surrey SDVC which was first established in July 2010. Through this process all victims involved in the criminal justice system as victims or witnesses continue to be contacted prior to the 1<sup>st</sup> hearing, are supported throughout the court process and updated about bail conditions and sentencing results.

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued *For the Period 1st April 2012 to 31st March 2013*

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Onward referral to our specialist outreach services ensures that clients receive seamless support from all providers and their support needs are continually assessed and appropriate services offered.

- During 2012/13 Surrey IDVAs supported a total for 392 clients at the SDVC.

**Training & Awareness Raising** Our Services Manager is a participant on the Surrey Domestic Abuse Training Development Group which continues to review and develop the Surrey Multi-Agency Training. We continue to provide trainers for all of the training. Our Children's Family Worker also co-facilitates a specialist two day course called 'Working with Children Affected by Domestic Abuse' for Children's Social Care staff and Induction Modules on the Children's Workforce Development Programme.

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 & local Public Protection Units
- Delivered IRIS training to Holmhurst Medical Practice as part of the East Surrey IRIS pilot
- Delivered 'What is Domestic Abuse?', 'Domestic Abuse: Multi-Agency Responses', 'Domestic Abuse within the Lesbian, Gay, Bi-Sexual and Trans Population', 'Engaging Safely with Perpetrators of Domestic Abuse' and 'Surrey Domestic Abuse Trainers Update Sessions'
- We also gave awareness raising talks and training to, for example, local CAF Team, ESCCG GPs through ESyLearn events, Homestart, R&B Community Safety Partnership, Retirement Association, Children's Centres, Mother's Union and Social Care Teams
- In total we delivered over 381 hours of training and awareness-raising.

**Fundraising** Our staff, volunteers, trustees, partner agencies and local community have been actively trying to raise awareness and funds for ESDAS. We have been overwhelmed by the generosity of our supporters who have given their time and money, despite the challenging economic climate to ensure we can continue to provide services to those most in need. In 2012/13 we have been fortunate to receive numerous donations from individuals, community groups and organisations as well being beneficiaries of various sponsored events. It is impossible to list everyone involved here but we hope everyone knows how much we value their support. Financial contributions enable us to continue delivering services to those in need but equally importantly, the awareness raising and community spirit essential in these efforts truly reflects the compassion and commitment shown by all involved.

**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 209 multi-agency meetings. The needs of our client group are so complex and diverse it is essential that we continue to strive to provide a genuinely holistic and seamless service.

**Staff Development** ESDAS has a strong commitment to both the personal and professional development of paid staff and volunteers. We recognise the importance of keeping up to date with issues affecting both our clients and the agencies we work alongside. In 2012/13 the team has undertaken over 287 hours of training in a variety of areas including;

- CAADA Independent Domestic Violence Advisor
- Managing the Secondary Effects of Trauma
- Welfare Benefit Reform
- Recovery Star Outcomes Model
- Engaging Hard to Reach Communities
- Emergency First Aid at Work
- Parent Group Leader Update.

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued *For the Period 1st April 2012 to 31st March 2013*

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### Financial Review

In 2012/13 we signed a revised Service Level Agreement with the Communities & Public Safety Board. The election of the Police & Crime Commissioner for Surrey saw the transition of a large part of one funding stream to the Office of the PCC. However we have been able to engage well with the PCC, Surrey Police & Surrey County Council and have secured core Outreach funding for 2013/14. We are also grateful to our local authority partners and NHS Surrey who have continued to support us financially during 2012/13 and into 2013/14. South East Area Children's Social Care continue to fund 20 hours of our Children's Family Worker post in 2012/13 and we are working towards a more sustained relationship with greater goals for 2013/14.

We are into the third year of our five year funding from the BIG Lottery Reaching Communities Fund for our Volunteer Co-ordinator post and Volunteering Project. The Volunteering Project continues to deliver a tremendous resource for not only those volunteers who benefit but also for many of our clients who experience the result of our volunteer's hard work. We hope it will continue to thrive in the coming years.

We are pleased that we have managed to maintain a successful and efficient service for our beneficiaries thanks to the funding outlined above and the generosity of numerous Trusts, Foundations and individuals.

Principal Funding Sources are The Surrey Community & Public Safety Board, the local authorities of Reigate & Banstead, Tandridge and Mole Valley, NHS Surrey and Surrey Supporting People. Provision of children's services is via financing from the South East Area Social Care Team and provision of our Volunteering Project is via the BIG Lottery Fund Reaching Communities grant scheme. We are fortunate in receiving a generous grant from a private foundation and other significant contributors.

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

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

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

Currently funds are held on instant access and on deposit.

During the current financial year the return on funds held by ESDAS was determined by the very low rates of interest that were available during the year. The charity has no plans to increase its return on funds by increasing the current level of risk or changing its current policies.

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



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

## **REPORT OF THE MANAGEMENT COMMITTEE - continued** ***For the Period 1st April 2012 to 31st March 2013***

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This level of reserves has been maintained throughout the period and is reviewed annually. Additionally funds are held in reserve to cover contractual commitments in respect of staff redundancy and lease commitments.

### **Plans for Future Periods**

ESDAS intends to continue providing all existing services subject to satisfactory funding arrangements. A Business Plan for 2012-2015 is in place with an action plan for meeting the immediate objectives for 2013/14 which are to:

- Consolidate, develop and improve existing service provision, training and inter-agency co-operation
- Undertake targeted work in rural areas to ensure more rural communities have access to our services
- Continue to build links with the Surrey Police & Crime Commissioner
- Continue to undertake regular service reviews including agency and service user consultation, training/awareness course evaluation, and impact assessments
- Continue to embed our learning on capturing measuring outcomes within ESDAS' working practice in order to inform delivery of the best possible services for our beneficiaries
- Provide training to key agencies and encourage those who are not fully engaged with us to partake
- Engage with Primary and Community Mental Health services in order to improve existing links and ensure better outcomes for our service users affected by mental ill health
- Continue to develop links with ESCCG and the Health & Well-Being Board
- Work in partnership with the other Surrey Domestic Abuse Services to ensure the highest quality of services for survivors of DA across the County and locally
- Support the Surrey Domestic Abuse Training Framework
- Continue to raise the profile of ESDAS and of the needs of our client group wherever possible.

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

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

#### Governing Document

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

#### Recruitment and Appointment of the Management Committee

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

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



# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## REPORT OF THE MANAGEMENT COMMITTEE - continued *For the Period 1st April 2012 to 31st March 2013*

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### 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 and Trustees attend Governance training twice a year.

### 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 2012-15. Health & Safety is an agenda item at every Team Meeting, during individual supervision sessions and at Management Committee meetings. MARACs (Multi Agency Risk Assessment Conferences) are held monthly to inform and co-ordinate work with very high risk clients. Fortnightly Child Protection Review meetings are held internally in relation to the children & young people involved in our Children's Services. Internal risks are minimised through policies, procedures and training for financial controls, health and safety and the successful maintenance of ISO 9001.

### Organisational Structure

The Management Committee is comprised of 6 members (the maximum allowed is 10, (2 have resigned throughout the year for personal reasons) 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 Management Committee meetings and other members of staff attend on a rotational basis.

### Related Parties

ESDAS while mindful of meeting its stated objects is influenced by national and local policy. As affiliated members of Women's Aid Federation England we are kept fully informed of national initiatives, policies, good practice and training. Regionally we are active members and contributors to the Surrey Domestic Abuse Strategy and at a local level we participate in a number of multi and inter-agency initiatives, for example, Community Safety Partnerships and Surrey Safeguarding Children & Adults Boards.

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

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

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

The Management Committee has been responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of ESDAS thereby enabling them to ensure that financial statements comply with the Companies Act 2006. 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.

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

## **REPORT OF THE MANAGEMENT COMMITTEE - continued** ***For the Period 1st April 2012 to 31st March 2013***

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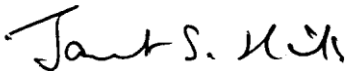
### **Accountants**

Braidwood and Company were re-appointed as the charitable company's independent examiners during the year and have expressed their willingness to continue in that capacity.

### **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 24<sup>th</sup> June 2013 and signed on its behalf by:



**Janet Hails (Chairman)**

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

## EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

*For the Period 1st April 2012 to 31st March 2013*

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I report on the accounts of the company for the year ended 31<sup>st</sup> March 2013 which are set out on pages 20 to 28.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

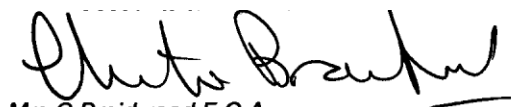
### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Mrs C. Braidwood F.C.A.**  
**Braidwood & Company**  
**Chartered Accountants**  
**Willow Grange**  
**The Street,**  
**Betchworth**  
**Surrey RH3 7DJ**

Date 26-6-2013

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31<sup>st</sup> MARCH 2013

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
<b>Incoming resources</b>					
Grants and Other Income	3	169,233	119,016	288,249	287,064
Donations	2	24,000	26,536	50,536	30,358
Investment income	1.3	3,987	-	3,987	2,899
<b>Total incoming resources</b>		<b>197,220</b>	<b>145,552</b>	<b>342,772</b>	<b>320,321</b>
<b>Resources expended</b>					
<b>Costs of generating funds</b>		<b>486</b>	<b>-</b>	<b>486</b>	<b>250</b>
<b>Charitable expenditure</b>	4	<b>174,780</b>	<b>118,877</b>	<b>293,657</b>	<b>285,089</b>
<b>Governance Costs</b>	4	<b>15,897</b>	<b>-</b>	<b>15,897</b>	<b>14,168</b>
<b>Total resources expended</b>		<b>191,163</b>	<b>118,877</b>	<b>310,040</b>	<b>299,507</b>
<b>Net incoming resources before transfers</b>		<b>6,057</b>	<b>26,675</b>	<b>32,732</b>	<b>20,814</b>
Transfers between funds		5,436	(5,436)	-	-
<b>Net income for the year/ Net movement in funds</b>		<b>11,493</b>	<b>21,239</b>	<b>32,732</b>	<b>20,814</b>
Fund balances brought forward		206,936	61,720	268,656	247,842
<b>Fund balances carried forward at 31st March 2012</b>		<b>218,429</b>	<b>82,959</b>	<b>301,388</b>	<b>268,656</b>

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

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## BALANCE SHEET

FOR THE PERIOD ENDED 31st MARCH 2013

	Notes	£	2013 £	£	2012 £
<b>Current assets</b>					
Bank balances		302,844		269,609	
Cash on hand		549		1,276	
		<u>303,393</u>		<u>270,885</u>	
Debtors and prepayments	8	10,711		10,706	
		<u>314,104</u>		<u>281,591</u>	
<b>Less Current Liabilities</b>					
Creditors: amounts falling due within one year	9	3,716		3,855	
Grants received in Advance		9,000		9,080	
		<u>12,716</u>		<u>12,935</u>	
<b>Net current assets</b>			12,716		12,935
<b>Total assets less current liabilities</b>			<u>301,388</u>		<u>268,656</u>
<b>Net Assets</b>			<u>301,388</u>		<u>268,656</u>
<b>Financed By</b>					
<b>Restricted funds</b>	10		82,959		61,720
<b>Unrestricted Funds</b>	10				
Designated funds					
- Service Provision			15,000		10,000
- Contingency Reserve			200,103		194,865
General Purposes Fund			3,326		2,071
			<u>301,388</u>		<u>268,656</u>
<b>Total Funds</b>			<u>301,388</u>		<u>268,656</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and have confirmed that no notice has been deposited under Section 476 of the Act. The directors have acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 of the Act 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 396 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the accounts, so far as applicable to the company.

The accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to smaller entities and were approved by the management committee on the 24<sup>th</sup> June 2013 and signed on its behalf at the Annual General Meeting held on 4<sup>th</sup> July 2013.

Janet Hails (Chairman)

Peter Wyeth (Finance Director)

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31st MARCH 2013

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### 1 Accounting policies

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

#### 1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (2005 revised).

#### 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 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 31st MARCH 2013

### 2 Donations

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
A Private Foundation	24,000	-	24,000	20,000
A Private Donation	-	16,000	16,000	2,000
Donations	-	10,536	10,536	8,358
	<u>24,000</u>	<u>26,536</u>	<u>50,536</u>	<u>30,358</u>

### 3 Grants and other income

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
SLA Partnership Funding + <i>including Surrey County Council; Surrey Police; Reigate &amp; Banstead, Tandridge and Mole Valley Councils; NHS Surrey</i>	160,471	-	160,471	165,319
-Other Non Statutory Grants	-	5,539	5,539	11,394
South East Area Children's Service	-	22,992	22,992	15,977
Other Statutory Grants	-	7,500	7,500	5,500
Big Lottery Fund Grant	-	36,569	36,569	32,776
Gatwick Airport Community Trust	-	1,000	1,000	1,000
Ministry of Justice	-	10,118	10,118	9,920
Home Office – IDVA	-	10,000	10,000	10,000
Mole Valley Housing Association	-	2,500	2,500	5,000
Help a Capital Child	-	2,160	2,160	2,808
Community Foundation for Surrey	-	1,920	1,920	4,736
Comm Fdn for Surrey / Comic Relief	-	-	-	4,752
KBR	-	1,710	1,710	1,710
The Leathersellers Company	-	1,620	1,620	-
Fundraising	-	15,388	15,388	6,884
Earned Income	4,050	-	4,050	7,854
Gift Aid	4,712	-	4,712	1,434
	<u>169,233</u>	<u>119,016</u>	<u>288,249</u>	<u>287,064</u>

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31st MARCH 2013

4	Total resources expended		Basis of Allocation	Charitable Expenditure £	Governance £	Total 2013 £	Total 2012 £
<b>Costs directly allocated to activities</b>							
	Salaries & NI	Direct		161,816		161,816	151,634
	Travelling expenses	Staff Time		4,304	288	4,592	6,372
	Recruitment costs	Direct		-		-	1,418
	Volunteer & MC Training	Direct		3,154		3,154	3,398
	Volunteer expenses	Direct		3,985		3,985	4,107
	Counselling & User Groups	Direct		10,264		10,264	9,192
	Client & Family Support	Direct		10,683		10,683	11,937
	Child Support	Direct		5,915		5,915	7,683
	Training & Supervision	Staff Time		8,117	612	8,729	5,196
	Accounting Fees	Direct		-	1,380	1,380	1,380
	Project Costs	Direct			856	856	80
<b>Support costs allocated to activities</b>							
	Premises Costs	Floor Space		16,258	1,638	17,896	17,408
	Office based staff	Direct		52,619	9,974	62,593	58,101
	General Running Costs	Staff Time		14,643	1,000	15,643	18,232
	Publicity & Printing	Staff Time		756	45	801	536
	Office equipment	Direct		1,143	104	1,247	2,583
<b>Total Resources expended</b>				<b>293,657</b>	<b>15,897</b>	<b>309,554</b>	<b>299,257</b>



# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31st MARCH 2013

### 5 Employees

#### Number of employees

The average monthly number of employees during the period was:

	2013 Number	2012 Number
Full Time Office based staff	1	1
Part time Office based staff	2	2
Full time Outreach Workers	3	3
Part time Outreach Workers	5	4
	<u>11</u>	<u>10</u>

#### Employment costs

	2013 £	2012 £
Salaries and wages	207,701	192,490
Social security costs	18,145	17,245
	<u>225,846</u>	<u>209,735</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 (2012 - 1) member of staff. ESDAS makes no contributions to this scheme.

### 6 Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration during the year.

Expenses including travel costs amounting to £74 (2012 - £181) were reimbursed to 2 (2012 - 1) members of the management committee.

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 (2012 – Nil).

### 7 Taxation

As a charity, East Surrey Domestic Abuse Services is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects .

No tax charges have arisen in the charity.

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31<sup>st</sup> MARCH 2013

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<b>8</b>	<b>Debtors</b>	<b>2013 £</b>	<b>2012 £</b>
	Prepayments and accrued income	4,634	4,629
	Lease Deposit	6,077	6,077
		<u>10,711</u>	<u>10,706</u>

<b>9</b>	<b>Creditors: amounts falling due within one year</b>	<b>2013 £</b>	<b>2012 £</b>
	Trade creditors	2,176	1,480
	Accruals	1,540	2,375
		<u>3,716</u>	<u>3,855</u>

<b>10</b>	<b>Summary movement of funds during the year</b>	<b>General funds £</b>	<b>Designated funds £</b>	<b>Restricted funds £</b>	<b>Total £</b>
	Balances at 31 <sup>st</sup> March 2012	2,071	204,865	61,270	268,656
	Movement in the year	1,255	10,238	21,239	32,732
		<u>3,326</u>	<u>215,103</u>	<u>82,959</u>	<u>301,388</u>

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31st MARCH 2013

### 11 Movement of Funds (Detailed)

	Balance at 1st April 2012 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31st March 2013 £
<b>Restricted Funds</b>					
Sanctuary Scheme	2,470	7,500	5,723	(743)	3,504
SEACS	4,688	22,992	18,426	(2,061)	7,193
Big Lottery Fund Grant	4,692	36,569	33,038	(2,632)	5,591
Ministry of Justice	-	10,118	10,118	-	-
Home Office	-	10,000	10,000	-	-
Non Statutory Grants	8,250	5,539	12,789	-	1,000
Help a Capital Child	-	2,160	2,160	-	-
Gatwick Airport CT	331	1,000	1,331	-	-
Comm Fdn for Surrey	2,348	1,920	2,348	-	1,920
C F for Sy/Comic Relief	4,752	-	4,752	-	-
KBR	1,174	1,710	1,536	-	1,348
MV Housing Assn	1,645	2,500	2,832	-	1,313
The Leathersellers	-	1,620	-	-	1,620
Specific Use (Private)	14,717	16,000	6,961	-	23,756
Specific Use	16,653	25,924	6,863	-	35,714
<i>Total Restricted Funds</i>	<u>61,720</u>	<u>145,552</u>	<u>118,877</u>	<u>(5,436)</u>	<u>82,959</u>
<b>Unrestricted Funds</b>					
<i>Designated</i>					
Service Provision	10,000			5,000	15,000
Contingency Reserve	194,865			5,238	200,103
<i>Other</i>					
General Purposes Fund	2,071	197,220	191,163	(4,802)	3,326
<i>Total Unrestricted Funds</i>	<u>206,936</u>	<u>197,220</u>	<u>191,163</u>	<u>5,436</u>	<u>218,429</u>
<b>Total Funds</b>	<u><u>268,656</u></u>	<u><u>342,772</u></u>	<u><u>310,040</u></u>	<u><u>-</u></u>	<u><u>301,388</u></u>

### 12 Operating Lease Commitments

At 31<sup>st</sup> March 2013 the company had annual commitments under a non-cancellable operating lease as follows

Due within 1 year	£ 17,458
Due within 2 - 5 years	£ 18,500

# EAST SURREY DOMESTIC ABUSE SERVICES (ESDAS)

## NOTES TO THE ACCOUNTS - continued FOR THE PERIOD ENDED 31st MARCH 2013

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### 13 Movement of Funds (Continued)

#### *Purposes of Restricted Funds*

The South East Area Children's Service provided a grant to fund the provision of a Children's service for our operating area.

The Big Lottery provided a Grant to fund a Volunteer Co-ordinator post particularly to encourage and support ex service users to volunteer.

The Funds from Help a Capital Child are to provide activities and support for children as were the Grants from Gatwick Airport Community Trust, KBR and the Community Foundation for Surrey.

The Home Office – provided a Grant to assist towards the cost of providing an Independent Domestic Violence Advocate post linked to the Specialist Domestic Violence Courts in Redhill.

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.

A grant from the Mole Valley Housing Association was received towards the cost of Children's work and our Work in Schools to raise awareness and promote Healthy relationships.

The grant from The Leathersellers Company Charitable Fund is for the provision of Self Esteem courses to be run for our service users.

Non statutory grants were provided by one of our working partners to enable us to run Domestic Abuse and Healthy Relationship lessons in schools, support Training around raising DA awareness and to support our Partnership Working costs.

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

#### *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 includes an allowance for the costs of staff redundancy and the charity's contractual commitment in respect of its lease. This is necessary due to the financial uncertainty caused by having to re-apply 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.