

OUT THERE SUPPORTING FAMILIES OF PRISONERS LIMITED

England & Wales · Charity number 1120342

Details

Status Registered

Legal form Charitable company

Company number [06239170](#)

Registered 2007-07-30

Register [View on the Charity Commission register](#)

Contact

Address OutThere
2A Powell Street
Old Trafford
Manchester
M167QQ

Phone 01612328986

Email info@outtherecharity.org

Website www.outtherecharity.org

Activities

Objects: 3. THE OBJECTS FOR WHICH THE COMPANY IS ESTABLISHED ARE TO PROMOTE AND ADVANCE THE RELIEF OF POVERTY IN THE AREA KNOWN AS MANCHESTER CITY AND GREATER MANCHESTER BY SUCH MEANS AS THE COUNCIL OF MANAGEMENT SHALL IN THEIR ABSOLUTE DISCRETION DETERMINE, IN PARTICULAR BY: (A) PROMOTING AND PROTECTING THE MENTAL HEALTH AND SOCIAL WELL BEING OF WIVES, HUSBANDS, PARTNERS, FAMILIES, CHILDREN AND DEPENDANTS OF PERSONS WHO HAVE A LEGAL RESTRICTION OF THEIR LIBERTY. (B) ELIMINATING SOCIAL EXCLUSION OF GROUPS AND INDIVIDUALS THROUGH EARLY INTERVENTION AND SELF-HELP INITIATIVES. (C) FACILITATING AND MAINTAINING SUPPORT GROUPS: OFFERING ADVICE, INFORMATION, ADVOCACY, . DOMICILIARY VISITS, REFERRAL TO OTHER AGENCIES, AND WORKING FOR JUSTICE AND HUMAN RIGHTS FOR THE AFORESAID INDIVIDUALS OR FAMILIES AS APPROPRIATE. (D) EXTENDING THIS SERVICE BEYOND GREATER MANCHESTER TO OTHER CITIES IN THE U.K.

Activities: OFFERING FREE ADVICE, VISITING PRISONERS, PROVIDING TRANSPORT FOR FAMILIES TO VISIT THEIR INCARCERATED RELATIVES, PROVIDING TRANSLATORS AND HELPING TO

MAINTAIN THE CONTACT BETWEEN PERSONS LEGALLY DEPRIVED OF THEIR LIBERTY AND THEIR FAMILIES AND DEPENDANTS

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Other Defined Groups

Geography

- **Area of benefit:** IN MANCHESTER CITY AND GREATER MANCHESTER, AND OTHER CITIES IN THE UK.
- Manchester City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£256,244	£256,633	-	-
2024-03-31	£244,917	£271,225	-	-
2023-03-31	£287,700	£209,311	-	-
2022-03-31	£184,593	£217,319	-	-
2021-03-31	£180,205	£157,622	-	-

Trustees

Name	Role	Appointed
Cate Wong		2025-03-20
Catherine Mary Mc Erlean		2024-06-20
David Darlington		2016-02-29
Justin Brett		2024-12-16
Martin Sexton		2024-12-16
Mary MCDonagh		2021-01-26
Peter Howarth		2024-12-16
Sister Kathleen Page		2022-06-07
Vannessa Hamnett		2021-01-26

OUT THERE SUPPORTING FAMILIES OF PRISONERS LIMITED

England & Wales - Charity number 1120342

Accounts



Charity Registration Number 1120342

Company Registration Number 6239170 (England and Wales)

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Reference and administrative details of the charitable company, its trustees and advisers
Year to 31 March 2025

Patron	Bishop Terence Brain
Trustees	Mr David Darlington Ms Vanessa Hamnett Ms Mary Mc Donagh Sister Kathleen Page DC Sister Mary Catherine Mc Erlean DC Mr Peter Howarth Mr Justin Brett Ms Cate Wong Mr Martin Sexton
Registered office	2a Powell Street Old Trafford Manchester M16 7QQ
Telephone	0161 232 8986
Company registration number	6239170 (England and Wales)
Charity registration number	1120342
Chief Executive	Mark Turnbull
Independent auditor	Buzzacott Audit LLP 130 Wood Street London EC2V 6DL
Bankers	Co-operative Bank plc PO Box 250 Delf House Southway Skelmersdale WN8 6WT

Chairs' foreword Year to 31 March 2025

Chairs Foreword

I am pleased to share Out There's annual report for 2024-2025. The year has seen the team solidify their support for families. 1-1 support continues to be crucial for families but the team have further developed our group support through Family Activity Days and Family Fridays, a monthly opportunity for families to get together with others in a similar situation.

Demand for our service supporting Children and Young people has continued to grow and we have been pleased that we have been able to take part in a number of discussions this year with colleagues working in other organisations and government about our work to support this group.

Our Hub is now a well-established space for our work with other organisations and we are pleased that these partnerships continue to offer support to people in the criminal justice system.

Chair of Board of Trustees

Trustees' report Year to 31 March 2025

The trustees present their statutory report together with the financial statements of Out There Supporting Families of Prisoners Limited ("Out There") for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out on pages 25 to and comply with the charitable company's memorandum and articles of association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

Principal aims and activities

Out There exists to support the wellbeing and mental health of families and children impacted by the imprisonment of a loved one.

Particular issues for the families are:

- ◆ Visiting prison and maintaining contact;
- ◆ Concerns for the prisoner whilst serving their sentence;
- ◆ Emotional wellbeing and mental health issues;
- ◆ Concerns for children and the impact of imprisonment on them; and
- ◆ Practical issues such as housing and financial difficulties.

Out There's support is available to families across Greater Manchester. The support Out There offers includes:

Family support

Every family we work with has a named family support worker who will work with them through any difficulties they encounter. There may be practical issues, such as challenges with finances or housing, emotional and mental health difficulties, through to concern for children within the family. The role of the family support worker is to work with a family to offer personalised support where it will be most helpful to the family. Help could include practical arrangements for visiting and maintaining contact with a prisoner. It could include support with dealing with broader problems, for example liaising with a landlord about a housing issue or helping a family access financial support. Emotional support is crucial and again family support workers will offer direct support or help families to access additional wellbeing or mental health support where necessary. Crucially this help is not time limited and covers the different stages a family may go through before and after a family member is imprisoned. The support is offered to them in their own communities, so that we can work with other support a family may be receiving.



Principal aims and activities (continued)

Family days and Family Friday's

We support families and children to come together throughout the year. This might include full day activities for the whole family such as indoor trampolining, visits to the cinema or a summer trip to the beach. Often 'family time' can get lost when supporting a family member in prison, family days aim to encourage strengthening family relationships. In addition we hold Family Friday's on a monthly basis, which enables adult family members primarily to come together in a local location and meet with our family team and other family members for mutual support.



Children and young people support

Our dedicated team support children and young people experiencing the impact of having a loved one in prison. This support includes

- ◆ **1-1 support** - we offer 1-1 support to primary school age children. We do this through a programme called 'Drawing and Talking' or a bespoke programme of support agreed with the parent or caregiver. With older children we have great links across Greater Manchester to link young people to organisations in their local community.
- ◆ **Communication** – we give support to families to find the right words to use when explaining to children where their loved one is, and why, in an age-appropriate way.
- ◆ **Prison Visits** - visiting a loved one in prison can be a daunting experience. We have a booklet that can help children and their families before a prison visit. We also will support families with their first visits if needed.

Alongside the above, children and young people have access to the family days we organise, and we encourage and support children and young people to access activities in their local area.

Trustees' report Year to 31 March 2025

Prison liaison and family forums

The Family support team have good connections within prisons across the North West and will regularly support families with enquiries through prison chaplains and other prison based staff. We actively encourage the families we work with to attend Family Forums at the prisons they have a family member in. They then have the opportunity to ask any questions, raise any concerns and understand better how the prison and visiting actually works.

Post release support

Our work does not stop when a family member is released from prison. Support continues to be offered as needed, particularly as individuals and families adjust to life after they are released.

Achievements and Performance

Family Support and Case Studies

In the last year, we have supported **209 Families/394** family members across Greater Manchester.

Families have continued to make contact with us directly and have raised the following main issues when making contact:

- ◆ Emotional wellbeing of partner/ family members.
- ◆ Concern for prisoners.
- ◆ Children & young person support.
- ◆ Visiting prisoner, staying in touch.
- ◆ Financial Support

In addition, we have continued to receive referrals from a wide range of organisations including prison chaplaincy, other statutory services, health providers, and schools.

Once connected to us we offer 1-1 support where appropriate in the home and over the phone and this has continued this year to offer both emotional support and practical support to families. We have continued to access grant schemes for individuals and used our own funds to support families experiencing financial hardship, and in particular, supporting families with children through local support schemes.

Achievements and Performance (continued)

Family Support (continued)

Our core aims are to reduce the isolation that often comes from familial imprisonment or to ensure this does not deteriorate and also to improve emotional wellbeing or prevent it from diminishing.

Across the year last year **84%** of the adults we directly support completing an outcome wheel reported positively in relation to reducing their isolation or maintaining social connections and **90%** stated that their emotional wellbeing had been maintained through the period or had improved.

This has been achieved not only by our one to one work but also through the range of community activities we have held throughout the year.

We have continued to offer practical help to families, particularly who have financial difficulties by offering direct support ourselves or help to access local support.

This year has seen us change the way we offer wellbeing and peer support to adult family members. Feedback from family members was that whilst they enjoyed the wellbeing sessions at our Hub in Trafford some of them found travelling from across Greater Manchester to Trafford difficult, even though we offered financial support.

The general consensus was they wanted more regular meet ups somewhere central in Manchester that allowed for more relaxed informal peer support. We now hold **Family Friday's once** a month, and whilst they are specifically designed to only involve a small number of family members to keep the sessions relaxed and to allow those attending to gain benefit from conversations, they have proved popular. They have also reminded family members of the fantastic assets we have across Greater Manchester.

Family Days and Children and Young people

In addition to adult support through Family Fridays we have continued to support the whole Family through our family events. Over the last year this has included:

- Activities in the half terms holidays through the year. This has included days at the Children's Adventure Farm Trust and Kick Air indoor trampolining.
- Family Trip to Blackpool for families in the summer.
- A Trip to Skipton for families organised jointly with the Theatre Company 'All Things Considered' and the Liverpool organisation 'Time Matters'. This was a follow up trip to our hosting of the play '8 Hours There and Back' in Sale last year. This play was produced by 'All Things Considered' Theatre and used the experiences of children, including children and young people supported by Out There, visiting a parent in prison. 8 Hours There and Back refers to the lengthy journeys some children have to take to visit prisons and broadly tells the experience of these children. We are immensely proud to have facilitated children and young people's involvement in this and the impact it has had nationally (see the paragraph below).

Trustees' report Year to 31 March 2025

As well as our child friendly family days our Children and Young Peoples Team have continued to offer 1-1 support to children impacted by the imprisonment of a family member. We have received **70 referrals** for support in schools and the support has either been supporting and signposting to access community assets or 1-1 support. This 8-12 week support programme is beneficial for both the child and the wider family and links up our holistic support:

A Family's story

Below is a case study of a family that we have worked with and finished working with over the last year. It demonstrates how we work with families at all stages of imprisonment and after release if necessary.

L self-referred to Out There in March 2023 and the charity has worked with her since. L was very emotional; her son had received a 5 year prison sentence for his first offence. This had been a shock to L and she was seeking support for navigating through this time. She disclosed feeling very isolated and overwhelmed.

L was assigned a support worker and kept in regular contact with Out There. In addition to the emotional support provided, we arranged access to counselling support for L. She regularly attended Family Fridays and benefitted from meeting other individuals in similar circumstances; she has shared her stories with others in this setting and has commented that she has found the peer support very beneficial.

L made the most of Out There's wider Family Support offer. L attended a trip to the zoo with her grandchild in the summer holidays as part of our Family Days.

Practical help was also given to L as she struggled with the cost of living. Out There provided a Christmas hamper and other welfare support including access to a local foodbank.

In relation to her son's imprisonment, Out There has liaised with Assisted Prison Visit scheme on L's behalf. Her son was originally sentenced in Guernsey and L was overwhelmed by the prospect of travel there. Her son was moved and transferred on three further occasions which L felt she needed support with as each prison came with adjustment and change and Out There supported in liaison with the prisons regarding property and contact. Out There also supported in liaison with the different prisons regarding her son's medication whenever he was transferred as the processes between medical teams came with complications each time which was adding to the feeling of stress and overwhelm for L.

L's son was released from prison in August 2024 and is doing well. As part of Out There's case closure, signposting following consent from L consisted of further wellbeing support from local organisations to her in Salford

L has been extremely complimentary regarding the support from Out There; "words will never be enough, thank you millions"

Feedback- What our families have said

We use Outcome Wheels to both plan the support we offer to families and to measure the impact in terms of isolation and wellbeing. We undertake a family survey annually to help us understand what families feel about our work. Below are some of the quotes and comments from the most recent family survey:

- *The team have made such a difference for me in a most difficult year. I don't know how I would have found my way through the machinations of being a mother on the outside. It's a lonely and scary place to find myself but the Out There Team have given me regular calls and been a source of strength and valuable information.*
- *I feel that my daughter has benefited from this already (1-1 school support) and I have received insightful and helpful feedback also. And I also received financial help with vouchers for food etc. just before Christmas which was a lifesaver at the time*
- *Always feel supported when I need it the most, through the ups and downs, also support for my children has been great for them, much needed.*
- *Always listened thoroughly. Advice or acted for me*
- *Absolutely highly recommended as it was a lifeline to have Fiona at the end of a phone*
- *Absolute life line and gem of Fiona a lovely lady who I couldn't of got on without the excellent support she gave me and my family*
- *The lady who works with me (Fiona) is amazing. She goes out of her way to support myself and my children in any way she can. She listens and has real empathy for what she hears which isn't something you come across very often*

Partnership and influencing

We have continued to develop and strengthen our partnership work in the criminal justice system. Our Hub space is now a centre for our own partnership work with the Big Life Group to support men on probation and over the last year Out There has further developed the support offer available.

Recognising the mental health challenges men on probation sometimes face, Out There has delivered a joint project with the Counselling and Family Centre Altrincham to offer counselling support to men on probation. We now have a counsellor based with us 1 day a week to offer this help.

The centre is also used by the organisation Women Matta to deliver the Trafford Women's Hub as part of the Greater Manchester Women's Support Alliance.

In our wider family work we have continued to play our part in national networks looking at support for families and have taken part in work that supports ensuring that family voices are heard. As an example family members have been engaged in research to understand the impact on families of prisoners serving longer sentences.

Trustees' report Year to 31 March 2025

Financial review

Results for the period

A summary of the charity's income and expenditure can be found on page 23 of the attached financial statements.

The total income for the year amounted to £256,244 (2024 - £244,917). Of this, £ 218,263 (2024 - £207,094) was received from grants and a further £ 19,553 (2024 - £16,805) from donations.

During the year total expenditure amounted to £256,633 (2024 - £271,225) including £173,337 (2024 - £179,141) in relation to staff costs.

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. The trustees consider that, given the nature of the work undertaken by Out There Supporting Families of Prisoners Limited, the level of free reserves should be approximately equal to between three and six months' recurring expenditure.

The trustees are of the opinion that this level of reserves should provide sufficient flexibility to cover temporary shortfalls in income due, for example, to falls in voluntary income or delays in getting grant funding approved.

Total funds at 31 March 2025 amounted to £ 77,991 (2024 - £78,380).

Restricted funds comprise monies given for specific purposes and amounted to £ 72,070 at 31 March 2025 (2024 - £75,633).

Reserves and financial position

General funds, or free reserves, at 31 March 2025 were £ 5,921 (2024 – £2,747). This is less than the current policy stipulates and does not cover a month of operating expenditure. However, it is to be noted that a lot of work has been done to generate free reserves for example through rental of hub space and our work on support for men on probation. Our reserve position this year has improved and we have plans to improve the position further, primarily through developing non grant income

Governance, structure and management

Out There Supporting Families of Prisoners Limited is a company limited by guarantee (Company Registration Number 6239170 (England and Wales)) and a registered charity (Charity Registration Number 1120342). The charitable company is governed by its memorandum and articles of association.

The sole member of the company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 1149326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)), set up by the Daughters of Charity of St Vincent de Paul, to safeguard the Vincentian ethos in various projects including Out There Supporting Families of Prisoners.

Trustees' report Year to 31 March 2025

The trustees constitute directors of the charitable company for the purposes of company legislation.

Trustees are recruited through advertising. The trustees review the skills needed by the Board and aim to ensure a broad range of skills are represented. Potential trustees are invited to visit the organisation and to attend one or two meetings as an observer prior to formal appointment, which is through our parent charity, DCSVP Services. Our constitution states that at least two trustees and not more than half, must be members of the Congregation of the Daughters of Charity of St Vincent de Paul.

The following trustees served throughout the period unless otherwise indicated.

Trustee

Mr David Darlington	Chair
Ms Vanessa Hamnett	
Ms Mary McDonagh	
Sister Kathleen Page DC	
Sister Mary Catherine Mc Erlean DC	Appointed 20/06/2024
Ms Cate Wong	Appointed 20/03/2025
Mr Justin Brett	Appointed 16/12/2024
Mr Peter Howarth	Appointed 16/12/2024
Mr Martin Sexton	Appointed 16/12/2024
Ms Emma Russ	Resigned 20/11/2024

In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

Governance, structure and management (continued)

No trustee received any remuneration from the charitable company during the period. Expenses of £18 (2024 - £ nil) were reimbursed to trustees during the period. No trustee had any beneficial interest in any contract with the charitable company during the period.

Brief biographical details on each of the trustees are given below.

Mr David Darlington

David Darlington is a local solicitor with experience of criminal, property and employment law and of managing and funding of not for profit community groups.

Ms Vanessa Hamnett

Vanessa currently works for a local housing association as a community centre manager. She has worked across Greater Manchester in a variety of roles.

Ms Mary McDonagh

Mary has worked for Greater Manchester Probation Service for 26 years in a variety of roles. She is currently working in the national learning and development team with a focus on the delivery of pqip training (trainee probation officers) and wider staff learning and development initiatives.

Trustees' report Year to 31 March 2025

Mr Justin Brett

Justin is an EDI leader with a background across multiple sectors, strong relationship and community engagement expertise, excellent understanding on global EDI context

Mr Martin Sexton

Martin has been a registered social worker since 2010, working in adults' services in London and Greater Manchester. At present he is the Principal Social Worker for a Local Authority in Greater Manchester

Ms Cate Wong

Cate currently works for the Ministry of Justice as a Senior Project Manager. Her role involves particular oversight on governance and finance.

Mr Peter Howarth

Peter's background in the construction industry has focused on strategy development and income growth. He has been a keen fundraiser for charities for 20 years.

Sister Kathleen Page DC

Sister Kathleen is a Daughter of Charity. Her work has included leading a number of charitable organisations and she has extensive experience in social care, project management and pastoral care.

Sister Catherine Mc Erlean DC

Sister Catherine is a Daughter of Charity. Her work has included significant roles in charitable organisations related to social and youth work

Key management personnel

The trustees consider that they together with the Chief Executive comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The pay of the Chief Executive is reviewed annually by the trustees.

Organisation

The Chief Executive, who is responsible for the day-to-day management of the Service, its service users and its staff, is accountable to the trustees of the charity.

Statement of trustees' responsibilities

The charity's trustees are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Trustees' report Year to 31 March 2025

Company law requires the trustees (who are directors of the company for the purposes of company law) to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- ◆ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ◆ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Public benefit

All of Out There's activities are focused on supporting the families of prisoners and are carried out to further the charity's purposes for the public benefit. We deliver our services across Greater Manchester, and all support is provided free of charge.

In addition to direct services, we work in partnership with other organisations and agencies where collaboration enables us to better meet the needs of families, strengthen our

Trustees' report Year to 31 March 2025

effectiveness, and extend the reach of our support. These partnerships are pursued solely to further our charitable purposes and ensure that our work continues to provide clear public benefit.

Risk management

In line with the requirement for the trustees to undertake a risk assessment exercise and report on the same in their annual report, the Chief Executive with the trustees has looked at the risks the charity currently faces and has reviewed the measures already in place, or needing to be put in place, to deal with them.

Five main areas have been identified where risk may occur:

- ◆ Governance and management
- ◆ Operational
- ◆ Financial
- ◆ Reputation
- ◆ Laws, regulations, external and environment

Governance and management looks at the risk of the charity suffering from a lack of direction, at the skills and training of its personnel and the good use of its resources.

Operational looks at the risk inherent in the charity's activities including engaging in inappropriate activities and shortcomings in the service provided, difficulties with staff, and health and safety.

Financial risks include those arising as a result of poor budgetary control, inappropriate spending, or investment policies or poor accounting.

Reputation looks at possible damage to the charity's reputation.

Laws, regulations, external and environment looks at the effect of government policies and the consequences of non-compliance with laws and regulations.

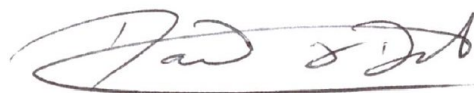
Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to manage those risks including those presented by the broader macroeconomic environment.

Trustees' report Year to 31 March 2025

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year ended 31 March 2025, the charity received no complaints about its fundraising activities.

Approved by the trustees and signed on their behalf by:



Trustee

Approved by the trustees on:

11/11/2025

Independent auditor's report to the members of Out There Supporting Families of Prisoners Limited

Opinion

We have audited the financial statements of Out There Supporting Families of Prisoners Limited (the 'charitable company') for the year ended 31 March 2025 which comprise the statement of financial activities, the balance sheet, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report Year to 31 March 2025

Other information

The other information comprises the information included in the annual report, including the trustees' report and chair's foreword, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- ◆ the information given in the trustees' report, which is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ◆ the trustees' report, which is also the directors' report for the purposes of company law, has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- ◆ adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit; or
- ◆ the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Independent auditor's report Year to 31 March 2025

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 14/15 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ we identified the laws and regulations applicable to the charitable company through discussions with management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Companies Act 2006, the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102);
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting correspondence;
- ◆ identified laws and regulations were communicated within the audit team and the team remained alert to instances of non-compliance throughout the audit;

Independent auditor's report Year to 31 March 2025

Auditor's responsibilities for the audit of the financial statements (continued)

- ◆ making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ tested journal entries to identify unusual transactions;
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- ◆ investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ agreeing financial statement disclosures to underlying supporting documentation;
- ◆ reading minutes of meetings of those charged with governance; and
- ◆ enquiring of management as to actual and potential litigation and claims.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of representatives from the trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Independent auditor's report Year to 31 March 2025

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

A handwritten signature in black ink that reads "Buzzacott Audit LLP".

Peter Mackereth, Senior Statutory Auditor
for and on behalf of Buzzacott Audit LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL

Date: 14 November 2025

Statement of financial activities Year to 31 March 2025
(including an income and expenditure account)

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	Unrestricted funds £	Restricted funds £	2024 Total funds £
Income:							
Donations		19,553	—	19,553	16,805	—	16,805
Grants	1	49,000	169,263	218,263	45,500	161,594	207,094
Room hire		17,209	—	17,209	21,018	—	21,018
Miscellaneous		1,219	—	1,219	—	—	—
Total income		86,981	169,263	256,244	83,323	161,594	244,917
Expenditure:							
Expenditure on charitable activities: supporting families of prisoners							
. Staff costs – wages and salaries	2	58,613	114,724	173,337	30,994	148,147	179,141
. Staff training and supervision		—	5,442	5,442	1,801	1,878	3,679
. Premises costs		13	22,958	22,971	20,349	26,121	46,470
. Travel expenses		1,274	3,360	4,634	3,340	1,540	4,880
. Volunteers' expenses		1,638	—	1,638	1,972	—	1,972
. Printing, postage and stationery		1,728	—	1,728	1,160	320	1,480
. Advertising and marketing		162	—	162	245	—	245
. Telephone and IT costs		1,810	7,100	8,910	7,644	—	7,644
. Insurance		1,206	—	1,206	1,145	—	1,145
. Welfare donations and family support		8,428	18,911	27,339	5,516	16,030	21,546
. Audit fee		5,058	—	5,058	1,650	—	1,650
. Other professional fees		1,723	—	1,723	—	—	—
. Bank charges		593	—	593	634	—	634
. Other expenses		1,561	331	1,892	459	280	739
Total expenditure		83,807	172,826	256,633	76,909	194,316	271,225
Net movement in funds							
i.e. net (expenditure) income	3	3,174	(3,563)	(389)	6,414	(32,722)	(26,308)
Reconciliation of funds:							
Fund balances brought forward at 1 April 2024		2,747	75,633	78,380	(3,667)	108,355	104,688
Fund balances carried forward at 31 March 2025		5,921	72,070	77,991	2,747	75,633	78,380

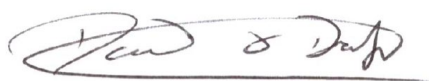
All of the charity's activities derived from continuing operations during the above two financial periods.

All recognised gains and losses are included in the above statement of financial activities.

Balance sheet 31 March 2025

	Notes	2025 £	2024 £
Fixed Assets			
Tangible assets	6	38,657	47,092
Current assets			
Debtors	7	12,355	1,793
Cash at bank and in hand		77,837	32,444
		90,192	34,237
Creditors: Amounts falling due within one year	8	(50,858)	(2,949)
		39,334	31,288
Total net assets		77,991	78,380
The funds of the charity			
Income funds:			
Restricted funds	9	72,070	75,633
Unrestricted funds			
. General funds		5,921	2,747
		77,991	78,380

Approved by the trustees and signed on their behalf by:



Trustee

Approved on:

11/11/2025

Out There Supporting Families of Prisoners Limited
Registered Company Number: 6239170 (England and Wales)

Principal accounting policies 31 March 2025

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 March 2025 with comparative information given in respect to the year to 31 March 2024.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of at least one year from the date of approval of these financial statements.

The trustees acknowledge the impact of the current macroeconomic and geopolitical climate. They have concluded that there may be some negative consequences such as a greater challenges in acquiring grant income at a time when there are increased needs from beneficiaries and increased pressure on costs due to inflation. However, the trustees will continue to monitor income, expenditure and cash flows closely and they are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Critical accounting estimates and areas of judgement

The trustees have estimated future income and expenditure flows for the purposes of assessing going concern (see assessment of going concern above). There are no other critical accounting estimates or areas of judgement.

Income recognition

Income comprises donations and grants, income from room hire and miscellaneous income.

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income recognition (continued)

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities.

All expenditure is stated inclusive of irrecoverable VAT.

Tangible fixed assets

Leasehold Improvements are capitalised and written off over their expected useful life which equates to the remaining length of the lease.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Fund structure

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

General funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charitable company's charitable objects.

1. Grants

	Unrestricted funds £	Restricted funds £	2025 Total funds £	Unrestricted fund	Restricted funds £	2024 Total funds £
Liverpool Diocesan Council for Social Aid	—	7,500	7,500	—	10,500	10,500
Trafford Housing Trust	—	—	—	—	28,500	28,500
Trafford MBC	—	5,500	5,500	—	—	—
Caritas Salford Bishop Fund	—	—	—	—	812	812
HM Prison and Probation Service	—	9,999	9,999	—	—	—
Duchy of Lancaster Benevolent Fund	—	2,000	2,000	—	—	—
SVP – Coronation Day	—	—	—	—	400	400
Acts 435	—	—	—	—	300	300
Five Fund, The Talent Fund	10,000	—	10,000	7,500	—	7,500
The LD Rope Trust	3,000	—	3,000	—	—	—
Sisters of St Joseph of Peace	—	—	—	5,000	—	5,000
The Albert Hall Trust	3,000	—	3,000	—	—	—
The Albert Gubay Foundation	—	46,628	46,628	—	35,500	35,500
Bolton at Home	8,000	—	8,000	8,000	—	8,000
The Big Life Group GM IRS	—	52,124	52,124	—	39,386	39,386
Cash 4 Kids	—	400	400	—	1,750	1,750
The National Lottery Community Fund	—	45,112	45,112	—	44,446	44,446
The Tudor Trust	25,000	—	25,000	25,000	—	25,000
Total funds	49,000	169,263	218,263	45,500	161,594	207,094

2. Staff costs and remuneration of key management personnel

	2025 £	2024 £
Staff costs during the year were as follows:		
Wages and salaries	161,456	167,058
Social security costs	9,472	9,250
Pension costs	2,409	2,833
	173,337	179,141

The average number of employees during the year was 7 (2024 - 8). The full-time equivalent number of employees was 5 (2024 - 6).

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis comprise the trustees and the Chief Executive. The total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £47,734 (2024 - £46,445).

There are no employees who received remuneration (including employee benefits but excluding employer pension costs) of more than £60,000.

3. Net movement in funds i.e. net income (expenditure)

This is stated after charging

	2025 Total funds £	2024 Total funds £
Staff costs (note 2)	173,337	179,141
Audit fee - Current year	3,000	2,730
Previous years	2,058	

As the charity is part of a large group, it is required to have its accounts audited rather than have an independent examination. The difference between the independent examination fee and audit fee is £2,750 plus VAT (2024 £2,500 plus VAT), which has been paid by the parent charity, DCSVP Services.

4. Trustees' remuneration

None of the trustees received any remuneration in respect of their services during the year (2024 - £nil) £18 expenses (2024 - £nil) were reimbursed to trustees.

5. Taxation

Out There Supporting Families of Prisoners Limited is a registered charitable company and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

6. Tangible fixed assets

	Leasehold Improvements £
Cost	
At 1 April 2024	59,041
Additions	—
at 31 March 2025	59,041
Depreciation	
At 1 April 2024	11,949
Charge for year	8,435
At 31 March 2025	20,384
Net book values	
At 31 March 2025	38,657
At 31 March 2024	47,092

7. Debtors

	2025 £	2024 £
Prepayments and accrued income	2,218	1,793
Other debtors	10,137	—
	12,355	1,793

8. Creditors

	2025 £	2024 £
Sundry creditors and accruals	5,858	2,949
Deferred grants	45,000	—
	50,858	2,949

Deferred grants relates to funding received which is to be spent in future periods for restricted purposes, principally staff costs.

9. Restricted funds

	At 1 April 2024 £	Income £	Expenditure £	At 31 March 2025 £
Staff costs fund	16,428	121,710	(114,723)	23,415
Travel, training and supervision fund	2,650	6,483	(9,133)	—
Building and hub fund	—	21,624	(21,624)	—
Leasehold improvement fund	47,091	—	(8,435)	38,656
Family activities and welfare fund	9,464	19,446	(18,911)	9,999
	75,633	169,263	(172,826)	72,070

	At 1 April 2023 £	Income £	Expenditure £	At 31 March 2024 £
Staff costs fund	10,843	153,732	(148,147)	16,428
Travel, training and supervision fund	2,067	4,600	(4,018)	2,649
Building refurbishment fund	17,687	—	(17,687)	—
Leasehold improvement fund	55,526	—	(8,434)	47,092
Family activities and welfare fund	22,232	3,262	(16,030)	9,464
	108,355	161,594	(194,316)	75,633

Staff costs fund

The staff costs fund comprises monies given toward various salaries.

Travel, Training and supervision fund

The travel, training and supervision fund comprises monies given specifically for staff travel, training and supervision.

Building and Hub fund

The building and hub fund represents monies given for the external refurbishment of the buildings and the running costs of the hub.

Family Activities and Wellbeing fund

The family activities and welfare fund represented funding received to cover the costs of family activities and welfare.

Leasehold Improvement Fund

The leasehold improvement fund represents monies give specifically to upgrade the existing leasehold building.

10. Analysis of net assets between funds

	General fund £	Restricted funds £	2025 Total funds £
Fund balances at 31 March 2025 are represented by:			
Fixed Assets	—	38,657	38,657
Current assets	11,779	78,413	90,192
Current liabilities	(5,858)	(45,000)	(50,858)
Total net (liabilities) assets	5,921	72,070	77,991
	General fund £	Restricted funds £	2024 Total funds £
<i>Fund balances at 31 March 2024 are represented by:</i>			
<i>Fixed Assets</i>	<i>—</i>	<i>47,092</i>	<i>47,092</i>
<i>Current assets</i>	<i>5,696</i>	<i>28,541</i>	<i>34,237</i>
<i>Current liabilities</i>	<i>(2,949)</i>	<i>—</i>	<i>(2,949)</i>
<i>Total net (liabilities) assets</i>	<i>2,747</i>	<i>75,633</i>	<i>78,380</i>

11. Controlling party and ultimate parent

The sole member of the charitable company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 114926) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)). The charitable company was established by the Daughters of Charity of St Vincent de Paul, a Roman Catholic religious congregation, in order to safeguard its Vincentian ethos.

12. Member's liability

The charitable company is limited by guarantee. In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

13. Related party transactions

During the year one donation (2024 – two donation) totalling £376 (2024 - £658) was received from trustees and other entities they are connected to.

14. Post balance sheet events

Subsequent to the year end, the charity was notified that it was not eligible for certain employment tax reliefs which had been claimed. Whilst the charity intends to appeal against this outcome, in the event that such an appeal is unsuccessful the charity may need to repay reliefs claimed for the past five tax years. The Daughters of Charity of St Vincent De Paul Services Limited has committed to provide the charity with funding to cover this liability. Therefore, no provisions have been included within these financial statements for any potential liability due

OUT THERE SUPPORTING FAMILIES OF PRISONERS LIMITED

England & Wales - Charity number 1120342

Accounts

OUT THERE

SUPPORTING FAMILIES OF PRISONERS



Annual Report and Financial Statements 31 March 2024

Charity Registration Number 1120342

Company Registration Number 6239170 (England and Wales)

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Reference and administrative details of the charitable company, its trustees and advisers
Year to 31 March 2024

Patron	Bishop Terence Brain
Trustees	Sister Mary Theresa Bain DC Mr David Darlington Ms Vanessa Hamnett Ms Mary Mc Donagh Sister Kathleen Page DC Ms Emma Russ
Registered office	2a Powell Street Old Trafford Manchester M16 7QQ
Telephone	0161 232 8986
Company registration number	6239170 (England and Wales)
Charity registration number	1120342
Director	Mark Turnbull
Independent auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	Co-operative Bank plc PO Box 250 Delf House Southway Skelmersdale WN8 6WT

Chairs' foreword Year to 31 March 2024

I am pleased to share Out There's annual report for 2023-2024. The Trustees are proud of the work the team have continued to do to support families impacted by the imprisonment of a loved one, and the development and strengthening of our work to support children and young people.

The value of this support is demonstrated in the work the team have done to record impact, and the responses from families directly in our annual survey, as well as the case studies in our annual report which demonstrate some of the challenges families go through and our work to support them.

This changing and continued demand for our support is set against a context of continued challenges in funding for small charities, but again the team have continued to develop other partnerships and use of our Hub to support our work.

We continue to look for opportunities to work collaboratively with others and see this as important to the work we do going forward.

Chair of Board of Trustees

Trustees' report Year to 31 March 2024

The trustees present their statutory report together with the financial statements of Out There Supporting Families of Prisoners Limited ("Out There") for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out on pages 26 to 27 and comply with the charitable company's memorandum and articles of association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

Principal aims and activities

Out There exists to support the wellbeing and mental health of families and children impacted by the imprisonment of a loved one.

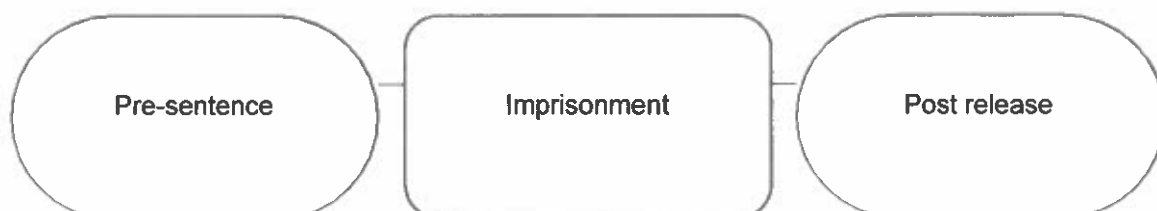
Particular issues for the families are:

- ♦ Visiting prison and maintaining contact;
- ♦ Concerns for the prisoner whilst serving their sentence;
- ♦ Emotional wellbeing and mental health issues;
- ♦ Concerns for children and the impact of imprisonment on them; and
- ♦ Practical issues such as housing and financial difficulties.

Out There's support is available to families across Greater Manchester. The support Out There offers includes:

Family support

Every family we work with has a named family support worker who will work with them through any difficulties they encounter. There may be practical issues, such as challenges with finances or housing, emotional and mental health difficulties, through to concern for children within the family. The role of the family support worker is to work with a family to offer personalised support where it will be most helpful to the family. Help could include practical arrangements for visiting and maintaining contact with a prisoner. It could include support with dealing with broader problems, for example liaising with a landlord about a housing issue or helping a family access financial support. Emotional support is crucial and again family support workers will offer direct support or help families to access additional wellbeing or mental health support where necessary. Crucially this help is not time limited and covers the different stages a family may go through before and after a family member is imprisoned. The support is offered to them in their own communities, so that we can work with other support a family may be receiving.



Principal aims and activities (continued)

Wellbeing days and wellbeing support

In addition to one to one support and to help support families going through a difficult time, we organise:

- ♦ Wellbeing days for adults three or four times per year with qualified therapists including treatments such as reiki, massage, hand-massage and manicure. These days enable individuals to mix with other people sharing similar experiences and provide an opportunity for informal 'peer support' in a relaxed setting.
- ♦ Stand-alone workshops and days for family members to come together and explore issues such as stress and anxiety and to access mutual support
- ♦ Support to access other mental health and wellbeing services across Greater Manchester.
- ♦ Wellbeing packs delivered to family members to support our wellbeing work and to encourage self-care.

Family days and activities

We support families and children to come together for leisure activities throughout the year. This might include full day activities such as indoor climbing, or visits to an art gallery or museum. We also try to offer activities in the main school holidays at locations across Greater Manchester. This has included cook and eat activities and craft activities.

Children and young people support

We now have a dedicated resource to support children and young people experiencing the impact of having a loved one in prison. This support includes

- ♦ **1-1 support** - we offer 1-1 support to primary school age children. We do this through a programme called 'Drawing and Talking' or a bespoke programme of support agreed with the parent or caregiver. With older children we have great links across Greater Manchester to link young people to organisations in their local community.
- ♦ **Communication** - support for families to find the right words to use when explaining to children where their loved one is, and why, in an age-appropriate way.
- ♦ **Prison Visits** - visiting a loved one in prison can be a daunting experience. We have a booklet that can help children and their families before a prison visit. We also will support families on a first visit if needed.

Alongside the above, children and young people have access to the family days we organise, and we encourage and support children and young people to access activities in their local area.

Trustees' report Year to 31 March 2024

Principal aims and activities (continued)

Prison liaison and family forums

Family Support Workers have good connections within prisons across the North West and will regularly support families with enquiries through prison chaplains and other prison based staff. We actively encourage the families we work with to attend Family Forums at the prisons they have a family member in. They then have the opportunity to ask any questions, raise any concerns and understand better how the prison and visiting actually works.

Post release support

Our work does not stop when a family member is released from prison. Support continues to be offered as needed, particularly as individuals and families adjust to life after they are released.

Achievements and Performance

Family Support and Case Studies

In the last year, we have supported 171 Families/394 family members across Greater Manchester.

Families have continued to make contact with us directly and have raised the following main issues when making contact:

- ◆ Emotional wellbeing of partner/ family members.
- ◆ Concern for prisoners.
- ◆ Children & young person support.
- ◆ Visiting prisoner, staying in touch.
- ◆ Financial Support

In addition, we have continued to receive referrals from a wide range of organisations including prison chaplaincy, other statutory services, health providers, and schools.

Once connected to us we offer 1-1 support in the home and over the phone and this has continued this year to offer both emotional support and practical support to families. In particular, we have assisted families dealing with the impact of the cost of living crisis. We have continued to access grant schemes for individuals and used our own funds to support families experiencing financial hardship, and in particular, supporting families with children through local support schemes such as Cash for Kids.

Achievements and Performance (continued)

Family Support and Case Studies (continued)

Below are two case studies of families we have worked with this past year:

R's story

R was referred to Out There in 2022 by an organisation she was working with. R is a single Mum of two girls, D is 14 and L is 3. R lost L's twin at birth and is still struggling to come to terms with what happened. L's Dad had been jailed and R wanted support to tell L where Dad is but was unsure how to go about it. R wanted some support herself too as she was very isolated in her new area after relocating.

We provided an in-person session with R to develop an action plan on how/what to tell L in a way in which she felt comfortable, resources were provided to support this, including books, and a My Visit booklet. The older daughter D was supported in partnership with her school and we carried out an impact assessment, a tool that was developed by the prison reform trust with contributions from us and other charities to guide that work.

L is now aware of where her dad is and has contact in place to communicate with him, R feels like the support she has received has helped her to build trust with us and others and has been attending family activities with L and D, the most recent in half term trampolining.

From lacking confidence R recently set up a baby loss awareness group for others who have been through this and has recently secured paid employment with a local charity

C's story

C self-referred to Out There in January 2023. C mentioned that she had come across Out There via our website and would like to request support. C explained that her partner was in prison and was due for release in Spring 2024.

C had three young children aged 6, 18 months, and 8 months and felt she was struggling with them on her own. C explained that she felt very isolated as she didn't have close family connections and was interested in emotional and wellbeing support for herself and a chance to meet others going through similar experiences of imprisonment of a loved one alongside support for her children especially her eldest.

C was assigned a Family Support Worker from Out There and a Home Visit was arranged for the following week. It was agreed with C that support would be offered for her emotional wellbeing via ongoing phone calls and home visits with her Family Support Worker. She was invited to monthly Family Fridays, Wellbeing Days, and Family Days, supported in sourcing local baby and mum groups to enhance C's peer groups in her local community and she was given direct support to her eldest child from Out There's Children and Young Person's Coordinator. C also requested support in CIN meetings as sometimes they left her feeling overwhelmed and confused.

Achievements and Performance (continued)

Family Support and Case Studies (continued)

C's story (continued)

During the first home visit, support was given to look into a Universal Credit check to ensure C was receiving the benefits she was entitled to. Regular home visits have taken place since and C has fed back to Out There that she finds the chance to talk to an adult about her difficulties very helpful. C's Family Support worker applied for Children in Need funding for bedding for the children and an air fryer, a double pram was also sourced as C had mentioned this would help her get out and about more with the children. Another application via Mother's Union was also accepted for the family to have a Summer Holiday over the school holidays.

C has regularly attended groups and activities provided by Out There. These include monthly Family Friday sessions held at the Out There Hub, including a stress management workshop. The family has also attended a trip to the Circus, Blackpool Zoo, Manchester Art Gallery, and Kick Air.

Out There's Family Support Worker has also attended regular CIN and CP meetings with C at her request and regular communication between social workers, IRO's and Probation Officers has continued to support C in her understanding of the processes and information.

Support for C is ongoing due to the complexity of her partner's upcoming release. Home visits and phone calls are still regular and C has recently scored herself a higher score for both 'emotional state and wellbeing' and 'feeling isolated and no support' through the Out There Outcome Wheel assessment

1:1 support for Children and Young People

In the last year demand for 1-1 Support for Children and Young People has continued to grow and last year we received 65 referrals for support.

We have used the PRT Child Impact Assessment Toolkit "This is Me": A Child Impact Assessment toolkit | Prison Reform Trust to guide our work with children. This has meant us using a combination of 1-1 support delivered by us in schools, as well as building on the existing strength and resources in the family and community to support the child. This 1-1 support typically involves 8-12 hours minimum of contact for each child

Family and Wellbeing Days

In addition to our 1-1 support, we have continued to offer family and wellbeing activities to family members. Over the last year our family days have offered an opportunity to have a break from the demands of supporting someone in prison. Below are some pictures of events this year- a cook-and-eat session and a family group trip to the Manchester Art Gallery. Other events included Halloween activities and a family trip to the panto.

Achievements and Performance (continued)

Family and Wellbeing Days (continued)

In addition, 105 family members enjoyed a day at Blackpool Zoo in the summer and we were fortunate through the kindness of local funders to be able to send 3 families on week-long breaks in Blackpool and Prestatyn.



Our Impact

We have a CRM database where we record details of the families we support and use it to plan the support we offer, as well as record activities a family undertakes with us such as attendance at wellbeing days or family activities. We use this too to tell the stories of those we have worked with through case studies.

We also undertake a survey annually. In our last family survey, we asked families what they had gained (or not) from the support and service we provide. These were some of the responses:

- ◆ 'Support and someone who listens. People who understand not feeling judged'
- ◆ 'I felt supported and heard with no judgment and could express how I felt and was safe to do this in the way I needed to'.
- ◆ 'I feel less depressed and I have been helped practically by the good advice'
- ◆ 'Days out with my kids and support when I am out with them. It's like a mini break for me x'.
- ◆ 'Having somebody to talk through things, and being aware of what support can be offered when/if it is needed. Having support with navigating a very new and difficult situation. Being able to talk through what's happening without fear of judgment and the understanding of why you might feel certain emotions'
- ◆ Very helpful and caring

Achievements and Performance (continued)

Our Impact (continued)

- ◆ I'm a parent of a prisoner with special needs and disabilities, and the support I received was very welcoming and non-judgmental.
- ◆ They are a great help and I appreciate everything out there has done to help me and my family
- ◆ Good support. Non-judgemental. Practical plus wellbeing support
- ◆ They have helped in every way they can and even more been there when I've needed someone to talk to

As well as our annual survey we use an outcome wheel with the families we support, as an aid to our support discussions and to help look at the impact of our work. Specifically, we look at how people feel after accessing our services in terms of two measures:

- ◆ Emotional wellbeing – whether people feel their emotional wellbeing has improved after accessing our support & if it is maintained.
- ◆ Isolation- whether people feel less isolated or not.

Developing this tool has been a learning curve for us as a small organisation, we are careful not to let using the wheel get in the way of building trust and offering support and some family members are not always keen to discuss all issues, especially early on due to feeling overwhelmed. But over the last year, the outcome wheel has demonstrated our impact against two important metrics, the emotional wellbeing of those we support and their feelings of isolation.

In the last year, families that had worked with us were asked in a 3 month follow-up about their emotional wellbeing and how isolated they felt:

80% scored their wellbeing as being improved and feeling less socially isolated.

In terms of our work with children and young people, we use the child impact assessment to look at the work we do with the child, and in the last year 90% of children and young people who have completed a program of direct work in school, reported an improvement in their wellbeing and met their goals that were set out during the Child Impact Assessment

Partnership Work

Over the last year we have continued to develop our approach to working with others:

We are now working as part of a partnership project to support people on probation in Trafford, delivered in partnership with the Greater Manchester Combined Authority, Probation, and the Big Life Group. We are working as part of a wider network of organisations across Manchester delivering support locally to help men and women with their emotional wellbeing

Trustees' report Year to 31 March 2024

Achievements and Performance (continued)

Partnership Work (continued)

Out There has always played some part in supporting men on probation, particularly when they have been released from prison and returned to a family we have been supporting. We are delighted that we are now playing our role in a wider system to help those who have had contact with the criminal justice system thus hopefully reducing the impact on community and family.

In addition to our Hub building being used by us, Probation, the Big Life Group, Women Matta, and the Altrincham Counselling and Family Centre now use the space. It is also now being used by smaller local organisations in the evening, including the local women's institute and a local youth group. The Hub has enabled us to diversify our income as an organisation as well as to play our part as a place-based organisation.

Alongside the Hub, our day-to-day work supporting families means we regularly work with other organisations to offer the best support we can to families.

Financial review

Results for the period

A summary of the charity's income and expenditure can be found on page 23 of the attached financial statements.

The total income for the year amounted to £244,917 (2023 - £287,700). Of this, £207,094 (2023 - £252,977) was received from grants and a further £ 16,805 (2023 - £19,119) from donations.

During the year total expenditure amounted to £271,25 (2023 - £209,311) including £ 179,141 (2023 - £152,232) in relation to staff costs.

Reserves and financial position

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. The trustees consider that, given the nature of the work undertaken by Out There Supporting Families of Prisoners Limited, the level of free reserves should be approximately equal to between three and six months' recurring expenditure.

The trustees are of the opinion that this level of reserves should provide sufficient flexibility to cover temporary shortfalls in income due, for example, to falls in voluntary income or delays in getting grant funding approved.

Total funds at 31 March 2024 amounted to £78,380 (2023 - £104,688).

Restricted funds comprise monies given for specific purposes and amounted to £75,633 at 31 March 2024 (2023 - £108,355).

Trustees' report Year to 31 March 2024

Financial review (continued)

Reserves and financial position (continued)

General funds, or free reserves, at 31 March 2024 were £2,747 (2023 – deficit by £3,667). This is less than the current policy stipulates and does not cover a month of operating expenditure. However, it is to be noted that a lot of work has been done to generate free reserves for example through rental of hub space and our work on support for men on probation. Our reserve position this year has improved and we have plans to improve the position further, primarily through developing non grant income

Governance, structure and management

Out There Supporting Families of Prisoners Limited is a company limited by guarantee (Company Registration Number 6239170 (England and Wales)) and a registered charity (Charity Registration Number 1120342). The charitable company is governed by its memorandum and articles of association.

The sole member of the company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 1149326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)), set up by the Daughters of Charity of St Vincent de Paul, to safeguard the Vincentian ethos in various projects including Out There Supporting Families of Prisoners.

The financial statements of DCSVP Services can be obtained from Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.

The trustees constitute directors of the charitable company for the purposes of company legislation.

Trustees are recruited through networking and local advertising. The trustees review the skills needed by the Board and aim to ensure a broad range of skills are represented. Potential trustees are invited to visit the organisation and to attend one or two meetings as an observer prior to formal appointment, which is through our parent charity, DCSVP Services. Our constitution states that at least two trustees and not more than half, must be members of the Congregation of the Daughters of Charity of St Vincent de Paul.

The following trustees served throughout the period unless otherwise indicated.

Trustee

Sister Mary Theresa Bain DC

Mr David Darlington

Ms Vanessa Hamnett

Ms Mary McDonagh

Sister Kathleen Page DC

Ms Emma Russ

In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

Trustees' report Year to 31 March 2024

Governance, structure and management (continued)

No trustee received any remuneration from the charitable company during the period. Expenses of £ nil (2023 - £ nil) were reimbursed to trustees during the period. No trustee had any beneficial interest in any contract with the charitable company during the period.

Brief biographical details on each of the trustees are given below.

Sister Mary Theresa Bain DC

Sister Mary Theresa entered the Daughters of Charity of St Vincent de Paul in 1968. Her early background was in child care. A short period of three years was spent in Romania overseeing five children's homes for children who were HIV positive. Sister Mary Theresa also has experience in Parish ministry and trained in pastoral leadership. She was instrumental in setting up Out There and managed the organisation for eight years.

Mr David Darlington

David Darlington is a local solicitor with experience of criminal, property and employment law and of managing and funding of not for profit community groups.

Ms Vanessa Hamnett

Vanessa currently works for a local housing association as a community centre manager. She has worked across Greater Manchester in a variety of roles. Her early career was spent working with Trafford Council, then to a role in employment and skills with ERP and jobs with Job Centre Plus and Salford Council.

Ms Mary McDonagh

Mary has worked for Greater Manchester Probation Service for 26 years in a variety of roles and settings including sentence management, court and approved premises. She has spent the majority of her career working in sentence management with people on probation and their families. She has worked across the whole of Greater Manchester and has forged strong partnership connections. She is currently working in the national learning and development team with a focus on the delivery of pqip training (trainee probation officers) and wider staff learning and development initiatives.

Sister Kathleen Page DC

Sister Kathleen is a Daughter of Charity. Her work has included leading a number of charitable organisations and she has extensive experience in social care, project management and pastoral care. She has, in her previous roles, worked with people experiencing difficulties within the family, including imprisonment. She is committed to supporting people with any changes they want to make their lives, and systemic changes that make the lives of all better.

Ms Emma Russ

Emma has worked in the third sector since 2007, starting her career in fundraising at Sue Ryder as a junior fundraiser. She moved to Galloway's Society for the Blind in 2013, where she widened her remit to charity communications alongside fundraising. In January 2020, Emma moved to the Alzheimer's Society and currently leads a team of community fundraisers across the North West and Northern Ireland. Emma is also an active committee member for the Chartered Institute of Fundraising - North West, supporting other professional fundraisers across the region. She co-founded Managers Meet Ups, a peer support network for fundraising managers across the UK, and she co-manages Fundraising

Trustees' report Year to 31 March 2024

Chat, the largest digital network of professional fundraisers in the UK.

Governance, structure and management (continued)

Key management personnel

The trustees consider that they together with the Director comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The pay of the Director is reviewed annually by the trustees.

Organisation

The Director, who is responsible for the day-to-day management of the Service, its service users and its staff, is accountable to the trustees of the charity.

Statement of trustees' responsibilities

The charity's trustees are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees (who are directors of the company for the purposes of company law) to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees' report Year to 31 March 2024

Governance, structure and management (continued)

Statement of trustees' responsibilities (continued)

Each of the trustees confirms that:

- ♦ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ♦ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Public benefit

All of our activities focus on supporting the families of prisoners and are undertaken to further Out There's purposes for the public benefit. Our services are delivered to families of prisoners across Greater Manchester and all of our services are free. The trustees consider that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Risk management

In line with the requirement for the trustees to undertake a risk assessment exercise and report on the same in their annual report, the Director with the trustees has looked at the risks the charity currently faces and has reviewed the measures already in place, or needing to be put in place, to deal with them.

Five main areas have been identified where risk may occur:

- ♦ Governance and management
- ♦ Operational
- ♦ Financial
- ♦ Reputation
- ♦ Laws, regulations, external and environment

Governance and management looks at the risk of the charity suffering from a lack of direction, at the skills and training of its personnel and the good use of its resources.

Operational looks at the risk inherent in the charity's activities including engaging in inappropriate activities and shortcomings in the service provided, difficulties with staff, and health and safety.

Trustees' report Year to 31 March 2024

Governance, structure and management (continued)

Risk management (continued)

Financial risks include those arising as a result of poor budgetary control, inappropriate spending, or investment policies or poor accounting.

Reputation looks at possible damage to the charity's reputation.

Laws, regulations, external and environment looks at the effect of government policies and the consequences of non-compliance with laws and regulations.

Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to manage those risks including those presented by the broader macroeconomic environment.

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year ended 31 March 2024, the charity received no complaints about its fundraising activities.

Approved by the trustees and signed on their behalf by:

Trustee: David Darlington

Approved on: 17 September 2024

Independent auditor's report Year to 31 March 2024

Independent auditor's report to the members of Out There Supporting Families of Prisoners Limited

Opinion

We have audited the financial statements of Out There Supporting Families of Prisoners Limited (the 'charitable company') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ♦ give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its income and expenditure for the year then ended;
- ♦ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ♦ have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report Year to 31 March 2024

Other information

The other information comprises the information included in the annual report and financial statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report and financial statements. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- ◆ the information given in the trustees' report, which is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ◆ the trustees' report, which is also the directors' report for the purposes of company law, has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- ◆ adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit; or
- ◆ the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Independent auditor's report Year to 31 March 2024

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ we identified the laws and regulations applicable to the charitable company through discussions with management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Companies Act 2006, the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102);
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting correspondence;
- ◆ identified laws and regulations were communicated within the audit team and the team remained alert to instances of non-compliance throughout the audit;

Independent auditor's report Year to 31 March 2024

Auditor's responsibilities for the audit of the financial statements (continued)

- ♦ making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ♦ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ♦ performed analytical procedures to identify any unusual or unexpected relationships;
- ♦ tested journal entries to identify unusual transactions;
- ♦ assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- ♦ investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ♦ agreeing financial statement disclosures to underlying supporting documentation;
- ♦ reading minutes of meetings of those charged with governance; and
- ♦ enquiring of management as to actual and potential litigation and claims.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ♦ Making enquiries of representatives from the trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ♦ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Independent auditor's report Year to 31 March 2024

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Peter Mackereth, Senior Statutory Auditor
for and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL

25 October 2024

**Statement of financial activities Year to 31 March 2024
(including an income and expenditure account)**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	Unrestricted funds £	Restricted funds £	2023 Total funds £
Income:							
Donations		16,805	—	16,805	19,119	—	19,119
Grants	1	45,500	161,594	207,094	39,080	213,897	252,977
Room hire		21,018	—	21,018	15,584	—	15,584
Miscellaneous		—	—	—	20	—	20
Total Income		83,323	161,594	244,917	73,803	213,897	287,700
Expenditure:							
Expenditure on charitable activities: supporting families of prisoners							
. Staff costs – wages and salaries	2	30,994	148,147	179,141	20,325	131,907	152,232
. Staff training and supervision		1,801	1,878	3,679	1,561	704	2,265
. Premises costs		20,349	26,121	46,470	15,303	7,644	22,947
. Travel expenses		3,340	1,540	4,880	—	2,376	2,376
. Volunteers' expenses		1,972	—	1,972	—	1,917	1,917
. Printing, postage and stationery		1,160	320	1,480	1,522	—	1,522
. Advertising and marketing		245	—	245	500	—	500
. Telephone and IT costs		7,644	—	7,644	7,147	—	7,147
. Insurance		1,145	—	1,145	1,031	—	1,031
. Welfare donations and family support		5,516	16,030	21,546	2,492	10,800	13,292
. Audit fee		1,650	—	1,650	2,400	—	2,400
. Bank charges		634	—	634	475	—	475
. Other expenses		459	280	739	1,207	—	1,207
Total expenditure		76,909	194,316	271,225	53,963	155,348	209,311
Net movement in funds i.e. net (expenditure) income	3	6,414	(32,722)	(26,308)	19,840	58,549	78,389
Reconciliation of funds:							
Fund balances brought forward at 1 April 2023		(3,667)	108,355	104,688	(23,507)	49,806	26,299
Fund balances carried forward at 31 March 2024		2,747	75,633	78,380	(3,667)	108,355	104,688

All of the charity's activities derived from continuing operations during the above two financial periods.

All recognised gains and losses are included in the above statement of financial activities.

Balance sheet 31 March 2024

	Notes	2024 £	2023 £
Fixed Assets			
Tangible assets	6	47,092	55,526
Current assets			
Debtors	7	1,793	13,681
Cash at bank and in hand		32,444	40,937
		34,237	54,618
Creditors: Amounts falling due within one year	8	(2,949)	(5,456)
		31,288	49,162
Total net assets		78,380	104,688
The funds of the charity			
Income funds:			
Restricted funds	9	75,633	108,355
Unrestricted funds			
. General funds		2,747	(3,667)
		78,380	104,688

Approved by the trustees and signed on their behalf by:

Trustee: David Darlington

Approved on: 17 September 2024

Out There Supporting Families of Prisoners Limited

Registered Company Number: 6239170 (England and Wales)

Statement of cash flows Year to 31 March 2024

	Notes	2024 £	2023 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	A	(8,493)	74,365
Cash flows from investing activities			
Purchase of leasehold improvements		—	(59,041)
Change in cash and cash equivalents in the year		(8,493)	15,324
Cash and cash equivalents at 1 April 2023	B	40,937	25,613
Cash and cash equivalents at 31 March 2024	B	32,444	40,937

Notes to the statement of cash flows for the year to 31 March 2024.

A Reconciliation of net movement in funds to net cash provided by (used in) operating activities

	2024 £	2023 £
Net movement in funds (as per the statement of financial activities)	(26,308)	78,389
Adjustments for:		
Depreciation charge	8,434	3,515
Decrease (Increase) in debtors	11,888	(10,533)
Increase (decrease) in creditors	(2,507)	2,994
Net cash provided by (used in) operating activities	(8,493)	74,365

B Analysis of net debt i.e. cash and cash equivalents

	2024 £	2023 £
Total cash and cash equivalents: Cash at bank and in hand	32,444	40,937

Principal accounting policies 31 March 2024

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 March 2024 with comparative information given in respect to the year to 31 March 2023.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of at least one year from the date of approval of these financial statements.

The trustees acknowledge the impact of the current macroeconomic and geopolitical climate. They have concluded that there may be some negative consequences such as a greater challenges in acquiring grant income at a time when there are increased needs from beneficiaries and increased pressure on costs due to inflation. However, the trustees will continue to monitor income, expenditure and cash flows closely and they are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Critical accounting estimates and areas of judgement

The trustees have estimated future income and expenditure flows for the purposes of assessing going concern (see assessment of going concern above). There are no other critical accounting estimates or areas of judgement.

Income recognition

Income comprises donations and grants, income from room hire and miscellaneous income.

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income recognition (continued)

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities.

All expenditure is stated inclusive of irrecoverable VAT.

Tangible fixed assets

Leasehold Improvements are capitalised and written off over their expected useful life which equates to the remaining length of the lease.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Principal accounting policies 31 March 2024

Fund structure

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

General funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charitable company's charitable objects.

Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities. These lease payments are at a nominal value and are expensed on a straight-line basis.

1. Grants

	Unrestricted funds £	Restricted funds £	2024 Total funds £	Unrestricted fund	Restricted funds £	2023 Total funds £
Liverpool C of E Council	—	10,500	10,500	—	—	—
Trafford Housing Trust	—	28,500	28,500	—	9,500	9,500
Caritas Bishop Fund	—	812	812	—	—	—
HM Prison and Probation Service	—	—	—	—	10,000	10,000
SVP – coronation Day	—	400	400	—	—	—
Acts 435	—	300	300	—	—	—
The Talent Fund	7,500	—	7,500	—	—	—
The Rope Trust	—	—	—	3,000	—	3,000
Sisters of St Joseph of Peace	5,000	—	5,000	—	—	—
The Albert Gubay Foundation – building refurbishment	—	—	—	—	68,417	68,417
The Albert Gubay Foundation – support worker	—	35,500	35,500	—	35,500	35,500
Bolton at Home	8,000	—	8,000	8,000	—	8,000
The Big Life Group GM IRS	—	39,386	39,386	3,080	32,755	35,835
Cash 4 Kids	—	1,750	1,750	—	5,475	5,475
The National Lottery Community Fund	—	44,446	44,446	—	33,250	33,250
The National Lottery Awards for All	—	—	—	—	10,000	10,000
The Tudor Trust	25,000	—	25,000	25,000	2,000	27,000
World Day of Prayer Switzerland	—	—	—	—	6,000	6,000
Marks and Spencer Fund	—	—	—	—	1,000	1,000
Total funds	45,500	161,594	207,094	39,080	213,897	252,977

2. Staff costs and remuneration of key management personnel

	2024 £	2023 £
Staff costs during the year were as follows:		
Wages and salaries	167,058	141,437
Social security costs	9,250	8,289
Pension costs	2,833	2,506
	179,141	152,232

The average number of employees during the year was 8 (2023 - 6). The full-time equivalent number of employees was 6 (2023 - 5).

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis comprise the trustees and the Director. The total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £ 46,445 (2023 - £44,702).

There are no employees who received remuneration (including employee benefits but excluding employer pension costs) of more than £ 60,000.

3. Net movement in funds i.e. net income (expenditure)

This is stated after charging

	2024 Total funds £	2023 Total funds £
Staff costs (note 2)	179,141	152,232
Audit fee	2,730	2,400

As the charity is part of a large group, it is required to have its accounts audited rather than have an independent examination. The difference between the independent examination fee and audit fee is £2,500 plus VAT (2023 £2,500 plus VAT), which has been paid by the parent charity, DCSVP Services.

4. Trustees' remuneration

None of the trustees received any remuneration in respect of their services during the year (2023 - £nil). No expenses (2023 - £nil) were reimbursed to trustees.

5. Taxation

Out There Supporting Families of Prisoners Limited is a registered charitable company and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

6. Tangible fixed assets

	Leasehold Improvements £
Cost	
At 1 April 2023	59,041
Additions	—
at 31 March 2024	59,041
Depreciation	
At 1 April 2023	3,515
Charge for year	8,434
At 31 March 2024	11,949
Net book values	
At 31 March 2024	47,092
At 31 March 2023	55,526

7. Debtors

	2024 £	2023 £
Prepayments and accrued income	1,793	1,181
Grants receivable	—	12,500

	1,793	13,681
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8. Creditors

	2024 £	2023 £
Sundry creditors and accruals	2,949	5,456

9. Restricted funds

	At 1 April 2023 £	Income £	Expenditure £	At 31 March 2024 £
Staff costs fund	10,843	153,732	(148,147)	16,428
Travel, training and supervision fund	2,067	4,600	(4,018)	2,650
Building refurbishment fund	17,687	—	(17,687)	—
Leasehold improvement fund	55,526	—	(8,434)	47,091
Family activities and welfare fund	22,232	3,262	(16,030)	9,464
	108,355	161,594	(194,316)	75,633

	At 1 April 2022 £	Income £	Expenditure £	At 31 March 2023 £
Staff costs fund	45,745	97,005	(131,907)	10,843
Travel, training and supervision fund	1,064	6,000	(4,997)	2,067
Building refurbishment fund	2,440	19,376	(4,129)	17,687
Leasehold improvement fund	—	59,041	(3,515)	55,526
Family activities and welfare fund	557	32,475	(10,800)	22,232
	49,806	213,897	(155,348)	108,355

Staff costs fund

The staff costs fund comprises monies given toward various salaries.

Travel, Training and supervision fund

The travel, training and supervision fund comprises monies given specifically for staff travel, training and supervision.

Building refurbishment fund

The building refurbishment fund represents monies given for the external refurbishment of the buildings.

Family Activities and Wellbeing fund

The family activities and welfare fund represented funding received to cover the costs of family activities and welfare.

Leasehold Improvement Fund

The leasehold improvement fund represents monies give specifically to upgrade the existing leasehold building.

10. Analysis of net assets between funds

	General fund £	Restricted funds £	2024 Total funds £
Fund balances at 31 March 2024 are represented by:			
Fixed Assets	—	47,092	47,092
Current assets	5,696	28,541	34,237
Current liabilities	(2,949)	—	(2,949)
Total net (liabilities) assets	2,747	75,633	78,380
	General fund £	Restricted funds £	2023 Total funds £
Fund balances at 31 March 2023 are represented by:			
Fixed Assets	—	55,526	55,526
Current assets	1,789	52,829	54,618
Current liabilities	(5,456)	—	(5,456)
Total net (liabilities) assets	(3,667)	108,355	104,688

11. Controlling party and ultimate parent

The sole member of the charitable company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 114926) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)). The charitable company was established by the Daughters of Charity of St Vincent de Paul, a Roman Catholic religious congregation, in order to safeguard its Vincentian ethos. The financial statements of DCSVP Services may be obtained from Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.

12. Member's liability

The charitable company is limited by guarantee. In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

13. Connected organisations and related party transactions

The Daughters of Charity of St Vincent de Paul (the Congregation) and Daughters of Charity of St Vincent de Paul Charitable Trust (Charity Registration No 236803 (England and Wales), SCO39155 (Scotland)) are connected to the charitable company by virtue of the fact that Out There Supporting Families of Prisoners Limited was initiated by the Congregation and the fact that two of the trustees of Out There Supporting Families of Prisoners Limited who served during the year were Daughters of Charity of St Vincent de Paul, one of which was also a trustee of the Charitable Trust.

During the year two donations (2023 – one donation) totalling £658 (2023 - £225) were received from trustees and other entities they are connected to. There were no transactions between the Congregation and Out There (2023 - none).

OUT THERE SUPPORTING FAMILIES OF PRISONERS LIMITED

England & Wales - Charity number 1120342

Accounts



Annual Report and Financial Statements 31 March 2023

Charity Registration Number 1120342

Company Registration Number 6239170 (England and Wales)

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Reference and administrative details of the charitable company, its trustees and advisers
Year to 31 March 2023

Patron	Bishop Terence Brain
Trustees	Sister Mary Theresa Bain DC Mr David Darlington Ms Vanessa Hamnett Ms Mary Mc Donagh Sister Kathleen Page DC Ms Emma Russ
Registered office	2a Powell Street Old Trafford Manchester M16 7QQ
Telephone	0161 232 8986
Company registration number	6239170 (England and Wales)
Charity registration number	1120342
Director	Mark Turnbull
Independent auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	Co-operative Bank plc PO Box 250 Delf House Southway Skelmersdale WN8 6WT

Chairs' foreword Year to 31 March 2023

I'm very proud to present the Out There annual report and accounts for the year ending 31 March 2023.

This year was another year of evolution. As we emerged from the covid-19 pandemic, we saw a split in those desperate to see people face-to-face again, and those wishing to remain cautious and at home. We listened and developed our services, accordingly, providing a more diverse range of support.

Despite the challenges of the pandemic, which were still very much present at the start of this period, we grew our offer to children and young people affected by the imprisonment of a loved one, with some fantastic feedback that you can read in this report.

In addition to the front-line service delivery, we focused on organisational development: continuing our project to better understand how to measure the impact of our work and refurbishing our buildings which are already proving popular with other local community organisations, allowing us to deepen partnerships with complementary services.

Once again, this was all made possible thanks to the skills, adaptability and resilience of our fantastic staff. The trustees are very grateful to them for their continued dedication and hard work.

The funding landscape was difficult last year but, subsequent to the close of the financial year, we have secured several multi-year grants which give us some comfort that we will be able to continue our work in the coming years. This will be vital since as we file this report, we are heading into another period of uncertainty with the cost-of-living crisis hitting so many households. We expect demand for support to change once again but feel well placed to meet these needs.

Chair of Board of Trustees

Trustees' report Year to 31 March 2023

The trustees present their statutory report together with the financial statements of Out There Supporting Families of Prisoners Limited ("Out There") for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out on pages 30 to 31 and comply with the charitable company's memorandum and articles of association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

Principal aims and activities

Out There exists to support the wellbeing and mental health of families and children impacted by the imprisonment of a loved one.

Particular issues for the families are:

- ◆ Visiting prison and maintaining contact;
- ◆ Concerns for the prisoner whilst serving their sentence;
- ◆ Emotional wellbeing and mental health issues;
- ◆ Concerns for children and the impact of imprisonment on them; and
- ◆ Practical issues such as housing and financial difficulties.

Out There's support is available to families across Greater Manchester. The support Out There offers includes:

Family support

Every family we work with has a named family support worker who will work with them through any difficulties they encounter. There may be practical issues, such as challenges with finances or housing, emotional and mental health difficulties, through to concern for children within the family. The role of the family support worker is to work with a family to offer personalised support where it will be most helpful to the family. Help could include practical arrangements for visiting and maintaining contact with a prisoner. It could include support with dealing with broader problems, for example liaising with a landlord about a housing issue or helping a family access financial support. Emotional support is crucial and again family support workers will offer direct support or help families to access additional wellbeing or mental health support where necessary. Crucially this help is not time limited and covers the different stages a family may go through before and after a family member is imprisoned. The support is offered to them in their own communities, so that we can work with other support a family may be receiving.



Principal aims and activities (continued)

Wellbeing days and wellbeing support

In addition to one to one support and to help support families going through a difficult time, we organise:

- ◆ Wellbeing days for adults three or four times per year with qualified therapists including treatments such as reiki, massage, hand-massage and manicure. These days enable individuals to mix with other people sharing similar experiences and provide an opportunity for informal 'peer support' in a relaxed setting.
- ◆ Stand-alone workshops in, for example, dealing with stress and anxiety, introduction to mindfulness and other topics that are of interest and benefit to family members.
- ◆ Yoga/relaxation sessions with a qualified instructor.
- ◆ Support to access other mental health and wellbeing services across Greater Manchester.
- ◆ Wellbeing packs delivered to family members to support our wellbeing work and to encourage self-care.

Family days and activities

We support families and children to come together for leisure activities throughout the year. This might include full day activities such as indoor climbing, or visits to an art gallery or museum. We also try to offer activities in the main school holidays at locations across Greater Manchester. This has included cook and eat activities and craft activities.

Children and young people support

We now have a dedicated resource to support children and young people experiencing the impact of having a loved one in prison. This support includes

- ◆ **1-1 support** - we offer this support to primary school age children. We do this through a programme called 'Drawing and Talking' or a bespoke programme of support agreed with the parent or caregiver.
- ◆ **Communication** - support for families to find the right words to use when explaining to children where their loved one is, and why, in an age-appropriate way.
- ◆ **Prison Visits** - visiting a loved one in prison can be a daunting experience. We have a booklet that can help children and their families before a prison visit. We also will support families on a first visit if needed.

Alongside the above, children and young people have access to the family days we organise, and we encourage and support children and young people to access activities in their local area.

Principal aims and activities (continued)

Prison liaison and family forums

Family Support Workers have good connections within prisons across the North West and will regularly support families with enquiries through prison chaplains and other prison based staff. We actively encourage the families we work with to attend either Family Forums organised by Out There or those at the prisons they have a family member in. They then have the opportunity to ask any questions, raise any concerns and understand better how the prison and visiting actually works.

Post release support

Our work does not stop when a family member is released from prison. Support continues to be offered as needed, particularly as individuals and families adjust to life after they are released.

Achievements and Performance

Family Support & Emotional Wellbeing

432 people benefitted from the support of Out There during the year. This includes family members and professionals wanting to contact us for advice and support. 144 families worked with us as part of our ongoing family support work.

Families contacted the charity themselves, but we also continued to get referrals from other organisations including prison and chaplain staff, social services, schools and other local agencies.

The main issues families approached us for support with during the year were emotional wellbeing, concerns for the prisoner and visiting and staying in touch with family members in prison.

They also raised a range of other issues particularly financial issues and concern for their children. These latter issues are referred to later in the report.

Support around emotional wellbeing came primarily from 1-1 support from our family support workers and our small team of volunteers, through home visits and telephone calls throughout the year.

Trustees' report Year to 31 March 2023

Achievements and Performance (continued)

Family Support & Emotional Wellbeing (continued)

In addition we continued with our wellbeing days throughout the year. Below is an example of one of the days:



Our primary contact within a family is typically the female relative of a prisoner and they feel the mental and physical impact of separation, managing contact with the prisoner and caring for the rest of the family on the outside. It is hard, when so much attention is focused on the wellbeing of others, to make time for self care. Wellbeing days give family members access to a range of treatments such as reiki and massage and also offer the opportunity for family members to meet others who also have a family member in prison.

Some family members are not always able to get to a wellbeing day and a number prefer not to attend but still want to have the opportunity to take part in wellbeing activities at home. We have through the year delivered wellbeing packs to family members at home.



Achievements and Performance (continued)

Family Support & Emotional Wellbeing (continued)

In addition to wellbeing days we have this year started to hold get togethers for Family Members on one Friday a month. The idea of these is to enable family members to come together at our Hub, to meet with the team at Out There and discuss any issue that they need support with, or simply to have a space to meet other families in a relaxed environment. The first sessions we have held have been popular and family members are starting to suggest topics they would like to explore or discussions they would like to have. An example of this is a recent session where a speaker came to talk about Adverse Childhood Experiences and the impact of Trauma. We want to explore going forward the ways these sessions can provide an opportunity for family members to offer more support to each other which already happens on family days and wellbeing days.

Financial and Practical Support

As a charity we know that having a family member in prison can have a detrimental impact on a family's finances. This can include:

- ◆ Loss of income or changes to family income following imprisonment.
- ◆ Managing the costs of having a family member in prison, the cost of maintaining contact and visiting and supporting family members.
- ◆ Changes in family circumstances such as additional caring responsibilities.

All of the above can have a knock on impact on financial circumstances and be linked to other issues that family's often share with us such as housing difficulties and debt. Post Covid, families have also been affected by wider economic circumstances and the cost of living crisis.

We have continued to offer practical help and support to families. Our family support/welfare fund has enabled us to help families with particular emergency issues such as cost of utilities and food.

In addition, we have been able to help with other more substantial costs such as white goods and other essential household items and school uniforms. We know that at times like Christmas the financial pressures on families can be even greater. We are grateful to organisations such as Porchbox, Cash for Kids and the Gunner Cooke Foundation who enable us to help families at Christmas time.



Achievements and Performance (continued)

Financial and Practical Support (continued)

We have continued to signpost to relevant organisations to help support families and this has included both local organisations and national schemes such as BBC Children In Need Emergency Essentials. We know that in the current economic climate the financial challenges facing families are likely to continue and we want to ensure we are offering the best support and advice we possibly can to families. This has meant engaging with local organisation such as Greater Manchester Poverty Action to ensure we are up to date with initiatives across Greater Manchester and hoping to help families address longer term issues such as debt as well as addressing emergency needs.

As mentioned above, maintaining contact with family members in prison and visiting them can also be costly. Whilst we advise and support families to access the government's help with prison visits there are sometimes when this help is not accessible to family members, and we will on occasion help with costs or more regularly one of our fantastic volunteers will help with transport to and from the prison. The latter also helps with broader support for family members as our volunteers often build a rapport when taking family members on a prison visit.

Family activities

We held activities throughout the year for family members to come together with their children and others. Increasingly as well as using our Hub we are holding activities across Greater Manchester. Families help to decide the kind of activities they want to see happen throughout the year. Below are some pictures of family activities throughout the year, including visits to Chester Zoo, Manchester Art Gallery and a trip to the circus.



Achievements and Performance (continued)

Family activities (continued)

Below is some of the feedback we have received for events:

'They loved the tour, thank you so much'

'It was such a good day, can't wait for the next one'

'Thanks for persuading us to come, wasn't sure meeting new people but everyone was friendly'

Children and Young People

We continued to offer a 1-1 support service for children and young people impacted by the imprisonment of a loved one in Greater Manchester.

The service takes referrals from families, school staff and other professionals and offers support for the child agreed between them, their family and the Children and Young People team at Out There.

The service offered allows children who might be struggling with the imprisonment of their family member to have some time and support to explore any concerns or worries they might have and take part in activities that build their own wellbeing through a time that can be difficult.

Below are just two pieces of feedback from those who have accessed the service:

K has offered much needed support to the child and family during this difficult time. K has been a consistent support and a crucial part of the team supporting the family through a Child in Need plan. Huge progress has been made due to the support of Out There (Mrs H – School Pastoral Worker)

I feel better than before my sessions, this is because I have been able to talk and write about my feelings. (ET – School Pupil Aged 10)



Achievements and Performance (continued)

Our Building & working with others

We have continued to develop our building as a Hub for our work and work with others.

The Hub consists of two modular buildings that is used throughout the week now by different organisations and charities for their work

The building is now the base for the Trafford Hub as part of the GM Welfare Service, a pilot project Out There is now delivering in support of the Big Life Group. The charity HomeStart Trafford, Salford and Wigan uses the building for training and support for its staff and volunteers, to deliver family support. The charity Women Matta, which is part of the National Charity Women in Prison, offers support to women in Trafford who are vulnerable and marginalised, including those who are affected by the criminal justice system. We use co-location to support families where there is a crossover in the work that we do. In addition the building is used for broader community benefit with meetings such as Old Trafford Community collective, a meeting of organisations working in Trafford coming together to discuss their work and projects.

Work this year has focused on replacing the roof to the 2nd of our modular buildings meaning we now have a full range across both buildings of flexible rooms and spaces for work.



Achievements and Performance (continued)

Our Impact and Engagement

We are committed as a small charity to involving the families we work with in the support we provide. Our 1-1 support for families and children and young people is led by them. We use an outcome wheel which looks at the different areas of concern families have such as emotional wellbeing or concern for the prisoner or housing to help direct how we can best support people. We use the outcome wheels to measure the impact of two important aspects of our work:

- ◆ Emotional Wellbeing; and
- ◆ Feelings of Isolation.

In both cases we want emotional wellbeing to improve or not deteriorate and we want family members to have greater sense of social connection or that they do not feel more isolated

We have now started to aggregate some of the scores that we obtain from the outcome wheels in order to understand our impact.

In the last year 100% of family members who did a 3 month follow up on their outcome wheel reported that their emotional wellbeing had improved and 80% reported that they felt less socially isolated.

We have to be mindful as a small charity that a number of things can impact this score, but it is an encouraging sign of the value of our support.

As well as outcome wheels and ongoing feedback we again completed our annual survey of family members who we had supported. Below are some of the feedback comments we received:



Family Feedback Survey 2022

"Excellent support. The staff go above and beyond."

"They always help me with everything I need and are very kind and caring."

"Always there when needed and so pleasant and nice easy to talk to. Don't judge anyone."

"My son really values his time with C. It's a safe place for him to explore his emotions and how he feels around his past life experiences. C & K have gone above and beyond to ensure that my son's emotional needs are met. They have also been a great support for myself. I have regular communication from K & I know if I ever need to talk anything through they are on the other end of the phone. The support offered to my son in school is incredible but all of the other events we are invited to are also lovely."



"I've been in a situation for 4 years in which I wasn't sure what if any support I could get for my son and then I came across Out There. After emailing Out There with my concerns I received a call within a couple of days explaining what the charity do and offering support for myself and my son. Since this I've had conversations with other members of the team who are going to support my son and offer him help and advice."

"K was amazing with my son, managed to help more than we imagined"

"Always there to support in any way they can days out, activities and attention to minor details like care packages and just overall been there like extended family".

"My worker K is just the best she's helped me SO MUCH!! always had my back. I thought all the staff were lovely when I went to the Out There wellbeing day"

91% of clients were "Very Satisfied" with the support they had received.

Achievements and Performance (continued)

Support for our Team



The trustees are grateful to the team of staff and volunteers at Out There that helps deliver our work. As an organisation we are committed to doing what we can to support staff wellbeing. Family Support staff have for example access to external supervision. We are grateful this year to the Tudor Trust who provided us with a grant to support staff wellbeing. The above picture shows some of the staff team enjoying a wellbeing day at a local pottery centre. Volunteers have also had the opportunity to access wellbeing treatments thanks to this generous grant.

Financial review

Results for the period

A summary of the charity's income and expenditure can be found on page 27 of the attached financial statements.

The total income for the year amounted to £ 287,700 (2022 - £184,593). Of this, £252,977 (2022 - £168,757) was received from grants and a further £19,119 (2022 - £10,388) from donations.

During the year total expenditure amounted to £209,311 (2022 - £217,319) including £152,232 (2022 - £121,818) in relation to staff costs.

Trustees' report Year to 31 March 2023

Financial review (continued)

Reserves and financial position

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. The trustees consider that, given the nature of the work undertaken by Out There Supporting Families of Prisoners Limited, the level of free reserves should be approximately equal to between three and six months' recurring expenditure.

The trustees are of the opinion that this level of reserves should provide sufficient flexibility to cover temporary shortfalls in income due, for example, to falls in voluntary income or delays in getting grant funding approved.

Total funds at 31 March 2023 amounted to £104,688 (2022 - £26,299).

Restricted funds comprise monies given for specific purposes and amounted to £108,355 at 31 March 2023 (2022 - £49,806).

General funds, or free reserves, at 31 March 2023 were in deficit by £3,667 (2022 – deficit by £23,507). Although general funds remain a concern, the trustees note that a lot of work has been done to generate free reserves and this will continue. The priority going forward is to build general reserves to meet the requirement of the reserves policy and provide sufficient flexibility for the charity to move forward.

Governance, structure and management

Out There Supporting Families of Prisoners Limited is a company limited by guarantee (Company Registration Number 6239170 (England and Wales)) and a registered charity (Charity Registration Number 1120342). The charitable company is governed by its memorandum and articles of association.

The sole member of the company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 1149326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)), set up by the Daughters of Charity of St Vincent de Paul, to safeguard the Vincentian ethos in various projects including Out There Supporting Families of Prisoners.

The financial statements of DCSVP Services can be obtained from Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.

The trustees constitute directors of the charitable company for the purposes of company legislation.

Trustees are recruited through networking and local advertising. The trustees review the skills needed by the Board and aim to ensure a broad range of skills are represented. Potential trustees are invited to visit the organisation and to attend one or two meetings as an observer prior to formal appointment, which is through our parent charity, DCSVP Services. Our constitution states that at least two trustees and not more than half, must be members of the Congregation of the Daughters of Charity of St Vincent de Paul.

Trustees' report Year to 31 March 2023

Governance, structure and management (continued)

The following trustees served throughout the period unless otherwise indicated.

Trustee

Sister Mary Theresa Bain DC

Sister Bridget Dowd DC (resigned April 2022)

Mr David Darlington

Ms Vanessa Hamnett

Ms Jennie Lucas (resigned June 2022)

Ms Mary McDonagh

Sister Kathleen Page DC (appointed June 2022)

Ms Emma Russ

In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

No trustee received any remuneration from the charitable company during the period. Expenses of £ nil (2022 - £ nil) were reimbursed to trustees during the period. No trustee had any beneficial interest in any contract with the charitable company during the period.

Brief biographical details on each of the trustees are given below.

Sister Mary Theresa Bain DC

Sister Mary Theresa entered the Daughters of Charity of St Vincent de Paul in 1968. Her early background was in child care. A short period of three years was spent in Romania overseeing five children's homes for children who were HIV positive. Sister Mary Theresa also has experience in Parish ministry and trained in pastoral leadership. She was instrumental in setting up Out There and managed the organisation for eight years.

Sister Bridget Dowd DC

Sister Bridget entered the Daughters of Charity in 1964 and first trained in residential care of children and then became involved in various forms of residential work from child care to hostel work. Following this, Sister Bridget did social work training which led her to work with families and children in various settings. This led her to be the director of The Passage Centre for homeless people in London. Following a short break, Sister Bridget was appointed as director of the Marillac Nursing Home for people with acquired brain injury. Sister Bridget currently volunteers with The Medialle Trust which works with people who have been trafficked. In 2000 Sister Bridget was awarded an OBE for her work in The Passage Centre.

Mr David Darlington

David Darlington is a local solicitor with experience of criminal, property and employment law and of managing and funding of not for profit community groups.

Governance, structure and management (continued)

Ms Vanessa Hamnett

Vanessa currently works for a local housing association as a community centre manager. She has worked across Greater Manchester in a variety of roles. Her early career was spent working with Trafford Council, then to a role in employment and skills with ERP and jobs with Job Centre Plus and Salford Council.

Ms Jennie Lucas

Jennie Lucas has worked in the not-for-profit sector for over six years in operational and business management roles. She is also currently a trustee for Little Village, one of the UK's largest baby bank charities which she was instrumental in establishing. Prior to this she spent 13 years running the European team of a NYSE listed investment fund. Jennie also volunteers with Prison Fellowship, facilitating their restorative justice course within prisons.

Ms Mary McDonagh

Mary has worked for Greater Manchester Probation Service for 26 years in a variety of roles and settings including sentence management, court and approved premises. She has spent the majority of her career working in sentence management with people on probation and their families. She has worked across the whole of Greater Manchester and has forged strong partnership connections. She is currently working in the national learning and development team with a focus on the delivery of pqip training (trainee probation officers) and wider staff learning and development initiatives.

Sister Kathleen Page DC

Sister Kathleen is a Daughter of Charity. Her work has included leading a number of charitable organisations and she has extensive experience in social care, project management and pastoral care. She has, in her previous roles, worked with people experiencing difficulties within the family, including imprisonment. She is committed to supporting people with any changes they want to make their lives, and systemic changes that make the lives of all better.

Ms Emma Russ

Emma has worked in the third sector since 2007, starting her career in fundraising at Sue Ryder as a junior fundraiser. She moved to Galloway's Society for the Blind in 2013, where she widened her remit to charity communications alongside fundraising. In January 2020, Emma moved to the Alzheimer's Society and currently leads a team of community fundraisers across the North West and Northern Ireland. Emma is also an active committee member for the Chartered Institute of Fundraising - North West, supporting other professional fundraisers across the region. She co-founded Managers Meet Ups, a peer support network for fundraising managers across the UK, and she co-manages Fundraising Chat, the largest digital network of professional fundraisers in the UK.

Key management personnel

The trustees consider that they together with the Director comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The pay of the Director is reviewed annually by the trustees.

Governance, structure and management (continued)

Organisation

The Director, who is responsible for the day-to-day management of the Service, its service users and its staff, is accountable to the trustees of the charity.

Statement of trustees' responsibilities

The charity's trustees are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees (who are directors of the company for the purposes of company law) to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- ◆ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ◆ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

Trustees' report Year to 31 March 2023

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

Governance, structure and management (continued)

Statement of trustees' responsibilities (continued)

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Public benefit

All of our activities focus on supporting the families of prisoners and are undertaken to further Out There's purposes for the public benefit. Our services are delivered to families of prisoners across Greater Manchester and all of our services are free. The trustees consider that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Risk management

In line with the requirement for the trustees to undertake a risk assessment exercise and report on the same in their annual report, the Director with the trustees has looked at the risks the charity currently faces and has reviewed the measures already in place, or needing to be put in place, to deal with them.

Five main areas have been identified where risk may occur:

- ◆ Governance and management
- ◆ Operational
- ◆ Financial
- ◆ Reputation
- ◆ Laws, regulations, external and environment

Governance and management looks at the risk of the charity suffering from a lack of direction, at the skills and training of its personnel and the good use of its resources.

Operational looks at the risk inherent in the charity's activities including engaging in inappropriate activities and shortcomings in the service provided, difficulties with staff, and health and safety.

Financial risks include those arising as a result of poor budgetary control, inappropriate spending, or investment policies or poor accounting.

Reputation looks at possible damage to the charity's reputation.

Laws, regulations, external and environment looks at the effect of government policies and the consequences of non-compliance with laws and regulations.

Trustees' report Year to 31 March 2023

Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to manage those risks including those presented by the broader macroeconomic environment.

Governance, structure and management (continued)

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year ended 31 March 2023, the charity received no complaints about its fundraising activities.

Approved by the trustees and signed on their behalf by:

David Darlington

Trustee

Approved by the trustees on: 27th June 2023

Independent auditor's report Year to 31 March 2023

Independent auditor's report to the members of Out There Supporting Families of Prisoners Limited

Opinion

We have audited the financial statements of Out There Supporting Families of Prisoners Limited (the 'charitable company') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report Year to 31 March 2023

Other information

The other information comprises the information included in the annual report and financial statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report and financial statements. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- ◆ the information given in the trustees' report, which is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ◆ the trustees' report, which is also the directors' report for the purposes of company law, has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- ◆ adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit.

Independent auditor's report Year to 31 March 2023

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ we identified the laws and regulations applicable to the charitable company through discussions with management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Companies Act 2006, the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102);
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting correspondence;
- ◆ identified laws and regulations were communicated within the audit team and the team remained alert to instances of non-compliance throughout the audit;

Independent auditor's report Year to 31 March 2023

Auditor's responsibilities for the audit of the financial statements (continued)

- ◆ making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ tested journal entries to identify unusual transactions;
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- ◆ investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ agreeing financial statement disclosures to underlying supporting documentation;
- ◆ reading minutes of meetings of those charged with governance; and
- ◆ enquiring of management as to actual and potential litigation and claims.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of representatives from the trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

We did not identify any irregularities, including fraud.

A further description of our responsibilities is available on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Independent auditor's report Year to 31 March 2023

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Amanda Francis, Senior Statutory Auditor
for and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL

12 July 2023

**Statement of financial activities Year to 31 March 2023
(including an income and expenditure account)**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	Unrestricted funds £	Restricted funds £	2022 Total funds £
Income:							
Donations		19,119	—	19,119	10,388	—	10,388
Grants	1	39,080	213,897	252,977	38,204	130,553	168,757
Room hire		15,584	—	15,584	5,115	—	5,115
Miscellaneous		20	—	20	333	—	333
Total income		73,803	213,897	287,700	54,040	130,553	184,593
Expenditure:							
Expenditure on charitable activities: supporting families of prisoners							
. Staff costs – wages and salaries	2	20,325	131,907	152,232	46,082	75,736	121,818
. Staff training and supervision		1,561	704	2,265	—	1,507	1,507
. Premises costs		15,303	7,644	22,947	19,432	42,308	61,740
. Travel expenses		—	2,376	2,376	—	1,428	1,428
. Volunteers' expenses		—	1,917	1,917	1,643	—	1,643
. Printing, postage and stationery		1,522	—	1,522	1,140	—	1,140
. Advertising and marketing		500	—	500	175	—	175
. Telephone and IT costs		7,147	—	7,147	8,989	—	8,989
. Insurance		1,031	—	1,031	2,048	—	2,048
. Welfare donations and family support		2,492	10,800	13,292	—	12,950	12,950
. Audit fee		2,400	—	2,400	3,156	—	3,156
. Bank charges		475	—	475	—	—	—
. Other expenses		1,207	—	1,207	725	—	725
Total expenditure		53,963	155,348	209,311	83,390	133,929	217,319
Net movement in funds i.e. net income (expenditure)	3	19,840	58,549	78,389	(29,350)	(3,376)	(32,726)
Reconciliation of funds:							
Fund balances brought forward at 1 April 2022		(23,507)	49,806	26,299	5,843	53,182	59,025
Fund balances carried forward at 31 March 2023		(3,667)	108,355	104,688	(23,507)	49,806	26,299

All of the charity's activities derived from continuing operations during the above two financial periods.

All recognised gains and losses are included in the above statement of financial activities.

Balance sheet 31 March 2023

	Notes	2023 £	2022 £
Fixed Assets			
Tangible assets	6	55,526	—
Current assets			
Debtors	7	13,681	3,148
Cash at bank and in hand		40,937	25,613
		54,618	28,761
Creditors: Amounts falling due within one year	8	(5,456)	(2,462)
		49,162	26,299
Total net assets		104,688	26,299
The funds of the charity			
Income funds:			
Restricted funds	9	108,355	49,806
Unrestricted funds			
. General funds		(3,667)	(23,507)
		104,688	26,299

Approved by the trustees and signed on their behalf by:

David Darlington

Trustee

Approved on: 27th June 2023

Out There Supporting Families of Prisoners Limited
Registered Company Number: 6239170 (England and Wales)

Statement of cash flows Year to 31 March 2023

	Notes	2023 £	2022 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	A	74,365	(33,488)
Cash flows from investing activities			
Purchase of leasehold improvements		(59,041)	—
Change in cash and cash equivalents in the year		15,324	(33,488)
Cash and cash equivalents at 1 April 2022	B	25,613	59,101
Cash and cash equivalents at 31 March 2023	B	40,937	25,613

Notes to the statement of cash flows for the year to 31 March 2023.

A Reconciliation of net movement in funds to net cash provided by (used in) operating activities

	2023 £	2022 £
Net movement in funds (as per the statement of financial activities)	78,389	(32,726)
Adjustments for:		
Depreciation charge	3,515	—
Increase in debtors	(10,533)	(1,664)
Increase (decrease) in creditors	2,994	902
Net cash provided by (used in) operating activities	74,365	(33,488)

B Analysis of net debt i.e. cash and cash equivalents

	2023 £	2022 £
Total cash and cash equivalents: Cash at bank and in hand	40,937	25,613

Principal accounting policies 31 March 2023

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 March 2023 with comparative information given in respect to the year to 31 March 2022.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of at least one year from the date of approval of these financial statements.

The trustees acknowledge and recognise the impact of the aftermath of the Covid-19 pandemic on the charity as well as the impact of the current macroeconomic and geopolitical climate. They have concluded that there may be some negative consequences such as a greater challenges in acquiring grant income at a time when there are increased needs from beneficiaries and increased pressure on costs due to inflation. However, the trustees will continue to monitor income, expenditure and cash flows closely and they are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Critical accounting estimates and areas of judgement

The trustees have estimated future income and expenditure flows for the purposes of assessing going concern (see assessment of going concern above). There are no other critical accounting estimates or areas of judgement.

Income recognition

Income comprises donations and grants, Coronavirus Job Retention Scheme funding, income from room hire and miscellaneous income.

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income recognition (continued)

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Funding from the government's Coronavirus Job Retention Scheme is accounted for once the charity is entitled to the funding and the amount receivable has been quantified.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities.

All expenditure is stated inclusive of irrecoverable VAT.

Tangible fixed assets

Leasehold Improvements are capitalised and written off over their expected useful life which equates to the remaining length of the lease.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Fund structure

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

General funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charitable company's charitable objects.

Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities on a straight-line basis over the term of the lease.

1. Grants

	Unrestricted funds £	Restricted funds £	2023 Total funds £	Unrestricted funds £	Restricted funds £	2022 Total funds £
Trafford MBC Government grants	—	—	—	10,667	—	10,667
Clothworkers Foundation	—	—	—	—	10,000	10,000
Anonymous	—	—	—	—	39,993	39,993
Trafford Housing Trust	—	9,500	9,500	—	24,500	24,500
The Daughters of Charity of St Vincent de Paul, International	—	—	—	5,037	—	5,037
HM Prison and Probation Service	—	10,000	10,000	—	—	—
Virgin Media Community Fund	—	—	—	—	1,000	1,000
Screwfix Foundation	—	—	—	—	5,000	5,000
Mothers Union	—	—	—	—	300	300
Trafford MBC	—	—	—	—	7,000	7,000
Trafford MBC TMBC	—	—	—	7,500	—	7,500
GMP Sheriff Fund	—	—	—	—	1,975	1,975
CYP Trustees of the	—	—	—	—	1,000	1,000
The Charity Services TCSPTW	—	—	—	—	150	150
Arnold Clark	—	—	—	1,000	—	1,000
The Rope Trust	3,000	—	3,000	—	—	—
Duchy of Lancaster	—	—	—	—	2,000	2,000
The Albert Gubay Foundation – building refurbishment	—	68,417	68,417	—	35,500	35,500
The Albert Gubay Foundation – support worker	—	35,500	35,500	—	—	—
Bolton at Home	8,000	—	8,000	14,000	—	14,000
The Big Life Group GM IRS	3,080	32,755	35,835	—	—	—
Cash 4 Kids	—	5,475	5,475	—	2,135	2,135
The National Lottery Community Fund	—	33,250	33,250	—	—	—
The National Lottery Awards for All	—	10,000	10,000	—	—	—
The Tudor Trust	25,000	2,000	27,000	—	—	—
World Day of Prayer Switzerland	—	6,000	6,000	—	—	—
Marks and Spencer Fund	—	1,000	1,000	—	—	—
Total funds	39,080	213,897	252,977	38,204	130,553	168,757

2. Staff costs and remuneration of key management personnel

	2023 £	2022 £
Staff costs during the year were as follows:		
Wages and salaries	141,437	114,310
Social security costs	8,289	5,558
Pension costs	2,506	1,950
	152,232	121,818

The average number of employees during the year was 6 (2022 - 6). The full-time equivalent number of employees was 5 (2022 - 5).

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis comprise the trustees and the Director. The total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £ 44,702 (2022 - £37,059).

There are no employees who received remuneration (including employee benefits but excluding employer pension costs) of more than £ 60,000.

3. Net movement in funds i.e. net income (expenditure)

This is stated after charging

	2023 Total funds £	2022 Total funds £
Staff costs (note 2)	152,232	121,818
Audit fee	2,400	3,156

As the charity is part of a large group, it is required to have its accounts audited rather than have an independent examination. The difference between the independent examination fee and audit fee is £2,500 plus VAT, which has been paid by the parent charity, DCSVP Services.

4. Trustees' remuneration

None of the trustees received any remuneration in respect of their services during the year (2022 - £nil). No expenses (2022 - £nil) were reimbursed to trustees.

5. Taxation

Out There Supporting Families of Prisoners Limited is a registered charitable company and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

6. Tangible fixed assets

	Leasehold Improvements £
Cost	
At 1 April 2022	—
Additions	59,041
at 31 March 2023	59,041
Depreciation	
At 1 April 2022	—
Charge for year	3,515
At 31 March 2023	3,515
Net book values	
At 31 March 2023	55,526
At 31 March 2022	—

7. Debtors

	2023 £	2022 £
Prepayments and accrued income	1,181	1,148
Grants receivable	12,500	2,000
	13,681	3,148

8. Creditors

	2023 £	2022 £
Sundry creditors and accruals	5,456	2,462

9. Restricted funds

	At 1 April 2022 £	Income £	Expenditure £	At 31 March 2023 £
Staff costs fund	45,745	97,005	(131,907)	10,843
Travel, training and supervision fund	1,064	6,000	(4,997)	2,067
Building refurbishment fund	2,440	19,376	(4,129)	17,687
Leasehold improvement fund	—	59,041	(3,515)	55,526
Family activities and welfare fund	557	32,475	(10,800)	22,232
	49,806	213,897	(155,348)	108,355

	At 1 April 2021 £	Income £	Expenditure £	At 31 March 2022 £
Staff costs fund	25,487	95,993	(75,735)	45,745
Travel, training and supervision fund	—	4,000	(2,936)	1,064
Building refurbishment fund	22,748	22,000	(42,308)	2,440
Family Activities and welfare fund	4,947	8,560	(12,950)	557
	53,182	130,553	(133,929)	49,806

Staff costs fund

The staff costs fund comprises monies given toward various salaries.

Travel, Training and supervision fund

The travel, training and supervision fund comprises monies given specifically for staff travel, training and supervision.

Building refurbishment fund

The building refurbishment fund represents monies given for the external refurbishment of the buildings.

Family Activities and Wellbeing fund

The family activities and welfare fund represented funding received to cover the costs of family activities and welfare.

Leasehold Improvement Fund

The leasehold improvement fund represents monies give specifically to upgrade the existing leasehold building.

10. Analysis of net assets between funds

	General fund £	Restricted funds £	2023 Total funds £
Fund balances at 31 March 2023 are represented by:			
Fixed Assets	—	55,526	55,526
Current assets	1,789	52,829	54,618
Current liabilities	(5,456)	—	(5,456)
Total net (liabilities) assets	(3,667)	108,355	104,688
	General fund £	Restricted funds £	2022 Total funds £
Fund balances at 31 March 2022 are represented by:			
Current assets	(21,045)	49,806	28,761
Current liabilities	(2,462)	—	(2,462)
Total net assets	(23,507)	49,806	26,299

11. Controlling party and ultimate parent

The sole member of the charitable company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 114926) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)). The charitable company was established by the Daughters of Charity of St Vincent de Paul, a Roman Catholic religious congregation, in order to safeguard its Vincentian ethos. The financial statements of DCSVP Services may be obtained from Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.

12. Member's liability

The charitable company is limited by guarantee. In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

13. Connected organisations and related party transactions

The Daughters of Charity of St Vincent de Paul (the Congregation) and Daughters of Charity of St Vincent de Paul Charitable Trust (Charity Registration No 236803 (England and Wales), SCO39155 (Scotland)) are connected to the charitable company by virtue of the fact that Out There Supporting Families of Prisoners Limited was initiated by the Congregation and the fact that two of the trustees of Out There Supporting Families of Prisoners Limited who served during the year were Daughters of Charity of St Vincent de Paul, one of which was also a trustee of the Charitable Trust.

During the year the Charitable Trust paid Out There £nil in return for the hire of a room (2022 - £1,500) and one donation of £225 (2022 - £nil) was received from trustees and other entities they are connected to. There were no transactions between the Congregation and Out There (2022 - none).

OUT THERE SUPPORTING FAMILIES OF PRISONERS LIMITED

England & Wales - Charity number 1120342

Accounts



Annual Report and Financial Statements 31 March 2022

Charity Registration Number 1120342

Company Registration Number 6239170 (England and Wales)

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Reference and administrative details of the charitable company, its trustees and advisers
Year to 31 March 2022

Patron	Bishop Terence Brain
Trustees	Sister Mary Theresa Bain DC Mr Michael Braid (resigned March 2022) Mr David Darlington Sister Bridget Dowd DC (resigned March 2022) Ms Vanessa Hamnett Ms Jennie Lucas (Chair) Ms Mary Mc Donagh Ms Emma Russ Mr Jon Sandford (resigned August 2021)
Registered office	2a Powell Street Old Trafford Manchester M16 7QQ
Telephone	0161 232 8986
Company registration number	6239170 (England and Wales)
Charity registration number	1120342
Director	Mark Turnbull
Independent examiner	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	Co-operative Bank plc PO Box 250 Delf House Southway Skelmersdale WN8 6WT

Chairs' foreword Year to 31 March 2022

I'm very proud to present the Out There annual report and accounts for the year ending 31st March 2022.

This year was another year of evolution. As we emerged from the covid-19 pandemic, we saw a split in those desperate to see people face-to-face again, and those wishing to remain cautious and at home. We listened and developed our services, accordingly, providing a more diverse range of support.

Despite the challenges of the pandemic, which were still very much present at the start of this period, we grew our offer to children and young people affected by the imprisonment of a loved one, with some fantastic feedback that you can read in this report.

In addition to the front-line service delivery, we focused on organisational development: continuing our project to better understand how to measure the impact of our work and refurbishing our buildings which are already proving popular with other local community organisations, allowing us to deepen partnerships with complementary services.

Once again, this was all made possible thanks to the skills, adaptability and resilience of our fantastic staff. The Board are very grateful to them for their continued dedication and hard work.

The funding landscape was difficult last year but subsequent to the close of the financial year, we have secured several multi-year grants which give us some comfort that we will be able to continue our work in the coming years. This will be vital since as we file this report, we are heading into another period of uncertainty with the cost-of-living crisis hitting so many households. We expect demand for support to change once again but feel well placed to meet these needs.

Jennie Lucas,

Chair of Board of Trustees

Trustees' report Year to 31 March 2022

The trustees present their statutory report together with the financial statements of Out There Supporting Families of Prisoners Limited ("Out There") for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out on pages 28 to 29 and comply with the charitable company's memorandum and articles of association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

Principal aims and activities

Out There exists to support the wellbeing and mental health of families and children impacted by the imprisonment of a loved one.

Particular issues for the families are:

- ◆ Visiting prison and maintaining contact;
- ◆ Concerns for the prisoner whilst serving their sentence;
- ◆ Emotional wellbeing and mental health issues;
- ◆ Concerns for children and the impact of imprisonment on them; and
- ◆ Practical issues such as housing and financial difficulties.

Out There's support is available to families across Greater Manchester. The support Out There offers includes:

Family support

Every family we work with has a named family support worker who will work with them through any difficulties they encounter. There may be practical issues, such as challenges with finances or housing, emotional and mental health difficulties, through to concern for children within the family. The role of the family support worker is to work with a family to offer personalised support where it will be most helpful to the family. Help could include practical arrangements for visiting and maintaining contact with a prisoner. It could include support with dealing with broader problems, for example liaising with a landlord about a housing issue or helping a family access financial support. Emotional support is crucial and again family support workers will offer direct support or help families to access additional wellbeing or mental health support where necessary. Crucially this help is not time limited and covers the different stages a family may go through before and after a family member is imprisoned. The support is offered to them in their own communities, so that we can work with other support a family may be receiving.



Principal aims and activities (continued)

Wellbeing days and wellbeing support

In addition to one to one support and to help support families going through a difficult time, we organise:

- ◆ Wellbeing days for adults three or four times per year with qualified therapists including treatments such as reiki, massage, hand-massage and manicure. These days enable individuals to mix with other people sharing similar experiences and provide an opportunity for informal 'peer support' in a relaxed setting.
- ◆ Stand-alone workshops in, for example, dealing with stress and anxiety, introduction to mindfulness and other topics that are of interest and benefit to family members.
- ◆ Yoga/relaxation sessions with a qualified instructor.
- ◆ Support to access other mental health and wellbeing services across Greater Manchester.
- ◆ Wellbeing packs delivered to family members to support our wellbeing work and to encourage self-care.

Family days and activities

We support families and children to come together for leisure activities throughout the year. This might include full day activities such as indoor climbing, or visits to an art gallery or museum. We also try to offer activities in the main school holidays at locations across Greater Manchester. This has included cook and eat activities and craft activities.

Children and young people support

We now have a dedicated resource to support children and young people experiencing the impact of having a loved one in prison. This support includes

- ◆ **1-1 support** - we offer this support to primary school age children. We do this through a programme called 'Drawing and Talking' or a bespoke programme of support agreed with the parent or caregiver.
- ◆ **Communication** - support for families to find the right words to use when explaining to children where their loved one is, and why, in an age-appropriate way.
- ◆ **Prison Visits** - visiting a loved one in prison can be a daunting experience. We have a booklet that can help children and their families before a prison visit. We also will support families on a first visit if needed.

Alongside the above, children and young people have access to the family days we organise, and we encourage and support children and young people to access activities in their local area.

Principal aims and activities (continued)

Prison liaison and family forums

Family Support Workers have good connections within prisons across the North West and will regularly support families with enquiries through prison chaplains and other prison based staff. We actively encourage the families we work with to attend either Family Forums organised by Out There or those at the prisons they have a family member in. They then have the opportunity to ask any questions, raise any concerns and understand better how the prison and visiting actually works.

Post release support

Our work does not stop when a family member is released from prison. Support continues to be offered as needed, particularly as individuals and families adjust to life after they are released.

Achievements and performance

This year saw us emerge as a charity from some of the restrictions on our work that became necessary during the pandemic. Key themes this year for the charity have been:

- ◆ Supporting families as they dealt with emerging from the pandemic. Many families were still struggling with its impact, particularly emotionally. Prisons still had some restrictions in place for most of the year. This meant families had concerns for family members in prison and were still trying to manage the restrictions on contact and visiting prisons.
- ◆ Developing our services. This year we further developed the support we offered to children and young people, ensuring that children who needed it had 1-1 support from us but also were connected in to other local services that would benefit them.
- ◆ Refurbishing our building and developing its use, with other charities using the building to offer their own support services.
- ◆ Understanding our impact. We have spent time further developing our understanding of the impact of our work, developing our outcomes wheel and measurement of our work, particularly around improving wellbeing and reducing isolation.

Family Support & emotional wellbeing

372 people accessed our support during the year. 107 families benefitted from our support throughout the year.

Families contacted the charity themselves but we also continued to get referrals from other organisations including prison and chaplain staff, social services, schools and other local agencies

The main issues family approached us for support with during the year were emotional wellbeing, concerns for the prisoner and staying in touch. But they also raised a range of other issues from housing to financial issues and concern for their children.

Support around emotional wellbeing came from 1-1 support from our family support workers and our small team of volunteers, through home visits and telephone calls throughout the year.

Family Support & emotional wellbeing (continued)

In our last annual report we mentioned the work carried out with Manchester Metropolitan University that looked at experiences of our wellbeing support.

Positively 100% of respondents to the survey felt that they were well supported by Out There with any wellbeing and mental health issues. 1-1 support clearly works for a lot of family members and this was backed up by comments made:

'By staff being open and honest it makes me feel comfortable with them to talk about the support my family need at the time whatever the situation'

There was some clear learning from the survey though. Practically some family members found travelling to our centre in Trafford difficult. This was despite us supporting with transport costs. Many though simply preferred a choice of 1-1 support and activities, as well as group activities and wellbeing days. For some people they were reluctant to attend some group activities due to anxiety of being in groups and they had really enjoyed the opportunity that wellbeing packs provided to enjoy some self-care time alone.

With this feedback in mind and with some concern still existing through the year about group activities and COVID, we focused on delivering wellbeing packs to family members in the autumn and also including wellbeing resources with other support throughout the year, for example with Christmas Hampers that went to families.



Trustees' report Year to 31 March 2022

Family activities

It was great to be able to restart Family activities this year. We were able to allay fears around the ongoing challenge of COVID19 by holding smaller group activities and supporting families to get back outside for activities.

We held activities throughout the year for family members to come together. This helps strengthen relationships within the family and with others. We are pleased to see that family members continue to make friendships following meeting at group activities and meeting outside of activities organised by Out There.

Below are some of the highlights of activities we have held throughout the last year:

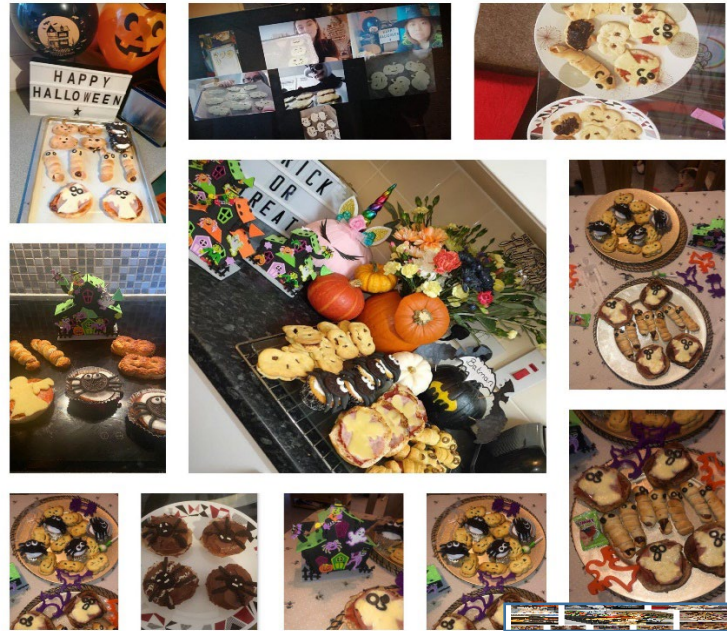
In the Summer we had a number of linked activities around getting back outdoors and enjoying group activities. Families spent a day at Hulme Garden Centre learning how plants, fruits and vegetables grow. They had an opportunity to go away with resources provided to grow things at home and later came to our centre in Trafford to use their learning to help us construct 2 growing boxes of herbs, fruit and plants. Later in the summer families spent a day together at the fantastic Children's Adventure Farm Trust in Altrincham.



Trustees' report Year to 31 March 2022

Family activities (continued)

We held a number of cook and craft sessions throughout the year. The pictures below show one of the sessions that we held online for families during Halloween.



Trustees' report Year to 31 March 2022

Family activities (continued)

Families have had an opportunity to choose the activities they wanted to take part in throughout the year. Below is some of the feedback we have received for events:

'If I could summarise it in a word that would be 'Great'. Everyone was lovely friendly and so welcoming. Kelly, Jo, Sarah and other mums really made this festival memorable.'

'Thank you for a great day, we felt really welcomed by everyone'

'Just what we all needed, a day of fun and a chance to forget'

Children and Young People

In addition to the family days and activities we have further developed our support for 1-1 and small group support for children and young people this year. The support we provide often happens in the child's school and is fundamentally an opportunity for children who have a family member in prison to be listened to. The support provided is offered over a number of weeks, agreed with child and parent and seeks to build confidence and improve general wellbeing.

The sessions use writing, creative activities and other forms of play to support children to be supported and express their feelings in a safe environment.

The support we offer is still developing and growing but we have already received positive feedback from, for example schools, with one teacher writing:

'The support received from Out There has been invaluable to all the children and families here at x school who have been impacted by the imprisonment of a family member. The knowledge and expertise you have is something we, in school, don't have as a rule. Therefore, at times, we are at a loss to how we can help families and youngsters. So Thank-you. We know that all the children involved have really valued all the support they have been given in times of great difficulty. In addition we have been impressed by the swift responses we have had to requests for support'

Trustees' report Year to 31 March 2022

Our building & working with others

We have been fortunate over the last year to receive funding to improve our family centre which we use for our activities. The building consists of 2 modular buildings and we have been able to complete significant works to one of them. This work has included full replacement of the roof and refurbishment of the exterior. The pictures below show before and after.



Over the last year other charities have started to use our building to support their own work. The charity HomeStart Trafford, Salford and Wigan uses the building for training and support for its staff and volunteers, to deliver family support. The charity Women Matta, who are part of the National Charity Women in Prison, offer support to women in Trafford who are vulnerable and marginalised, including those who are affected by the criminal justice system. We use co-location to support families where there is a crossover in the work that we do. In addition the Building is used for broader community benefit with meetings such as Old Trafford Community collective, a meeting of organisations working in Trafford coming together to discuss their work and projects.

Our Impact

We are committed as a small charity to involving the families we work with in the support we provide. Our 1-1 support for families and children and young people is led by them. We use an outcome wheel which looks at the different areas of concern families have such as emotional wellbeing or concern for the prisoner or housing to help direct how we can best support people. We use the outcome wheels to measure the impact of two important aspects of our work:

- ◆ Emotional Wellbeing and
- ◆ Feelings of Isolation.

These are linked to some of the key concerns that families speak to us about when they contact us for support and they reflect what we as an organisation have sought to achieve as our goals through developing for example our Theory Of Change.

This year we have been developing our measurement of impact and have focused on enabling us to aggregate information as we work with a larger number of families. We are grateful to the Statistics Society who have facilitated a volunteer working with us to make better sense of this data, taking into account the amount of data we have and being mindful of attributing impact to our work exclusively. In the future we hope be able to report on this confidently for the families we support as the amount oof data we collect grows.

What we can say this year is we have continued to see positive improvements in the above for families we work with and support.

As we develop this work we have continued to undertake our annual survey of those we work with to understand how they feel about the support we provide. In the last survey all respondents reported being satisfied or very satisfied with the support we provide. Some of the feedback comments were as follows:

- ◆ "Supported me for over 6 years/ before COVID Forums providing information and being able to voice any concerns / follow up phone calls/opportunities to attend pamper days and sending to me the occasional treat"
- ◆ "The help and support is outstanding always there if need and If say guna do somat she does and the days out are amazin above and beyond"
- ◆ "They have been amazing with my children and I so appreciate all the extras we get in the holidays"
- ◆ "Very kind and helping"
- ◆ "Such a huge help with just coming to terms with the changes and find it so comforting to have someone to contact should I need advice."
- ◆ "They have been amazing helped me loads and my daughter"
- ◆ "This is a brilliant services I've had help from for years why my partners away from financial down to support with my children even just being that phone call away to rant etc all the staff are brilliant."

Trustees' report Year to 31 March 2022

Our Impact (continued)

Of course we take on board areas for improvement and families particularly mentioned that they wanted us to get back to having group activities together after lockdown.

Financial review

Results for the period

A summary of the charity's income and expenditure can be found on page 25 of the attached financial statements.

The total income for the year amounted to £184,593 (2021 - £180,205). Of this, £168,757 (2021 - £159,809) was received from grants and a further £10,388 (2021 - £12,307) from donations.

During the year total expenditure amounted to £217,319 (2021 - £157,622) including £121,818 (2021 - £118,032) in relation to staff costs.

Reserves and financial position

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. The trustees consider that, given the nature of the work undertaken by Out There Supporting Families of Prisoners Limited, the level of free reserves should be approximately equal to between three and six months' recurring expenditure.

The trustees are of the opinion that this level of reserves should provide sufficient flexibility to cover temporary shortfalls in income due, for example, to falls in voluntary income or delays in getting grant funding approved.

Total funds at 31 March 2022 amounted to £26,299 (2021 - £59,025).

Restricted funds comprise monies given for specific purposes and amounted to £49,806 at 31 March 2022 (2021 - £53,182).

General funds, or free reserves, at 31 March 2022 were in deficit by £23,507 (2021 – surplus by £5,843). Although general funds remain a concern, the trustees note that a lot of work has been done to generate free reserves and this will continue. The priority going forward is to build general reserves to meet the requirement of the reserves policy and provide sufficient flexibility for the charity to move forward.

Governance, structure and management

Out There Supporting Families of Prisoners Limited is a company limited by guarantee (Company Registration Number 6239170 (England and Wales)) and a registered charity (Charity Registration Number 1120342). The charitable company is governed by its memorandum and articles of association.

The sole member of the company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 1149326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)), set up by the Daughters of Charity of St Vincent de Paul, to safeguard the Vincentian ethos in various projects including Out There Supporting Families of Prisoners.

Trustees' report Year to 31 March 2022

Governance, structure and management (continued)

The financial statements of DCSVP Services can be obtained from Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.

The trustees constitute directors of the charitable company for the purposes of company legislation.

Trustees are recruited through networking and local advertising. The trustees review the skills needed by the Board and aim to ensure a broad range of skills are represented. Potential trustees are invited to visit the organisation and to attend one or two meetings as an observer prior to formal appointment, which is through our parent charity, DCSVP Services. Our constitution states that at least two trustees and not more than half, must be members of the Congregation of the Daughters of Charity of St Vincent de Paul.

The following trustees served throughout the period unless otherwise indicated.

Trustee

Sister Mary Theresa Bain DC	
Mr Michael Braid	Resigned March 2022
Mr David Darlington	
Sister Bridget Dowd DC	Resigned March 2022
Ms Vanessa Hamnett	
Ms Jennie Lucas	
Ms Mary McDonagh	
Ms Emma Russ	
Mr Jon Sandford	Resigned August 2021

In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

No trustee received any remuneration from the charitable company during the period. Expenses of £nil (2021 - £32) were reimbursed to trustees during the period. No trustee had any beneficial interest in any contract with the charitable company during the period.

Brief biographical details on each of the trustees are given below.

Sister Mary Theresa Bain DC

Sister Mary Theresa entered the Daughters of Charity of St Vincent de Paul in 1968. Her early background was in child care. A short period of three years was spent in Romania overseeing five children's homes for children who were HIV positive. Sister Mary Theresa also has experience in Parish ministry and trained in pastoral leadership. She was instrumental in setting up Out There and managed the organisation for eight years.

Ms Jennie Lucas

Jennie Lucas has worked in the not-for-profit sector for over six years in operational and business management roles. She is also currently a trustee for Little Village, one of the UK's largest baby bank charities which she was instrumental in establishing. Prior to this she spent 13 years running the European team of a NYSE listed investment fund. Jennie also volunteers with Prison Fellowship, facilitating their restorative justice course within prisons.

Governance, structure and management (continued)

Mr Michael Braid

Michael Braid was a chartered accountant, now retired, who was in practice in Stockport and Manchester for many years. Since retiring he has acted as treasurer for a number of charities.

Mr David Darlington

David Darlington is a local solicitor with experience of criminal, property and employment law and of managing and funding of not for profit community groups.

Sister Bridget Dowd DC

Sister Bridget entered the Daughters of Charity in 1964 and first trained in residential care of children and then became involved in various forms of residential work from child care to hostel work. Following this, Sister Bridget did social work training which led her to work with families and children in various settings. This led her to be the director of The Passage Centre for homeless people in London. Following a short break, Sister Bridget was appointed as director of the Marillac Nursing Home for people with acquired brain injury. Sister Bridget currently volunteers with The Medialle Trust which works with people who have been trafficked. In 2000 Sister Bridget was awarded an OBE for her work in The Passage Centre.

Ms Vanessa Hamnett

Vanessa currently works for a local housing association as a community centre manager. She has worked across Greater Manchester in a variety of roles. Her early career was spent working with Trafford Council, then to a role in employment and skills with ERP and jobs with Job Centre Plus and Salford Council.

Ms Mary McDonagh

Mary has worked for Greater Manchester Probation Service for 26 years in a variety of roles and settings including sentence management, court and approved premises. She has spent the majority of her career working in sentence management with people on probation and their families. She has worked across the whole of Greater Manchester and has forged strong partnership connections. She is currently working in the national learning and development team with a focus on the delivery of pqip training (trainee probation officers) and wider staff learning and development initiatives.

Ms Emma Russ

Emma has worked in the third sector since 2007, starting her career in fundraising at Sue Ryder as a junior fundraiser. She moved to Galloway's Society for the Blind in 2013, where she widened her remit to charity communications alongside fundraising. In January 2020, Emma moved to the Alzheimer's Society and currently leads a team of community fundraisers across the North West and Northern Ireland. Emma is also an active committee member for the Chartered Institute of Fundraising - North West, supporting other professional fundraisers across the region. She co-founded Managers Meet Ups, a peer support network for fundraising managers across the UK, and she co-manages Fundraising Chat, the largest digital network of professional fundraisers in the UK.

Mr Jon Sandford

Jon is currently a Government Executive with Homes England. He has skills in business development, marketing and research and coaching. Jon is currently a volunteer with the Cranfield Trust.

Governance, structure and management (continued)

Key management personnel

The trustees consider that they together with the Director comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The pay of the Director is reviewed annually by the trustees.

Organisation

The Director, who is responsible for the day-to-day management of the Service, its service users and its staff, is accountable to the trustees of the charity.

Statement of trustees' responsibilities

The charity's trustees are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees (who are directors of the company for the purposes of company law) to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- ♦ select suitable accounting policies and then apply them consistently;
- ♦ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ♦ make judgements and estimates that are reasonable and prudent;
- ♦ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ♦ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- ♦ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and

Governance, structure and management (continued)

Statement of trustees' responsibilities (continued)

- ♦ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Public benefit

All of our activities focus on supporting the families of prisoners and are undertaken to further Out There's purposes for the public benefit. Our services are delivered to families of prisoners across Greater Manchester and all of our services are free. The trustees consider that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Risk management

In line with the requirement for the trustees to undertake a risk assessment exercise and report on the same in their annual report, the Director with the trustees has looked at the risks the charity currently faces and has reviewed the measures already in place, or needing to be put in place, to deal with them.

Five main areas have been identified where risk may occur:

- ♦ Governance and management
- ♦ Operational
- ♦ Financial
- ♦ Reputation
- ♦ Laws, regulations, external and environment

Governance and management looks at the risk of the charity suffering from a lack of direction, at the skills and training of its personnel and the good use of its resources.

Operational looks at the risk inherent in the charity's activities including engaging in inappropriate activities and shortcomings in the service provided, difficulties with staff, and health and safety.

Financial risks include those arising as a result of poor budgetary control, inappropriate spending, or investment policies or poor accounting.

Reputation looks at possible damage to the charity's reputation.

Governance, structure and management (continued)

Risk management (continued)

Laws, regulations, external and environment looks at the effect of government policies and the consequences of non-compliance with laws and regulations.

Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to manage those risks including those presented by Covid-19.

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year ended 31 March 2021, the charity received no complaints about its fundraising activities.

Approved by the trustees and signed on their behalf by:

Ms Jennie Lucas
Trustee

Approved by the trustees on: 13 December 2022

Independent auditor's report Year to 31 March 2022

Independent auditor's report to the members of Out There Supporting Families of Prisoners Limited

Opinion

We have audited the financial statements of Out There Supporting Families of Prisoners Limited (the 'charitable company') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet and the statement of cash flows, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other matters

The prior year comparative figures are unaudited. As part of our audit work for the year ended 31 March 2022, we have reviewed the comparative figures and agreed these to the prior year signed financial statements. No material issues were noted.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report Year to 31 March 2022

Other information

The other information comprises the information included in the annual report and financial statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report and financial statements. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- ◆ the information given in the trustees' report, which is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ◆ the trustees' report, which is also the directors' report for the purposes of company law, has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- ◆ adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit.

Independent auditor's report Year to 31 March 2022

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ we identified the laws and regulations applicable to the charitable company through discussions with management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Companies Act 2006, the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102);
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting correspondence;
- ◆ identified laws and regulations were communicated within the audit team and the team remained alert to instances of non-compliance throughout the audit;
- ◆ making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and

Independent auditor's report Year to 31 March 2022

Auditor's responsibilities for the audit of the financial statements (continued)

- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ tested journal entries to identify unusual transactions;
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- ◆ investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ agreeing financial statement disclosures to underlying supporting documentation;
- ◆ reading minutes of meetings of those charged with governance; and
- ◆ enquiring of management as to actual and potential litigation and claims.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of representatives from the trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

We did not identify any irregularities, including fraud.

A further description of our responsibilities is available on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Independent auditor's report Year to 31 March 2022

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Amanda Francis, Senior Statutory Auditor
for and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL

21 December 2022

Statement of financial activities Year to 31 March 2022
(including an income and expenditure account)

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	Unrestricted funds £	Restricted funds £	2021 Total funds £
Income:							
Donations		10,388	—	10,388	12,307	—	12,307
Grants	1	38,204	130,553	168,757	25,400	134,409	159,809
Coronavirus Job Retention Scheme funding		—	—	—	3,589	—	3,589
Room hire		5,115	—	5,115	4,500	—	4,500
Miscellaneous		333	—	333	—	—	—
Total income		54,040	130,553	184,593	45,796	134,409	180,205
Expenditure:							
Expenditure on charitable activities: supporting families of prisoners							
. Staff costs – wages and salaries	2	46,082	75,736	121,818	15,084	102,948	118,032
. Staff training and supervision		—	1,507	1,507	—	1,360	1,360
. Premises costs		19,432	42,308	61,740	—	8,321	8,321
. Travel expenses		—	1,428	1,428	—	350	350
. Volunteers' expenses		1,643	—	1,643	—	174	174
. Trustees' expenses		—	—	—	32	—	32
. Printing, postage and stationery		1,140	—	1,140	2,685	147	2,832
. Advertising and marketing		175	—	175	—	215	215
. Telephone and IT costs		8,989	—	8,989	135	12,326	12,461
. Insurance		2,048	—	2,048	—	1,661	1,661
. Welfare donations and family support		—	12,950	12,950	—	11,365	11,365
. Audit fee		3,156	—	3,156	—	—	—
. Independent examiner fee		—	—	—	240	—	240
. Other professional fees		—	—	—	510	—	510
. Other expenses		725	—	725	69	—	69
Total expenditure		83,390	133,929	217,319	18,755	138,867	157,622
Net movement in funds i.e. net (expenditure) income	3	(29,350)	(3,376)	(32,726)	27,041	(4,458)	22,583
Reconciliation of funds:							
Fund balances brought forward at 1 April 2021							
		5,843	53,182	59,025	(21,198)	57,640	36,442
Fund balances carried forward at 31 March 2022							
		(23,507)	49,806	26,299	5,843	53,182	59,025

All of the charity's activities derived from continuing operations during the above two financial periods.

All recognised gains and losses are included in the above statement of financial activities.

The prior year comparative figures in these financial statements are unaudited. As part of our audit work for the year ended 31 March 2022, we have reviewed the comparative figures and agreed these to the prior year signed financial statements. No material issues were noted.

Balance sheet 31 March 2022

	Notes	2022 £	2021 £
Current assets			
Debtors	6	3,148	1,484
Cash at bank and in hand		25,613	59,101
		28,761	60,585
Creditors: Amounts falling due within one year	7	(2,462)	(1,560)
Total net assets		26,299	59,025
The funds of the charity			
Income funds:			
Restricted funds	8	49,806	53,182
Unrestricted funds			
.General funds		(23,507)	5,843
		26,299	59,025

Approved by the trustees and signed on their behalf by:

Ms Jennie Lucas
Trustee

Approved on: 13 December 2022

Out There Supporting Families of Prisoners Limited
Registered Company Number: 6239170 (England and Wales)

Statement of cash flows Year to 31 March 2022

	Notes	2022 £	2021 £
Cash flows from operating activities:			
Net cash (used in) provided by operating activities	A	(33,488)	16,285
Change in cash and cash equivalents in the year		(33,488)	16,285
Cash and cash equivalents at 1 April 2021	B	59,101	42,816
Cash and cash equivalents at 31 March 2022	B	25,613	59,101

Notes to the statement of cash flows for the year to 31 March 2022.

A Reconciliation of net movement in funds to net cash provided by (used in) operating activities

	2022 £	2021 £
Net movement in funds (as per the statement of financial activities)	(32,726)	22,583
Adjustments for:		
Increase in debtors	(1,664)	(480)
Increase (decrease) in creditors	902	(5,818)
Net cash (used in) provided by operating activities	(33,488)	16,285

B Analysis of net debt i.e. cash and cash equivalents

	2022 £	2021 £
Total cash and cash equivalents: Cash at bank and in hand	25,613	59,101

Principal accounting policies 31 March 2022

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 March 2022 with comparative information given in respect to the year to 31 March 2021.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of at least one year from the date of approval of these financial statements.

The trustees acknowledge and recognise the impact of the aftermath of the Covid-19 pandemic on the charity as well as the impact of the current macroeconomic and geopolitical climate. They have concluded that there may be some negative consequences such as a greater challenges in acquiring grant income at a time when there are increased needs from its beneficiaries and increased pressure on costs due to inflation. However, the trustees will continue to monitor income, expenditure and cash flows closely and they are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Critical accounting estimates and areas of judgement

The trustees have estimated future income and expenditure flows for the purposes of assessing going concern (see assessment of going concern above). There are no other critical accounting estimates or areas of judgement.

Income recognition

Income comprises donations and grants, Coronavirus Job Retention Scheme funding, income from room hire and miscellaneous income.

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income recognition (continued)

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Funding from the government's Coronavirus Job Retention Scheme is accounted for once the charity is entitled to the funding and the amount receivable has been quantified.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities.

All expenditure is stated inclusive of irrecoverable VAT.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Fund structure

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

General funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charitable company's charitable objects.

Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities on a straight-line basis over the term of the lease.

1. Grants

	Unrestricted funds £	Restricted funds £	2022 Total funds £	Unrestricted funds £	Restricted funds £	2021 Total funds £
Trafford MBC Government grants	10,667	—	10,667	—	—	—
Clothworkers Foundation	—	10,000	10,000	—	2,400	2,400
Anonymous	—	39,993	39,993	—	39,993	39,993
Trafford Housing Trust	—	24,500	24,500	—	—	—
The Daughters of Charity of St Vincent de Paul, International	5,037	—	5,037	—	—	—
Daughters of Charity of St Vincent de Paul Services	—	—	—	1,000	—	1,000
Virgin Media Community Fund	—	1,000	1,000	—	—	—
Screwfix Foundation	—	5,000	5,000	—	—	—
Mothers Union	—	300	300	—	—	—
Trafford MBC	—	7,000	7,000	—	—	—
Trafford MBC TMBC	7,500	—	7,500	—	—	—
GMP Sheriff Fund	—	1,975	1,975	—	—	—
CYP Trustees of the	—	1,000	1,000	—	—	—
The Charity Services TCSPTW	—	150	150	—	—	—
Arnold Clark	1,000	—	1,000	—	—	—
LD Rope Trust	—	—	—	6,000	—	6,000
Duchy of Lancaster	—	2,000	2,000	—	—	—
The Albert Gubay Foundation	—	35,500	35,500	—	8,500	8,500
RLHG	—	—	—	10,000	—	10,000
Neighbourly Community Fund	—	—	—	400	—	400
Bolton at Home	14,000	—	14,000	6,000	—	6,000
Sir Harold Hood Charitable Trust	—	—	—	2,000	—	2,000
Salford CVS	—	—	—	—	1,000	1,000
Manchester Wellbeing Fund	—	—	—	—	500	500
The Fore	—	—	—	—	5,000	5,000
Cash 4 Kids	—	2,135	2,135	—	1,820	1,820
National Lottery Community Fund-RC North West	—	—	—	—	39,452	39,452
National Lottery Community Fund-Coronavirus Community Support Fund	—	—	—	—	18,294	18,294
Julia & Hans Rausing	—	—	—	—	10,000	10,000
Forever Manchester	—	—	—	—	4,880	4,880
Card Factory	—	—	—	—	500	500
Groundwork Tesco	—	—	—	—	1,000	1,000
GM Aris Fund	—	—	—	—	1,070	1,070
Total funds	38,204	130,553	168,757	25,400	134,409	159,809

2. Staff costs and remuneration of key management personnel

	2022 £	2021 £
Staff costs during the year were as follows:		
Wages and salaries	114,310	111,023
Social security costs	5,558	5,124
Pension costs	1,950	1,885
	121,818	118,032

The average number of employees during the year was 6 (2021 - 6). The full-time equivalent number of employees was 5 (2021 - 5).

2. Staff costs and remuneration of key management personnel (continued)

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis comprise the trustees and the Director. The total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £37,059 (2021 - £34,007).

There are no employees who received remunerations (including employee benefits but excluding employer pension costs) of more than £60,000 (2021 - none).

3. Net movement in funds i.e. net (expenditure) income

This is stated after charging

	2022 Total funds £	2021 Total funds £
Staff costs (note 2)	121,818	118,032
Independent examination/audit fee	3,156	1,560

As the charity is part of a large group, it is required to have its accounts audited rather than have an independent examination. The difference between the independent examination fee and audit fee is £2,100, which has been paid by the parent charity, DC Services.

4. Trustees' remuneration

None of the trustees received any remuneration in respect of their services during the year (2021 - £nil). The charitable company paid £nil (2021 - £32) in respect of trustees' meetings costs on behalf of all the trustees.

5. Taxation

Out There Supporting Families of Prisoners Limited is a registered charitable company and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

6. Debtors

	2022 £	2021 £
Prepayments and accrued income	3,148	1,484

7. Creditors

	2022 £	2021 £
Sundry creditors and accruals	2,462	1,560

8. Restricted funds

	At 1 April 2021 £	Income £	Expenditure £	At 31 March 2022 £
Staff costs fund	25,487	95,993	(75,735)	45,745
Travel, training and supervision fund	—	4,000	(2,936)	1,064
Building refurbishment fund	22,748	22,000	(42,308)	2,440
Family activities and welfare fund	4,947	8,560	(12,950)	557
	53,182	130,553	(133,929)	49,806

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
Staff costs fund	31,142	97,293	(102,948)	25,487
Database fund	2,250	—	(2,250)	—
Building refurbishment fund	24,248	—	(1,500)	22,748
Family Activities and welfare fund	—	16,520	(11,573)	4,947
Other funds	—	20,596	(20,596)	—
	57,640	134,409	(138,867)	53,182

Staff costs fund

The staff costs fund comprises monies given toward various salaries.

Travel, Training and supervision fund

The travel, training and supervision fund comprises monies given specifically for staff travel, training and supervision.

Building refurbishment fund

The building refurbishment fund represents monies given for the external refurbishment of the buildings.

Family Activities and Wellbeing fund

The Family activities and welfare fund represented funding received to cover the costs of Family activities and welfare.

Database fund

The database fund represents monies give specifically to upgrade the database.

Other funds

Other funds represented funding received for specific purposes.

9. Analysis of net assets between funds

	General fund £	Restricted funds £	2022 Total funds £
Fund balances at 31 March 2022 are represented by:			
Current assets	(21,045)	49,806	28,761
Current liabilities	(2,462)	—	(2,462)
Total net (liabilities) assets	(23,507)	49,806	26,299
	General fund £	Restricted funds £	2021 Total funds £
Fund balances at 31 March 2021 are represented by:			
Current assets	7,403	53,182	60,585
Current liabilities	(1,560)	—	(1,560)
Total net assets	5,843	53,182	59,025

10. Controlling party and ultimate parent

The sole member of the charitable company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 114326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)). The charitable company was established by the Daughters of Charity of St Vincent de Paul, a Roman Catholic religious congregation, in order to safeguard its Vincentian ethos. The financial statements of DCSVP Services MAY be obtained from Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.

11. Member's liability

The charitable company is limited by guarantee. In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

12. Connected organisations and related party transactions

The Daughters of Charity of St Vincent de Paul (the Congregation) and Daughters of Charity of St Vincent de Paul Charitable Trust (Charity Registration No 236803 (England and Wales), SCO39155 (Scotland)) are connected to the charitable company by virtue of the fact that Out There Supporting Families of Prisoners Limited was initiated by the Congregation and the fact that two of the trustees of Out There Supporting Families of Prisoners Limited who served during the year were Daughters of Charity of St Vincent de Paul, one of which was also a trustee of the Charitable Trust.

During the year the Charitable Trust paid Out There £1,500 in return for the hire of a room (2021 - £4,500) and provided a loan of £6,000, which was repaid within the year (2021 - £nil). There were no transactions between the Congregation and Out There (2021 - none). During the year, DC Services contributed to the audit fees of Out There, as outlined in note 3.

There were no other related party transactions in the year (2021 - none).

OUT THERE SUPPORTING FAMILIES OF PRISONERS LIMITED

England & Wales - Charity number 1120342

Accounts



Annual Report and Financial Statements 31 March 2021

Charity Registration Number 1120342

Company Registration Number 6239170 (England and Wales)

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Reference and administrative details of the charitable company, its trustees and advisers

Patron	Bishop Terence Brain
Trustees	Sister Mary Theresa Bain DC (Chair until 21 January 2021) Ms Jennie Lucas (appointed Chair 21 January 2021) Mr Michael Braid Mr David Darlington Sister Bridget Dowd DC Mrs Sue Hall (deceased June 2020) Ms Vanessa Hamnett (appointed 21 January 2021) Ms Mary Mc Donagh (appointed 21 January 2021) Ms Emma Russ (appointed 21 January 2021) Mr Jon Sandford
Registered office	2a Powell Street Old Trafford Manchester M16 7QQ
Telephone	0161 232 8986
Company registration number	6239170 (England and Wales)
Charity registration number	1120342
Director	Mark Turnbull
Independent examiner	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	Co-operative Bank plc PO Box 250 Delf House Southway Skelmersdale WN8 6WT

Chairs' foreword Year to 31 March 2021

We are all aware that 2020 brought unprecedented challenges almost universally. So many families faced difficult times, including separation from loved ones. Perhaps for the first time, some of us were able to empathise in a small way with the families who seek support from Out There. The pandemic did not affect everyone equally, and, at Out There, we witnessed how unfairly its effects landed on families who were already struggling.

We faced a surge in the demand for our services at the same time as having to adapt our activities to allow us to continue to support people remotely and safely. Feedback from families, some of which you will read in this report, demonstrates the positive impact the hard work of our team had during this testing time for all.

The Board would like to thank our staff team for all of their determination and resilience in keeping up with the demand, pivoting our provision and continuing to look forward at how our work will develop in the coming years.

Despite the challenges of the pandemic, this year we commenced a number of projects looking at how we use our database, measure our impact, further involve families we support in decisions about the services we provide, grow our volunteer base and refresh our Theory of Change. We hope that these workstreams will help us to evolve our work and diversify our funding base.

We also recruited four new board members who have been welcomed warmly by everyone and all of the trustees are looking forward to working together supporting Out There and its families on the next stage of their journeys.

Sister Mary Theresa Bain and Jennie Lucas, outgoing and incoming Chairs

As she steps down as Chair, the Board would also like to take the opportunity to thank Sister Mary Theresa for her dedication to the work and development of Out There. We are grateful that she remains with us as a trustee to continue to provide her invaluable guidance.

Trustees' report Year to 31 March 2021

The trustees present their statutory report together with the financial statements of Out There Supporting Families of Prisoners Limited ("Out There") for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out on pages 24 to 26 and comply with the charitable company's memorandum and articles of association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

Principal aims and activities

Out There exists to support the social wellbeing and mental health of families and children impacted by the imprisonment of a loved one.

Imprisonment of a family member is a traumatic experience and the impact on partners and family members is significant.

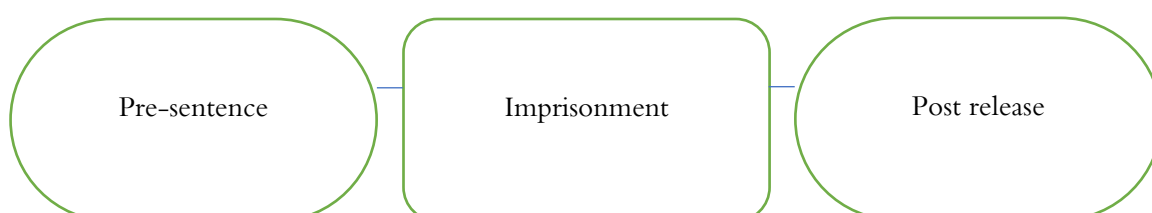
Particular issues for the families are:

- ◆ Visiting prison and maintaining contact;
- ◆ Concerns for the prisoner whilst serving their sentence;
- ◆ Emotional wellbeing and mental health issues;
- ◆ Concerns for children and the impact of imprisonment on them; and
- ◆ Practical issues such as housing and financial difficulties.

Out There's support is available to families across Greater Manchester. The support Out There offers includes:

Family support

Every family we work with has a named family support worker who will work with them through any difficulties they encounter. There may be practical issues, such as challenges with finances or housing, emotional and mental health difficulties, through to concern for children within the family. The role of the family support worker is to work with a family to offer personalised support where it will be most helpful to the family. Help could include practical arrangements for visiting and maintaining contact with a prisoner. It could include support with dealing with broader problems, for example liaising with a landlord about a housing issue or helping a family access financial support. Emotional support is crucial and again family support workers will offer direct support or help families to access additional wellbeing or mental health support where necessary. Crucially this help is not time limited and covers the different stages a family may go through before and after a family member is imprisoned. The support is offered to them in their own communities, so that we can work with other support a family may be receiving.



Principal aims and activities (continued)

Wellbeing days and wellbeing support

In addition to one to one support and to help support families going through a difficult time, we organise:

- ◆ Wellbeing days for adults three or four times per year with qualified therapists including treatments such as reiki, massage, hand-massage and manicure. These days enable individuals to mix with other people sharing similar experiences and provide an opportunity for informal 'peer support' in a relaxed setting.
- ◆ Stand-alone workshops in, for example, dealing with stress and anxiety, introduction to mindfulness and other topics that are of interest and benefit to family members.
- ◆ Yoga/relaxation sessions with a qualified instructor.
- ◆ Support to access other mental health and wellbeing services across Greater Manchester.
- ◆ Wellbeing packs delivered to family members to support our wellbeing work and to encourage self-care.

Family days and activities

We support families and children to come together for leisure activities throughout the year. This might include full day activities such as indoor climbing, or visits to an art gallery or museum. We also try to offer activities in the main school holidays at locations across Greater Manchester. This has included cook and eat activities and craft activities.

Children and young people support

We now have a dedicated resource to support children and young people experiencing the impact of having a loved one in prison. This support includes

- ◆ **Communication** - support for families to find the right words to use when explaining to children where their loved one is, and why, in an age-appropriate way.
- ◆ **Prison Visits** - visiting a loved one in prison can be a daunting experience. We have a booklet that can help children and their families before a prison visit. We also will support families on a first visit if needed.
- ◆ **1-1 support** - we offer this support to primary school age children. We do this through a programme called 'Drawing and Talking' or a bespoke programme of support agreed with the parent or caregiver.

Alongside the above, children and young people have access to the family days we organise, and we encourage and support children and young people to access activities in their local area.

Principal aims and activities (continued)

Prison liaison and family forums

Family Support Workers have good connections within prisons across the North West and will regularly support families with enquiries through prison chaplains and other prison based staff. We actively encourage the families we work with to attend either Family Forums organised by Out There or those at the prisons they have a family member in. They then have the opportunity to ask any questions, raise any concerns and understand better how the prison and visiting actually works.

Post release support

Our work does not stop when a family member is released from prison. Support continues to be offered as needed, particularly as individuals and families adjust to life after they are released.

Achievements and performance

In March 2020, the country went into lockdown due to the Covid-19 pandemic. The last year has been an unprecedented one for the whole country, but especially for small charities like Out There. The charity has had to adapt the way it delivered its support, respond to increased demand from the families we support and respond in specific ways due to the nature of the pandemic and its impact on families.

Remote and online delivery

The restrictions that were imposed as part of the lockdown meant the charity had to quickly adapt its services to support families. Typically, our 1-1 support takes place in the home or in community spaces and our family and group activities are also held either at our family centre in Trafford or out in the community.

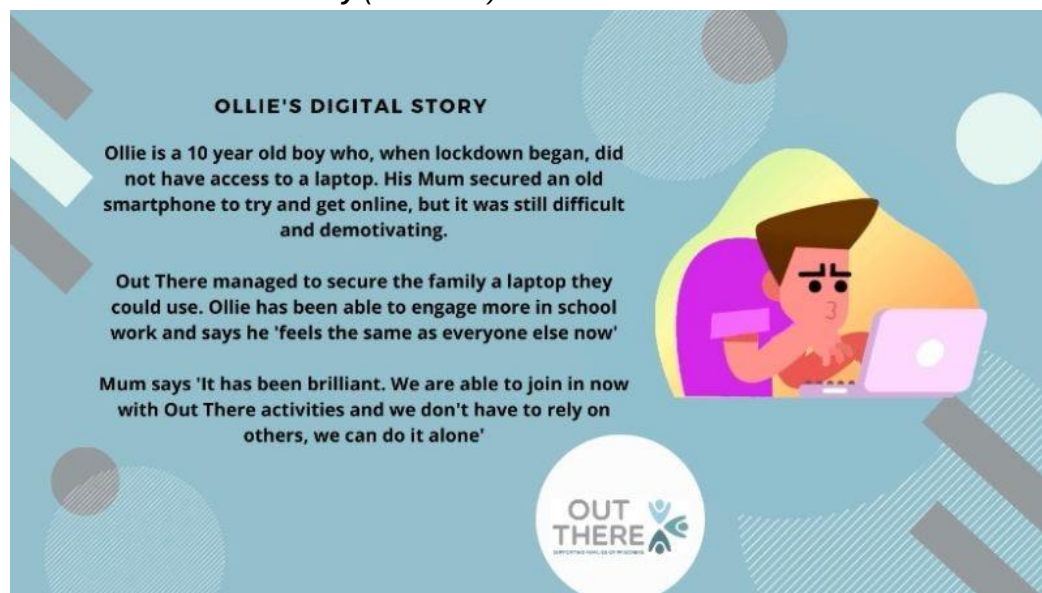
When the lockdown began the team at Out There moved to remote working. We were fortunate that a grant from the Clothworkers Foundation significantly assisted with this change in service delivery, enabling us to buy laptops to enable the team to work from home and to deliver group work from home.

Whilst 1-1 support was mainly delivered over the phone, our group activities shifted to online delivery. This brought other challenges. An assessment at the time of lockdown showed that 20% of the families we were supporting did not have access to the means to use the internet, either because of no access to Wi-Fi or limited or no hardware like phones or laptops - this posed a big problem.

Programmes to address the inequality of digital access were being developed, but as with many things there were issues with timing and some families still not getting access. We are immensely proud to have supported 10 families with laptops and phones to enable them to access our activities and support, but also to enable them to be less isolated. This was made possible by donations and funding and made a tangible difference to family life.

Achievements and performance (continued)

Remote and online delivery (continued)



Family support

Lockdown was extremely hard for many families, but having a family member in prison brought significant additional practical and emotional difficulties. Prisons immediately went into lockdown and social visits were stopped, which was incredibly difficult for families, particularly as the news of some of the first cases of Covid-19 in prisons appeared in the press. Video visits were rolled out. For some families accessing digital visits was difficult because of their access to equipment, and some preferred to not have a video visit as they found it difficult in comparison to a visit in person. Those families who accessed visits though enjoyed them, even though some of the new technology that was used was temperamental at times.

All support for families is agreed between the family and the family support worker. It is perhaps not surprising that during this period we saw the number of support requests from the families we worked with increase, for example the number of times that families contacted us about emotional support and wellbeing tripled during the last year. In total, 185 family members were supported by the charity, enabling full access to the range of services described above.

Emotional wellbeing

Requests for emotional and wellbeing support tripled for the Out There team during the pandemic. We were incredibly conscious of the impact that lockdown and the anxiety of the conditions prisoners were living under was having on families, which is why we had a continual programme of support for family members' wellbeing. During the year we offered a range of activities to support wellbeing and this included:

Achievements and performance (continued)

Emotional wellbeing (continued)

- ◆ Chair based yoga.
- ◆ Yoga for families, children and young people.
- ◆ Mindfulness and creative activities such as origami.
- ◆ Creative art workshops for female family members.
- ◆ EFT tapping workshops.

All of the workshops were delivered live over zoom or on Facebook. The advantage of the latter was that families could access workshops in their own time and could refer to them when needed.

Throughout the year and to accompany the programme we sent wellbeing packs to families to promote selfcare. As we adapted to different ways of delivering wellbeing support we started working with students from Manchester Metropolitan University on a survey of family members to look at our ongoing support for mental health and wellbeing. We will be developing our response to that this year but below highlight some of the feedback about the support we already offer.

Achievements and performance (continued)

Emotional wellbeing (continued)



 **Our wellbeing support-feedback**

'I would be lost without Out There. They have given me strength, loyalty, dedication and most of all trust'

 **OUT THERE**
SUPPORTING FAMILIES OF PRISONERS

Achievements and performance (continued)

Children and young people

Over the last year we have continued to offer support to children and young people through online group activities. We spoke with families about some of the challenges they were having and particularly what children and young people were experiencing through the lockdown and their comments are below.



We are pleased to have been able to work with local social enterprises in Old Trafford such as OT Creative Space to offer online creative and other activities for groups of young people.

The list of activities through the year has included:

- ◆ Family cooking sessions including sessions for Chinese New Year, 'Saturday Night Fakeaway' and an Afternoon Tea.
- ◆ Family Arts sessions with themed activities at Halloween and Christmas and a Summer Arts programme.
- ◆ Creative arts projects involving young girls we are supporting. One of these projects will now be the focus of a display of work in 2021 in Old Trafford.
- ◆ Interactive online session with Chester Zoo.
- ◆ Online magic show and pantomime.
- ◆ Joining national events like the BookTrust 'Pyjamarama event'.

Achievements and performance (continued)

Children and young people (continued)

Again, we delivered activity packs to children and young people throughout the pandemic to accompany our online support. This also meant that young people who could not access a particular session were able to still join in, increasing the levels of participation across families. We worked collaboratively with organisations like Borderline Books who also sent us children's books



Welfare support

In this extraordinary year, we were called upon far more to support people facing the financial impact of the pandemic. This meant that through the year we supported families with everything from emergency food, utility payments, IT access and larger household items. We spent over £13,000 on welfare support for individuals representing a 3-fold increase on the previous year and reflecting the difficulties many faced.

We were also conscious of the different needs of particular families. For example, during the lockdown we realised that we had a number of female family members who were living on their own and were particularly isolated. We created specific food and wellbeing hampers for these family members.

Achievements and performance (continued)

Welfare support (continued)



Measuring our impact

Understanding the impact we have on the people we exist to support is vitally important to us. We have a number of ways we measure and evaluate the work that we do.

We have a casework database and in the last year we completed work to further enhance that database to help us understand and support the families we work with more. As an example, we are able to understand better the spread of families we support across Greater Manchester and the type of sentences that the family members in prison are serving. We are also able to quantify and compare our support activity. For instance, this helps us understand how demands on the support we provide have changed, for example an increase in support requests around wellbeing and mental health.

We use an outcome wheel to not only understand the support a family needs and wants but also to understand if the support we are offering for families is making a difference. In 2020 **82% of those we worked directly with, reported that their emotional wellbeing had been supported and maintained and had not deteriorated after working with us. 76% of those we worked directly with felt that they had at least maintained their social connection or felt less isolated after working with us.** Both of these scores were after three months of support and the scores increased when measured after six months. These are important indicators for the organisation of our desire to help families remain emotionally resilient and connected during the period of familial imprisonment.

We engage family members in planning the group activities we provide and look at feedback from individual sessions and groups of activities we provide. In addition, in the summer of last year at the height of the pandemic we conducted our annual survey of those we support.

84% of those completing the survey rated the support we provided as excellent. In addition, we were given some excellent narrative feedback on the impact of our work. Family members said:

Achievements and performance (continued)

Measuring our impact (continued)



We are continually looking at how we can improve the ways we understand our impact. We have recently commenced work with a volunteer from the statistics society to look at the collation of our impact data and we look forward to progressing this in 2021.

Family case study

The case study below highlights the story of just one of the 70 families we supported over the last year and gives an insight into the support offered to a family.

RT was referred to us at the beginning of 2021. The referral was made by a school (by consent) following concern for RT's son who attends the school about the impact his father's life imprisonment was having on him. HT, the son, is only five and it is clear from poor attendance that the events and sentencing of his father had had a significant impact on him.

A family support worker spoke with RT. Since the incident that had led to imprisonment, the family had experienced ostracization from family members and stigmatisation within the community. The family had initially contacted a national charity that supports prisoners' families, which was useful for information, but RT wanted something more community based and local to support her. The Out There Family Support worker was able to tell RT about the 1-1 support for her and the activities and support that would be available to her son. RT reported being immensely relieved that the local support was available and that she had a local community organisation that would listen to them and support them without judgement.

As is often the case our support for RT has been directed by their needs as a family and has included:

- ◆ Regular telephone contact to support RT and deal with the emotional impact of her partner's imprisonment.
- ◆ Financial support, for example helping the family to secure a new washing machine as their financial situation was difficult.

Achievements and performance (continued)

Family case study (continued)

- ◆ Liaison and support around schooling - HT has had a range of challenges in school relating to his own educational needs, and also the impact of imprisonment, and the family support worker has supported Mum's relationship and work with the school to help them put in place support.
- ◆ Family activities - online activities for RT and son including cooking and a live session with Chester Zoo. After the latter RT texted the family support worker to say the positive impact the activity had had on him:

'HT enjoyed yesterday's session. Afterwards we went into the back-garden to fill the bird feeder and put a bowl of fresh water out and some tuna for the hedgehogs today – we are going to make a little pond for the frogs'

Taking part in family activities is a huge step for the family as previously HT was very withdrawn. We will continue to support the family holistically and in partnership with others.

Organisational development

Despite the restrictions of the lockdown, the organisation has continued to develop more broadly as an organisation supporting families across Greater Manchester.

- ◆ The Board continued to meet online. Sadly, Sue Hall one of our Trustees died in the year. Her contribution and support for Out There will be much missed. We were successful in recruiting four new Trustees to the Board including a new Chair, Jennie Lucas.
- ◆ The Chief Executive has continued to ensure the charity is well connected nationally, regionally and locally. Links have been further developed with other organisations working in the Criminal Justice System, and Out There is now part of a national group formed by the St Vincent De Paul Society to support prisoners and their families. Regionally, the organisation has engaged with work on the Criminal Justice System in Greater Manchester and emerging work to reduce the impact of trauma and to develop Trauma Responsive work across the area. Locally the charity has become a member of the Old Trafford Hub group of voluntary organisations and has now applied to be a member of the new Trafford Community Collective for Voluntary Sector organisations in Trafford. We have been grateful, in particular, for the support of Trafford Housing Trust and their local capacity builder who for example has been helping the organisation to develop its Theory of Change.
- ◆ The charity used some of the lockdown time to repaint one of its family centre buildings. The organisation is grateful to Seddon paints for the donation of paint and to volunteers from AMS solutions who worked tirelessly for a week to complete the work.

Trustees' report Year to 31 March 2021

Financial review

Results for the period

A summary of the charity's income and expenditure can be found on page 21 of the attached financial statements.

The total income for the year amounted to £180,205 (2020 - £112,757). Of this, £159,809 (2020 - £100,626) was received from grants and a further £12,307 (2020 - £12,131) from donations.

During the year total expenditure amounted to £157,622 (2020 - £140,444) including £118,032 (2020 - £104,949) in relation to staff costs.

Reserves and financial position

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. The trustees consider that, given the nature of the work undertaken by Out There Supporting Families of Prisoners Limited, the level of free reserves should be approximately equal to between three and six months' recurring expenditure.

The trustees are of the opinion that this level of reserves should provide sufficient flexibility to cover temporary shortfalls in income due, for example, to falls in voluntary income or delays in getting grant funding approved.

Total funds at 31 March 2021 amounted to £59,025 (2020 - £36,442).

Restricted funds comprise monies given for specific purposes and amounted to £53,182 at 31 March 2021 (2020 - £57,640).

General funds, or free reserves, at 31 March 2021 were £5,843 (2020 – in deficit by £21,198). Although general funds still remain a concern, the trustees note that a lot of work has been done to generate free reserves and this will continue. The priority going forward is to build general reserves to meet the requirement of the reserves policy and provide sufficient flexibility for the charity to move forward.

Governance, structure and management

Out There Supporting Families of Prisoners Limited is a company limited by guarantee (Company Registration Number 6239170 (England and Wales)) and a registered charity (Charity Registration Number 1120342). The charitable company is governed by its memorandum and articles of association.

The sole member of the company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 114326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)), set up by the Daughters of Charity of St Vincent de Paul, to safeguard the Vincentian ethos in various projects including Out There Supporting Families of Prisoners.

The financial statements of DCSVP Services can be obtained from Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.

Trustees' report Year to 31 March 2021

Governance, structure and management (continued)

The trustees constitute directors of the charitable company for the purposes of company legislation.

Trustees are recruited through networking and local advertising. The trustees review the skills needed by the Board and aim to ensure a broad range of skills are represented. Potential trustees are invited to visit the organisation and to attend one or two meetings as an observer prior to formal appointment, which is through our parent charity, DCSVP Services. Our constitution states that at least two trustees and not more than half, must be members of the Congregation of the Daughters of Charity of St Vincent de Paul.

The following trustees served throughout the period.

Trustee

Sister Mary Theresa Bain DC	Chair until 21 January 2021
Ms Jennie Lucas	Appointed 21 January 2021 and Chair from that date
Mr Michael Braid	
Mr David Darlington	
Sister Bridget Dowd DC	
Mrs Susan Hall	RIP June 2020
Ms Vanessa Hamnett	Appointed 21 January 2021
Ms Mary McDonagh	Appointed 21 January 2021
Ms Emma Russ	Appointed 21 January 2021
Mr Jon Sandford	

In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

No trustee received any remuneration from the charitable company during the period. Expenses of £32 (2020 - £46) were reimbursed to trustees during the period. No trustee had any beneficial interest in any contract with the charitable company during the period.

Brief biographical details on each of the trustees are given below.

Sister Mary Theresa Bain DC

Sister Mary Theresa entered the Daughters of Charity of St Vincent de Paul in 1968. Her early background was in child care. A short period of three years was spent in Romania overseeing five children's homes for children who were HIV positive. Sister Mary Theresa also has experience in Parish ministry and trained in pastoral leadership. She was instrumental in setting up Out There and managed the organisation for eight years.

Ms Jennie Lucas

Jennie Lucas has worked in the not-for-profit sector for over six years in operational and business management roles. She is also currently a trustee for Little Village, one of the UK's largest baby bank charities which she was instrumental in establishing. Prior to this she spent 13 years running the European team of a NYSE listed investment fund. Jennie also volunteers with Prison Fellowship, facilitating their restorative justice course within prisons.

Governance, structure and management (continued)

Mr Michael Braid

Michael Braid was a chartered accountant, now retired, who was in practice in Stockport and Manchester for many years. Since retiring he has acted as treasurer for a number of charities.

Mr David Darlington

David Darlington is a local solicitor with experience of criminal, property and employment law and of managing and funding of not for profit community groups.

Sister Bridget Dowd DC

Sister Bridget entered the Daughters of Charity in 1964 and first trained in residential care of children and then became involved in various forms of residential work from child care to hostel work. Following this, Sister Bridget did social work training which led her to work with families and children in various settings. This led her to be the director of The Passage Centre for homeless people in London. Following a short break, Sister Bridget was appointed as director of the Marillac Nursing Home for people with acquired brain injury. Sister Bridget currently volunteers with The Medialle Trust which works with people who have been trafficked. In 2000 Sister Bridget was awarded an OBE for her work in The Passage Centre.

Mrs Susan Hall

Sue had extensive experience in Probation Services and served as Chief Executive of the West Yorkshire Probation Trust. She has also served as a trustee on various boards including West Yorkshire Community Chaplaincy Project HMP, Leeds and Prisoners Abroad. Sue was a Founder Board member of the new Probation Institute.

Ms Vanessa Hamnett

Vanessa currently works for a local housing association as a community centre manager. She has worked across Greater Manchester in a variety of roles. Her early career was spent working with Trafford Council, then to a role in employment and skills with ERP and jobs with Job Centre Plus and Salford Council.

Ms Mary McDonagh

Mary has worked in a number of roles within the National Probation Service, Greater Manchester Area for the last 24 years.

Ms Emma Russ

Emma has worked in the third sector since 2007, starting her career in fundraising at Sue Ryder as a junior fundraiser. She moved to Galloway's Society for the Blind in 2013, where she widened her remit to charity communications alongside fundraising. In January 2020, Emma moved to the Alzheimer's Society and currently leads a team of community fundraisers across the North West and Northern Ireland. Emma is also an active committee member for the Chartered Institute of Fundraising - North West, supporting other professional fundraisers across the region. She co-founded Managers Meet Ups, a peer support network for fundraising managers across the UK, and she co-manages Fundraising Chat, the largest digital network of professional fundraisers in the UK.

Mr Jon Sandford

Jon is currently a Government Executive with Homes England. He has skills in business development, marketing and research and coaching. Jon is currently a volunteer with the Cranfield Trust.

Governance, structure and management (continued)

Key management personnel

The trustees consider that they together with the Director comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The pay of the Director is reviewed annually by the trustees.

Organisation

The Director, who is responsible for the day-to-day management of the Service, its service users and its staff, is accountable to the trustees of the charity.

Statement of trustees' responsibilities

The charity's trustees are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees (who are directors of the company for the purposes of company law) to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- ♦ select suitable accounting policies and then apply them consistently;
- ♦ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ♦ make judgements and estimates that are reasonable and prudent;
- ♦ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ♦ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- ♦ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and

Governance, structure and management (continued)

Statement of trustees' responsibilities (continued)

- ◆ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Public benefit

All of our activities focus on supporting the families of prisoners and are undertaken to further Out There's purposes for the public benefit. Our services are delivered to families of prisoners across Greater Manchester and all of our services are free. The trustees consider that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Risk management

In line with the requirement for the trustees to undertake a risk assessment exercise and report on the same in their annual report, the Director with the trustees has looked at the risks the charity currently faces and has reviewed the measures already in place, or needing to be put in place, to deal with them.

Five main areas have been identified where risk may occur:

- ◆ Governance and management
- ◆ Operational
- ◆ Financial
- ◆ Reputation
- ◆ Laws, regulations, external and environment

Governance and management looks at the risk of the charity suffering from a lack of direction, at the skills and training of its personnel and the good use of its resources.

Operational looks at the risk inherent in the charity's activities including engaging in inappropriate activities and shortcomings in the service provided, difficulties with staff, and health and safety.

Financial risks include those arising as a result of poor budgetary control, inappropriate spending, or investment policies or poor accounting.

Reputation looks at possible damage to the charity's reputation.

Governance, structure and management (continued)

Risk management (continued)

Laws, regulations, external and environment looks at the effect of government policies and the consequences of non-compliance with laws and regulations.

Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to manage those risks including those presented by Covid-19.

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year ended 31 March 2021, the charity received no complaints about its fundraising activities.

Approved by the trustees and signed on their behalf by:

Ms Jennie Lucas

Trustee

Approved by the trustees on:

6 October 2021

Independent examiner's report Year to 31 March 2021

Independent examiner's report to the trustees of Out There Supporting Families of Prisoners Limited

I report to the charity trustees on my examination of the financial statements of the charitable company for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with my examination giving me cause to believe:

- ◆ accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- ◆ the financial statements do not accord with those records; or
- ◆ the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- ◆ the financial statements have not been prepared in accordance with the methods and principles of the for "Accounting and Reporting by Charities: the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)."

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Amanda Francis, Chartered Accountant
Buzzacott LLP
Chartered Accountants
130 Wood Street
London
EC2V 6DL

15 October 2021

**Statement of financial activities Year to 31 March 2021
(including an income and expenditure account)**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	Unrestricted funds £	Restricted funds £	2020 Total funds £
Income:							
Donations		12,307	—	12,307	12,131	—	12,131
Grants	1	25,400	134,409	159,809	13,883	86,743	100,626
Coronavirus Job Retention Scheme grant		3,589	—	3,589	—	—	—
Room hire		4,500	—	4,500	—	—	—
Total income		45,796	134,409	180,205	26,014	86,743	112,757
Expenditure:							
Expenditure on charitable activities: supporting families of prisoners							
. Staff costs – wages and salaries	2	15,084	102,948	118,032	77,371	27,578	104,949
. Staff training and supervision		—	1,360	1,360	2,564	—	2,564
. Premises costs		—	8,321	8,321	11,098	1,512	12,610
. Travel expenses		—	350	350	165	2,700	2,865
. Volunteers' expenses		—	174	174	44	700	744
. Trustees' expenses		32	—	32	46	—	46
. Printing, postage and stationery		2,685	147	2,832	2,805	—	2,805
. Advertising and marketing		—	215	215	605	—	605
. Telephone and IT costs		135	12,326	12,461	5,813	—	5,813
. Insurance		—	1,661	1,661	1,838	—	1,838
. Welfare donations		—	11,365	11,365	1,620	2,554	4,174
. Independent examiner fee		240	—	240	1,086	—	1,086
. Other professional fees		510	—	510	—	—	—
. Other expenses		69	—	69	345	—	345
Total expenditure		18,755	138,867	157,622	105,400	35,044	140,444
Net movement in funds i.e. net income (expenditure)	3	27,041	(4,458)	22,583	(79,386)	51,699	(27,687)
Reconciliation of funds:							
Fund balances brought forward at 1 April 2020		(21,198)	57,640	36,442	58,188	5,941	64,129
Fund balances carried forward at 31 March 2021		5,843	53,182	59,025	(21,198)	57,640	36,442

All of the charity's activities derived from continuing operations during the above two financial periods.

All recognised gains and losses are included in the above statement of financial activities.

Balance sheet 31 March 2021

	Notes	2021 £	2020 £
Current assets			
Debtors	6	1,484	1,004
Cash at bank and in hand		59,101	42,816
		60,585	43,820
Creditors: Amounts falling due within one year	7	(1,560)	(7,378)
Total net assets		59,025	36,442
The funds of the charity			
Income funds:			
Restricted funds	8	53,182	57,640
Unrestricted funds			
.General funds		5,843	(21,198)
		59,025	36,442

The trustees consider that the charity 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 members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at 31 March 2021 and of its net income for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charity.

The financial statements have been prepared in accordance with the special provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with FRS 102

Approved by the trustees and signed on their behalf by:

Ms Jennie Lucas

Trustee

Approved on:

6 October 2021

Out There Supporting Families of Prisoners Limited

Registered Company Number: 6239170 (England and Wales)

Statement of cash flows Year to 31 March 2021

	Notes	2021 £	2020 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	A	16,285	(24,747)
Change in cash and cash equivalents in the year		16,285	(24,747)
Cash and cash equivalents at 1 April 2020	B	42,816	67,563
Cash and cash equivalents at 31 March 2021	B	59,101	42,816

Notes to the statement of cash flows for the year to 31 March 2021.

A Reconciliation of net movement in funds to net cash provided by (used in) operating activities

	2021 £	2020 £
Net movement in funds (as per the statement of financial activities)	22,583	(27,687)
Adjustments for:		
Increase in debtors	(480)	(409)
(Decrease) increase in creditors	(5,818)	3,349
Net cash provided by (used in) operating activities	16,285	(24,747)

B Analysis of cash and cash equivalents

	2021 £	2020 £
Total cash and cash equivalents: Cash at bank and in hand	59,101	42,816

Principal accounting policies 31 March 2021

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 March 2021 with comparative information given in respect to the year to 31 March 2020.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of at least one year from the date of approval of these financial statements.

The trustees acknowledge and recognise the potential impact of the Covid-19 pandemic on the charity and have concluded that there may be some negative consequences such as a greater challenges in acquiring grant income at a time when there are increased needs from its beneficiaries. However, the trustees will continue to monitor income, expenditure and cash flows closely and they are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Critical accounting estimates and areas of judgement

The trustees have estimated future income and expenditure flows for the purposes of assessing going concern especially in the light of the Covid-19 pandemic and its possible impact on the charity's financial position (see assessment of going concern above).

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations and grants.

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Income from the government's Coronavirus Job Retention Scheme is accounted for once the charity is entitled to the funding and the amount receivable has been quantified.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities.

All expenditure is stated inclusive of irrecoverable VAT.

Fund structure

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

General funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charitable company's charitable objects.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Principal accounting policies 31 March 2021

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

1. Grants

	Unrestricted funds £	Restricted funds £	2021 Total funds £	Unrestricted funds £	Restricted funds £	2020 Total funds £
Clothworkers Foundation	—	2,400	2,400	—	—	—
Anonymous	—	39,993	39,993	—	25,000	25,000
Trafford Housing Trust	—	—	—	4,000	2,250	6,250
The Daughters of Charity of St Vincent de Paul, International	—	—	—	8,883	—	8,883
Daughters of Charity of St Vincent de Paul Services	1,000	—	1,000	—	—	—
Albert Hunt Trust	—	—	—	—	1,000	1,000
LD Rope Trust	6,000	—	6,000	—	5,100	5,100
Duchy of Lancaster	—	—	—	1,000	—	1,000
The Albert Gubay Foundation	—	8,500	8,500	—	53,393	53,393
RLHG	10,000	—	10,000	—	—	—
Neighbourly Community Fund	400	—	400	—	—	—
Bolton at Home	6,000	—	6,000	—	—	—
Sir Harold Hood Charitable Trust	2,000	—	2,000	—	—	—
Salford CVS	—	1,000	1,000	—	—	—
Manchester Wellbeing Fund	—	500	500	—	—	—
The Fore	—	5,000	5,000	—	—	—
Cash 4 Kids	—	1,820	1,820	—	—	—
National Lottery Community Fund-RC North West	—	39,452	39,452	—	—	—
National Lottery Community Fund-Coronavirus Community Support Fund	—	18,294	18,294	—	—	—
Julia & Hans Rausing	—	10,000	10,000	—	—	—
Forever Manchester	—	4,880	4,880	—	—	—
Card Factory	—	500	500	—	—	—
Groundwork Tesco	—	1,000	1,000	—	—	—
GM Aris Fund	—	1,070	1,070	—	—	—
Total funds	25,400	134,409	159,809	13,883	86,743	100,626

2. Staff costs and remuneration of key management personnel

	2021 £	2020 £
Staff costs during the year were as follows:		
Wages and salaries	111,023	98,050
Social security costs	5,124	5,097
Pension costs	1,885	1,802
	118,032	104,949

The average number of employees during the year was 6 (2020 - 6). The full-time equivalent number of employees was 5 (2020 - 5).

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis comprise the trustees and the Director. The total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £34,007 (2020 - £35,749).

There are no employees who received employee benefits (excluding employer pension costs) of more than £60,000 (2020 - none).

3. Net movement in funds i.e. net income (expenditure)

This is stated after charging

	2021 Total funds £	2020 Total funds £
Staff costs (note 2)	118,032	104,949
Independent examination/audit fee	1,560	1,320

4. Trustees' remuneration

None of the trustees received any remuneration in respect of their services during the year (2020 - £nil). The charitable company paid £32 (2020 - £46) in respect of trustees' meetings costs on behalf of all the trustees.

5. Taxation

Out There Supporting Families of Prisoners Limited is a registered charitable company and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

6. Debtors

	2021 £	2020 £
Prepayments and accrued income	1,484	1,004

7. Creditors

	2021 £	2020 £
Wages, social security and other taxes	—	2,118
Sundry creditors and accruals	1,560	5,260
	1,560	7,378

8. Restricted funds

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
Staff costs fund	31,142	97,293	(102,948)	25,487
Database fund	2,250	—	(2,250)	—
Building refurbishment fund	24,248	—	(1,500)	22,748
Wellbeing fund	—	16,520	(11,573)	4,947
Other funds	—	20,596	(20,596)	—
	57,640	134,409	(138,867)	53,182

8. Restricted funds (continued)

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
Staff costs fund	5,137	53,583	(27,578)	31,142
Database fund	—	2,250	—	2,250
Building refurbishment fund	—	25,760	(1,512)	24,248
Wellbeing days fund	804	1,750	(2,554)	—
Other funds	—	3,400	(3,400)	—
	5,941	86,743	(35,044)	57,640

Staff costs fund

The staff costs fund comprises monies given toward various salaries.

Database fund

The database fund represents monies given specifically to upgrade the database.

Building refurbishment fund

The building refurbishment fund represents monies given for the external refurbishment of the buildings.

Wellbeing fund

The wellbeing days fund represented funding received to cover the costs of three wellbeing days.

Other funds

Other funds represented funding received for specific purposes.

9. Analysis of net assets between funds

	General fund £	Restricted funds £	2021 Total funds £
Fund balances at 31 March 2021 are represented by:			
Current assets	7,403	53,182	60,585
Current liabilities	(1,560)	—	(1,560)
Total net assets	5,843	53,182	59,025
	General fund £	Restricted funds £	2020 Total funds £
Fund balances at 31 March 2020 are represented by:			
Current assets	(13,820)	57,640	43,820
Current liabilities	(7,378)	—	(7,378)
Total net assets	(21,198)	57,640	36,442

10. Controlling party and ultimate parent

The sole member of the charitable company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 114326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)). The charitable company was established by the Daughters of Charity of St Vincent de Paul, a Roman Catholic religious congregation, in order to safeguard its Vincentian ethos.

The financial statements of DCSVP Services can be obtained from Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.

11. Member's liability

The charitable company is limited by guarantee. In the event of the charitable company being wound up, the member is required to contribute an amount not exceeding £1.

12. Connected organisations and related party transactions

The Daughters of Charity of St Vincent de Paul (the Congregation) and Daughters of Charity of St Vincent de Paul Charitable Trust (Charity Registration No 236803 (England and Wales), SCO39155 (Scotland)) are connected to the charitable company by virtue of the fact that Out There Supporting Families of Prisoners Limited was initiated by the Congregation and the fact that two of the trustees of Out There Supporting Families of Prisoners Limited who served during the year were Daughters of Charity of St Vincent de Paul, one of which was also a trustee of the Charitable Trust.

During the year the Charitable Trust paid Out There £4,500 in return for the hire of a room (2020 - £nil). There were no transactions between the Congregation and Out There (2020 - none).

There were no other related party transactions in the year (2020 - none).