





BRISTOL COMMUNITY FAMILY TRUST
REPORT AND ACCOUNTS
1st April 2008 to 31st March 2009

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Executive Summary

- **Summary.** 2008-9 was BCFT's seventh full year of running relationship and parenting programmes aimed at strengthening relationships and reducing family breakdown. From the beginning, our strategy has been to focus on the key points where family breakdown is most concentrated – early marriage and early parenthood. Having established our pre-marriage programme INSIGHT, we have spent the last three years developing our innovative peri-natal programme “*Lets Stick Together*” (formerly ADAPT) and offering a free session to health visitors in Bristol for their ante-natal and post-natal clinics. “*Lets Stick Together*” is now reaching over 30% of all new mothers in the Bristol area. We also continue to run regular parenting programmes and the occasional relationship programme in prison. “*Lets Stick Together*” is now available to trainers and health visitors outside Bristol.
- **Courses & people.** In 2008-9, we ran 113 courses for 1103 people, an increase of 18% on the previous year. Growth is entirely due to the successful roll-out of “*Lets Stick Together*”, of which we have now run over 200 sessions for over 2000 parents. A further 1,700 people have completed longer BCFT courses, equivalent in total to 1 in 40 adults aged under 45 in the Bristol area.
- **Current operations.** Through our relationship programmes with newlyweds, new parents and prison families, BCFT is now established as one of the leading voluntary sector organisations in the field of relationship education. As well as rebranding ADAPT as “*Lets Stick Together*”, we have developed four new accompanying STOP videos available online.
- **Future operations.** In 2009-10, we will be aiming to raise the national profile of “*Lets Stick Together*”, in particular through the publication of a book version in early 2010.
- **Finances.** BCFT is extremely cost-effective. Compared to five years ago, we are doing three times as much work with less money: our average cost per course participant has fallen from £68 to £19. During these five years, we have managed to operate without any fund raising for operations. We are now entirely funded by individual course fees and donations. In 2008-9, we also raised £21,000 as a one-off project to cover the cost of the STOP videos and re-branding of “*Lets Stick Together*”. Our bank balance declined as expenditure remained similar to that of the previous year but our income fell. We will need to increase our regular funding for 2009-10 by around £6k in order to break even.

**Independent Examiner's Report to the Trustees of the
Bristol Community Family Trust**

I report on the accounts of the Trust for the year ended 31 March 2009, which are set out on the following pages.

Respective responsibilities of trustees and examiner

The Charity's Trustees consider an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed. It is my responsibility to:

- Examine the accounts (under section 43 of the Act)
- Follow the procedures specified in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- State whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
 - a) proper accounting records are kept (in accordance with section 41 of the 1993 Act); and
 - b) accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Patrick O'Connor BSc FCA
51 Downs Park West, Bristol, BS6 7QL

Date:

1. Trustees

Trustees who served during the year were:

Name	Position
Richard Hill	Chairman
Anne White	Trustee
Siobhan Holland	Trustee

Ann Skerratt resigned with effect from September 2008 after more than six years service as a founding trustee of BCFT. Her contribution is hugely appreciated. A new trustee will be appointed later in 2009.

Trustees meetings took place in September 2008 and January 2009.

2. Officers

The following officers were appointed

Name	Position	Status	Start
Harry Benson	Project Director	Full Time	November 2001
Claire Cox	Administrator	Part Time	September 2002

3. Professional Advisors

Bank: Royal Bank of Scotland,

Independent Examiner: Patrick O’Conor BSc FCA, 51 Downs Park West, Bristol, BS6 7QL.

4. History, Objects and Activities of the Trust

BCFT came into existence during 2002 and aims to reduce family breakdown and strengthen marriage and family relationships through the provision of the best available education and mentoring programmes.

In Bristol, as in any community, family breakdown is most prevalent in two main areas. Amongst newlyweds, one third of those who will divorce do so within the first five years of married life. Amongst new parents, nearly one in two unmarried parents will split up compared to one in twelve married parents.

Strategically, BCFT’s plan is therefore to offer couples state-of the-art relationship education through these two access points. Couples getting married can be accessed via civil registrars and churches. Couples becoming parents can be accessed via the ante-natal & post-natal system.

Tactically, there are also many other secondary access points. Couples with children at school can be accessed via primary and secondary schools. Other access points – such as prisons, employers, groups – are also important but peripheral to our strategic aims because they do not access families nearly as comprehensively.

The problem of access is twofold. First, the cooperation and support of those controlling access must be obtained in order to offer programmes. Secondly, couples themselves need to sign up to a relationship education programme.

5. Management and Governance Arrangements

The trust deed provides for a minimum of 3 and a maximum of 8 trustees. Were there a requirement for new trustees, these would be identified and appointed by the remaining trustees. The chair of the trustees is responsible for the induction of any new trustee which involves awareness of a trustee’s responsibilities, the governing document, administrative procedures, the history and philosophical approach of the charity. A new trustee would receive copies of the previous year’s annual report and accounts and a copy of the Charity Commission leaflet ‘The Essential Trustee: What You Need to Know’. The existing trustees have held office since inception.

The trustees annually review the risks that the charity faces. To date these have mainly related to the management of cash resources and the minor area of risk relating to the employing of a staff team. These risks have been covered by ensuring that proper procedures are in place. The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the trusts aims and objectives and in planning future activities.

6. Achievements and Performance of the Trust

Activity in 2008-9 focused on further development of our pioneering ADAPT relationship programme into the ante-natal and post-natal system and its re-branding as "*Lets Stick Together*". We have continued providing relationship education programmes for couples getting married and for couples in prison as well as providing parenting programmes for parents of 0-5s, 6-11s, and teens.

Activity in 2009-10 will comprise continued expansion of the ante-natal & post-natal programme throughout Bristol and continuation of our pre-marriage, parenting and prison programmes. We will also focus on making "*Let's Stick Together*" more widely available to trainers and health visitors outside Bristol.

6.1. Relationships with other organisations

BCFT has working relationships with a variety of organisations and individuals

- Pre-marriage – churches
- Parenting – schools
- Prison – Horfield prison, Ashfield prison, Time for Families
- Peri-natal – health visitors, GPs, ante-natal & post-natal clinics & groups, Surestart
- Other – The Marriage Course, FOCCUS, 2-in-2-1, Centre for Social Justice, Care for the Family, National Marriage Week

6.2. BCFT and Lets Stick Together websites

BCFT offers public information about its services through the website www.bcft.co.uk where there are articles, research and other information about BCFT courses and relationship education in general.

Lets Stick Together also now has its own website www.letssticktogether.co.uk where there is information about the programme and how to purchase it online.

The BCFT monthly e-newsletter is distributed to over 500 interested people and organisations. Highlights are published on the BCFT website.

6.3. Media

2008-9 was a quiet year for media coverage due to the focus on developing and rebranding Lets Stick Together in Bristol.

6.4. Presentations and talks

During 2008-9, Harry Benson spoke publicly to 858 people through 9 presentations or talks, including two talks at a government-sponsored conference in Malta.

6.5. Advertising

BCFT advertises only through a wedding brochure given to couples registering through the civil Registrars.

6.6. BCFT research

A major research study of the good and bad habits of 236 new parents in Bristol was completed. The completed study "*Back off or fire back*" was due for publication in June 2009.

7. Relationship education

7.1. Outline

BCFT has developed several new and innovative relationship education programmes, applying the most up-to-date programmes and research anywhere in the world.



Listening Loving Laughing (LLL) is our standard relationship education programme for singles and couples, married and unmarried. The course has been developed by Harry Benson to incorporate the best available research and practice, drawing mostly from prediction and outcome research. The programme is flexible and accessible. It can be presented easily in a variety of formats.



Lets Stick Together is BCFT's innovative programme for parents-to-be or new parents. A one hour seminar is designed to be inserted into any ante-natal or post-natal group programme. The seminar involves discussion of two simple and effective ways to strengthen close relationships. An 8-page handbook then allows both spouses/partners to identify their individual good and bad habits later at home.



BCFT's pre-marriage/newlywed training programme, INSIGHT, includes the one day LLL programme as a group followed by 3-6 evenings privately with a mentor couple. The FOCCUS inventory is completed online before arriving for LLL. Follow-up sessions almost always take place in the mentor couples home.



BCFT's mentor training programme, CONNECT, lasts half a day as a group. An abbreviated version of LLL is taught followed by instruction on how to use the FOCCUS inventory. The course equips mentors with adequate skills to take any couple safely through the FOCCUS inventory, knowing how to handle difficult situations and their own limitations.

BCFT prison workshops have used either LLL or a two-day CFT-developed skills and mentoring course, accredited with Open College Network.



BCFT parenting programmes use off-the-shelf courses from Family Caring Trust. Separate courses are available for parents of 0-5s, 6-11s and teenagers.

7.2. Course take-up and prospects



LLL – 8 people, a mix of singles and couples, completed 2 relationship courses. LLL has become the standard relationships course run by BCFT.



LST – 850 parents attended 97 short relationship courses run within ante-natal, post-natal and parenting groups. This course now represents over three quarters of all BCFT turnover. We are grateful to Cathy Ewer, Barbara Hall and Jo Poulson for their contribution as regular trainers and to our wonderful administrator Claire Cox who organises it all.



INSIGHT – 132 people attended 6 INSIGHT courses, slightly up on the previous year. During a typical year, a total of 1,800-2,000 couples get married in Bristol. BCFT's overall share of the market is therefore around 3.5%. BCFT is probably reaching around 6% of church weddings and 2% of civil weddings in Bristol.



CONNECT – Our pool of 60 BCFT trained mentor couples represents well over 1,000 years of married experience! It is a testimony to both the quality of the couples themselves and the process of mentoring that very few of the 80 couples trained by BCFT have withdrawn, most often due to a move away from Bristol. Our average mentor couple has been married 20 years and has mentored 3.5 engaged couples. The book "*Mentoring marriages*" is our own resource for marketing and training of mentor couples.

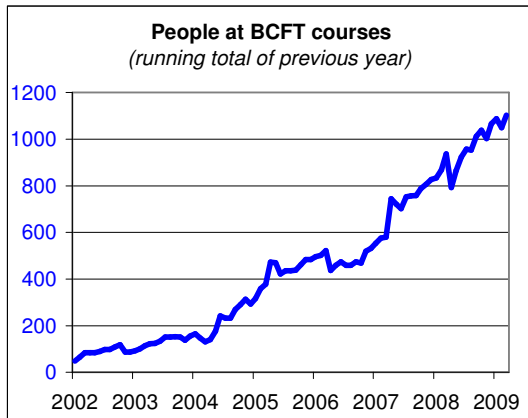
PRISON – 12 couples completed 2 courses in 2008-9, a little less than the previous year. Courses and couples are arranged by Bristol prison resettlement department. We anticipate further courses in 2009-10.



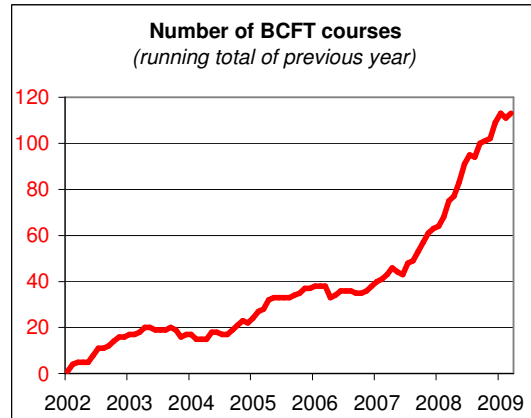
PARENTING – 85 people completed 8 courses run highly capably by Nettie Matthews, a further increase on the previous year. BCFT runs three levels of courses – toddlers, 5-11s and teens.

7.3. BCFT people

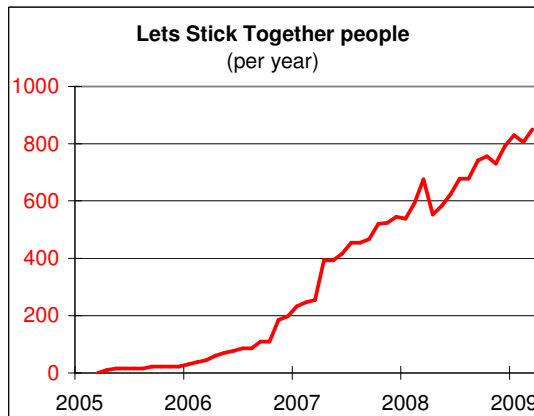
More people are coming ...



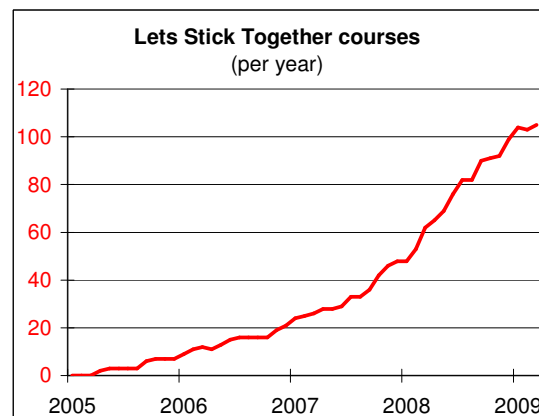
...on more BCFT courses



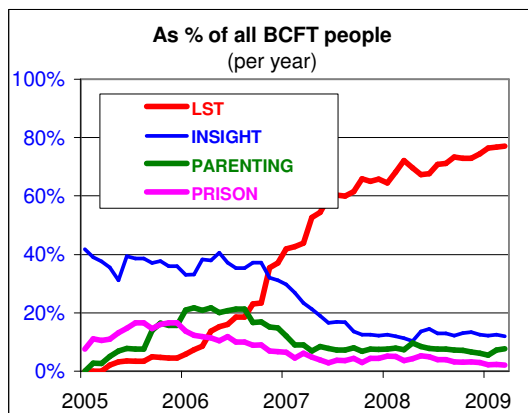
LST has shown terrific growth ...



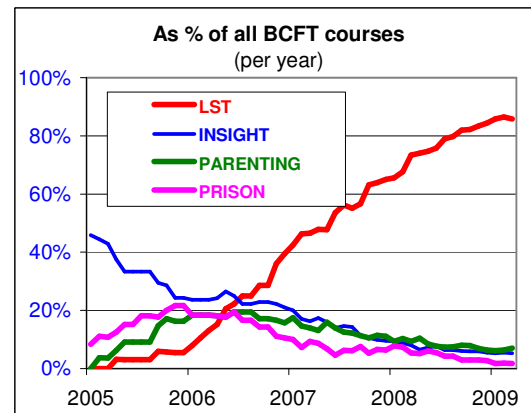
... in both people and courses



LST is now the majority of our work



... in both people and courses



7.4. Evaluation

BCFT's INSIGHT course was part of a national evaluation programme of pre-marriage courses conducted by Exeter University in 2003. The very favourable results are available at www.bcft.co.uk under "evaluation".

BCFT continues an ongoing evaluation of both Lets Stick Together and LLL. Further details are available from BCFT.



Key results for Lets Stick Together, formerly ADAPT (404 participants)

- Typical comments: "A real eye-opener"; "The most useful session of our post-natal course!"
- 96% of parents found it "enjoyable", "informative", "not embarrassing", "not boring" and "not scary"
- 96% of parents found the whole session useful
- 72% of parents found Love languages the most useful of the three ideas discussed.
- 70% of parents were married, 24% cohabiting and 6% single/other
- 78% of parents were "definitely willing" to discuss the ideas with their partner



Key results for LLL (257 participants)

- Typical comments: "Excellent course!!! I will be telling friends. Thanks"
- 96% found it "enjoyable", "informative", "not embarrassing" and "not boring"
- 69% found the course "very enjoyable" and 74% found it "very informative"
- Most people say the course structure is about right
- The majority of parents found each of the ten ideas "very useful"
- 79% found both Love languages and STOP signs "very useful"

8. Administration

8.1. Office, Stationery & Staff

BCFT operates from an office staffed by a full-time Project Director and part-time Administrator. Fees were paid at hourly rates to those helping to run our Lets Stick Together, prison and parenting programmes. The only new capital expenditure this year was the purchase of one replacement computer. Stationery and marketing items were restocked as part of ongoing operations.

8.2. Systems & Capacity

Training capacity can be multiplied simply by the addition of new trainers and venues. For our longer courses – LLL, INSIGHT, Prison Parenting – people processing capacity will require a database upgrade at 1000 couples annually, which is not likely to be reached in the near future. For Lets Stick Together, we can cope very comfortably with over 100 courses a year and could easily double this. Having processed 1103 people on 113 courses in 2008-9, BCFT is still operating at 50% of current training capacity.

9. New Developments

9.1. STOP videos

We are extremely grateful to the handful of individuals and institutions who helped us raise the £21,000 required to make our innovative STOP videos and to the outstanding actors and directing team. The four short films are available from both www.bcft.co.uk and www.letssticktogether.co.uk. The films have been viewed some 1500 times, data from Youtube.

9.2. Lets Stick Together

"Lets Stick Together" is now running in around 40 Bristol ante-natal and post-clinics. A brief summary of LST evaluation can be found in this report at section 7.4. Course information is available at www.letssticktogether.co.uk

Having successfully re-branded ADAPT as "Lets Stick Together", we aim to make the programme more widely available. To this end, Harry Benson has been commissioned by Lion Hudson to write a book version intended for publication in April 2010.

9.3. BCFT Research

Harry Benson's study of the habits of 236 new parents in Bristol, "Back off or Fire back", will be published in a new book "What works in relationship education", available as a free download on www.relationshipeducation.info

10. Finances

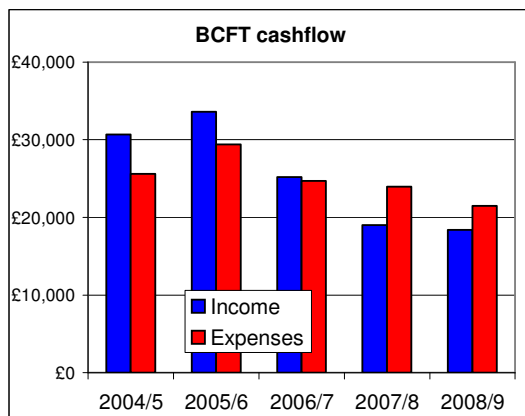
BCFT's bank balance reduced again this year. Both operating expenses and income fell slightly from the previous year. However we ran more courses, in particular due to the popularity of "Lets Stick Together" where the marginal cost is around £30 per course. We also raised £21,000 as a one-off project to make the STOP videos and rebrand LST.

Operating income. Excluding the one-off project, we received £18,325 during the year, a reduction of £690.

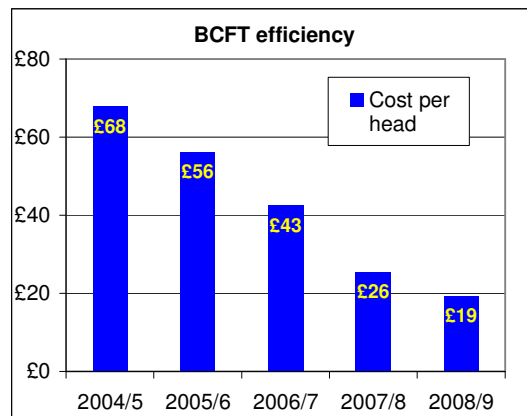
Operating expenditure. Excluding the one-off project, we spent £21,474 during the year, a reduction of £2,475.

Net income and balance. We spent £2,268 more than we received during the year (including a small surplus from our one-off project) taking our bank balance to £4,009 at year end, equivalent to at least 4 months operating costs. We are likely to need to raise our regular income later in 2009-10.

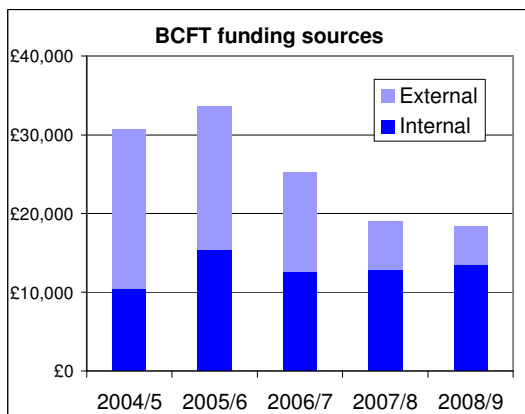
We're using less money ...



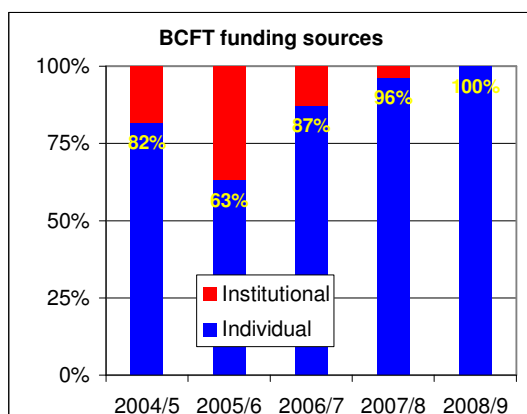
... but much more efficiently



Funding is mostly internal ...



... now entirely from individuals



Financial Summary and Forecast

All figures £ or %

SUMMARY	2006-7	2007-8	2008-9	<i>as % of Expenditure</i>	<i>YoY change</i>	<i>2009-10 Forecast</i>
INCOME						
External Donations	7,924	4,531	3,805	18%	-726	5,000
Internal Donations	7,531	6,635	6,083	28%	-552	9,000
Gift Aid	2,884	1,887	2,658	12%	+771	2,500
Prison income	3,200	700	0	0%	-700	0
Course fees & sales	3,533	5,073	5,718	27%	+645	7,000
Interest	129	190	61			100
One-off project			21,050			
	25,201	19,015	39,375		-6,186	23,600
EXPENDITURE						
Salaries	10,929	11,970	10,723	50%	+1,041	11,000
Training	2,521	3,227	2,400	13%	+706	3,000
Marketing	4,901	3,314	2,504	14%	-1,587	3,000
Admin	3,716	3,442	3,418	14%	-274	3,500
Central	2,623	1,997	2,428	8%	-626	2,000
One-off project			20,169			
Expenditure	24,690	23,950	41,643		-740	22,500
Net Balance	511	-4,935	-2,268			1,100

The board of trustees of BCFT approved the trustees report on and it was signed on their behalf by:

Richard Hill
Chair of Trustees

Statement of Financial Activity
Year ended 31st March 2009

Incoming Resources	Total Unrestricted Funds £	2007/08 Total Funds £
Incoming resources from donors:		
Individual donations	33,596	13,052
Total income from donors	33,596	13,052
Course fees received	5,613	4,056
Prison fees received	0	700
Product sales	105	1,017
Interest received	61	190
Total Incoming resources	39,375	19,015
Resources Expended		
Grants to related charities	1,840	1,997
Activities directly related to the work of the charity:		
Project director (including employer's NI)	0	0
Administrator/trainers (including employer's NI)	12,403	11,970
Office expenses	1,583	1,502
Brochures and hand books	0	3,314
Training material – general	1,150	2,058
– parenting	389	351
– training	370	0
Venue Hire	720	720
Insurance	665	772
Staff travel	285	287
Mentors	80	98
Computer equipment	588	0
Other	516	0
Special projects	20,169	0
Governance Costs		
Professional Fees	885	881
Total Resources Used	41,643	23,950
Net Movement in Funds	(2,268)	(4,935)
Balance Brought Forward	7,844	12,779
Balance Carried Forward at 31/03/2009	5,576	7,844

Notes:

Individual items of equipment costing less than £900 are treated as expenditure in the year (2008: £900)

Balance Sheet	31 March 2009 £	31 March 2008 £
Assets:		
Bank and cash balance	4,009	8,025
Debtors and Prepayments	<u>2,753</u>	<u>2,732</u>
	6,762	10,757
Creditors:		
Amounts falling due within one year	<u>1,186</u>	<u>2,913</u>
Total Assets	<u>5,576</u>	<u>7,844</u>
FUNDS		
Unrestricted	<u>5,576</u>	<u>7,844</u>
	<u>5,576</u>	<u>7,844</u>

Note:

Restricted Funds

All funds held at 31st March 2009 are to be used to support the charitable objectives of BCFT but with no specific restriction as to use.

The board of trustees of BCFT approved the accounts on
and they were signed on their behalf by:

Richard Hill
Chair of Trustees

Notes to the Accounts.

1 Accounting Policies

The financial statements are prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice “Accounting and Reporting by Charities” (SORP 2005).

Income

Income is accounted for by reference to the date donations or course fees are received. Interest on bank and other deposits is accounted for on a receipts basis; the amount of any accrued interest is not material.

The Trust has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1.

Resources expended

Grants payable are decided upon by the Trustees and are accrued to the statement of financial activities when agreed.

Activities directly related to the work of the charity include all salaries, office costs, training and venue costs, as well as insurance, capital expenditure under £900, and miscellaneous travel costs.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include the cost of the preparation of the financial statements and the annual independent examination.

Expenditure is included on an accruals basis.

Assets

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year and cost in excess of £900. They are valued at cost or, if gifted, at the value to the charity on receipt.

Stocks and work in progress

The charity does not carry any stocks of material value

2 Details of certain items of expenditure

2.2 Trustee expenses

No Trustees received any payment for their services or expenses

2.3 Fees for independent examination

	2009	2008
	£	£
Independent examiner’s fee for reporting on the accounts	<u>885</u>	<u>881</u>