
BRISTOL COMMUNITY FAMILY TRUST
REPORT AND ACCOUNTS
1st April 2010 to 31st March 2011

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Executive Summary

- **Summary.** 2010-11 was BCFT's ninth 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 five years developing our innovative peri-natal programme “*Lets Stick Together*” and offering a free session to health visitors in Bristol for their ante-natal and post-natal clinics. “*Lets Stick Together*” consistently reaches over 25% of all new mothers in the Bristol area. We have begun a relationship with national charity Care for the Family to roll this out nationally with assistance from Department for Education funding. In Bristol, we continue to run regular parenting programmes and the occasional relationship programme in prison. The book version of “*Lets Stick Together*”, as well as new handout cards, makes the course accessible throughout the UK.
- **Courses & people.** In 2010-11, we ran 100 courses for 1004 people, a decrease of 14% on the previous year. Fewer post-natal clinics across Bristol means that the growth of “*Lets Stick Together*” appears to have peaked. We have now run over 400 sessions for over 4,000 parents. A further 2,000 people have completed longer BCFT courses, equivalent 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. “*Lets Stick Together*” is accompanied by four online STOP videos.
- **Future operations.** In 2011-12, we will be focusing on our joint venture with Care for the Family for a national roll out “*Lets Stick Together*”. We will also be advising the Department for Education in their Evaluation of Relationship Support Programmes, which will include “*Lets Stick Together*”.
- **Finances.** BCFT remains extremely cost-effective. Compared to seven years ago, we are doing nearly three times as much work with less money: our average cost per course participant has fallen from £68 to £20. During these seven years, we have managed to operate with very limited need for fund raising. Although we are currently entirely funded by individual course fees and donations, we expect to receive funding in the coming year through our consultancy arrangement with Care for the Family. Our costs remain relatively stable.

**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 2011, 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 386 of the Companies Act 2006); and
 - b) accounts are prepared which agree with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006; 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'Conor 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
John Moore	Trustee

Trustee meeting took place in May 2010.

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, one in three unmarried parents will split up compared to one in eleven 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 2010-11 focused on sustaining our pioneering "*Lets Stick Together*" relationship programme into the ante-natal and post-natal system. We have also established a joint venture with Care for the Family to roll out "*Lets Stick Together*" nationally with limited funding from the Department for Education. In Bristol, 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 2011-12 will centre around the roll out of "*Lets Stick Together*" beyond Bristol and continuation of our pre-marriage, parenting and prison programmes within Bristol.

6.1. Relationships with other organisations

BCFT has working relationships with a variety of organisations and individuals

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

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 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

Coverage of BCFT activities in 2010-11 included an interview for a BBC Radio 4, programme on marriage, interviews on Woman's Hour, BBC Radio 5 live, and local radio. The Daily mail and Telegraph both prominently reported Harry Benson's latest research findings from Census data that 97% of intact couples with 15 year old children are married.

6.4. Presentations and talks

During 2010-11, Harry Benson spoke publicly to 600 people through 6 talks on family policy, relationship education and Let's Stick Together, including winning a debate at the Oxford Union on the subject of marriage.

6.5. Advertising

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

6.6. BCFT research

BCFT produced one major paper "Family breakdown in the UK: it's NOT about divorce" which was widely quoted in the national media. The paper is available at www.bcft.co.uk

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. A folding wallet-size Lets Stick Together card 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 – 148 people, a mix of singles and couples, completed our one day relationship courses – mostly as part of our INSIGHT pre-marriage course. LLL has become the standard relationships course run by BCFT.



LST – 822 parents attended 90 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, Jo Poulson, Megan Crummack, and Nic Hope for their contribution as regular trainers and to our wonderful administrator Claire Cox who organises it all.



INSIGHT – 116 people attended 5 INSIGHT courses, down again 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%. BCFT is probably reaching around 5% 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.

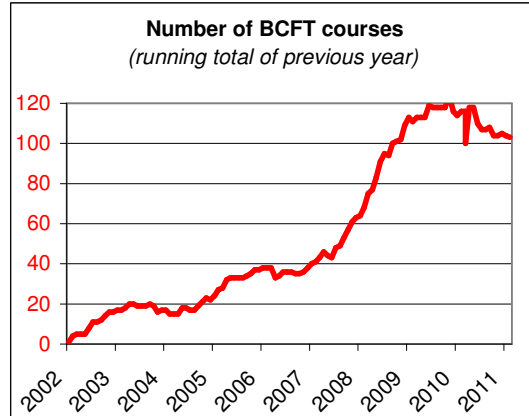
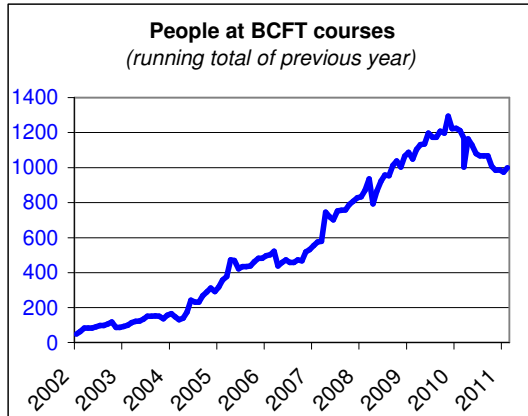
PRISON – 5 couples completed our only course of 2010-11. Courses and couples are arranged by Bristol prison resettlement department. We anticipate further courses in 2011-12.



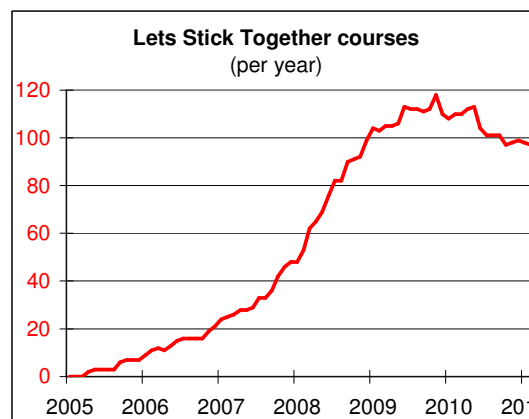
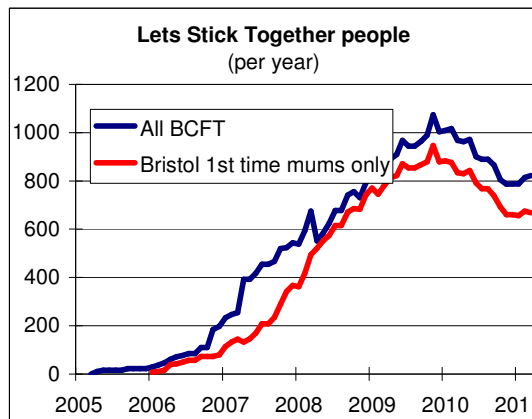
PARENTING – 24 people completed 4 courses run highly capably by Nettie Mathews, again down on previous years. BCFT runs three levels of courses – toddlers, 5-11s and teens.

7.3. BCFT people

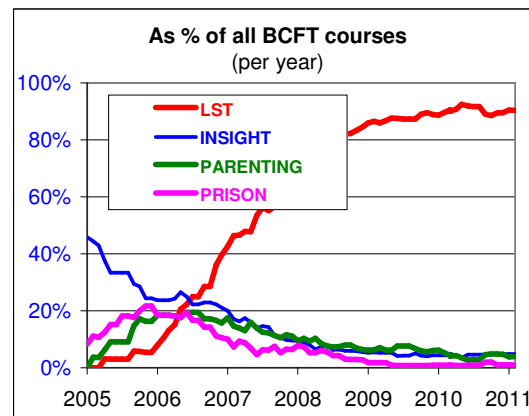
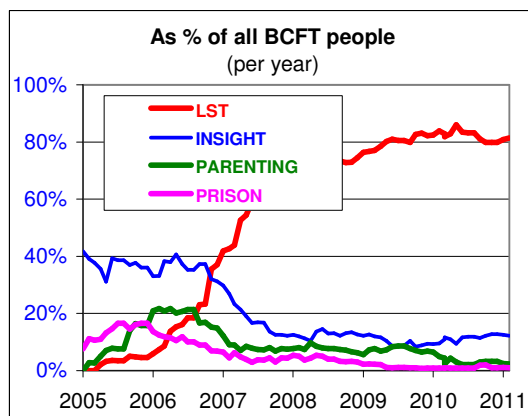
BCFT activity has peaked ...



... because LST has reached capacity



Lets Stick Together remains the majority of our work



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 from BCFT.

BCFT has concluded a substantial evaluation of both Lets Stick Together and LLL. Results are summarised in the book *Let's Stick Together – the relationship book for new parents* by Harry Benson.



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. 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 1004 people on 100 courses in 2010-11, BCFT is still operating at 50% of current training capacity.

9. New Developments

9.1. Lets Stick Together book and cards

Harry Benson's book *"Lets Stick Together – The relationship book for new parents"* is available from Amazon. BCFT are now using a new set of relationship cards using the Lets Stick Together principles and format.

9.2. BCFT Research

Harry Benson's new paper *"Family breakdown in the UK: it's NOT about divorce"* is available from www.bcft.co.uk

10. Finances

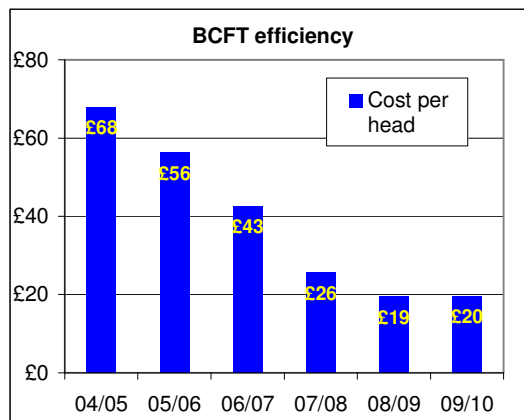
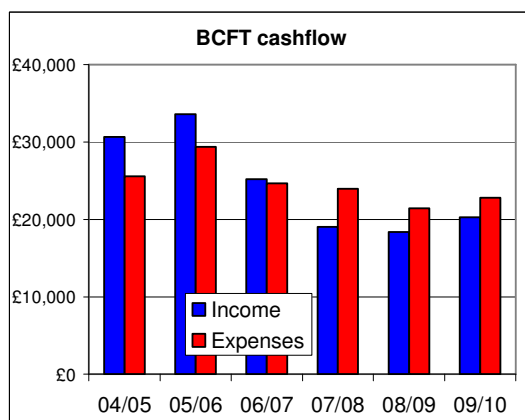
BCFT's bank balance reduced this year. A persistent operating shortfall needs to be met by new funding. This situation looks more precarious than it is due to subsequent donation of the proceeds of another charity. The ongoing shortfall in operating income is expected to be covered for the next two years by consultation fees from Care for the Family for the roll out of Let's Stick Together.

Operating income fell by some £5,000 to £15,543.

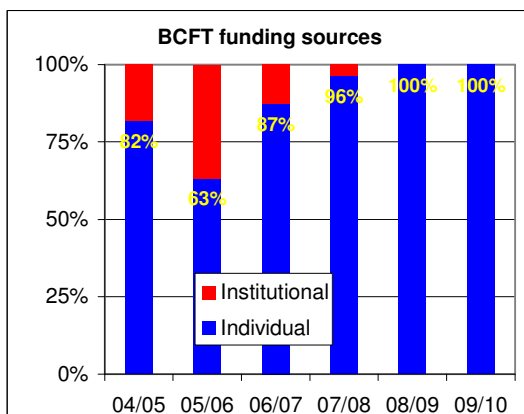
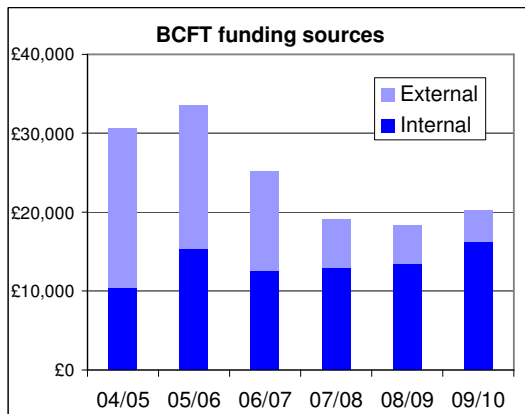
Operating expenditure fell by £2,500 to £20,312.

Net income and balance. We spent £4,413 more than we received during the year taking our bank balance to £298 at the year end.

Our costs have stabilised and we remain extremely efficient



Funding is increasingly internal and entirely independent



Financial Summary and Forecast

All figures £ or %

SUMMARY	2008-9	2009-10	2010-11	<i>as % of Expenditure</i>	<i>YoY change</i>	<i>2011-12 Forecast</i>
INCOME						
External Donations	3,805	3,325	4,216	21%	+891	9,000
Internal Donations	6,108	9,167	4,027	20%	-5,140	4,000
Gift Aid	2,658	2,750	1,563	8%	-1,187	2,000
Prison income	0	0	0			
Course fees & sales	5,738	5,047	5,736	28%	+689	7,500
Interest	61	1	1			
One-off project	21,050					
	39,420	20,290	15,543		-4,747	22,500
EXPENDITURE						
Salaries	10,723	10,187	10,412	52%	+225	11,000
Training	2,400	3,330	2,634	13%	-696	3,000
Marketing	2,504	3,448	3,860	19%	+412	1,500
Admin	3,418	3,164	2,910	14%	-254	1,800
Central	2,428	2,686	496	2%	-2,190	500
One-off project	20,169					
Expenditure	41,643	22,815	20,312		-2,503	17,800
Net Balance	-2,223	-2,525	-4,769			4,700

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 2011

Incoming Resources	Total Unrestricted Funds £	2008/09 Total Funds £
Incoming resources from donors:		
Individual donations	9,806	15,242
Total income from donors	9,806	15,242
Course fees received	4,540	4,501
Prison fees received	0	0
Product sales	1,196	545
Interest received	1	1
Total Incoming resources	15,543	20,289
Resources Expended		
Grants to related charities	496	2,118
Activities directly related to the work of the charity:		
Project director (including employer's NI)	0	0
Administrator/trainers (including employer's NI)	12,392	12,887
Office expenses	1,119	1,392
Brochures and hand books	154	0
Training material – general	2,137	1,460
– parenting	438	408
– training	<u>1,131</u>	1,580
Venue Hire	300	630
Insurance	668	704
Staff travel	199	52
Mentors	0	0
Computer equipment	0	568
Other	618	154
Special projects	0	0
Governance Costs		
Professional Fees	660	862
Total Resources Used	20,312	22,815
Net Movement in Funds	(4,769)	(2,526)
Balance Brought Forward	3,050	5,576
Balance Carried Forward at 31/03/2011	(1,719)	3,050

Notes:

Individual items of equipment costing less than £900 are treated as expenditure in the year (2010: £900)

Balance Sheet	31 March 2011 £	31 March 2010 £
Assets:		
Bank and cash balance	298	4,711
Debtors and Prepayments	<u>1,563</u>	<u>1,764</u>
	1,861	6,475
Creditors:		
Amounts falling due within one year	<u>3,580</u>	<u>3,425</u>
Total (Liabilities) / Assets	<u>(1,719)</u>	<u>3,050</u>
FUNDS		
Unrestricted	<u>(1,719)</u>	<u>3,050</u>
	<u>(1,719)</u>	<u>3,050</u>

Note:

Restricted Funds

All funds held at 31st March 2011 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

	2011	2010
	£	£
Independent examiner’s fee for reporting on the accounts	<u>660</u>	<u>862</u>