



PENHALIGON'S FRIENDS

Reg. Charity No. 1053968

ANNUAL REPORT 2011-2012



Patrons: Dame Annette Penhaligon
Michael Galsworthy
Tim Smit



Penhaligon's Friends Annual Report and Accounts 2011 - 2012

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Objectives and Structure

Organisational Structure

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits. The trustees meet together approximately every six weeks and are responsible for all policy decisions and for staff employment. These policies are reviewed regularly and, where necessary, are brought up-to-date when new legislation comes into being or in order to further the aims of the Charity.

The day-to-day management of the Charity is delegated to the staff.

Recruitment and appointment of trustees

The existing trustees are responsible for the recruitment of new trustees but in so doing the trustees seek the recommendations of staff and volunteers. In selecting new trustees, we seek to identify people who can bring their expertise, contacts and knowledge to the Board for the benefit of the aims of the Charity.

In addition to the trustees, representatives from other bodies having connections with child bereavement are invited to join the Board and attend meetings as representatives without voting rights.

Following appointment, new trustees are introduced to their role and given copies of the trust deed and a guide to Penhaligon's Friends' policies and procedures adopted by the Board. A number of publications from the Charity Commission are also provided including the guidance on charities and public benefit. This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act.

Our Objectives

Our objectives are to provide support for bereaved children and their families and to provide training and education for other agencies working closely with these children in order to provide the tools they need to do their job. Each year our trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit.

Mission Statement

To provide a supportive and educational environment where children grieving a death can share their experiences as they move through their own healing process.

To support family care givers, schools, professionals and the wider community in Cornwall in responding to the needs of bereaved children.

Also to provide training in childhood loss and bereavement for family care givers, schools, professionals and the wider community in Cornwall.

Data Protection

There is a rigorous code of practice with regards to data protection and confidentiality. All records are confidential and are kept locked up.

Use Of Volunteers

Volunteers are an important resource in the work of the Charity. Volunteers are involved in many of our activities and we have over 40 people regularly giving their time to visit families or to help on bereavement days.

Trustees and Volunteers

All trustees and volunteers are required to have an up-to-date enhanced CRB check, even those who do not have direct contact with children or records.

How Our Activities Deliver Public Benefit

Many of our activities delivered throughout the year are of direct benefit to the public. Our charity supports bereaved children and young people from 5yrs -18rs. We also help parents, carers and professionals to give effective support. The person who died may have been ill for a while or died unexpectedly. We use a variety of practical and creative tools to help children and families share their thoughts and feelings and give them the opportunity to meet others. Our activities recognise how children experience grief. We therefore include time to have fun and for creative activities as well as time to focus and work through more painful issues. We support the whole family using a child-focused approach.

Our range of services includes:

- A Helpline- open from Monday to Friday between 9am and 5pm and calls are charged at the local rate.
- Family members or professionals call to discuss a huge range of concerns and questions.
- The Family Services Co-ordinator will help the person make sense of questions and concerns.
- Group work- with bereaved children and their families-
- Bereavement Days are held four times a year.
- Individual support- with bereaved children and their families- in School or at our centre.
- A library of resources books, DVD's and other literature.
- A Handbook for Schools - annual training programme and support for schools following bereavement.
- Training- tailor-made for various professional and community groups.
- See individual reports for further details.

Statement Of Trustees' Responsibilities

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

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The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements, the trustees are

required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures
- disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis.
- The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with
- the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed.

They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Chairman's Report

Chairman's Report 2012

It had been anticipated that the past year would be a period of consolidation. Nevertheless there was still plenty of change that occurred during the year. We welcomed some new trustees at the AGM and said goodbye and thank you to others.

We learnt early in the year that our treasurer of over 10 years would have to resign for personal reasons. We were delighted that Tarn Lamb agreed to take on this very important role. The board of trustees took the opportunity to request more clearly understandable presentation of finances. In addition, trustees attended two away days in order to work on preparations for an updated business plan. This process continues.

Arthur Welsh had resigned at the last AGM for family reasons. These reasons proved to be not insurmountable, so we were pleased to be able to co-opt him back on to the board.

The person who has helped us in the work we do over the years is our Patron, Dame Annette Penhaligon. She has supported us in many ways, not least in lending her name to our charity! Recently we have been looking for other patrons who can help us with their influence and knowledge in other spheres. We are delighted to welcome Michael Galsworthy, CVO, CBE,

Penhaligon's Friends Annual Report and Accounts 2011 - 2012

DL, Vice Lord Lieutenant of Cornwall and Tim Smit, CBE of the Eden Project, St Austell, Cornwall. We look forward to working with them and learning from them.

I must add a vote of thanks to the many organisations, businesses and individuals who have supported Penhaligon's Friends this year. The list at the end of this Annual Report make awe inspiring reading. I have been privileged to be invited to several cheque presentations and had great fun with Fudge at the launch of Sainsbury's of Penryn's year of fund raising. Thank you to everyone

Although not in this financial year, I must mention that we had to say a sad goodbye to Matt Bennett. Matt has been with us for two years and we very much appreciated all that he did for us. We now welcome Tracey Bennett as Family Services Coordinator.

All the staff work very hard with the team spirit that is a joy to behold. I must thank as always the Board of Trustees who are always very supportive.



Brenda Bailey



Manager's Report

Managers Report for the AGM 2012

This has been another year of growth and change for Penhaligon's Friends, staff and volunteers have worked extremely hard to ensure that our service delivery continues to meet the demand. Our Schools Coordinator, Becky Thomas, has been very busy connecting with schools and colleges across the county and has introduced a newsletter to keep schools up to date with Penhaligon's Friends activity. This role has been vital when schools have experienced the sudden deaths of a member of staff or student and we have been called in to support on a number of occasions throughout the year. Becky has also introduced our 3rd Youth Group in the north of the county. Occasionally we let her go home to sleep!

Our Family Services Co-ordinator has been kept very busy with a record level of referrals. Our bereavement days and parents group have been well attended and phone calls into the office ensure there is never a quiet moment! Having introduced the role of Family Liaison to our volunteers has proved to be a wise decision and it is nice to have their presence in the office.

Our Training and Volunteer Co-ordinator left the team in January after a long period of illness and it has been a challenge to Co-ordinate the external and internal training between the existing staff team. One of our volunteers, Doreen Hocking, has stepped up to the mark and been vital in delivering our professional training and our chairman, Brenda Bailey, has taken the lead with our initial volunteer training programme. Once again our talented volunteers rose to the challenge and played their part to ensure that both planned training and new bookings were delivered. With this in mind the charity has decided not to replace the Training Co-ordinator at this time.

Our Admin Assistant has become everyone's best friend and has picked up the tasks that we have been too busy to achieve! Thanks Sadie!

Volunteers

We have welcomed lots of new faces to the team this year, and sadly had to say good-bye to 2 very special ladies who lost their battle with cancer this year, Tracey Taylor and Dee Cooper Clarke. I'm sure that the families they worked with would agree it was a very sad loss.

The volunteer training programme has been running in its new format now over the year and is very successful. We hope to introduce a few new roles to the programme in the next year. The 1-1 training has been a great asset to the team and we now have 23 volunteers carrying out this level of support.

Lowenna Care has taken on the role of Volunteer Representative on the Board of Trustees, taking over from Naomi when she took a side step and focussed on bringing her new baby, Annie, into the world. Naomi was very successful in initiating donations from town and parish councils before she stood down.

The support of our volunteers cannot be underestimated. We are always indebted for their loyalty, compassion and involvement.

Conference

Penhaligon's Friends hosted a national Conference in March 2012 at St Mellion International Resort with 92 delegates attending. Our speakers were David Trickey, Katie Koehler from Child Bereavement Charity, Wendy Thomas, local educational psychologist, and Erica Brown. David Trickey also hosted a session with 6 young people who have received support with Penhaligon's Friends. This session was very moving and powerful and feedback from delegates commended them on their courage and honesty. The day was a great success and a charity golf tournament and gala dinner ran alongside the main event.

Out and About

We were delighted to be picked as Charity of the Year by The Cornwall Barclays team. Their first fundraising day in March saw them dressing as Easter Bunnies and dashing around the county! Our year with Sainsbury's Penryn was a very successful partnership and they raised much needed funds for our charity. There were summer events including Constantine Arts Exhibition, Coverack Open Gardens and Padstow Steam Rally, I even found myself at Bodmin Ale Festival!

Trustees, Volunteers and staff have given a variety of presentations and talks across the county and we look forward to raising our profile even further throughout the next year.

As always it remains a privilege to work with our children, young people and families, to be able to walk with them on their journey and offer comfort, guidance and understanding in their time of need.

Julie Parker

Manager

Family Services Report

Family Services Report 2012

We continue to grow and have had yet another increase in referrals this year, with a dramatic rise in the number of families asking for support when anticipating a death. Staff and volunteers have really been working hard and the introduction of new paperwork and office systems has helped the management of our families support. We have regular caseload reviews and a fixed internal referral process from initial assessments to individual work. A new role for volunteers has been developed to support the Family Services role, the Family Liaison Officer is a position manned by volunteers coming into the office on a regular basis and contacting families, often this contact between interventions ensures our families feel supported and valued. Overall this has been another busy and rewarding year, despite increasing numbers we have managed to keep the standard of service as high as possible.

Referrals.

There has been steady increase in referrals from the previous year, in 2010/2011 we worked with 303 families, including 476 children. In 2011/2012 we worked with 333 families and 548 children. The biggest increase has been in Pre-Bereavement work with 27 families referred in 2010/2011 and 58 in 2011/2012. With the increase we have been averaging 17 family assessment visits a month, and have trained volunteers as Lead Assessors and also trained more volunteers as Assessors to cope with the demand. Referrals are coming from many different agencies with schools still the prime referral source and self referrals a close second .

Bereavement Days.

We have really felt at home at Truro Pre Prep School, the school have been incredibly supportive, especially the caretaker Francis!! The venue is perfect for running our Memory Days and has a great atmosphere and a relaxed environment. We have facilitated a Bereavement Day every 3 months with 76 children and 51 adults attending this year. Again we have been well supported by volunteers, and local GPs who provide the Doc Spot. Also this year we have made links with Treliske Palliative Care Team, who are now sending their staff along to work with us on the days and enable them to better understand the work that Penhaligon's Friends does within the community.

Some Family Quotes:

"The day was good for both of us and I really cannot see how I would be dealing with my or my children's grief without Penhaligon's Friends"

"My son told me afterwards it was "the best day I've ever had"

"I enjoyed the day and found it easier to understand my dad's death after it"

"Now I can speak to mum"

"My daughter has really turned a corner and I'm convinced it's because of her enjoyable day with Penhaligon's Friends, she loved all the creative art and my son loved the football, a recipe for success!"

Family Days.

We had four family fun events this year, the first being the Teddy Bears Picnic (it was actually sunny!) at Chacewater Village Hall, which was a great success. Then families attended Trethorne Leisure Park near Launceston, this is a great venue which offers activities whatever the weather. Also during the summer holidays we managed to go to The Asylum, run by Kneehigh Theatre , to watch a play called "Stones and Bones" which was very child friendly followed by den building on the site. During the run up to Christmas we were invited

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for an evening with Santa at Redruth Town Council Grotto, the families met the man himself and got to play with lots of antique toys and train sets (mainly the dads, it has to be said).

Parents Group.

This group has taken on a life of its own, we still meet on the first Thursday of the month in the Redruth Office and it has the same format of parents meeting in the kitchen (they will have to move soon due to the increasing numbers!) and children in the activity room. The parents are now making significant bonds and are very welcoming to new group members. I have seen tears and laughs and for me this just shows how valuable the group is to our bereaved parents. They are wonderfully supportive and show such empathy to one another. The group would not exist without the help of a small group of volunteers who turn up each month without fail.

Volunteers.

Again what can I say, without them we would not be able to offer such an outstanding service to bereaved families in Cornwall. We have tried to increase and improve the training opportunities to all of our volunteers to enable them to access all aspects of Penhaligon's Friends work. A very big thanks to all that we have worked with throughout the year!

Matt Bennet

Family Services Co-ordinator

School Services Co-ordinator's Report

School's Support Co-Ordinator Report

Support to Schools

This is my second year in post as the School's Support Co-ordinator. In the last 2 years our school referrals have grown significantly and they are continuing to increase. We are also in more demand than ever to provide support and guidance to school staff supporting bereaved children. We are seeing more staff gaining confidence when working with the subject matter of bereavement and wanting to work together to ensure the children are getting the support they need.

A number of our families have been grateful to have someone who is able to work with them and the school, in many cases we have been able to bring the two parties together to open communication and look at ways to support the child/children.

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Over the past two years I have been told many times by school staff when they are supporting a bereaved child how much they worry about saying the wrong thing, either to the child or the parent/carer. When they have been armed with some guidance, re-assurance and ideas I have witnessed many of these go forward to make contact with those parents, carers and children and go on to become a great source of support for them.

Telephone support and provision of practical ideas and resources for schools has been in demand this year. In addition to this we have supported 15 incidents within schools where there has been a significant impact on the school community such as the death of a member of staff or student.

Within 7 Cornish schools we have facilitated groups for bereaved children and young people. These groups have brought the children together, given them time and space to remember the person who has died and enabled them to take part in some therapeutic activities, exploring the feelings associated with their grief, and to find some positive coping strategies.



One to One Support Work

Some children and young people find it too difficult to attend a group situation and find that being able to talk to someone unrelated to them about the death and their feelings can be really beneficial to them.

"I feel much happier because I have talked about all I've wanted to talk about"

We began our One to One Support Work Project last year and we now have 23 volunteers trained to carry out this work. Between these volunteers 138 children have received support. The volunteers have worked tirelessly to ensure these children have received reliable and consistent support, helping them understand their feelings and to find appropriate ways of expressing them.

The feedback from both the children and their parents and carers has been extremely positive.

"I am happy and not so angry"

Many of these children we have seen this year have said that they feel happier than they did before the interventions.

"I feel much better now after speaking to someone. I feel like I've stopped holding all of my feelings in and it's a weight off my shoulders"



"Break It Down" Teens Groups

'Break It Down' Teens Groups

Our teenage groups are now up and running in 3 locations; Redruth, Roche and Launceston. We have seen 62 young people engage in the groups this year.

We have a committee made up of 5 young people who meet regularly to discuss the needs of the groups. They represented the groups at last years AGM meeting and they have fed back to us that there is no other appropriate support available to them that gives them what they get from the groups.

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Last summer we trained 10 young people as peer mentors. Their new skills have been put to good use supporting other bereaved teenagers within the groups and within their schools.

6 of our young people came to take part in a question and answer session at our 'Remember Me Always' conference in March. They chose to share their stories with the delegates on the day; this was very moving and took us all by surprise with just how honest and open they were! They were very enthusiastic and they really wanted to show professionals working with bereaved children the reality of their situations. They were extremely pleased with how it went on the day and felt that they achieved what they wanted to achieve. They were all very vocal in saying that it was 'the best day of their lives!'

We have been busy with lots of different activities this year, including involvement with Kneehigh Theatre and their production of "The Wild Bride". We have held workshops with ABC, (Anti-bullying Cornwall) to discuss the issue of bullying. Bullying is something our young people tell us is a big problem for them and often they feel that they are bullied because of their bereavement.

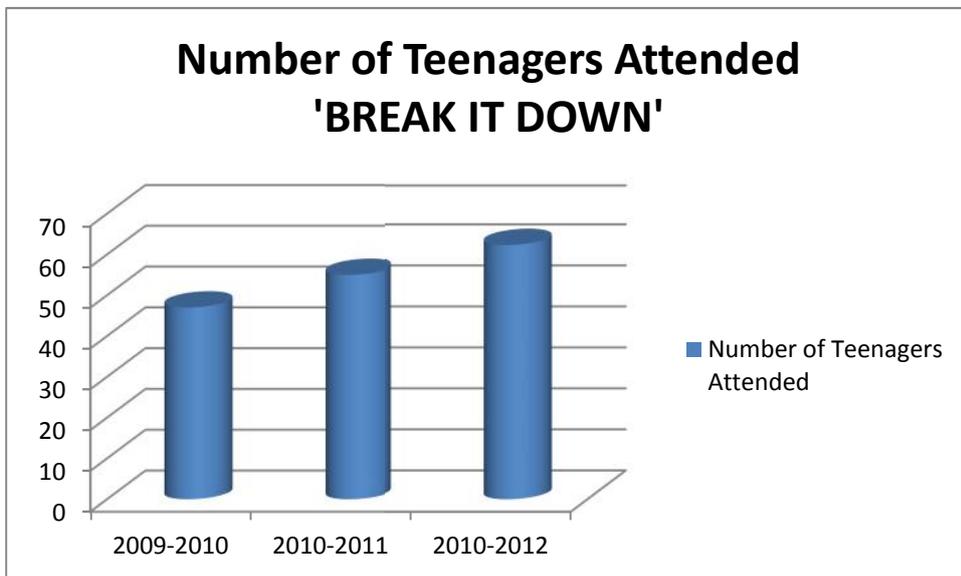
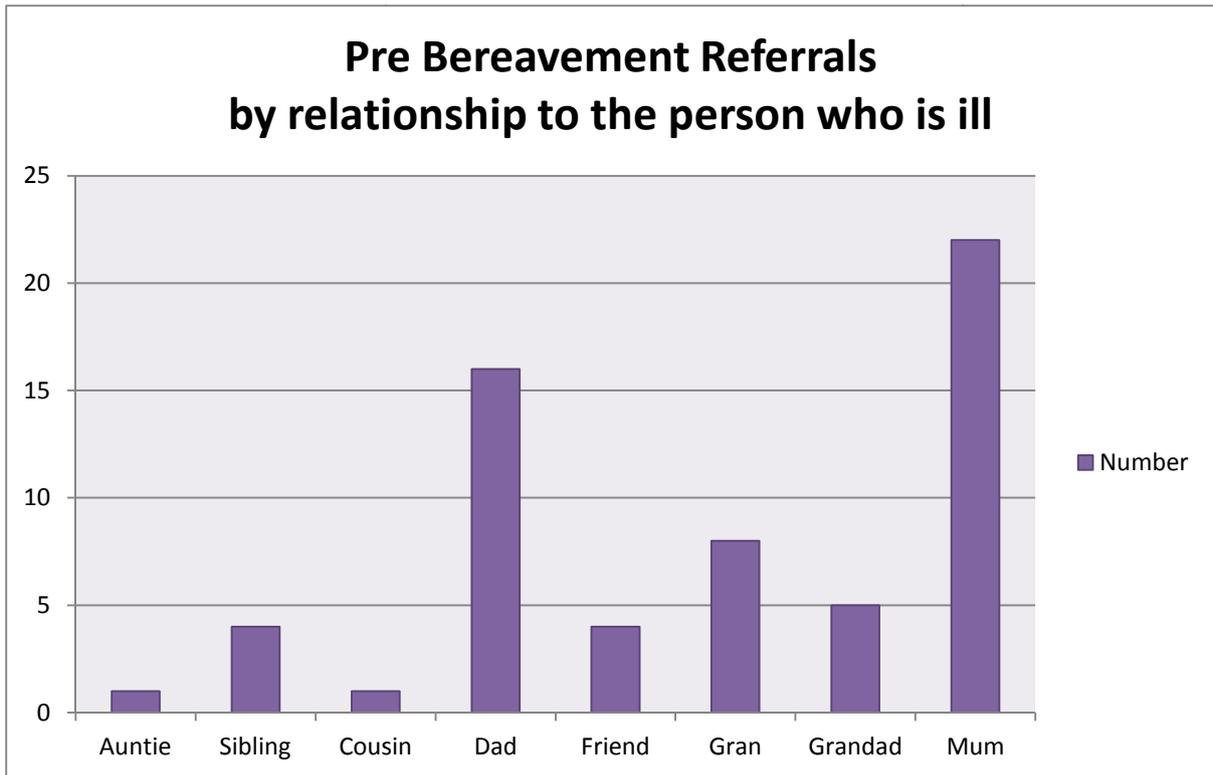
We had a fantastic Christmas disco this year with a huge turnout! This is something we definitely hope to repeat next year!

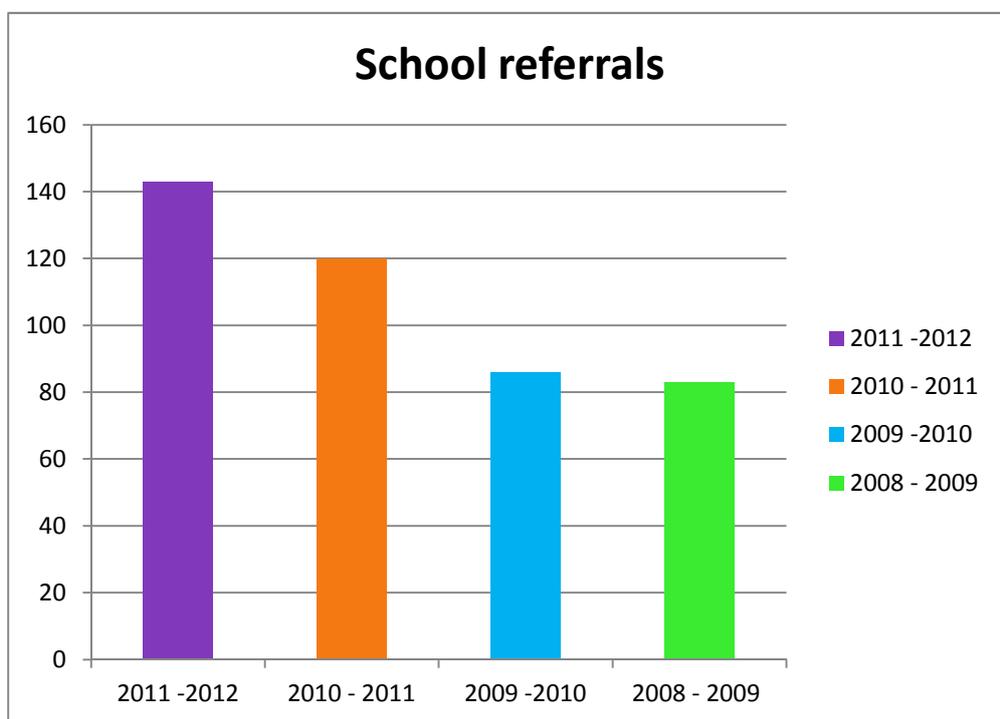
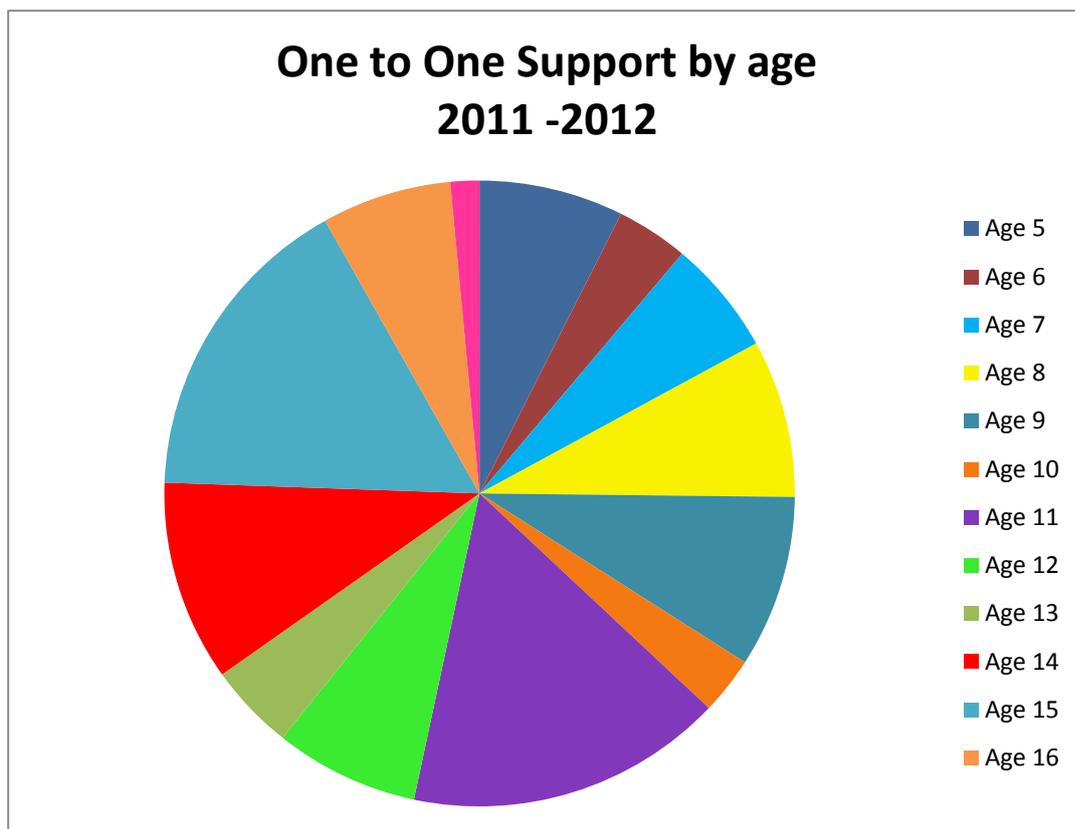
'Well done and Thank you' to all of the young people who have been so committed to supporting others within the groups, on activities and as peer mentors. They have all worked very hard on the projects they have been involved in.

Becky Thomas

School's Support Co-ordinator







Volunteer Rep.'s Report

Volunteer Representative Report

2011/2012 has been another productive year for volunteers with a significant increase in active volunteers to 69. We welcomed 16 new volunteers through the initial volunteer programme.

With the growth in volunteers the scope of the work with Penhaligon's Friends has widened. Of particular note are the new activities which are being developed in north Cornwall meaning that the Penhaligon's Friends' profile is being boosted in this part of the county. Similarly this means that there are developments in the north of the county for volunteers to get involved without having to undertake a long journey. These developments include a school group in the Bude area, a new Break-it-Down teenager support group in Launceston and an increase in the one to one support.

Bereavement Days continue to remain popular with a large majority of volunteers and whilst they are hard work they remain incredibly inspiring. More assessment visits have been carried out than in previous years and special training has meant that those volunteers who have undertaken numerous visits are now able to take on the lead role, freeing up valuable staff time and increasing volunteer morale.

Family liaison telephone support has developed this year. Whilst one can leave lots of telephone messages it is very rewarding when contact is made and a fruitful discussion takes place. I have come to really enjoy this role as a volunteer. I have the luxury of being able to spend time offering support and guidance when needed to a parent who is struggling and who finds it difficult to pick up the telephone and call us. The regular contact that volunteers have through this telephone liaison work means that families feel thought about and I believe gives the Penhaligon's touch.

One to one support has grown this year with a staggering 23 new volunteers now trained to carry out the work county wide. Many volunteers find this hands on work to be both challenging and rewarding. Following a training course offered in the summer 2011 and January 2012 a number of volunteers are now working with children pre-bereavement. Regular monthly group supervision given by Doreen and Arthur ensures that volunteers feel supported. Becky is always on the end of the telephone to help with a tricky situation or with ideas about where to go next.

As always Julie and Becky are ever ready to provide guidance and support and continue to make the office a very welcoming place in which to work. They have an amazing capacity to make every volunteer feel a part of the team regardless of the time an individual volunteer has to offer.

In house Penhaligon's Friends training continues to grow, for every aspect of the work there is a pertinent course to undertake. Much of this is delivered by experienced volunteers. In early 2012, Cruse Bereavement Care opened up their external volunteer training to us. Additionally, Penhaligon's Friends volunteers are now assisting staff members or are themselves carrying out training delivered to a whole host of professional bodies, including

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school box training to primary and secondary school staff and loss training to Cornwall Council staff.

As ever Penhaligon's Friends is dependent upon fundraising initiatives to generate income. So a big thank you to all who have been active in this respect.

As you can see it really has been a busy year for all of the Penhaligon's Friends volunteers!

Here is a quote from Sandra which I think sums up why volunteering with Penhaligon's Friends is unlike working with any other organisation:-

"I have just about finished all the training available to me as a volunteer, having joined about 1 year ago. I have done this so that I can work as a volunteer when I retire from work next year. So far I have done 3 bereavement days, one assessment & am now working with my third 1:1 client. I have always worked with children since my Saturday job at 13 years of age, trained as a paediatric nurse at a children's hospital when I was 18 years of age & worked with deaf children for 11 years while my children grew up. When the youngest left school I returned to nursing; first on the wards & now in the community. However, I can honestly say that I have never found anything quite as satisfying as the work I am doing with Penhaligon's Friends. I can also say how impressed I have been at the organisational skills & professionalism of the staff & trainers. Although I live way down in the SE of Cornwall I do not regret joining a Redruth based group & look forward to promoting it to the best of my ability next year."

We, as volunteers, look forward to an exciting year ahead and I am sure with our increasing family database that we shall be busier than ever before!

Lowenna Care (Volunteer Representative)

Treasurer's Report

Treasurer's Report

The existing treasurer resigned in autumn 2011 and was replaced immediately by an existing trustee. A smooth transition was achieved with a handover of information and a financial assessment provided by Robert Cowie. Out thanks go to John Yeo for his services for around 12 years.

Annual Accounts 2011/12

The accounts for year ending March 2012 show a closing balance of £43,220 improving the position from the previous year by £25,075. The position is further improved by unrestricted funds accounting for £42,220 of the funds available to the charity. Income totalled £224,464, an increase of 5% on the previous year. Expenditure totalled £199,389 a decrease of 6% on the previous year.

Income movements included: re-profiling of lottery funding to smooth the profile across the five year programme; and an increase in fundraising after significant efforts from staff and volunteers to secure the short term financial future of the charity. The expenditure variance was caused by a reduction in staffing costs. Restricted funding for the Training Co-ordinator ended in December 2011. At the time there were insufficient unrestricted reserves secured to continue with the post. One member of staff was on long term sick created a further reduction of staff cost.

This is a positive performance in a time of recession and of statutory funding cuts to the voluntary and community sector.

Projections for 2012/13

The strong performance in 2011/12 gives the charity room to manoeuvre both in terms of easing short term cash flow and for prioritising investment from unrestricted reserves.

A balanced budget was set for 2012/13. This gave an income projection of £168,405 and expenditure of £168,070. In mid May income was increased to £184,232 following additional funds being secured from Tudor Trust and Children in Need. Expenditure commitments now total £183,942.

The charity's immediate financial health is matched by a good balance in its diversity of income streams which included both restricted and unrestricted funds and alongside, a mix of statutory, charitable and private sector sources.

Regular financial reporting will ensure that trustees have sufficient information to make decisions on an ongoing basis throughout the year. The budget will be re-profiled at the end of each quarter. I am confident that the charity will be able to secure the additional funds that it requires to produce a surplus position at the year end. Consideration should be given to the creation of a reserve fund to ensure that sufficient funds are available to cover liabilities in the event of a wind up.

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A review of banking arrangements will be undertaken to ensure maximum efficiencies.

Additional financial administrative support has been purchased from Cornwall Neighbourhoods for Change for 2012/13.

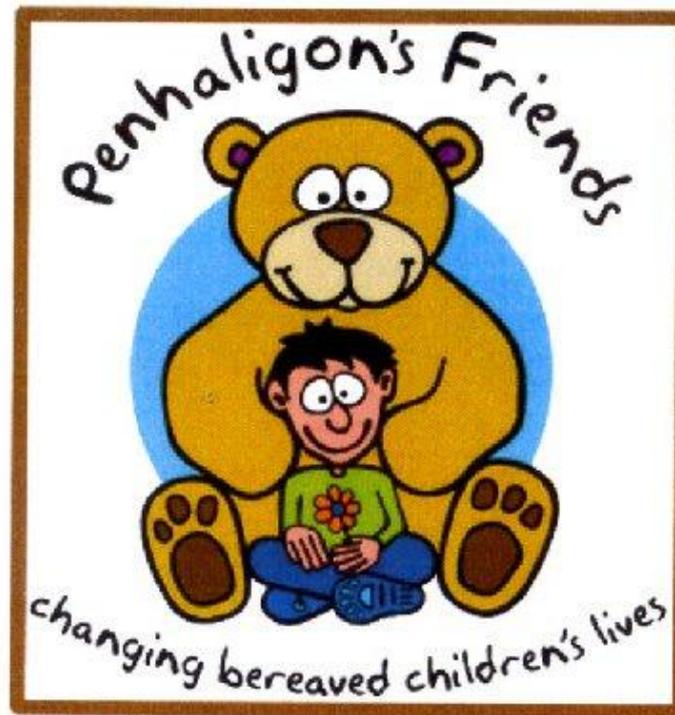
To:

- Robert Cowie from Francis Clark LLP for providing the Independent Examination pro bono
- To our grant and contract funders for supporting the core activities of the charity
- To our private sector supporters, and the hundreds of walkers, carollers, cake makers, and other friends who are generous with their time and money that makes all the difference

Our heartfelt thanks for helping us to provide a high quality service. We hope that we can count on your continued support in the coming year.

Tarn Lamb

Treasurer



**BEREAVEMENT SUPPORT
FOR YOUNG PEOPLE, CHILDREN AND THEIR
FAMILIES**

**ANNUAL ACCOUNTS
2011/2012**

Registered Charity No. 1053968

Helpline 0845 6071943

P0 Box 11, Camborne, Cornwall, TR14 8YG

www.penthaligonsfriends.org.uk

Penhaligon's Friends

Independent examiner's report to the Trustees

I report on the accounts of the trust for the year ended 31 March 2012, which are set out on the following five pages.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43 (7)(b) of the 1993 Act), and
- to 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out below.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Lowin House
Tregolls Road
Truro
TR1 2NA

Date: 09 July 2012



R R Cowie
Chartered Accountant

Penhaligon's Friends Annual Report and Accounts 2011 - 2012

Penhaligon's Friends
Registered Charity no. 1053968

Statement of financial activities
for the year ended 31st March 2012

	General	Restricted	Total	Year to 31/03/2011
	£	£	£	
Incoming Resources				
Donations	23,540		23,540	29,157
Grants		72,305	72,305	95,112
Big Lottery Fund		81,895	81,895	34,393
Bank Interest	2		2	1
Fund Raising	37,200		37,200	23,111
Training Fees Received	3,790		3,790	4,482
Booklets	731		731	789
Perfect choice		25,000	25,000	25,000
UCP			0	1,388
Total Incoming Resources	95,263	159,200	224,464	213,431
Resources Expended				
Salary & Nat Ins	0	120,581	120,581	138,990
Staff recruitment	0		0	1,281
Training - staff	490		490	1,399
Telephone	6	1,482	1,488	1,169
Supervision	799		799	995
Training Days	544		544	1,047
Bereavement/Memory Days	1,791	2,658	4,449	4,874
Teens group	0	4,955	4,955	6,278
Staff Travel	1,018	4,675	5,693	5,684
Volunteers' Costs	488	5,684	6,172	6,255
General Office Costs	470	8,339	8,814	7,827
Insurance	54	950	1,004	1,034
Website/computer support/office equipment	1,775	3,920	5,695	1,210
Funding Costs (including Conference 2012)	21,742		21,742	15,118
Bank charges	281	128	409	647
Library	349		349	246
Rent/overheads/services	1,115	13,484	14,600	15,048
Other Costs	578		578	441
Depreciation	313		313	383
Booklets	-1	1,345	1,344	2,400
Total Resources Expended	31,188	168,200	199,388	211,115
Net Incoming Resources	34,075	-9,000	25,075	2,316
Transfer between funds				
Opening Balance 1st April 2011	8,145	10,000	18,145	15,830
Closing Balance 31st March 2012	42,220	1,000	43,220	18,145

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Penhaligon's Friends
Registered Charity No. 1053968

Balance Sheet
as at 31st March 2012

	General Fund £	Restricted Funds £	Total Funds £	Total funds as at 31/03/11
Fixed Assets				
Office Equipment/Furniture				
Cost -	16,347			
Depreciation	<u>- 16,000</u>		<u>347</u>	660
Current Assets				
Cash at Bank & In Hand	46,928	-6,890	40,038	11,386
Debtors		7,890	7,890	13,734
Prepayments	2,126		2,126	266
Stock	2,968		2,968	2,968
Less Creditors	<u>-10,149</u>		<u>10,149</u>	-10,869
Net Current Assets	41,874	1,000	42,875	17,485
Total Assets	<u>42,221</u>	<u>1,000</u>	<u>43,220</u>	18,145
Represented by:				
General Funds	42,220		42,220	8,145
Grants not released		1,000	1,000	10,000
	<u>42,220</u>	<u>1,000</u>	<u>43,220</u>	18,145

Signed:

Chairperson

Signed:

Trustee

Penhaligon's Friends Annual Report and Accounts 2011 - 2012

Penhaligon's Friends
Registered Charity No. 1053960

Notes to the accounts
for the year ended 31st March 2012

Note 1 Accounting policies

- a The financial statements have been prepared under the historical cost convention and are in accordance with applicable standards and comply with the requirements of the Statement of Recommended Practice, Accounting by Charities.
- b All income is accounted for on an accruals basis, except for voluntary donations which are taken to income when received.
- c Tangible assets are stated at cost and depreciated by annual instalments over their useful working lives as follows:-
- | | |
|--------------------------|---------|
| Computers/printers | 3 years |
| Furniture | 3 years |
| Projector/display boards | 3 years |
- Depreciation is levied for a full year in the year of acquisition but not made in the year of disposal.
- d Restricted funds are created when grants/donations are made either for a particular area or purpose, the use of which is restricted to that area or purpose. Expenditure is charged to the Statement of Financial Activities when incurred.

Note 2 Tangible assets

	Computers £	Furniture/ Equipment £	Projector £	Display Boards £	Totals £
Cost at 1st April 2011	7,245	8,391	264	446	16,346
Additions in year					0
Disposal in year					
Cost at 31st March 2012	7,245	8,391	264	446	16,346
Depreciation charge for year	-313	0			-313
Disposal					
Carried forward 1st April 2011	-6,586	-8,389	-264	-446	-15,685
Accumulated depreciation at 31st March 2011	-6,921	-8,389	-264	-446	-16,020
Net book value at 31st March 2012	344	2	0	0	346
Net book value at 31st March 2011	657	2	0	0	659

Penhaligon's Friends Annual Report and Accounts 2011 - 2012

Note 5 Creditors

		£
Bank charges	Lloyds TSB	60
Conference 2012	Childhood Bereavement	580
Photocopying	Reed	528
Telephone	BT	132
Staff salaries	HMRC	114
Staff travel	M Bennett	121
Volunteer travel	Sue Finch	4
Supervision	Jane Waterfield	75
Cleaning	PHS Group	125
Volunteer travel	Lynn Marrow	22
Rent	Recruth Town Council	8,143
Staff salaries	HMRC	2,451
Water	Sta	30
		10,745

Penhaligon's Friends Supporters 2011-2012

Alverton CP School
Archbishop Benson School
Arts and Graphics Redruth
Barclays Cornwall
Barripper Church Ladies Club
Barlow Robbins LLP
Beacon Infant and Nursery School
Berryman's Bakery
Big Lottery
Bodmin Rotary
Botus Fleming Parish Council
Burraton School
C Triplett
Camborne Wesley Church
CAMRA Ale Festival
Carbeile Junior School
Carclaze School
Carharrack Methodist Church
Carnside Limited
Cash Converters (Redruth)
Cellar Charity Shop
Christine Gendall
Colin Resocrla Funerals
Connor Downs CP School
Constantine Arts Society
Constantine CP School
Constantine Parish Council
Coverack Horticultural Society
Crowan Parish Council
CUBE Theatre
D Barrington Funeral Care
Dandia Charitable Trust
Debbie Head
Delabole CP School
Devoran Pilot Gig Club
Dobwalls CP School
Doubletrees School
Duchy Health Charity
Esmee Fairburn
Falmouth Primary School
Falmouth Rotary Club
Fourlanesend School
Fred Whittal
Germoe CP School
Grade Ruan Parish Council
Graham Carter
Grampond with Creed School
Hayle Methodist Church
Hayle Town Council
Heamoor CP School
Helston Lions Club
Helston Lizard Inner Wheel
Henry Smith
Illogan J & I School
J Stamp & Sons Funerals
Jacobstow Parish Council
Karenza Quilters
Katie Brotherton
Kea Parish Council
Kehelland Village School
Kennel Vale School
Kenwyn Parish Council
King Charles School
Kneehigh Theatre
Landewedback School
Landulph School
Lanner Parish Council
Lewannick CP School
Lloyds TSB
Looe Community School
Ludgvan Parish Council
Mabe Ladies Keep Fit Club
Madron Parish Council
Marazion School
Marazion Town Council
Marlborough School
Mawnan Smith Mothers Union
Mevagissey School
Michelle Salter
Morwenstow Parish Council
Mr and Mrs Barrett
Mr Day
Mullion Comprehensive School
Mullion Parish Council
Mullion School
N Lymn Rose Centenary Foundation
Nancledra School
Neville Funeral Services Ltd
Newlyn Gaiety Girls
Newquay Junior Academy
North Tamerton Parish Council
P Warden
Padstow Vintage Rally and Craft Fayre
Pelynt Parish Council
Penalverne Surgery
Pencalenick School
Pencoys Primary School
Pennoweth School
Penpol School
Penrice Academy
Penrice School
Penzance Choral Society
Perfect Choice
Police Community Cashback Fund
Polwhele House School
Pool Wesley Methodist Church
Porthleven Parish Council
Portreath CP School
Portreath Parish Council
Pound & Co
Redruth Town Council
Richard Lander School
Rosemellin School
Roskear School
Royal Marine Band Plymouth
Sainsbury's Penryn
Sarah Brand
Scary Little Girls Association
Sennen Church Council
SHARE Mentoring

Penhaligon's Friends Annual Report and Accounts 2011 - 2012

Sheila and Lionel Balloonatics
Simon Barton
Sithney Parish Council
Smith and Reed Recruitment
South Coast UK Ships Agents
St Agnes Church Club
St Agnes Sports Club
St Austell Bay Parish Council
St Austell Brewery Trust
St Blazey Parish Council
St Breward School
St Buryan School
St Day Line Dancing Group
St Day Parish Council
St Dennis CP School
St Enoder Parish Council
St Erme Parish Council
St Erth CP School
St Erth WI
St Francis School
St Germans Parish Council
St Ives Infant School
St Ives Rotary
St Ives Town Council
St John's Catholic Primary School
St Just Town Council
St Levan School
St Martin By Looe Parish Council
St Martin's School
St Mary's C of E School
St Mary's School
St Mawes School
St Mellion Golf Club
St Mellion School
St Mewan Parish Council
St Michael's Church
St Michael's School
Devoran School
St Minver School
St Neot Parish Council
St Stephen In Brannel Parish Council
St Uny Lelant Church Council
Steve Mitchell
Synovate Research
The Salvation Army
The Whittall Moffat Charitable Trust
Torpoint Community College
Towednack Parish Council
TR1 Supporting in Spires
Tregolls School
Treleigh J & I School
Trenance Learning Academy
Trevithick School
Trewirgie Infants School
Trewirgie Junior School
Truro City Council
Truro College
Truro Guides
Truro Rotary Club
Truro School
Tudor Trust
Upton Cross Primary School
Wadebridge Male Voice Choir
Watson Marlow
Wendron Parish Council
Wendron Primary School
Western Hunt Branch Pony Club Gymkhana
Whitstone CP School
William Purves Funeral Directors