



(A Company Limited by Guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

Charity Registration Number 1113067

Registered Company Number 5713403

WILKINS KENNEDY LLP
Chartered Accountants
Greytown House
221/227 High Street
Orpington
Kent BR6 0NZ

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CONTENTS

	Page
Reference and Administrative Details	1
Chair's Foreword	2
Report of the Trustees	3
Independent Auditors' Report	11
Statement of Financial Activities	12
Balance Sheet	13
Notes to the Financial Statements	14

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REFERENCE AND ADMINISTRATIVE DETAILS

Patron	HRH The Duke of York
President	Lord Patel KT of Dunkeld
Vice Presidents	Mrs Ann Davies MBE Baroness Emerton of Tunbridge Wells & Clerkenwell DBE DL Dame Elisabeth Hoodless DBE Rt Hon Baroness Jay of Paddington PC Lord Barry Jones KBE of Wales Pamela Morton OBE Mrs Margaret Walker Sir William Wells KBE
Chairman	Mr Charles Perry
Treasurer	Mr Matthew Swan
Chief Executive	Mr David Wood OBE
Trustees	Mr Michael Dover Mr Philip James (resigned 10/12/2014) Ms Vanessa Longley (resigned 04/07/2014) Mr Simon Needham Ms Lilian Owens (appointed 25/04/2014) Dr Umang Patel (appointed 10/06/2014) Mr Neil Basil Miss Christina Cameron Ms Jill Cox (appointed 10/12/2014) Ms Suzanne Curtis (appointed 28/01/2015)
Principal Address	11 – 13 Cavendish Square London W1G 0AN
Independent Auditor	Wilkins Kennedy LLP Greytown House 221/227 High Street Orpington Kent BR6 0NZ
Banker	Barclays Bank plc PO Box 216 Brightwell Court Marlesham Heath Ipswich Suffolk IP5 3PW
Solicitor	Anthony Collins LLP 134 Edmund Street Birmingham B3 2ES

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CHAIR'S FOREWORD

I wasn't sure how to start this introduction to the year, not least because it's been a challenging one.

For the last couple of years, I am drawn to the fact that we have begun this introduction with a quote. David Wood our Chief Executive has one on his office wall. He says he wants it on his tombstone [it will have to be a big one]. It was something that Hannah Arbeid, one of our senior managers, who died after fighting cancer for several years, shared with the staff group:

"This is the true joy in life, the being used for a purpose recognised by yourself as a mighty one; the being a force of nature instead of a feverish, selfish little clod of ailments and grievances complaining that the world will not devote itself to making you happy.

I am of the opinion that my life belongs to the whole community, and as long as I live it is my privilege to do for it whatever I can.

I want to be thoroughly used up when I die, for the harder I work the more I live. I rejoice in life for its own sake. Life is no "brief candle" for me. It is a sort of splendid torch which I have got hold of for the moment, and I want to make it burn as brightly as possible before handing it on to future generations."

George Bernard Shaw
– A Splendid Torch

And I guess I could say this says it all.

As Trustees we believe the Charity is not here just because it has an extensive history, or purely to employ staff: we have a purpose, and something to achieve for our beneficiaries. While we have a responsibility to ensure good governance, we also take risks to ensure our torch burns and burns brightly. In times of challenge it would be easy to become a brief candle, but we believe we have a real mandate to be as splendid a torch as time and finance allows. Our belief is that our mandate is rooted as follows:

1. In our communities, where we have identified needs and raised expectations.
2. To individual beneficiaries, patients and clients who face daily challenges and have an expectation that we will face it with them.
3. To our partners: staff and volunteers, funders and suppliers who are inspired to work together, making their own contributions often giving more of themselves than they first thought, to ensure that we can continue to partner with them to reach out to those people that need our help.

In the current charitable climate many local and national names are fading from our consciousness.

This year I would congratulate my fellow Trustees for their leadership in ensuring that we have kept true to our aims, and burnt the torch as brightly as funding will allow. The story that unfolds in this document certainly indicates that the determination has been rewarded with new and stronger financial foundations beginning to emerge for the future.

Charles Perry
Chairman

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REPORT OF THE TRUSTEES

The Trustees have pleasure in presenting their Annual Report and Financial Statements for the year ended 31 March 2015.

OBJECTIVES AND ACTIVITIES

Vision

An image of the world we would like to create

Our vision is a world of healthy communities supported by active individuals.

Mission

What we do

Attend supports and expands the vital roles that volunteers play in creating healthy communities.

How

We achieve our mission by working in three key areas:

1. We offer local organisations services such as insurance and legal advice through our membership scheme.
2. We offer a range of training and development programmes to help organisations and individuals increase their social impact, with a specialist in volunteer management training.
3. We develop projects to explore new ways for people to take active roles in their communities. We usually focus on one key area at a time and recently this has been supporting people who have a brain injury.

Aims for financial year ending March 2015

There were four areas of key aims:

1. Creating a contemporary membership service
2. A nurturing environment to projects
3. Expand our education and research function
4. Assured and consistent delivery

Achieving our Aims

During the year significant progress has been made in relation to each of the key aims and supporting objectives, as reported below. Due to the financial pressures, work tended to focus on areas which might secure income streams in the short or longer terms.

1. Creating a Contemporary Membership Service

- To continue to review and develop our membership offering to confirm its relevance in the market place
- Improve coherence of our communications
- Support the contribution of the regions
- Develop our history of the organisation
- Increase the sales of courtesy packs

Membership Services

Building on our membership survey and individual interviews with representatives of member groups, we established last year a range of new membership packages, relating to retail, employment, advice giving and transport. These new packages have now replaced our enhanced membership package and top-up insurance, who had remained largely unchanged for 15 years.

Through the various discussions with our member groups, we understood that what they do, and what needs to be insured for, has changed a lot. For example, we spoke to many groups who employ staff as part of their organisation. This has become an increasingly popular way to run groups and as such we now often have enquiries when a HR matter arises, such as a dispute with an employee. Under the existing Core Membership our legal helpline offers advice on employment related issues including disputes but there is no insurance protection for legal costs and ultimately any award against a group should matters escalate to a tribunal.

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REPORT OF THE TRUSTEES

Membership Services (continued)

With this in mind, we developed a package that specialises in supporting groups who employ staff. The package includes not only insurance covering legal expenses and compensation but also templates for HR policies and contracts and advice on pensions.

For their first year of existence, the new packages have been taken up by over 100 member groups (some of them signing up to several of these additional packages), representing approximately 18% of our membership base. This strengthens our belief that we are working in the right direction and that the new membership structure responds to a real need amongst our member groups.

During the year, we continued to attract new members with 18 new groups joining us.

Building on our History

This work is focused on some preliminary work we did around collecting oral testimonies a number of years ago from our volunteers. During the year we have had some exploratory discussions with the Heritage Lottery Fund.

Increase the sale of Courtesy Packs

Courtesy packs continue to be in strong demand through our member group offering: last year we sold over 20,000 of them.

During the year, we did some foundational work on investigating what our existing customers, and those who had made enquiries but not bought the product thought of it.

We are now looking at broadening the range of toiletries available.

2. A nurturing environment to projects

- Give the ABI project an increasingly commercial focus
- Develop our contribution to Stroke survivors lives
- Deliver pilot Care Homes Project in London and York
- Develop the ABI Carers Project

Give the ABI project an increasingly commercial focus

The ABI Work Choice Programme has been successfully sold to two of the three prime providers in London. This means that the vast majority of London boroughs are covered by Attend. Our profile has been raised among DEA's across London and we are considered the place to go to for mainstream vocational rehabilitation for people with an acquired brain injury (ABI). Initial discussions have begun around the renewal of the Work Choice contract. Attend continue to deliver Work Choice strongly, hitting 150% of the target for sustained job outcomes (a client employed for over six months) for Ingeus, as well as achieving the targets set by Seetec. This has put Attend in a strong position in the marketplace.

Work has also been done in bringing Attend closer to the thoughts of hospitals and neuro-rehabilitation centres, with Anthony, Dawn and Faiqa all visiting hospitals to speak about the work that Attend does. This has led to the first privately referred client from these sources, and has raised our profile with a large scale legal firm.

The team are also planning a large scale mail out to GP surgeries to increase the number of referrals made from these.

Attend has established itself as community rehabilitation, and a clear distinction has been made between this and clinical services.

Develop our contribution to Stroke survivors' lives

There are now a number of projects that Attend delivers for stroke survivors across London.

The Life after Stroke Project is being delivered across four London boroughs, and extends the work currently being done in Enfield. The role involves helping people re-engage with the community after discharge from hospital following a stroke. This can involve helping people to take up the hobbies that they would like to pursue, support finding suitable volunteer placements and settling into the role, and help getting back into employment.

REPORT OF THE TRUSTEES

Develop our contribution to Stroke survivors' lives (continued)

The ABI Navigator role is also available for people who have had a stroke. The ABI navigator service has been commissioned to run in Kensington. The aim is to upskill both clients and carers in the local community, as well as start working towards an integrative pathway for people with an ABI in West London. We hope that this pilot provides a blueprint for a series of projects across London in the future.

The Big Lottery funding has been continued for the Volunteering Solutions Programme. This ensures that our people with an acquired brain injury in London have access to volunteering opportunities which will help them broaden their social spheres, upskill and get back into work. It also serves to support people that are 'too far' away from work for mainstream DWP provision. This is open to people who have had a stroke.

Deliver the pilot Care Home project in London and York

During the year the care home in York changed ownership from HC-One to Avery. However this did not affect the on-going success of the project with some 8 volunteers being recruited.

In London, the continuing success of the project at Tower Bridge meant that HC-One decided to expand the project to include 7 care homes based in and around London by 31st March. Across the project some 14 volunteers had been recruited by the end of the year.

Develop the ABI carers project

The role of ABI Navigator has been filled. This will give the responsibilities to a designated person. The carers coaching course that was delivered this year received very positive feedback from both clients and carers. It provided a forum for frank and honest conversation as well as skills for building more productive relationships. In the New Year, Attend will be running a similar course out in the community, aimed at upskilling those that work with people with an ABI.

FAABI continues to run, under new chairmanship, and one of the key focuses for the coming year is the integration of carers into the work that they do. This has been reflected by recent additions to the board of trustees.

3. Expand our Education and Research Function

- Trial our ability to sell to individuals in the market place
- Consider marketing our training in new sectors
- To develop new courses

During the year we have delivered and developed the following services:

Support Consultancy

We delivered 100 days support to 30 local and national organisations. The range of topics covered was:

- Governance
- Fundraising
- Evaluation/impact Assessment
- PR, communications & marketing
- Volunteer management

New workshops

We developed three new workshops.

- Reaching Communities (Big Lottery Fund) applications, including follow-up support to review/advise on draft bids.
- Evaluation/Impact Assessment
- PR, Communications and Marketing

Each workshop was delivered 4 times.

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REPORT OF THE TRUSTEES

Action Learning Networks for the Health and Social Care Volunteering Fund (DH)

Once again we delivered five different topics in London, Birmingham, Manchester and Leeds. 20 workshops in total were delivered.

- Project development
- Volunteer management
- Change management
- Developing working relationships
- Exit strategies

4. Assured and Consistent Delivery

- To create a clear income generation strategy, including to build reserves
- To embed the use of the database across all departments
- To begin ISO9001 accreditation
- Finalise brand book
- Continue to add to library of case studies
- To embed the risk strategy

Key activities that were undertaken to support key aim 4 were:

Income Generation

We focused on developing and making bids. As many of the funders were new to us, it has proved to be a significant and rich sense of information for us to work with moving forward.

We would also like to thank the following funders who have so kindly donated and or given funds to the organisation during the year. In such a difficult year, it has been both appreciated, and essential to our ongoing finances.

Albert Hunt Trust
Big Lottery
Edward Harvist Trust
February Foundation
Garfield Weston Trust
Hamilton Wallace Trust
The Leathersellers Charitable Fund
London Stock Exchange
N M Rothschild & Sons Limited
MacFarlanes LLP
Marsh Christian Trust
NSmith Charitable Settlement
Persula Foundation
People's Health Trust
Red Arrows Trust
Sir James Roll Charitable Trust
Whitecourt Charitable Trust

Revamping our Database

After extensive work and advice we have been advised that we need a new database.

Progressing ISO 9001

We are particularly interested in this, it will help us in our efforts to secure contracts.

Adding to our Case Studies

For some funders, case studies are very helpful in supporting applications. We have focused on developing persuasive case studies.

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REPORT OF THE TRUSTEES

FINANCIAL REVIEW

Total incoming resources for the year were £940,801 (2014: £876,804). Total resources expended for the year were £1,056,832 (2014: £993,159). The result for the year was a deficit of £116,031 (2014: £116,355).

The organisation has made significant cuts in its cost over recent years, and the much reduced staff group deliver a wide variety of services. The small core team of staff are supplemented by a number of consultants (predominately in training, fundraising, marketing and communications) which enable a very high quality set of services to be consistently delivered.

While it has been a very difficult year, the whole organisation is confident that it is making strides towards having a more sustainable delivery model. It is believed that we need to everything we can to retain the skills and loyalty of the existing team, on whom future growth depends.

The reduction in income during the year is largely due to income from the Health and Social Care Volunteering Fund. This is a relatively unpredictable funding stream and this year is already significantly higher than last year's income.

Investment policy

Under the Memorandum and Articles of Association, the charity has the power to invest funds not immediately required for its own purposes, in any way the Trustees see fit. The organisation has historically operated with a positive cash balance to cover eventualities and unforeseen expenses. The banking facilities are reviewed on a regular basis.

Reserve policy

Attend requires free reserves to safeguard the organisation and achieve the following:

- Ensuring delays in the receipt of promised income do not result in the charity facing insolvency.
- Being able to make necessary redundancy payments in the event of funding cuts.
- The option to delay termination of valuable projects that temporarily lose funding, but for which there is reasonable expectation that new funding will be forthcoming
- The ability to survive unexpected and uninsurable setbacks and catastrophes.

The Trustees aim to hold reserves equating to £50,000 (2014: £60,000) which equated to budgeted close down costs. The balance of general funds at year end was (£135,260) (2014: (£19,229)). Clearly building up the reserves is a priority, and the aim for 2015 is to remove the deficit predominately by increasing income while not increasing the cost base.

The organisation was optimistic that one of a number of very significant grant funding streams that had been applied for would come to fruition, unfortunately we were disappointed. We now have a significantly restructured fundraising team, and are working to reverse the current situation over the next few years, by fundraising to cover project costs so we can rebuild reserves from earned income after a challenging year.

The funds at 31 March 2015 were (£135,260) (2014: (£19,229)).

PLANS FOR 2015 AND ONWARDS

Our key plans focus on income generation

Income from Grant-Making Bodies

We have achieved success with two Lottery Bids.

In January 2015 we secured £359k for the Life after Stroke project, over a 4 year period, and in June 2015 we were awarded a further grant of £380,147k over a three year period for the ABI Lifeline project.

Additionally for the first time we are delighted that the Sainsbury Family Charitable Trusts has supported us with a grant for £36,500 over two years. Discussions with other new funders such as Henry Smith continue.

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REPORT OF THE TRUSTEES

PLANS FOR 2015 AND ONWARDS (continued)

We continue to develop bids to a range of funders, and have already received £10,000 from The H.B. Allen Charitable Trust and £10,000 from The Morrisons Foundation.

We are also developing a number of applications to funders we have had some success previously with including City Bridge Trust, Ellerman Foundation and Garfield Weston.

Income from Corporates

We are pleased that to date we have secured over £150,000 this year to support our work from corporate partners.

Government Departments

Currently we have bids totalling £626k from various government departments which we are waiting decisions from.

Membership

We have a diverse range of members from the health and social care sector. We are collating together case studies so we can market to the various sub-sectors we already have members in.

ABI and Stroke Contracts

October 2015 saw the end of our contract to deliver Work Choice. We have successfully renegotiated this.

In April this year we were awarded £28,000 over two years from the Royal Borough of Kensington & Chelsea for stroke navigation services in the borough.

We have successfully renegotiated our current contract with Enfield Stroke Navigation Services for a further twelve months. This contract is worth £40,000 per year.

Alongside this, we are constantly aware of our cost base, and keep this controlled. There is a reality that after several years of careful expenditure certain costs have to be incurred to ensure the organisation has capacity to meet the challenges and grow. Such investments are still being made.

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REPORT OF THE TRUSTEES

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure

Attend is a charity, which is registered with the Charity Commission under number 1113067, is established under a Memorandum and Articles of Association dated 17 February 2006. Activities commenced on 1 April 2006 when the assets, liabilities and funds of a separate legal entity, the National Association of Hospitals and Community of Friends, were transferred to Attend.

Governance and Management

The Trustees set out on page 1 have held office during the whole period, unless otherwise stated.

The Board of Trustees comprises as follows:

- A Chairman elected at the Annual General Meeting;
- A deputy Chairman, and two further Regional Chairmen elected from amongst the Regional Chairmen;
- Two members nominated and elected at the Annual General Meeting;
- Four members recruited from a open advert;
- A Treasurer appointed by the Board.

The Board updates itself through two training days per year, which tend to focus on a particular development topic. New Trustees are inducted on a 1:1 basis. All policies and procedures have a regular updating process.

Governance and internal control

The Board of Trustees has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. External risks have led to the development of a strategic plan, which will allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity. The organisation will undertake a fundamental review of risk strategies during the next financial year. An Audit Committee is also to be established.

Statement of Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which 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 Companies Act 2006 and Trustee Investment (Scotland) Act 2005. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

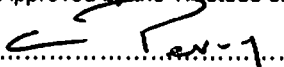
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REPORT OF THE TRUSTEES

Statement as to Disclosure of Information to Auditors

So far as the Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and each trustee has taken all the steps that he or she ought to have taken as a trustee in order to make himself or herself aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by the Trustees onand signed on their behalf by:


.....
Mr Charles Perry
Chairman

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REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF ATTEND

We have audited the financial statements of Attend for the year ended 31 March 2015 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of Trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 10, the Trustees' (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:-

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.


Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:-

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


Michelle Wilkes (Senior Statutory Auditor)
For and on behalf of Wilkins Kennedy LLP
Statutory Auditor
Chartered Accountants
Greytown House
221-227 High Street
Orpington BR6 0NZ

Date: 16/12/15

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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2015

INCOME AND EXPENDITURE ACCOUNT

		Unrestricted funds	Restricted funds	Total 2015	Total 2014
	Notes	£	£	£	£
Incoming resources					
Incoming resources from generated funds:					
Voluntary income		76,590	-	76,590	53,678
Activities for generating funds		100,430	-	100,430	99,382
Investment income		11,830	-	11,830	13,038
Income resources from charitable activities:					
Subscriptions		187,012	-	187,012	174,879
Grants and service delivery contracts	2	322,328	136,216	458,544	413,679
Insurance premiums		106,395	-	106,395	122,148
Total incoming resources		<u>804,585</u>	<u>136,216</u>	<u>940,801</u>	<u>876,804</u>
Resources expended					
Cost of generating funds:					
Activities for generating funds		22,803	-	22,803	-
Charitable activities:		837,548	136,216	973,764	948,063
Governance costs	5	60,265	-	60,265	45,096
Total resources expended	3	<u>920,616</u>	<u>136,216</u>	<u>1,056,832</u>	<u>993,159</u>
Net movement in funds		(116,031)	-	(116,031)	(116,355)
Funds brought forward at 1 April 2014		<u>(19,229)</u>	-	<u>(19,229)</u>	<u>97,126</u>
Total funds carried forward at 31 March 2015		<u>(135,260)</u>	-	<u>(135,260)</u>	<u>(19,229)</u>

All of the charity's transactions are derived from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

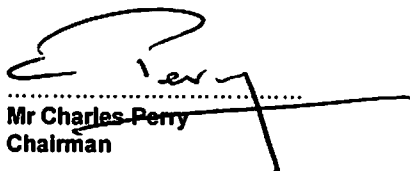
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BALANCE SHEET
AS AT 31 MARCH 2015

	Note	2015		2014	
		£	£	£	£
Fixed Assets	9		27,568		41,326
Current Assets					
Stocks		5,984		13,827	
Debtors	10	51,976		56,421	
Cash at bank and in hand		11,210		118,539	
		<u>69,170</u>		<u>188,787</u>	
Creditors: amounts falling due within one year	11	<u>(231,998)</u>		<u>(249,342)</u>	
Net Current Liabilities			(162,828)		(60,555)
Net Liabilities			<u>(135,260)</u>		<u>(19,229)</u>
Represented by:					
Restricted funds	12		-		-
Unrestricted funds:					
Designated funds	13		10,341		11,593
General fund			(145,601)		(30,822)
	14		<u>(135,260)</u>		<u>(19,229)</u>

The financial statements have been prepared in accordance with the provisions relating to small entities and with the Financial Reporting Standard for Smaller Entities (April 2008).

Approved by the Board of Trustees on 10th December 2015 and signed on their behalf by:


 Mr Charles Perry
 Chairman


 Mr Matthew Swan
 Treasurer

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES

a. Basis of preparation

These financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (April 2008), the Statement of Recommended Practice, 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005, the Companies Act 2006 and the Charities Act 2011.

b. Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Voluntary income and grants receivable, including donations and gifts, are included in full in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.

c. Resources expended

Expenditure is accounted for on an accruals basis. The irrecoverable element of VAT is included with the item of expense to which it relates.

- Costs of generating funds are those costs incurred in attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

d. Funds accounting

Unrestricted general funds are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity. Restriction arises when specified by the donor or when funds are raised for particular restricted purposes

Designated funds represent funds invested in fixed assets. The designated fund balance has been represented to ensure that fund balance stated accurately reflects the designation policy adopted by the Trustees.

e. Tangible fixed assets

All assets costing more than £1,000 have been capitalised and are depreciated on a straight line basis from the financial year after acquisition.

Equipment	33% p.a.
Furniture	25% p.a.

The Chain of Office is included at valuation when received as a donation, the Trustees will review this valuation on an annual basis and impair if required.

f. Leasing commitments

Rentals payable under operating leases are charged against income on a straight line basis over the lease term. Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter. The interest element of these obligations is charged to the Statement of Financial Activities over the relevant period. The capital element of the future payments is treated as a liability

ATTEND
(A company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

2. GRANTS AND SERVICE DELIVERY CONTRACTS

	Unrestricted Funds £	Restricted funds £	Total 2015 £	Total 2014 £
HSCVF	180,417	-	180,417	97,484
Voluntary Service Managers (ILM)	22,755	-	22,755	19,148
Work Choice ABI	50,156	-	50,156	54,120
Access to work	5,205	-	5,205	7,500
Big Lottery Fund	-	96,120	96,120	95,043
Leathersellers Company Charitable Fund	-	4,900	4,900	4,900
Enfield NHS- Stroke Project	42,035	-	42,035	16,667
NCVO	10,500	-	10,500	40,000
Contract Consultancy	11,260	-	11,260	-
Garfield Weston	-	5,000	5,000	-
Awards for All	-	9,364	9,364	-
London Stock Exchange	-	5,000	5,000	-
February Foundation	-	5,000	5,000	-
City Bridge Trust	-	-	-	41,000
Rayne Foundation	-	-	-	10,000
Merchant Taylors	-	-	-	8,600
London Catalyst	-	-	-	5,000
Jobwise	-	-	-	9,000
D'oyly Carte Charitable Trust	-	-	-	5,000
Trusts Under £5,000	-	10,832	10,832	217
	322,328	136,216	458,544	413,679

3. RESOURCES EXPENDED

	Staff costs £	Direct costs £	Other costs £	Total 2015 £	Total 2014 £
Fundraising and Promotion	8,727	-	14,076	22,803	26,175
Charitable activities:					
Projects	43,810	-	50,306	94,116	-
Membership	85,898	123,602	98,634	308,134	420,984
ABI	111,772	15,453	128,346	255,571	158,753
Academy	51,502	205,301	59,140	315,943	342,151
Governance (note 5)	15,602	26,968	17,695	60,265	45,096
	317,311	371,324	368,197	1,056,832	993,159

All costs are allocated between the expenditure categories noted above on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, for example, time spent, per capita or floor area.

ATTEND
(A company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

4. OTHER COSTS

	2015 £	2014 £
Events	104	3,685
Consultancy	10,279	18,218
Travel and subsistence	65,924	76,980
Office rent, facilities and insurance	110,992	134,943
Equipment maintenance and support	43,185	33,971
Printing and Stationery	23,236	19,034
Donated staff costs	68,175	40,000
Depreciation	13,758	13,758
Other	32,544	31,879
	<u>368,197</u>	<u>372,468</u>

5. GOVERNANCE COSTS

	2015 £	2014 £
Auditors' remuneration	8,540	4,830
Professional Fees	3,647	-
Travel and accommodation (including Regional Committee costs)	14,781	14,091
Allocation of staff costs	15,602	11,577
Allocation of support costs	17,695	14,598
	<u>60,265</u>	<u>45,096</u>

6. TRUSTEE REMUNERATION AND REIMBURSED COSTS

Trustee Indemnification Insurance has been taken out in the year, the cost of which is included within Attend's core insurance premium. No emoluments are payable to any trustee. Out of pocket expenses were reimbursed to four (2014: four) Trustees as follows:-

	2015 £	2014 £
Travel	2,564	1,350
	<u>2,564</u>	<u>1,350</u>

ATTEND
(A company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

7. STAFF COSTS	2015	2014
	£	£
Wages and salaries	275,373	254,021
Employers' National Insurance	26,612	27,375
Pension costs	15,326	13,999
	<u>317,311</u>	<u>293,395</u>

The average monthly number of employees, calculated on a full time basis during the year was

10	9
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The number of employees whose emoluments as defined for taxation purposes, amounted to over £60,000 in the year was as follows:-

	No	No
£80,001 - £90,000	<u>1</u>	<u>1</u>

During the year the pension contributions for the employee above were £12,540 (2014: £11,496)

8. MOVEMENT IN FUNDS	2015	2014
	£	£
This is stated after charging:		
Auditors remuneration	8,540	4,830
	<u>4,540</u>	<u>4,830</u>

9. FIXED ASSETS			
	Chain of office	Equipment	Total
	£	£	£
Cost			
At 1 March 2014	6,892	49,910	56,802
At 31 March 2015	<u>6,892</u>	<u>49,910</u>	<u>56,802</u>
Depreciation			
At 1 April 2014	-	15,476	15,476
Charge in year	-	13,758	13,758
At 31 March 2015	<u>-</u>	<u>29,234</u>	<u>29,234</u>
Net Book Value			
At 31 March 2015	<u>6,892</u>	<u>20,676</u>	<u>27,568</u>
At 31 March 2014	<u>6,892</u>	<u>34,434</u>	<u>41,326</u>

ATTEND
(A company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

10. DEBTORS	2015	2014
	£	£
Trade debtors	34,305	40,963
Other debtors and prepayments	17,671	15,458
	<u>51,976</u>	<u>56,421</u>

11. CREDITORS	2015	2014
	£	£
Bank overdraft	145,913	-
Other creditors and accruals	86,085	249,342
	<u>231,998</u>	<u>249,342</u>

At 31 March 2015 the actual bank balance was £1,245 but due to the outstanding cheques the balance in the accounting records shows an overdrawn balance of £145,913.

12. RESTRICTED FUNDS	Balance at 31.03.14	Incoming resources	Resources expended	Balance at 31.03.15
	£	£	£	£
Big Lottery Fund	-	96,120	(96,120)	-
Garfield Weston	-	5,000	(5,000)	-
Awards for All	-	9,364	(9,364)	-
London Stock Exchange	-	5,000	(5,000)	-
February Foundation	-	5,000	(5,000)	-
Leathersellers	-	4,900	(4,900)	-
Trust Funds Under £5,000	-	10,832	(10,832)	-
	<u>-</u>	<u>136,216</u>	<u>(136,216)</u>	<u>-</u>

BIG LOTTERY FUND

ABI Lifelines: This is a continuation of the ABI Programme that will generate long term changes in beneficiaries' knowledge, skills and ability to cope with an ABI via the broad range of support, services and activities being supported.

Life After Stroke: This project will cover areas such as Bromley, Tower Hamlets, Barnet and Enfield.

AWARDS FOR ALL

Job Hunting support for ABI survivors. Increased the number of workstations from 6 to 8. Supporting clients with volunteers on a 1:1 basis.

LONDON STOCK EXCHANGE

Towards work with people with an ABI as they seek work. Purchasing a laptop. Fund travelling costs of clients who would not have been able to attend the service.

LEATHERSELLERS

Four year grant given to Attend for ABI Solutions.

FEBRUARY FOUNDATION

This was for the ABI programme, supporting special taught sessions that lead to a qualification in employability, supporting volunteers to help ABI survivors in their job search and finding voluntary placements for some of the beneficiaries we work with.

GARFIELD WESTON

This was for carers and survivors of an ABI with coaching sessions

ATTEND
(A company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

13. DESIGNATED FUNDS	Balance at 31.03.14 £	Designations Released £	Balance at 31.03.15 £
Regional branches:			
UK	10,734	(1,252)	9,482
Scotland	859	-	859
	<u>11,593</u>	<u>(1,252)</u>	<u>10,341</u>

Regional branches

Each region has a facility to raise funds in respect of Attend's activities. These funds are held in a separate account by the regions and can be expended in the furtherance of the charity's activities. The Trustees have designated the funds for expenditure in those regions where the funds are raised.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted £	Unrestricted £	Total £
Fixed assets	-	27,568	27,568
Current assets	-	69,170	69,170
Current liabilities	-	(231,998)	(231,998)
	<u>-</u>	<u>(135,260)</u>	<u>(135,260)</u>

15. COMPANY LIMITED BY GUARANTEE

The Charity is limited by guarantee and accordingly has no share capital.

The liability guaranteed by each member is £1. The authorised membership of the company is unlimited. At 31 March 2015 the membership was 6 (2014: 6).

16. OPERATING LEASE COMMITMENTS

The following lease payments are committed to be paid within one year.

Land and Buildings

Expiring between 2- 5 years	2015 22,188	2014 85,250
	<u>22,188</u>	<u>85,250</u>