THE HARBOUR

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2011

THE HARBOUR (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

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Registered charity number – 1008360
Company Limited by Guarantee number - 2681075

THE HARBOUR (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

SOLICITORS
The charity does not retain a solicitor but when legal advice is required we endeavour to obtain pro bono advice.

REPORTING ACCOUNTANTS

Hollingdale Pooley
Bramford House
23 Westfield Park
Clifton
Bristol
BS6 6LT

BANKERS

The Co-Operative Bank plc
P.O. Box 101
1 Balloon Street
Manchester
M60 4EP

Caf Cash Ltd
Kings Hill
West Malling
Kent
ME19 4TA

PRINCIPAL ADDRESS

30 Frogmore Street
Bristol
BS1 5NA
Tel: 0117 925 9348

KEY PERSONNEL

Chief Executive: Caroline Hukins
Clinical Lead: Mike Snudden

THE HARBOUR (LIMITED BY GUARANTEE)

TRUSTEES' REPORT

The Trustees present their report for the year ended 31 March 2011. Due to the Trustees' status as directors under the Companies Act 2006, this report constitutes a directors' report as required by part 15 of the Act.

The Trustees during the year were:

Robert Bernays
Graham Briscoe
Geoffrey Day
John Deval
Gundula Dorey
Pam Hitchins - Chairman

The Charity is registered with the Charity Commission under the number 1008360.

GOVERNING DOCUMENT

The Charity was established on 24 January 1992 by incorporation as a company limited by guarantee and registered as a Charity in February 1992. Consequently, the governing instrument of the Charity is its Memorandum and Articles of Association.

RECRUITMENT AND APPOINTMENT OF TRUSTEES

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. One third of the membership shall retire annually but shall be eligible for re-election at the AGM. The re-election of trustees took place at an EGM on the 12th January 2011 instead of the AGM. John Duval and Graham Briscoe were re-elected as trustees at the EGM. Pam Hitchins was re-elected Chairman at the AGM.

The trustees have been unable to increase their numbers this year but are actively seeking out new members; ideally they would like to encourage another therapist, and/or a GP and someone with fundraising expertise to join them. Trustees will also seek a previous service user to join the board which is an entirely new move as the trustees recognise the need for client experience to shape the organisation's direction. At present client evaluation forms continue to inform the thinking of management.

TRUSTEE INDUCTION AND TRAINING

Potential Trustees are invited to visit the organisation and meet with staff and attend a Trustee meeting before going forward for appointment. Trustees are encouraged to attend local training days on 'Roles and Responsibilities of Trustees' and other relevant workshops. Trustees are issued with guidelines about the role of Trustees and governance documents.

TRUSTEES' REPORT (continued)

ORGANISATIONAL STRUCTURE

The Harbour has a Management Committee of Trustees who normally meet bi-monthly and are responsible for the strategic direction and policy of the charity. In response to a challenging financial situation the trustees took the action defined in last years report (see actions below) and have continued to meet monthly this year. The Committee has six members and the new Chief Executive attends each meeting. The new Clinical Lead attends as required in an ex officio role. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Chief Executive, supported by the Clinical Lead. The Staff Team meet monthly and all staff, whether they are paid or voluntary, are expected to attend.

OBJECTIVES AND ACTIVITIES

The object for which the company is registered is to enhance the quality of life for those suffering from, or affected by, a physical life-threatening illness. To achieve its object, The Harbour provides a free and professional counselling and psychotherapy service.

The main activities of the year focussed on providing counselling/psychotherapy to:

- Explore the impact of having a life threatening illness
- Enable an exploration of fears/anxieties/concerns
- Improve relationships with families and close friends

The practical activities carried out to bring about the change in the target group are:

- To provide an initial assessment to explore the client's needs.
- To assess suitability for counselling at The Harbour. Where inappropriate to suggest alternative services.
- To provide regular weekly psychodynamic counselling/psychotherapy by professionally trained staff. The length of time varies from a few weeks to up to two years.
- To offer a regular time and space to gain deeper understanding of and insight into the situation in a supportive environment.
- To maintain confidentiality
- To institute group work for specified groups

The Client Group fall into the following categories:

- Individuals aged 18 and over, suffering from a life-threatening illness.
- Carers, to include those in a close relationship supporting someone with a life-threatening illness
- Those bereaved within 2 years by a close relative/friend with a life-threatening illness
- Couples affected by life-threatening illness.

There are no geographical limits for our clients provided they can access the service in central Bristol on a regular basis. If clients become too ill to continue their sessions at The Harbour but wish to continue to be seen at home/hospice this may be possible.

Service Level Provision – Targets for 2010/11 were:

- To maintain the same level of service while substantially reducing the overhead costs (ie: to offer approximately 1383 sessions and see approximately 134 clients in total)
- To provide assessment sessions for new clients (2 - 3 per week)
- To consider introducing group sessions

ACHIEVEMENTS AND PERFORMANCE

During 2010/11 The Harbour has seen a total of 155 clients, with 84 receiving regular weekly counselling. 1368 counselling sessions have been offered in total. This means that we have seen a considerable increase in total client numbers compared to the previous year, and a comparable number of client sessions (1% decrease), while reducing the expenditure by £32,000.

During the course of 2010-11 we have managed the level of supply and demand in such a way that we have been able to see almost all clients who approached us for counselling, though clients have sometimes had to wait a few weeks, or even months. However as The Harbour becomes better known through marketing and via the training and workshops given by our therapists, there is a strong likelihood that referrals stand to increase. There is no doubt that there are many more people in the Greater Bristol area who could benefit from our service if they knew of it.

In the second half of 2010-11 we planned and advertised a therapeutic group for people with breast cancer: this has been successful and the group is now meeting weekly. We are delighted to have achieved all our objectives within very challenging financial constraints.

The client profile is a little different to previous years. Of the total client group seen, 58% of clients were living with a life-threatening illness, 30% were carers and 23% were bereaved. This represents an increase in patients who are actually ill themselves, and a slight decrease in carers and bereaved. The percentage of clients affected by cancer was 70% and HIV/AIDS 10%. Other conditions included: Heart Disease, Lung, Liver and Kidney Diseases, Multiple Sclerosis, Parkinsons Disease, Motor Neurone Disease, Alzheimers Disease, and Sickle Cell Anaemia.

As noted in last year's report the trustees were to take action over the concerning financial situation, which resulted in the Clinical Manager being made redundant on the 1st April 2010 and the Business Manager retiring in July 2010. Following this a new Chief Executive was employed from August 2010 with overall responsibility for managing the service and generating funding. She is supported by the Senior Therapist in a Clinical Lead role to maintain professional viability. The clinical staff positions remained intact.

Incoming funding remained low initially and all staff accepted a reduction in their paid hours for four months from December to March this year, which kept expenditure under control while we worked to increase income. These measures have been successful and we are delighted to end the year on a breakeven budget with a restricted surplus to carry into 2011-12.

As an organisation we have been through challenging times this last year; however, we have grown through the challenges and difficulties and are building on the work of the past as we aim to grow into a new future. As trustees we want to acknowledge our gratitude to all the staff involved for their loyalty and commitment throughout these difficult times.

Client evaluation forms continue to provide very positive feedback to the organisation. This informs the staff team's thinking.

A new strategic plan for the development of the service is in place and the trustees have confidence in the leadership of the new Chief Executive. The trustees are grateful for the help and advice from a charity (Cherry D) who assists charities with organisational support. In common with many small charities in the current financial climate, we are reviewing and changing our ways of working. As noted above we are trying to introduce different ways of offering our service and are exploring other different ways of ensuring the charities viability. We are confident we are well on our way to achieving a sounder financial basis with a combination of increased income from a wider range of sources, and lower costs. The success of this will depend largely on obtaining additional funds from our present supporters and on enlisting new ones. These are difficult times but we are confident that our staff, friends and supporters will work with the trustee group to ensure a strong future for the Harbour. We believe that our service gives clients vital support at very stressful times and must be maintained.

FINANCIAL POSITION OF THE CHARITY

Income for the year is shown as £127,559 which is a 13% increase on the previous year's total of £112,687. Expenditure decreased by 22% to £112,345 giving an overall surplus of £15,214, compared with a deficit in the previous year of £31,720. There was a deficit on unrestricted funds for the year of £36 and a surplus on restricted funds for the year of £15,250.

The total funds carried forward are £47,022.

Reserves policy

The management committee is determined to build up our reserves and have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be six months of the resources expended. We acknowledge that this will be difficult to achieve and will take time but it is necessary to ensure our long term viability. At current levels of expenditure this gives a free reserves target of around £56,000.

At 31 March 2011 the free reserves amounted to £28,880 (Note 13). The business plan for 2011-14 states that we will continue to operate a cautious expenditure budget, with any surplus in unrestricted funds being targeted to replenish reserves, while any service expansion or specific projects will be funded by restricted funding generated for that purpose.

RISK MANAGEMENT

With the Chief Executive's help, the trustees have instituted the Charity Commission's risk management tools and review the major risks that the Charity faces on a regular basis. Their aim is to increase the reserves to past levels as soon as possible and are seeking ways to improve the efficiency of the organisation in all avenues.

The Trustees have also examined other operational and business risks that the Charity faces and confirm that they have established systems to mitigate the significant risks. The major risks can be categorised under strategic, operational, financial and external factors. Under strategic risks the Trustees are actively seeking to recruit new Trustees to strengthen the Management Committee. External risks to funding have led to the development of a 3 year strategic plan, and plans to diversify income have already begun. Donations from individuals and companies have both increased this year.

Policies and procedures are periodically reviewed to keep abreast of current legislation concerning employment, health and safety and other relevant issues.

FUTURE PLANS

Future plans are spelled out in detail in the 3 year business plan adopted by the Board in early 2011. Our objectives for this period are:

1. To diversify income (specifically through individual donations, events, company support, legacies and trading)
2. To operate within our planned budget, and to increase income overall
3. To develop and improve the counselling service in response to user feedback and involvement
4. To deliver a high quality service, operating at full capacity, and increase the number of clients (to 200 by 2013)
5. To investigate possibilities for a merger or restructure that would enable the service to continue in a different model if necessary/desirable
6. To develop a training facility to improve the quality of emotional support in end of life care more broadly

INDEPENDENT EXAMINERS: Hollingdale Pooley, have expressed their willingness to continue to be appointed as the Charity's independent examiner.

TRUSTEES' RESPONSIBILITIES

The Trustees are required by company law to prepare financial statements that give a true and fair view of the state of affairs of the Charity at the end of the financial year and of the income and expenditure of the Charity for the year ended on that date. In preparing those financial statements, the Trustees are required to:

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

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Details of the Trustees, who are directors for the purpose of company law, who served during the year and up to the date of this report are set out on page 2.

TRUSTEES' REPORT (continued)

In accordance with company law, as the company's directors, we certify that:

- In so far as we are aware, there is no relevant accountancy information of which the company's accountants are unaware; and

- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the charity's reporting accountants are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

BY ORDER OF THE BOARD

P. Hitchins

P.Hitchins (Chair of Trustees)

Date: 27.7.11

THE HARBOUR (LIMITED BY GUARANTEE)

Independent examiner's report to the trustees of "The Harbour (Limited by Guarantee)"

I report on the accounts of the company for the year ended 31 March 2011, which are set out on pages 9 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission 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 Commission. 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 in the statement 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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Name: .....Philip Barry
Relevant professional qualification or body: ICAEW
Address: Hollingdale Pooley, Bramford House, 23 Westfield Park, Clifton, Bristol BS6 6LT.
Date: .....01/08/11.....

THE HARBOUR (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2011

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
Donations	2	41,898	15,250	57,148	49,876
Activities for generating funds:					
Bank Interest		81	-	81	136
Incoming resources from charitable activities:					
Grants and contracts	3	51,403	18,312	69,715	61,315
Other		615	-	615	1,360
TOTAL INCOMING RESOURCES		93,997	33,562	127,559	112,687
RESOURCES EXPENDED					
Costs of generating funds:					
Costs of generating voluntary income	4	4,830	-	4,830	12,908
Charitable activities:					
Provision of counselling services	4	84,842	18,312	103,154	126,664
Governance costs	4	4,361	-	4,361	4,835
TOTAL RESOURCES EXPENDED		94,033	18,312	112,345	144,407
Net (outgoing)/ incoming resources for the year		(36)	15,250	15,214	(31,720)
Transfer between funds		-	-	-	-
Net movement in funds		(36)	15,250	15,214	(31,720)
Reconciliation of funds					
Total funds brought forward		31,808	-	31,808	63,528
Total funds carried forward		31,772	15,250	47,022	31,808

The notes on pages 12 to 18 form part of these accounts.

THE HARBOUR (LIMITED BY GUARANTEE)

BALANCE SHEET
AT 31 MARCH 2011

	Notes	2011 £	2010 £
FIXED ASSETS			
Tangible fixed assets	7	2,892	4,722
CURRENT ASSETS			
Debtors and prepayments	8	4,100	5,099
Cash at bank and in hand		44,107	30,868
		48,207	35,967
CREDITORS: Amounts falling due within one year	9	4,077	8,881
NET CURRENT ASSETS		44,130	27,086
NET ASSETS		47,022	31,808
RESERVES:			
Restricted funds	10	15,250	-
Unrestricted funds			
Designated	11	1,114	2,409
General	12	30,658	29,399
		47,022	31,808

The Trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The Trustees acknowledge their responsibilities for:

(i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and

(ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company

THE HARBOUR (LIMITED BY GUARANTEE)

BALANCE SHEET (continued)
AT 31 MARCH 2011

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the directors and authorised for issue on....., and are signed on their behalf by:

P. Hitchins
.....
(P.Hitchins – Chair of Trustees)

The notes on pages 12 to 18 form part of these accounts.

1. ACCOUNTING POLICIES

(a) **Accounting Convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting for Charities: Statement of Recommended Practice issued in October 2005.

(b) **Incoming resources**

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

- when donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods
- when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Interest receivable

Interest is included when receivable by the charity.

(c) **Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

(d) **Operating leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities incurred over the term of the lease.

(e) **Tangible fixed assets and depreciation**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value of each asset, over its expected useful life as follows:

Fixtures, fittings and equipment	25% reducing balance
Leasehold property improvements	Over the life of the lease

1. ACCOUNTING POLICIES (continued)

(f) **Funds accounting**
Funds held by the charity are:

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

Designated funds- these are funds set aside by the trustees out of general funds for specific purposes or projects.

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

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2. DONATIONS

Donations have been received from the following sources:

	Unrestricted Funds £	Restricted Funds £	2011 Total Funds £	2010 Total Funds £
Charitable Trusts	24,802	15,250	40,052	44,719
Companies	6,894	-	6,894	2,500
Individuals	10,202	-	10,202	2,657
	41,898	15,250	57,148	49,876

3. GRANTS AND CONTRACTS

Grants have been received from the following sources:

	Unrestricted Funds £	Restricted Funds £	2011 Total Funds £	2010 Total Funds £
NHS Primary Care Trusts	51,403	5,712	57,115	57,115
South Gloucestershire Council	-	-	-	4,200
Department of Health	-	12,600	12,600	-
	51,403	18,312	69,715	61,315

4. TOTAL RESOURCES EXPENDED

	Voluntary income £	Provision of Counselling £	Govern. Costs £	2011 Total £	2010 Total £
Costs directly allocated to activities					
Staff costs	-	51,314	-	51,314	71,594
Premises	-	20,585	-	20,585	20,384
Other office expenditure	-	4,433	-	4,433	3,198
Staff team consultancy	-	-	-	-	500
Travel & subsistence	-	277	-	277	232
Supervision	-	1,299	-	1,299	2,546
Fundraiser	4,830	-	-	4,830	9,651
Recruitment	-	199	-	199	-
Depreciation	-	1,863	-	1,863	927
Annual report	-	-	1,971	1,971	1,712
Accountancy fees	-	-	1,170	1,170	1,737
Grant repayable	-	-	-	-	4,200
Support costs allocated to activities					
Management and office staff	-	23,184	1,220	24,404	27,726
	4,830	103,154	4,361	112,345	144,407

5. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging	2011 £	2010 £
Depreciation	1,863	927
Accountancy fees (incl. VAT)	1,170	1,737

6. STAFF COSTS

	2011 £	2010 £
Staff costs were as follows:		
Wages and salaries	69,779	92,855
Social security costs	4,229	6,466
Redundancy costs	1,710	-
	75,718	99,321

No employee earned £60,000 p.a. or more

The number of employees was:	2011 No.	2010 No.
Provision of counselling services	4	5
Administration and management	2	2
	6	7

During the year expenses totalling £nil were reimbursed to the Trustees (2010 - £nil).

7. TANGIBLE FIXED ASSETS

	Leasehold Property £	Fittings & Equipment £	Total £
COST			
At 1 April 2010	38,806	22,866	61,672
Additions	-	33	33
At 31 MARCH 2011	38,806	22,899	61,705
DEPRECIATION			
At 1 April 2010	34,922	22,028	56,950
Charge for the year	1,295	568	1,863
At 31 MARCH 2011	36,217	22,596	58,813
NET BOOK VALUE			
At 31 MARCH 2011	2,589	303	2,892
At 31 March 2010	3,884	838	4,722

8. DEBTORS

	2011	2010
	£	£
Prepayments	4,100	4,099
Accrued income	-	1,000
	4,100	5,099

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011	2010
	£	£
Trade creditors, accruals and deferred income	3,124	7,460
PAYE and National Insurance	953	1,421
	4,077	8,881

10. RESTRICTED FUNDS

	Balance 1 April 2010	Movement in resources Incoming	Outgoing	Transfer between funds	Balance 31 March 2011
	£	£	£	£	£
HIV/AIDS Fund	-	5,712	5,712	-	-
Caron Keating Foundation	-	10,000	-	-	10,000
Department of Health	-	12,600	12,600	-	-
Denman Charitable Trust	-	2,000	-	-	2,000
End of Life Care Educ. Fund.	-	3,250	-	-	3,250
	-	33,562	18,312	-	15,250

The HIV/AIDS fund was established to provide counselling to people affected by HIV and AIDS and is funded by Bristol PCT.

The Caron Keating Foundation provided £10,000 of funding towards the delivery of counselling sessions to people affected by cancer.

The Department of Health provided £12,600 of Financial Assistance funding towards a budgeted shortfall in income in the 2010/11 financial year.

The Denman Charitable Trust provided funds towards the Breast Cancer Therapeutic Group

The End of Life Care Education Fund provided funding (via St Peter's Hospice) towards staff training and the cost of recruiting and supervising a team of volunteer therapists.

11. DESIGNATED FUNDS

	Balance 1 April 2010	Movement in resources Incoming	Outgoing	Transfer between funds	Balance 31 March 2011
	£	£	£	£	£
New Counselling room	2,409	-	-	(1,295)	1,114

A counselling room grant was awarded in the 2006/07 year for conversion of an office to a counselling room and for renovation and alteration to existing facilities. The grant was expended in the 2006/07 year with the expenditure being capitalised as tangible fixed assets. As a result, the restriction has been met and the fund has been transferred to a designated fund. The outgoing resources of £1,295 relates to depreciation.

12. GENERAL FUNDS

	Balance 1 April 2010	Movement in resources Incoming	Outgoing	Transfer between funds	Balance 31 March 2011
	£	£	£	£	£
General Funds	29,399	93,997	94,033	1,295	30,658

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets	Net Current Assets	Total
	£	£	£
Restricted funds:			
HIV/AIDS Fund	-	-	-
Caron Keating Foundation	-	10,000	10,000
Denman Charitable Trust	-	2,000	2,000
End of Life Care Education Fund		3,250	3,250
	-	15,250	15,250
Unrestricted funds			
General	1,778	28,880	30,658
Designated	1,114	-	1,114
Net assets at 31 March 2011	2,892	44,130	47,022

14. OPERATING LEASES

At 31 March 2011, the Charity had annual commitments under non-cancellable operating leases for land and building as follows:

	2011	2010
	£	£
Leases expiring:		
Within 1 year	14,250	14,250
2-5 years inclusive	14,250	28,500

The following page does not form part of the

statutory accounts of the Charity.

THE HARBOUR (LIMITED BY GUARANTEE)

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2011

	2011	2010	2009	2008	2007
	£	£	£	£	£
INCOME					
NHS Primary Care Trusts	57,115	57,115	56,160	55,059	53,979
South Gloucestershire Council	-	4,200	5,681	5,580	980
Awards for All Lottery Scheme	-	-	-	-	5,000
DoH	12,600				
Lottery Community Fund	-	-	-	-	20,274
BCWA	-	-	1,019	-	-
Charitable trusts	40,052	44,719	41,025	76,134	26,334
Individual donations	10,202	2,657	822	2,093	1,102
Company donations	6,894	2,500	2,575	2,902	1,362
Sundry income	615	1,360	305	1,969	55
Interest receivable	81	136	3,882	5,764	4,192
TOTAL INCOME	127,559	112,687	111,469	149,501	113,278
EXPENDITURE					
Salaries (inc NI)	75,718	99,321	93,114	91,287	78,240
Book-keeping	566	566	675	713	743
Rent and rates	14,288	16,160	15,564	15,616	15,383
Heat and light	2,292	1,699	1,144	750	1,150
Telephone	1,414	1,001	1,129	1,278	964
Insurance	1,291	964	1,256	1,124	1,172
Accountancy/Audit fees	1,170	1,737	1,498	1,557	2,727
Legal and professional	25	23	94	38	109
Maintenance	1,867	864	3,945	614	947
Cleaning	845	697	837	644	885
Depreciation	1,863	927	1,027	1,087	1,017
Training	15	-	237	1,850	685
Staff team consultancy	-	500	-	-	-
Subscriptions	735	420	436	708	957
Supervision	1,284	2,546	3,570	3,240	3,730
Publicity and advertising	1,971	1,712	950	1,537	898
Postage and stationery	1,354	1,024	1,870	1,511	1,676
Computer expenses	-	-	-	-	250
Travel	13	29	294	36	350
Subsistence	265	203	-	-	-
Fundraising	4,830	9,651	14,158	12,602	8,840
Sundry	300	163	530	434	476
Repayment of grants	-	4,200	-	-	-
Recruitment	199	-	30	-	294
Bank charges	40	-	-	-	-
TOTAL EXPENDITURE	112,345	144,407	142,358	136,626	121,493
Surplus/Deficit	15,214	(31,720)	(30,889)	12,875	(8,215)