



A Time to Remember



Staffordshire Buddies
Annual Report 2008 - 2009



Community
Legal Service



Staffordshire Buddies, P.O. Box 474, Hanley, Stoke-on-Trent, ST1 3HX

Tel: 01782 201251 - Registered Charity No.1047375

Contents

1.	A Time to Remember	4
2.	Principal Aims.....	5
2.1.	Mission Statement.....	5
2.2.	Main Areas of Charitable Activity.....	5
3.	HIV Services.....	5
3.1.	Strategic Aims	5
3.2.	Services.....	6
3.3.	Funding	7
3.4.	Management Structure of Staff and Volunteers.....	8
3.5.	Achievements.....	9
Client Statistics and Demography	9	
Drop in, Groups and Other Activities	11	
Clinical Outreach	11	
Complementary Therapies	11	
Emergency Fund	11	
3.6.	Future Plans	11
4.	South Staffordshire Mesmen Project.....	14
4.1.	Strategic context.....	14
4.2.	Services.....	14
4.3.	Funding	15
4.4.	Management Structure of Staff and Volunteers.....	15
4.5.	Achievements.....	16
Outreach Services.....	16	
Groups and Social Activities.....	17	
Condoms and Resources.....	18	
Mesmen staff and volunteers at the Lichfield Fuse Festival.....	18	
Prisons Health Needs Assessment	19	
4.6.	Future Plans	19
5.	Service Support.....	19
5.1.	Support to all Services.....	19
6.	Volunteers and Volunteering	20
6.1.	Volunteer Numbers and Demography	21
7.	Administrative Details.....	22
7.1.	Charity Status.....	22
7.2.	Compliance With Reporting Requirements.....	22
7.3.	Address of Principal Office	22
7.4.	Accountants.....	22
7.5.	Bankers	22
7.6.	Solicitors.....	22
8.	Structure, Governance and Management.....	22

8.1.	Membership.....	22
8.2.	Governance.....	23
8.3.	Induction and Training of Trustees.....	23
8.4.	Details of Trustees	23
8.5.	Delegation to Staff.....	23
8.6.	Management of Risk.....	24
9.	Financial Statements.....	24
9.1.	Income.....	24
9.2.	Expenditure	24
9.3.	Designated Funds in Reserve	24
9.4.	Restricted Funds	26
9.5.	Unrestricted Funds	26
9.6.	Independently Examined Financial Statements.....	26

1. A Time to Remember

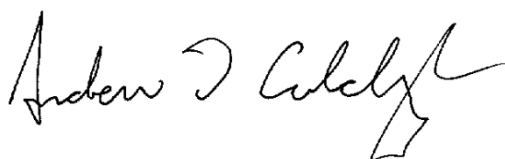
Staffordshire Buddies was launched on World AIDS Day 1st December 1993 to coincide with the global theme "A Time to Act". In the period covered by this Annual Report Staffordshire Buddies reached its fifteenth anniversary which we commemorated with a local World AIDS Day campaign themed "A Time to Remember"

We have also chosen this theme for our Annual Report which contains numerous references to past achievements and the milestones of the Charity's fifteen year history. The theme of continual development is highlighted through comparisons between our achievements over the past year with past achievements from three years ago. We also look forward to some of the challenges ahead and how Staffordshire buddies plans to meet them.

In the twelve month period April 2008 to March 2009 Staffordshire Buddies achieved the following in pursuit of its charitable aims:

- We provided help and support to 384 adults and children living with or directly affected by HIV/AIDS in Staffordshire, a 64% increase on the number of people we helped in the same period three years ago.
- We provided more than seven thousand individual episodes of care for people affected by HIV through face to face sessions, telephone support and group activities, an increase of 45% compared with the same period three years ago.
- We undertook 509 individual instances of HIV prevention and sexual health promotion work with gay or bisexual men in South Staffordshire and a further 214 instances of support in groups.
- We distributed over 5000 free condoms to people in the parts of the local community most affected by HIV

In the period since the first group of volunteers were recruited and trained Staffordshire Buddies has grown and diversified to become the excellent Charity it is today. This brief report cannot do full justice to the countless ways in which the volunteers, staff and service users have contributed to making Staffordshire Buddies into what it has become and we would like to say a big thank you to everyone who has helped us along our way.



Andrew J. Colclough
Director

2. Principal Aims

2.1. Mission Statement

Staffordshire Buddies is the HIV charity for Staffordshire. The mission of the Charity is to reduce the impact of HIV through providing support, information, advocacy and advice to those living with, or affected by, the virus, and by undertaking health promotion support to communities at risk.

2.2. Main Areas of Charitable Activity

The charity is engaged with two main areas of service related activity:

- “HIV Services” which provide help to people living with or directly affected by HIV/AIDS throughout Staffordshire.
- The South Staffordshire Mesmen Project which provides HIV health promotion services to men who have sex with men (gay, bisexual and other men who have sex with) across the area of south & east Staffordshire

Financial and other administrative functions are shared.

3. HIV Services

3.1. Strategic Aims

Staffordshire Buddies provides a range of services to help people living with or directly affected by HIV/AIDS. These services are directed towards limiting the impact of HIV and to make it a manageable condition for those who live with it.

Our services are underpinned by a comprehensive theory and evidence based strategy which has the following aims

1. To ensure that all clients are suitably housed or otherwise accommodated
2. To ensure that all clients eat a healthy and well balanced diet
3. Clients have the funds needed to meet the costs of daily living
4. To ensure that all clients have access to treatments and medications relevant to their care
5. To ensure that clients are able to engage in meaningful relationships and friendships
6. To ensure that clients are not experiencing discrimination.
7. To ensure that clients mental health needs are assessed and addressed.
8. To ensure that clients are able to maintain a positive self image.
9. To ensure that clients have opportunities to achieve financial independence.
10. Clients have access to education, skills training and employment.
11. Clients are able to maximise the quality of their lives.
12. Clients can access the services they need

The full text of the strategy is available on request.

3.2. Services

The services we provide in order to achieve the aims of our HIV Services are grouped thematically below.

Individual Help and Support

- Individual help and support for people living with HIV.
- Advice on all aspects of HIV/AIDS. We hold the Community Legal Services quality mark for General Help in relation to advice on benefits, housing and debt.
- Buddies – practical and emotional support for people living with HIV provided by trained volunteers in community settings.
- Transport – to help clients get to essential appointments when they cannot manage this by themselves.
- Complementary therapies – stress reduction and well-being therapies provided from our centres, in the community and via Burton GUM.
- Emergency Fund – small grants for essential items needed by people with HIV in times of crisis.
- Free condoms & lubricant – available at our Lichfield and Hanley centres or by post.

Children and Families

- Positive Families – a specialist service for children and young people in families affected by HIV.
- After school activities and a summer play scheme for children & young people living with or affected by HIV.
- Positive Teenagers Group

Groups

These are focused on reducing isolation, offering peer support and providing learning opportunities. Current groups include:

- Drop-in service - available for all people living with HIV at both our Hanley and Lichfield centres.
- Esprit – for women living with HIV.
- Asylum Seeker and Refugee Group – for people living with HIV who have immigration issues.
- Gay Men's Group – for gay and bisexual men living with HIV.
- Social Activities for Mixed Groups – mixed social activities for people living with HIV.
- Workshops and Respite Breaks

Information

- Positive Lives – Staffordshire Buddies own quarterly newsletter for local people living with or affected by HIV.

- Leaflets and Magazines – a range of leaflets, books, magazines and other resources relevant to living with HIV and HIV health promotion are stocked at our Lichfield and Hanley centres.
- Internet access – computers with internet access available for client use.
- Website - www.staffordshirebuddies.co.uk
- Training and education – our volunteer training group meets requests from organisations needing experienced speakers to talk about HIV related issues.

Representation on Local Forums and Committees

During the reporting period the Charity was represented on the following local forums and committees in Staffordshire:

- North Staffs Sexual Health Network
- North Staffs Paediatric Forum
- Stoke Supporting People Independence With Support Core Strategy Group
- South Staffs HIV Services Providers Group
- LGBT Network: Stoke-on-Trent and North Staffordshire
- AIDS Advocacy and Awareness Group
- Voluntary Sector Chief Officers Group

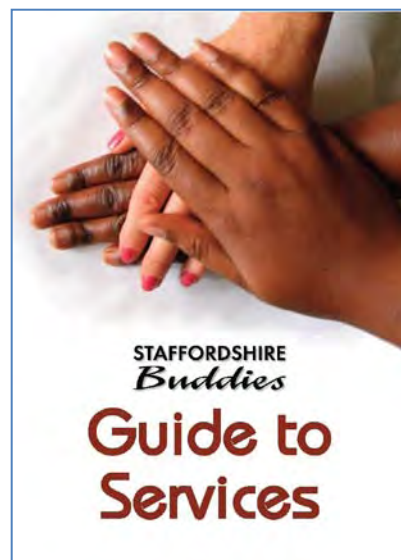
3.3. Funding

Statutory Sector

In 2008/09 our core HIV Services were funded via contracts and grants received from the following statutory sector funders.

- South Staffordshire Primary Care Trust.
- Stoke and North Staffordshire PCTs
- Staffordshire County Council
- Stoke on Trent City Council

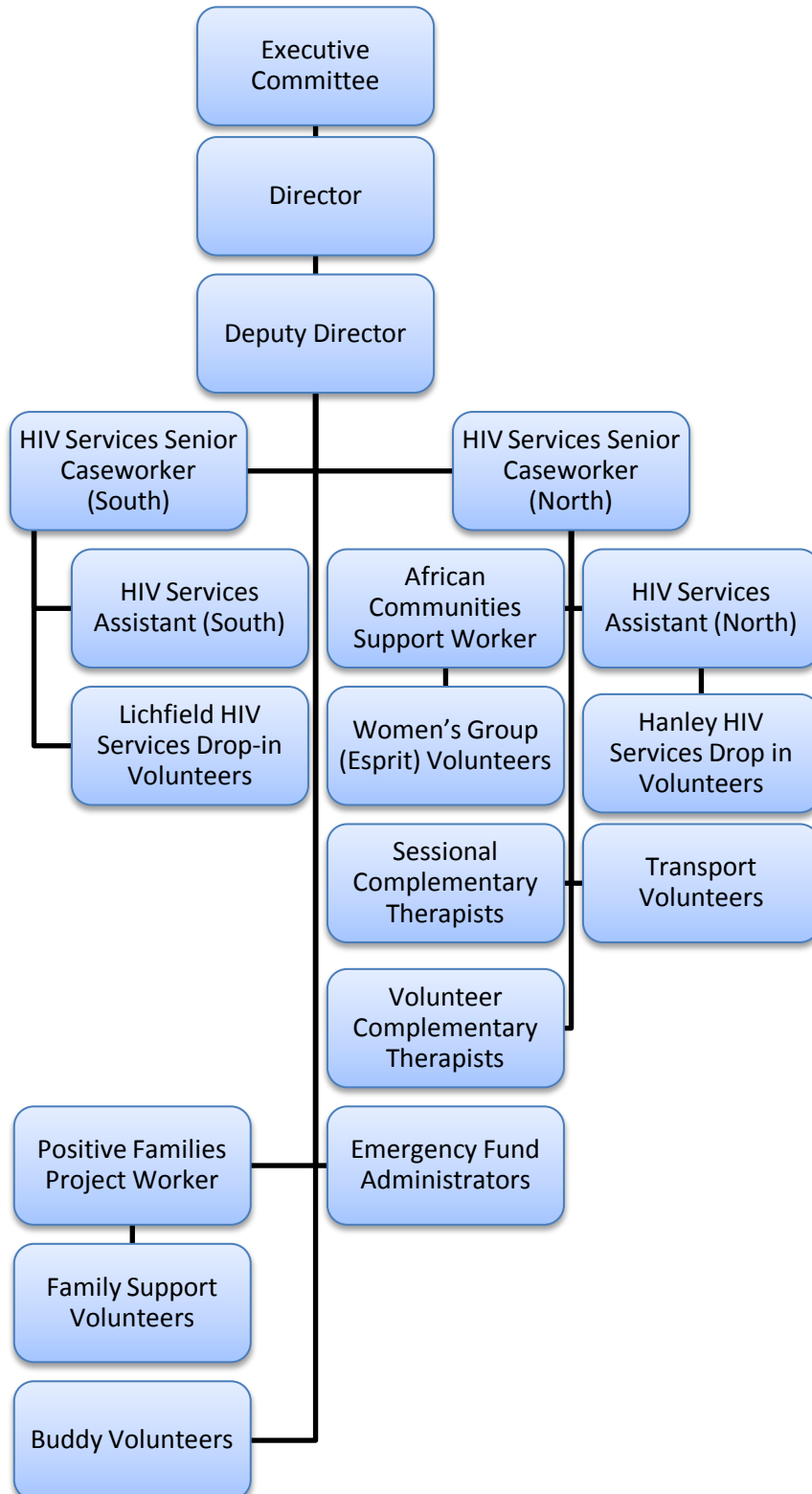
Contributions from each of the above funders made up the total cost of providing services. Funding from all the above sources has continued into financial year 2009/10



We recently published our new guide to Staffordshire Buddies services for people living with HIV

3.4. Management Structure of Staff and Volunteers

The management structure of our HIV Services staff and volunteers was as follows during the reporting period:



3.5. Achievements

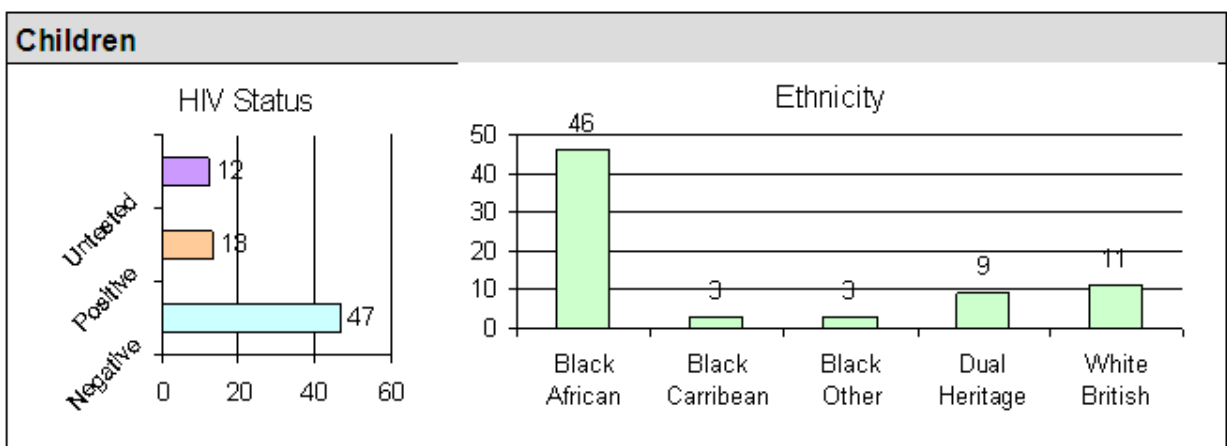
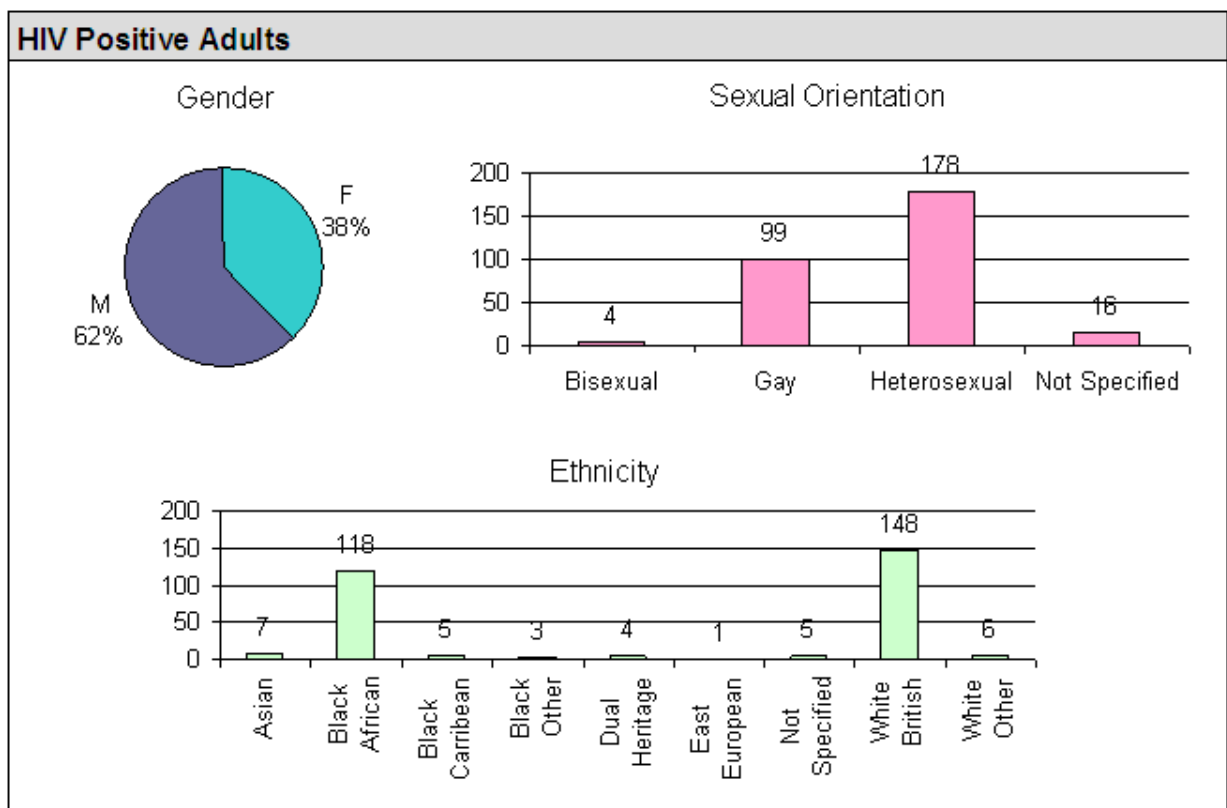
Client Statistics and Demography

The following table shows that during the financial year 2008 – 2009 we helped 384 adults and children living with or affected by HIV/AIDS. This is a 64% increase on the number of people we helped in the same period three years ago.

Summary of Clients Receiving Services					
	Adults		Children		Total
	HIV Positive	HIV Negative	HIV Positive	HIV Negative	
Clients Receiving Services in Period	297	15	13	59	384

Note: "HIV Negative" includes both clients who are diagnosed HIV negative and clients who are untested.

The diverse range of adults and children we helped is illustrated in the charts below:



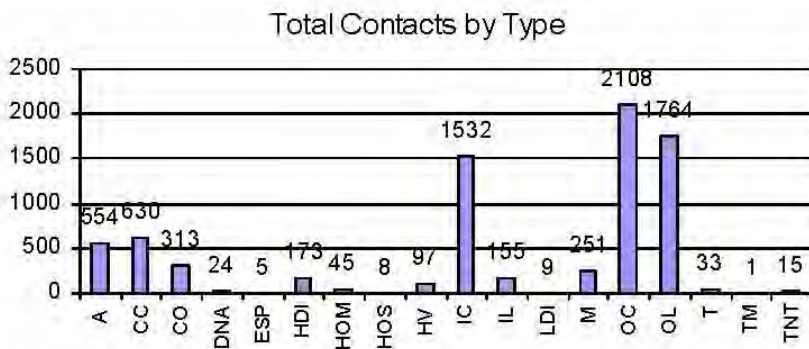
The above figures include 89 new referrals as detailed in the table below. This is a 35% increase on the number of new referrals we received three years ago.

Summary					
	Adults		Children		Total
	HIV Positive	HIV Negative	HIV Positive	HIV Negative	
New Referrals During Period	72	1	0	16	89
Note: "HIV Negative" includes both clients who are diagnosed HIV negative and clients who are untested.					

HIV Services staff provided 7717 episodes of care and support including dealing with 630 drop-in callers and over 100 home and hospital visits. The issues we most frequently dealt with were related to health, benefits/finance, children and families, housing and general support. The number of episodes of care and support we provide has increased by 45% compared with three years ago though a small part of this increase may be due to improvements in our reporting practice.

Summary of Contacts With Clients

Total staff contacts recorded for this period: **7717**



Legend	
A	Activity Based Contact
CC	Centre Call In
DNA	Did Not Attend
HOS	Hospital Visit
HV	Home Visit
IC	Incoming Call
IL	Incoming Letter
M	Meeting
OC	Outgoing Call
OL	Outgoing Letter
CO	Clinical Outreach

Notes: A contact is an occasion on which a service was provided directly to a client or work was done on behalf of a client. The figures shown exclude transport and buddy services provided by volunteers reported separately.

The codes *ESP, HDI, HOM, LDI, RB, RG, TM, TNT* and *W* were introduced in Jan 2009 to detail group activities which will be reported separately from 1st April 2009

Number of Contacts for Main Issues Dealt With	
Health:	2064
Housing:	975
Benefits and Finance:	1419
Hardship Funds:	203
Employment:	286
Legal and Insurance:	180
Advocacy:	31
Appointments and Meetings	440
Families and Children:	900
Womens Support:	22
Relationships:	306
General Support:	476
Transport:	65

Drop in, Groups and Other Activities

Providing opportunities for people living with HIV to meet as part of a group is a vital component of the support we offer. Meeting others in a similar situation can help relive isolation, build confidence and improve mental health. Over the twelve months April 2008 to March 2009 we provided:

- 100 drop-in group support sessions at our Hanley centre
- 24 drop in group support sessions at our Lichfield centre
- 15 activities for children and young people affected by HIV
- 4 group sessions / activities for women living with HIV
- 5 group sessions and activities for gay and bisexual men living with HIV
- 4 group support sessions for asylum seekers and refugees living with HIV

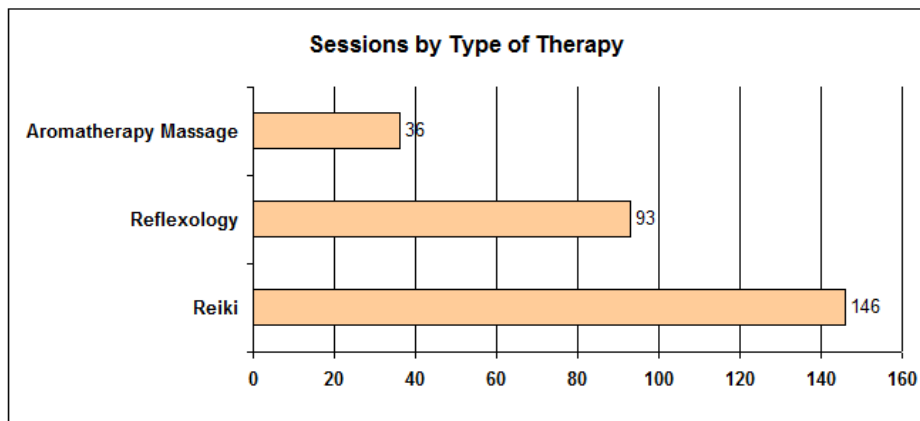
Clinical Outreach

Services for people living with HIV were provided on outreach to Burton and Tamworth Genitourinary Medicine Clinics:

- 44 outreach sessions were conducted at Burton Clinic
- 17 outreach sessions were conducted at Tamworth clinic

Complementary Therapies

283 sessions were provided to 39 clients. Of these sessions 125 were provided on outreach at Burton GUM clinic, 84 were provided at the Lichfield Centre and 59 were provided at the Hanley centre. The rest were provided in client's homes or community settings.



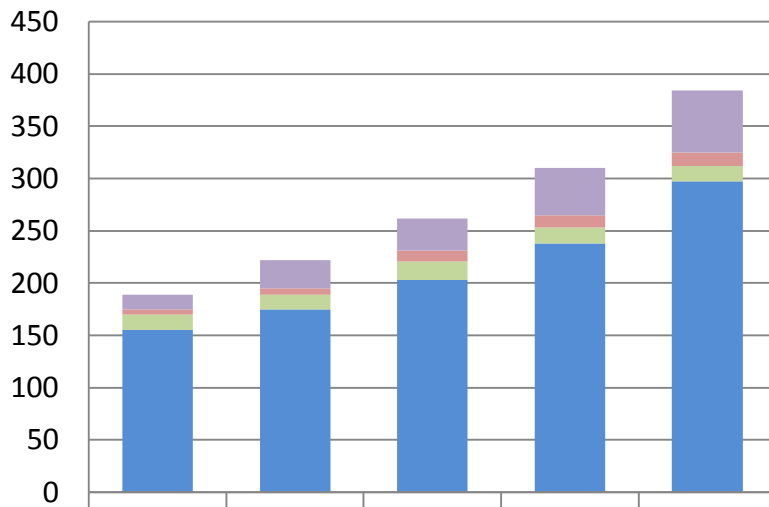
Emergency Fund

We paid out £2875 against 86 applications to the Emergency fund, primarily for food and other essential daily living expenses for people on low or no income.

3.6. Future Plans

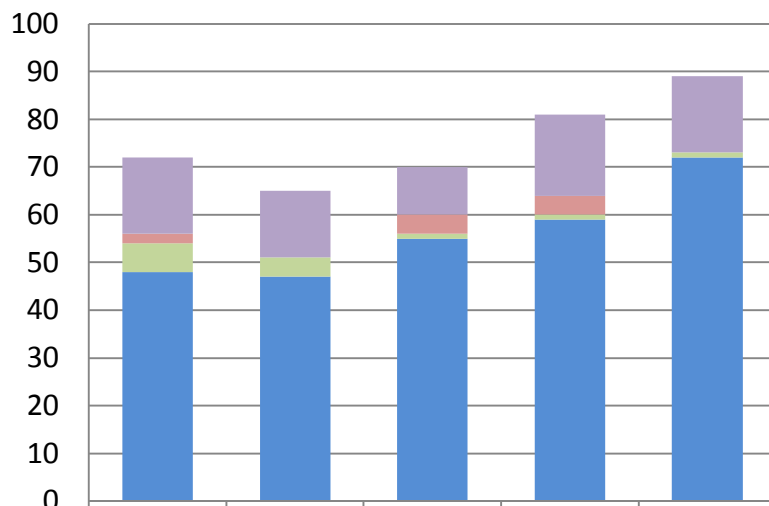
Our HIV Services face a considerable challenge over the coming years as client numbers increase year on year. The overall trend is illustrated in the following graphs showing the year on year increase in the number of clients using HIV Services and the number new referrals over the last five years.

Number of Clients Using Services



	2004/05	2005/06	2006/07	2007/08	2008/09
Children - HIV negative	14	27	31	45	59
Children - HIV positive	5	6	10	12	13
Adult partners and carers	15	14	18	15	15
Adults living with HIV	155	175	203	238	297

New Referrals



	2004/05	2005/06	2006/07	2007/08	2008/09
Children - HIV negative	16	14	10	17	16
Children - HIV positive	2	0	4	4	0
Adult partners and carers	6	4	1	1	1
Adults living with HIV	48	47	55	59	72

Funding for our HIV Services has not kept pace with the increased number of clients and as the upward trend in client numbers continues the pressure on resources will increase. In order to tackle this we will:

- Continue to seek additional funding to help increase the capacity of our services to meet increasing demand.
- Move towards a model of short term support rather than long term dependency so that the clients most in need are always prioritised for resources.
- Maximise efficiency in all aspects of the services provided.
- Help more statutory and voluntary sector providers to become confident and competent to provide services to people living with HIV so that more client needs can be met by others.

In addition to the above we also plan to:

- Review and update our HIV Services Strategy will be reviewed and updated this summer to take account of the results from our “Your Voice Counts” consultation event and the national “What do You Need” Research published by Sigma.
- Work towards a common performance framework to measure the success off all the services for which PCTs and Social Services contribute funding.
- Move towards an outcomes based approach in monitoring and evaluating our services.



A sculpture created for World Aids Day carries messages of hope and remembrance. The number of people dying with HIV in Staffordshire has decreased dramatically as a result of improvements in treatment but many of our staff and volunteers still remember all those who died before the new treatments came along.

4. South Staffordshire Mesmen Project

4.1. Strategic context

The Mesmen project targets HIV and sexual health promotion work with gay, bisexual and other men who have sex with men who remain one of the groups most affected by the UK HIV epidemic.

This focus is underpinned by the following strategic documents:

- “Better prevention, better services, better sexual health - The national strategy for sexual health and HIV”. Dept. of Health 2001. Available at www.dh.gov.uk
- “Making it Count: a collaborative planning framework to reduce the incidence of HIV infection during sex between men”. Third edition, Sigma Research, 2003. Available at www.sigmaresearch.org.uk

Strategic Goal

‘to contribute to the national goal of reducing by 25% the annual incidence of HIV infection during sex between men...’ (National HIV & sexual health strategy)

Strategic Aims

Following from the above – our strategic aims are;

- i) Reduce the average time between infection and diagnosis in men who become infected with HIV.
- ii) Reduce the incidence of unprotected anal intercourse between HIV positive and HIV negative men.
- iii) Reduce the rate of condom failure during sex between men.
- iv) Reduce the average length of time men have undiagnosed sexually transmitted infections
- v) Increase the proportion of HIV uninfected men who are sexually exposed to HIV who take PEP within 72 hours of exposure
(Based on “Making It Count”)

4.2. Services

The services provided in order to achieve the aims of our Mesmen Project are grouped thematically below.

Outreach Services

- Public Sex Environments – workers provide sexual health information and free condoms in public places where men meet for sex.
- Internet Outreach- workers engage men cruising for sex on the internet to offer health information and condoms by post.
- Sauna Outreach – workers offer health information and condoms to men visiting a gay sauna in the midlands region.
- Telephone Support – is available to men who have sex with men from workers at the Lichfield Centre.

Groups and Social Activities

- Married Men's Group for men who have sex with men who are in married relationships. The group follows a programmatic model to help men make informed choices about sex and relationships.
- TV/TS Group for transvestite, transsexual and transgendered people
- SPACE Youth Group for young people who are lesbian, gay, bisexual, transgendered or questioning their sexual orientation.
- Workshops and training events
- Social activities

Individual Support

- Face 2 Face – individual information and support sessions for men who have sex with men.
- Prison visiting at HMP Young Offenders Institution, Swinfen Hall and HMP Dovegate Uttoxeter
- Newsletters and mailings help keep men up to date on local developments and provide information a variety of sexual health related topics.
- Magazines and leaflets with a sexual health focus are available to hand out or send by post.
- Referrals can be made to local sexual health clinics and other services.
- Internet – we maintain a web site to signpost people to Mesmen and other sexual health services.
- Hate Crime Reporting – we help men affected by homophobic hate crimes to report matters to the police.

Policy Development and Campaigns

- The project engages with influencing policy through a range of consultations, primarily with the Department of Health, The Home Office, Local Authorities and local Health Trusts.

Local Forums

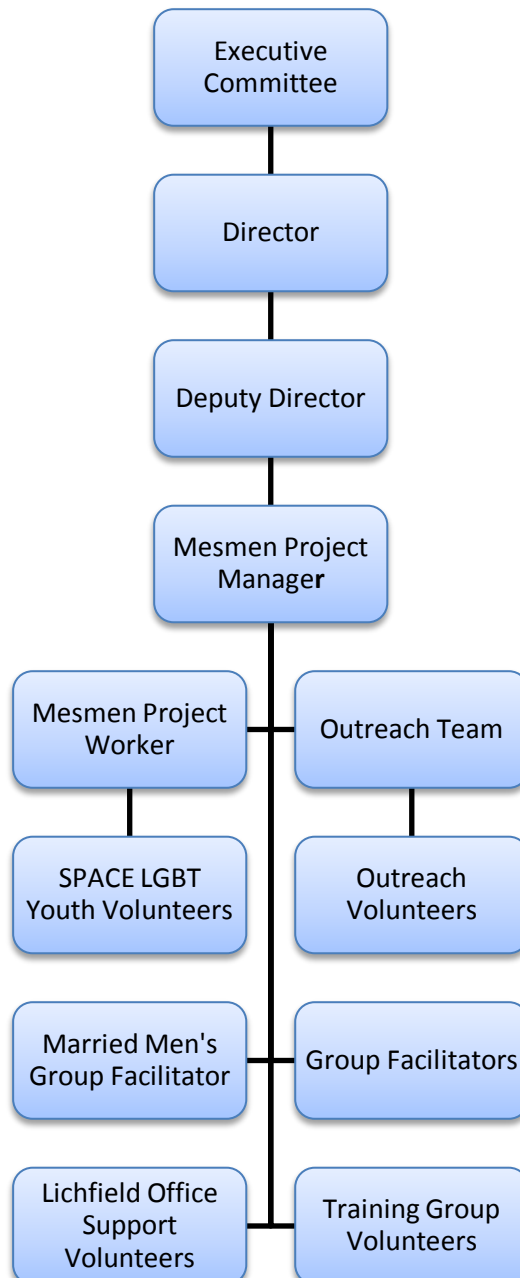
- The Mesmen project contributes to a number of local forums and committees to represent issues for LGBT people and to inform the local sexual health agenda.

4.3. Funding

The project is primarily funded via South Staffordshire Primary Care Trust. Additional funding has been provided by Staffordshire County Voluntary Youth Service for work with young people and by North Lichfield Community and Learning Partnership for work in Schools

4.4. Management Structure of Staff and Volunteers

The management structure of our Mesmen Project staff and volunteers during the reporting period was as follows:



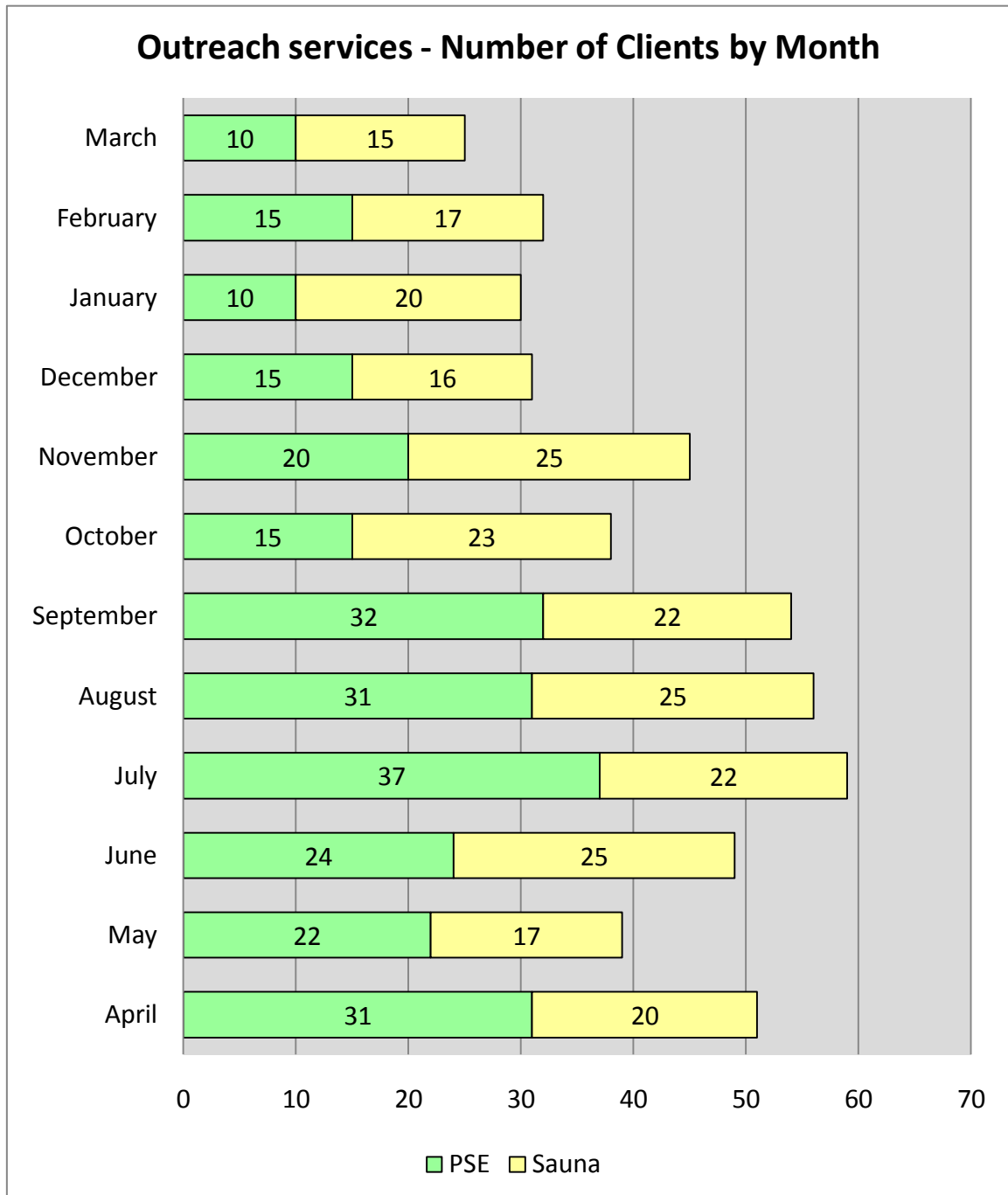
4.5. Achievements

Outreach Services

During the 12 month period April 2008 to March 2009 inclusive we provided 509 instances of sexual health promotion to men via our outreach services. The primary settings in which we undertook structured outreach were public places where men meet for sex and a gay sauna in the West Midlands frequented by men from South Staffordshire. Work at the Sauna was undertaken in partnership with Walsall Men's Health Project.

In addition to the above, we also provided help and advice to a number of men cruising internet sites for sex (see internet below).

The following graph shows the number of instances in which we provided health promotion on outreach in public places and the gay sauna by month.



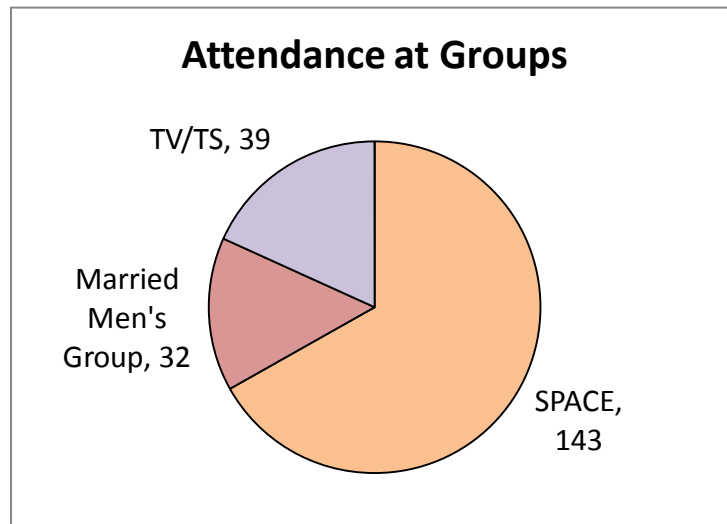
Groups and Social Activities

During the 12 month period April 2007 to March 2008 inclusive we provided 214 instances of help and support in social groups and facilitated support groups. The social and support groups provided were as follows:

- SPACE Youth Group for young people who are lesbian, gay, bisexual, transgendered or questioning their sexual orientation.

- Married Men's Group for men who have sex with men who are in married relationships. This group follows a programmatic model to help men make informed choices about sex and relationships.
- TV/TS Group for transvestite, transsexual and transgendered people

The following pie chart shows a comparison of the total number of instances that each group was used.



Condoms and Resources

During the reporting period we gave out over 5000 condoms with sachets and/or bottles of lubricant. Condoms were distributed during outreach sessions, social and other groups, scene venues and by post to individuals on request.

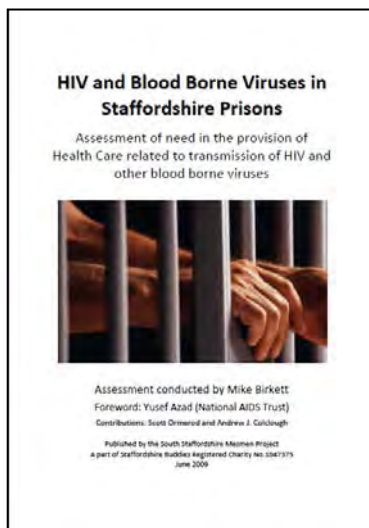
Sexual health promotion materials were also widely distributed. There are currently 356 people on the mailing database which breaks down as 74 organisations, 60 professionals and 222 individuals.



Mesmen staff and volunteers at the Lichfield Fuse Festival

Prisons Health Needs Assessment

We have published a report on the findings from our needs assessment highlighting issues around HIV and Blood Borne Viruses in Staffordshire Prisons.



“thank you for your support over the last year, it has been very difficult being in prison and being gay because of the homophobic views many people in jail have”

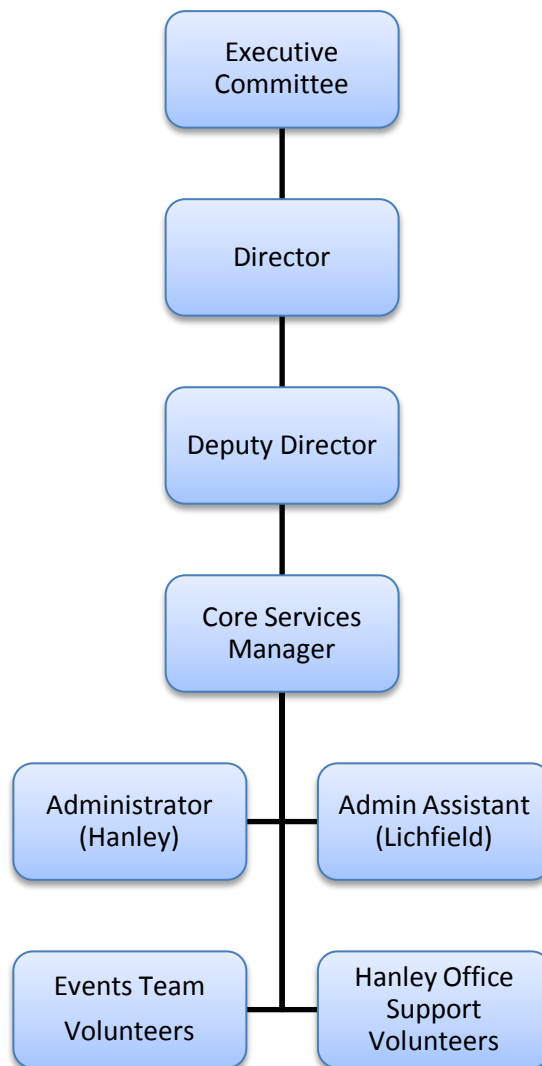
4.6. Future Plans

- We plan to re-organise HIV Prevention and sexual health promotion activities under the heading of “Staffordshire Buddies Health Promotion” The Mesmen project will be a part of this alongside other sexual health promotion activities targeting a broader range of at risk groups.
- We will be comprehensively updating our sexual health promotion strategy to take into account the results of the South Staffordshire PCT Sexual health Needs assessment and our own assessments of need.
- We will continue to work with local Community and Learning Partnerships to develop services to tackle issues for young people who are lesbian, gay, bisexual or questioning their sexual orientation in school settings.
- We hope to work more closely with local sexual health clinics to increase the uptake of HIV testing and sexual health screening by gay, bisexual and other men who have sex with men.
- The Mesmen web site will become part of a new Staffordshire Buddies Sexual health promotion website during the course of this year.

5. Service Support

5.1. Support to all Services

Our HIV Services team and Mesmen project are supported by the following staff and volunteers whose roles are Charity wide rather than service specific



6. Volunteers and Volunteering

Staffordshire Buddies recognises that volunteers play a central role in achieving the mission of the Charity and undertakes to ensure that the unique contribution made by volunteers is supported, valued and celebrated.

The aim of our volunteer programme is “to harness the skills, time and experience of a diverse range of volunteers to support the services delivered by Staffordshire Buddies”.

Volunteering in Staffordshire Buddies is primarily driven by the needs of our service users, however in meeting these needs we offer volunteers opportunities for training, development and personal growth which have a value in themselves.

Many of our volunteers are also service users. Staffordshire Buddies is actively committed to the involvement of service users both for the benefit of the individuals concerned and for the improvement of services.

Once they have completed an initial training programme, volunteers can undertake any role within Staffordshire Buddies.

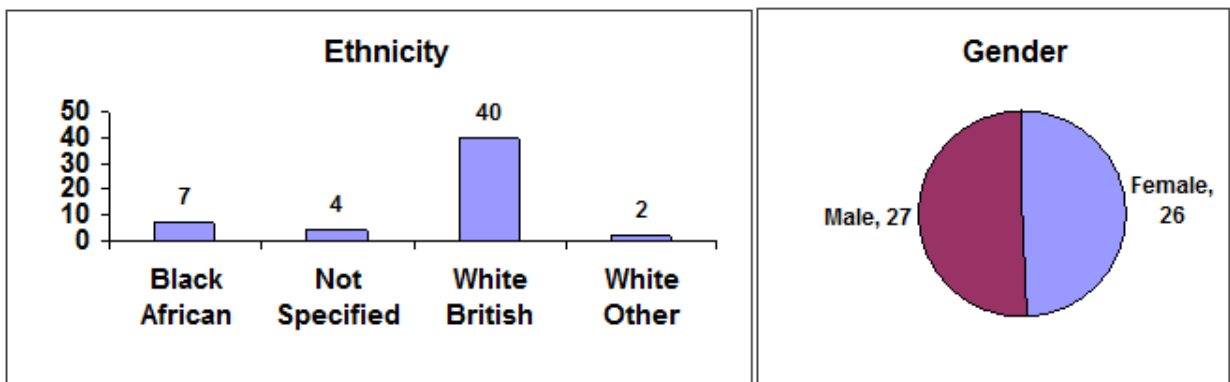
The volunteer programme is overseen by our “Volunteer Development Group” which comprises senior staff and volunteer representatives. Our commitment to volunteers is underpinned by a Volunteer Development Strategy which sets out an agenda for improving the following aspects of volunteering:

- Support & Supervision
- Recruitment
- Policies and Procedures
- Involvement and Engagement
- Volunteer Roles
- Training
- Health and safety and the Protection of Volunteers

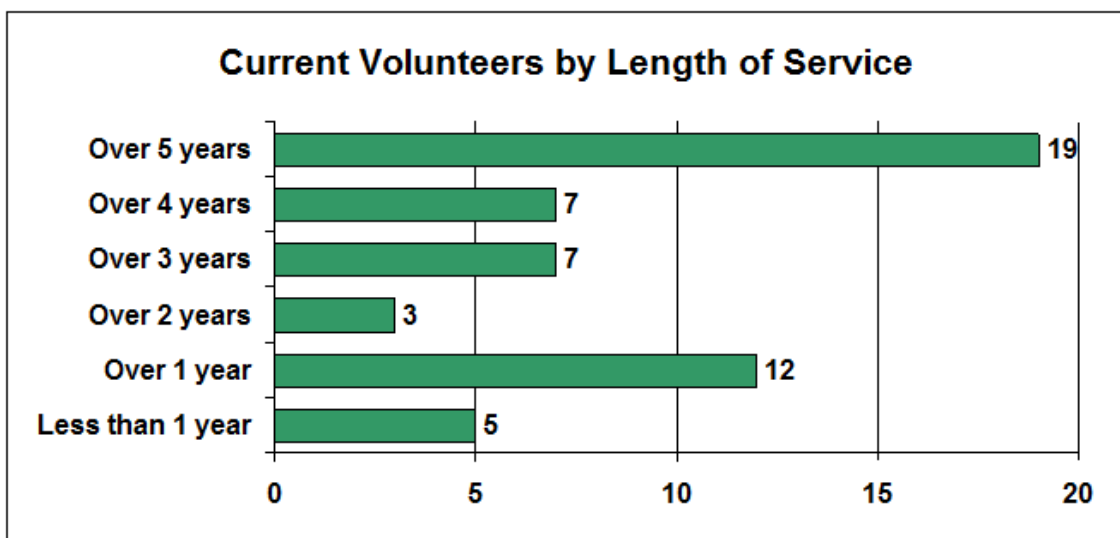
The strategy is annually reviewed and updated every year by the Volunteer Development Group.

6.1. Volunteer Numbers and Demography

The organisation had 53 volunteers at the end of the reporting period. The following tables show an analysis of these volunteers.



Our success in retaining volunteers is illustrated by the following graph:



In the twelve month period April 2008 to March 2009 we estimated that volunteers contributed over 5000 hours of their time to Staffordshire Buddies

7. Administrative Details

7.1. Charity Status

Staffordshire Buddies is an unincorporated association governed in accordance with a constitution approved by the Charity Commission for England & Wales.

Staffordshire Buddies was launched on 1st December 2003 and has been a registered charity since 20th June 1995. Our registered charity no is 1047375.

Staffordshire Buddies manages a sexual health promotion project known as “The South Staffordshire Mesmen Project”. This is an integral part of Staffordshire Buddies and does not exist as a separate legal entity.

7.2. Compliance With Reporting Requirements

This Annual Report and appended Accounts have been prepared in accordance with the constitution of Staffordshire Buddies and the requirements of the Charity Commission for England & Wales SORP Regulations (2005).

7.3. Address of Principal Office

For the safety and confidentiality of our service users we do not publicise the street address of our centres. We can be contacted at:

Staffordshire Buddies
P.O. Box 474, Hanley
Stoke-on-Trent, ST1 3HX

7.4. Accountants

Geens, 68 Liverpool Road, Stoke-on-Trent , ST4 1BG.

7.5. Bankers

The Charity now uses two separate unlinked banks so that in the event that one bank were to cease trading the Charity would still have funds in a second bank account that would allow the Charity to continue operating while seeking to recover any lost funds.

Primary: Lloyds TSB, Fountain Square, Hanley, Stoke-on-Trent, ST1 1LE.

Secondary: Unity Trust Bank PLC, Nine Brindley Place, Birmingham, B1 2HB

7.6. Solicitors

Grindeys, Glebe Court, Stoke-on-Trent, Staffordshire, ST4 1ET

8. Structure, Governance and Management

8.1. Membership

Membership of Staffordshire Buddies is open to any person over the age of 18 years interested in furthering the objects of the Charity.

Probationary Volunteers are those people who following interview and selection have completed the minimum standard of basic training laid down from time to time by the Executive Committee or those people deemed by the Executive Committee to be

suitable for membership without undergoing training. Probationary Volunteers can attend all meetings open to members of the charity but have no voting rights.

Full members are probationary volunteers who have been accepted into membership following successful completion of a minimum probationary period in accordance with procedures agreed by the Executive Committee.

8.2. Governance

The Charity is governed by a Board of Trustees known as the Executive Committee.

The Executive Committee consists of

- (a) No fewer than four full members nor more than eight full members elected by the full members at the Annual General Meeting;
- (b) Up to six representatives of service user groups.

8.3. Induction and Training of Trustees

Following the Annual General Meeting trustees are offered the opportunity to attend an induction day. All trustees are provided with a copy of the "Good Trustee" guide published by the National Council for Voluntary Organisations.

Trustee away days are held throughout the year to provide additional training on matters of relevance to the Trustees. The agenda for such days is determined by the Trustees based on their perceived needs.

8.4. Details of Trustees

The following persons were Trustees during the financial year 2008 – 2009. Those marked with an asterisk (*) were trustees on the date that this report was approved by the membership:

Jody Bailey *
Wendy Cashmore *
Maurice Greenham *
Ian Mason *
Vikki Nancarrow *
David Picken
Derek Parry *
Paul Richardson *
Stephen Robbins *
Anne Williams *

8.5. Delegation to Staff

Day to day management of the Charity is delegated to the Director who leads the management of staff and volunteers. The Director reports all activities to the Executive Committee at meetings held at least eight times a year.

Mr A.J. Colclough served as Director during the financial year 2008 – 2009 and is the current Director.

8.6. Management of Risk

Trustees regularly review the major risks that the charity faces and take appropriate action to manage these risks. Policies and procedures are in place to safeguard the safety of staff, volunteers, clients and visitors to the Charity's premises.

9. Financial Statements

9.1. Income

The Charity is principally funded through contracts with statutory authorities in Staffordshire & Stoke-on-Trent as follows

- Stoke-on-Trent Primary Care Trust (on behalf of Stoke and North Staffordshire PCTs) £53,390 towards HIV Services.
- South Staffordshire Primary Care Trust £57,022 towards HIV Services and £112,202 for the South Staffordshire Mesmen Project
- Staffordshire County Council £66,799 towards HIV Services.
- Stoke-on-Trent City Council £85,406 towards HIV Services.

A number of small grants and donations were received in addition to the above.

Management and administration costs were drawn from all the above sources of income.

All public donations are used for direct expenditure on grants to people living with HIV/AIDS and are never used towards management and administration costs.

9.2. Expenditure

The charity spends the bulk of its income on the employment of staff and the expenses of volunteers. These staff and volunteers are primarily engaged in service provision.

Staffordshire Buddies operates through two main centres in Hanley and Lichfield. The building in Hanley is owned by the Charity. Additional office space is rented in Hanley as the current centre is not big enough to accommodate all of the staff.

Our Lichfield centre is rented on a ten year lease to 31st October 2014. Liability for the lease has been limited through a clause allowing the Charity to withdraw in the event that funding for services provided from the centre should cease.

9.3. Designated Funds in Reserve

Staffordshire Buddies has adopted a policy on reserves which states that the Charity will endeavour to achieve and maintain a level of unrestricted reserves in current assets that in total is equivalent to 6 months of the average day to day operating costs. This is deemed to be a safe minimum level to allow for unpredicted changes in the Charity's income and the late payment of funding received for some services. The current level of reserves falls far short of this ideal and it would be beneficial to increase reserves over the coming years.

The money held in reserve comprises the following designated funds:

1. Staff Redundancy

A designated fund for staff redundancy at a level in excess of the statutory redundancy entitlements of all staff currently employed.

2. Staffing

A designated fund for staffing issues such as temporary cover for long term sickness absence, maternity and/or paternity leave etc. This fund will also provide some protection against the risk that a staff member is made redundant after funding for their post ceases and the Charity is left liable for salaries during the statutory notice period.

The Charity will endeavour to increase the reserves for staffing issues to a level that exceeds the total liability for payment of salaries during statutory notice periods for all staff currently employed.

3. Building Maintenance

A designated fund for maintenance of premises. Wherever possible the funding for services shall include charges for maintenance of premises that will be diverted to this fund. This fund will be used to cover the cost of decorating, repairing and otherwise maintaining Charity premises.

4. New Premises

A designated fund for the purchase of new premises. (We expect to have to move out of the Hanley centre soon due to a new city centre development, we hope to use this opportunity to move to larger premises)

5. Legal Fees

A designated fund to cover the cost of occasional legal fees incurred when legal advice is taken on premises, employment matters etc.

6. General

The balance of the current assets in unrestricted funds designated by the trustees will be held in "general" reserves to manage cash flow and as a contingency for unplanned expenditure.

It is noted that the Charity has a significant sum in reserve as fixed assets as the value of the Hanley Centre which the Charity owns. This provides an additional level of protection to the personal liability of Trustees as in the event of the Charity being wound up the building would be sold and can be used to pay off debts.

The following designated funds have been agreed for the time being:

Designation	Amount	Notes
Staff Redundancy	£40,000	Estimated calculation from current staffing levels. The liability will increase in the event of pay rises.
Staffing	£30,000	This is about £5,000 short of the liability for the minimum statutory notice periods for all staff and this shortfall will increase in the event of pay rises.
Building Maintenance	£10,000	In 2008/09 we have liabilities for essential re-wiring in Hanley which will also involve redecoration and laying of new carpets.

Legal Costs	£5,000	A nominal sum set on one side for legal fees.
New Premises	£56,000	Money designated towards the cost of moving to new larger premises in Hanley
General	£13,329	This is the balance of unrestricted funds in free reserves. (There is also a sum of £7,627 in fixed assets in the General Fund which makes up the total of £20,956 shown in the accounts)
Total	£154,329	

The total unrestricted funds in reserves that are not currently invested in tangible fixed assets is £154,329 which still falls short of the target to hold a sum equivalent to the resources expended in an average 6 month operating period of the Charity. However, the reserves position has improved compared with last year and the Trustees will continue to work towards this target.

9.4. Restricted Funds

In restricted funds the resources carried forward have reduced from £33,410 in 2007/08 to £18,621 in 2008/09. Of the amount carried forward £4,855 is in current assets and £13,736 is in fixed assets.

Restricted funds carried forward have substantially reduced due to planned expenditure on services in the period covered by this report.

The amount held in fixed assets will decrease as the value of them is written off in accordance with our adopted practice on depreciation.

9.5. Unrestricted Funds

In unrestricted funds there was an excess of £4,355 income over expenditure which has helped to improve the reserves position as described above.

9.6. Independently Examined Financial Statements

Our financial statements are appended to this report. The financial statements have been independently examined by a Chartered Accountant to comply with the Charities act 1993 and other applicable United Kingdom law.

Charity Registration No. 1047375

STAFFORDSHIRE BUDDIES
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

STAFFORDSHIRE BUDDIES

CONTENTS

	Page
Statement of trustees' responsibilities	1
Independent examiner's report	2
Statement of financial activities	3
Balance sheet	4
Notes to the accounts	5 - 12

STAFFORDSHIRE BUDDIES

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial 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 year.

In preparing these accounts, 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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. 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.



Ian Mason
Treasurer

STAFFORDSHIRE BUDDIES

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF STAFFORDSHIRE BUDDIES

I report on the accounts of the charity for the year ended 31 March 2009, which are set out on pages 3 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to:

- (i) examine the accounts under section 43 of the 1993 Act;
- (ii) 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
- (iii) 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 41 of the 1993 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



S J Archer
Independent examiner

Geens Chartered Accountants

Dated: 13 July 2009

STAFFORDSHIRE BUDDIES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2009

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2009 £	Total 2008 £
Incoming resources from generated funds						
Voluntary income	2	5,300	53,990	19,844	79,134	58,605
Investment income	3	4,844	-	-	4,844	2,318
		10,144	53,990	19,844	83,978	60,923
Incoming resources from charitable activities	4	110,412	-	264,407	374,819	380,814
Total incoming resources		120,556	53,990	284,251	458,797	441,737
Resources expended						
Costs of generating funds						
Costs of generating voluntary income	5	10,689	-	-	10,689	13,663
Net incoming resources available		109,867	53,990	284,251	448,108	428,074
Charitable activities						
Support for people living with or affected by HIV		83,318	73	175,610	259,001	242,644
Support for children living with or affected by HIV		-	-	-	-	30,534
HIV prevention for groups most at risk from HIV		-	-	123,430	123,430	119,676
Total charitable expenditure		83,318	73	299,040	382,431	392,854
Governance costs		16,184	-	-	16,184	17,390
Total resources expended		110,191	73	299,040	409,304	423,907
Net incoming/(outgoing) resources before transfers		10,365	53,917	(14,789)	49,493	17,830
Gross transfers between funds		(6,010)	6,010	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		4,355	59,927	(14,789)	49,493	17,830
Fund balances at 1 April 2008		16,601	146,949	33,410	196,960	179,130
Fund balances at 31 March 2009		20,956	206,876	18,621	246,453	196,960

STAFFORDSHIRE BUDDIES

BALANCE SHEET

AS AT 31 MARCH 2009

	Notes	2009		2008	
		£	£	£	£
Fixed assets					
Tangible assets	8		87,239		87,715
Current assets					
Debtors	9	2,369		8,098	
Cash at bank and in hand		170,746		109,441	
		<u>173,115</u>		<u>117,539</u>	
Creditors: amounts falling due within one year	10	<u>(13,901)</u>		<u>(8,294)</u>	
Net current assets			<u>159,214</u>		<u>109,245</u>
Total assets less current liabilities			<u>246,453</u>		<u>196,960</u>
Income funds					
Restricted funds	12		18,621		33,410
Unrestricted funds:					
Designated funds	13		206,876		146,949
Other charitable funds			<u>20,956</u>		<u>16,601</u>
Total funds			<u>246,453</u>		<u>196,960</u>

The accounts were approved by the Trustees on 13 July 2009 and signed in its behalf by


Ian Mason

STAFFORDSHIRE BUDDIES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with the Financial Reporting Standard for Small Entities (effective January 2007), the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 1993.

1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is 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 is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and do not include the costs of disseminating information in support of the charitable activities.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SoFA 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.

STAFFORDSHIRE BUDDIES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

1 Accounting Policies

(continued)

1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land is not depreciated

Freehold buildings

Fixtures, fittings & equipment

no depreciation is provided on buildings

33% p.a. reducing balance

Additional depreciation has been provided in respect of assets funded by specific projects which have come to an end and the assets are considered to have a negligible or no value.

1.5 Accumulated funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds for use at the discretion of the trustees.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

1.6 Pensions

The pension costs charges in the financial statements represent the contribution payable by the charity during the year.

STAFFORDSHIRE BUDDIES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

2 Voluntary income

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2009 £	Total 2008 £
Donations and gifts	5,300	53,990	6,982	66,272	7,649
Grants receivable for core activities	-	-	12,862	12,862	50,956
	<u>5,300</u>	<u>53,990</u>	<u>19,844</u>	<u>79,134</u>	<u>58,605</u>

Grants receivable for core activities

Restricted funds:

Big Lottery Fund - Volunteer Development	-	7,419
Childrens Network Fund	-	6,875
Neighbourhood Renewal	-	28,684
Staffordshire County Council	8,122	-
North Lichfield Community Learning Partnership	4,000	-
Other grants	740	7,978
	<u>12,862</u>	<u>50,956</u>

3 Investment income

	2009 £	2008 £
Interest receivable	<u>4,844</u>	<u>2,318</u>

STAFFORDSHIRE BUDDIES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Grants and contracts	<u>110,412</u>	<u>264,407</u>	<u>374,819</u>	<u>380,814</u>
Included within income relating to grants and contracts are the following grants				
North Stoke Primary Care Trust			53,390	67,225
South Staffordshire Primary Care Trust			57,022	55,631
Stoke-on-Trent City Council			85,406	83,323
Staffordshire County Council			66,799	65,170
South Staffordshire Primary Care Trust re MesMen			112,202	109,465
			<u>374,819</u>	<u>380,814</u>

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2009 £	Total 2008 £
Costs of generating funds					
Costs of generating voluntary income	<u>6,410</u>	-	<u>4,279</u>	<u>10,689</u>	<u>13,663</u>
Charitable activities					
<u>Support for people living with or affected by HIV</u>					
Activities undertaken directly	209,058	3,222	46,721	259,001	242,644
<u>Support for children living with or affected by HIV</u>					
Activities undertaken directly	-	-	-	-	30,534
<u>HIV prevention for groups most at risk from HIV</u>					
Activities undertaken directly	<u>57,744</u>	<u>344</u>	<u>65,342</u>	<u>123,430</u>	<u>119,676</u>
	<u>266,802</u>	<u>3,566</u>	<u>112,063</u>	<u>382,431</u>	<u>392,854</u>
Governance costs	<u>9,613</u>	-	<u>6,571</u>	<u>16,184</u>	<u>17,390</u>
	<u>282,825</u>	<u>3,566</u>	<u>122,913</u>	<u>409,304</u>	<u>423,907</u>

Governance costs includes payments to the independent examiner.

STAFFORDSHIRE BUDDIES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but seven of them were reimbursed £771 for attending trustees meetings etc and £2,265 for involvement in direct charitable activities (2008: six were reimbursed £1,647).

7 Employees

Number of employees

The average monthly number of employees during the year was:

	2009	2008
	Number	Number
Director	1	1
Direct charitable services	10	11
Fundraising & publicity and governance	1	1
	<hr/>	<hr/>
	12	13
	<hr/> <hr/>	<hr/> <hr/>

Employment costs

	2009	2008
	£	£
Wages and salaries	256,258	265,158
Social security costs	23,042	23,607
Other pension costs	3,525	3,847
	<hr/>	<hr/>
	282,825	292,612
	<hr/> <hr/>	<hr/> <hr/>

There were no employees whose annual emoluments were £60,000 or more.

STAFFORDSHIRE BUDDIES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

8 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 April 2008	80,000	60,463	140,463
Additions	-	3,090	3,090
	<hr/>	<hr/>	<hr/>
At 31 March 2009	80,000	63,553	143,553
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2008	-	52,748	52,748
Charge for the year	-	3,566	3,566
	<hr/>	<hr/>	<hr/>
At 31 March 2009	-	56,314	56,314
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2009	<u>80,000</u>	<u>7,239</u>	<u>87,239</u>
At 31 March 2008	<u>80,000</u>	<u>7,715</u>	<u>87,715</u>

9 Debtors

	2009	2008
	£	£
Trade debtors	1,909	7,435
Prepayments and accrued income	460	663
	<hr/>	<hr/>
	2,369	8,098
	<hr/>	<hr/>

10 Creditors: amounts falling due within one year

	2009	2008
	£	£
Trade creditors	4,038	5,069
Taxes and social security costs	6,624	-
Accruals	3,239	3,225
	<hr/>	<hr/>
	13,901	8,294
	<hr/>	<hr/>

STAFFORDSHIRE BUDDIES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

11 Pension and other post-retirement benefit commitments Defined contribution

	2009 £	2008 £
Contributions payable by the charity for the year	3,525	3,847

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2008	Movement in funds		Balance at 31 March 2009
	£	Incoming resources	Resources expended	£
Capital	12,034	-	(4)	12,030
MesMen project	6,540	119,758	(122,625)	3,673
HIV services	11,226	157,711	(167,342)	1,595
Emergency fund	1,191	6,782	(7,758)	215
Other restricted funds	2,419	-	(1,311)	1,108
	<u>33,410</u>	<u>284,251</u>	<u>(299,040)</u>	<u>18,621</u>

STAFFORDSHIRE BUDDIES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Balance at 31 March 2009
	Balance at 1 April 2008	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Capital	65,949	-	(73)	-	65,876
Redundancy	36,000	-	-	4,000	40,000
Staffing	30,000	-	-	-	30,000
Building Maintenance Fund	10,000	-	-	-	10,000
Legal Costs	5,000	-	-	-	5,000
New Premises	-	53,990	-	2,010	56,000
	<u>146,949</u>	<u>53,990</u>	<u>(73)</u>	<u>6,010</u>	<u>206,876</u>

14 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2009 are represented by:				
Tangible fixed assets	7,627	65,876	13,736	87,239
Current assets	27,230	141,000	4,885	173,115
Creditors: amounts falling due within one year	(13,901)	-	-	(13,901)
	<u>20,956</u>	<u>206,876</u>	<u>18,621</u>	<u>246,453</u>