

COMPANY REGISTRATION NUMBER NI050259

**ADOPT NI
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 MARCH 2012**

Charity Number XR16047

**ADOPT NI
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2012**

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ADOPT NI COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2012

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2012.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Adopt NI
Charity registration number	XR16047
Company registration number	NI050259
	First Floor Imperial Buildings 72 High Street Belfast BT1 2BE
Registered office	First Floor Imperial Buildings 72 High Street Belfast BT1 2BE

THE TRUSTEES

The trustees who served the charity during the period were as follows:

S A McClelland
K Scott Harrison
A Mercer
L Coleman
M Cunningham
D Galvin
S McCorkell

Secretary K Cushnahan

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 8 April 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £5.

ADOPT NI COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

Recruitment and Appointment of Board of Directors

Under the requirements of the Memorandum and Articles of Association a Director shall hold office until the next Annual General Meeting following his/her appointment. A retiring Director is then eligible for re-election.

The Board of Directors seeks to ensure that the needs of the adoption and looked-after communities are appropriately reflected through the diversity of the trustee body. The more traditional business and professional skills are well represented on the Board of Directors. In the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Board of Directors.

Trustee Induction and Training

New trustees are familiarised with the charity through an induction with the Regional Manager. The induction covers:

- the services the charity provides.
- the obligations of the Board of Directors.
- the main documents which set out the operational framework for the charity including the Memorandum and Articles.
- resourcing and the current financial position as set out in the latest published accounts.
- future plans and objectives.

The Board of Directors are invited to attend a variety of relevant training sessions including good governance and strategic planning.

Risk Management

The Regional Manager has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding are reduced by a strategic plan which allows for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the charity's offices and hired premises for outreach projects. All procedures are periodically reviewed to ensure that they meet required standards and the needs of the charity.

Organisational Structure and Guidance

The charity has a Board of Directors of no less than four members who meet bi-monthly and are responsible for the strategic direction and policy of the charity. There were no Board appointments or resignations during the year. At present, there are seven Board members from a variety of professional backgrounds relevant to the work of the charity.

The day to day responsibility for the provision of services, financial and staff management rests with the Regional Manager. The Chairperson and Adoption Consultant are responsible for providing supervision to the Regional Manager.

In so far as it is complimentary to the charity's objects, the charity is guided by the relevant legislation in particular the Adoption (Northern Ireland) Order 1987, the Data Protection Act 1998, the Freedom of Information Act 2000, the Adoption and Children Act 2002, the Children (Leaving Care) Act (Northern Ireland) 2002, and the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003.

ADOPT NI COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

OBJECTIVES AND ACTIVITIES

The charity was originally established to provide the services of a support organisation, the main aim of which is to help adults deal with their feelings about the challenges that adoption can bring and, if necessary, to provide help with the tracing process. On 8th April 2008, the committee passed a special resolution that Adopt NI would, from now on, also offer support to birth families who have lost, or are at risk of losing their children (under 18s) through adoption and adults who were brought up within the looked after community.

The charity's objects and principal activities are to:

- to ensure Adopt NI is properly governed.
- to ensure THAT Adopt NI has the appropriate skills, resources and systems in place to operate efficiently and effectively.
- to generate income from a diverse income base to insure the delivery of appropriate Adopt NI services and stakeholders.
- to meet demand for all Adopt NI's tracing services.
- to increase the availability of peer support to all those in the adoption and looked after communities across the province.
- to increase the availability of independent specialist support to all those in the adoption and looked after communities across the province.
- to improve relationships and credibility with statutory and voluntary adoption agencies, LAC and mental health teams.
- to develop an effective and comprehensive PR/advertising strategy.
- to reduce the stigma surrounding the adoption and looked after communities.

The main objectives and activities for the year continued to focus upon the provision of a first class independent support service that will empower all those in the adoption and looked after communities in Northern Ireland and those involved with them.

ADOPT NI COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

ACHIEVEMENTS AND PERFORMANCE

The company continues to provide the services of a support organisation. In addition to providing information and advice, the charity provides the following support services:

- ROTS (Regional Origins Tracing Service for Social Workers)
- OATS (Outside Agencies Tracing Service for Social Workers outside Northern Ireland)
- Private Tracing
- Intermediary Service
- Help to remain anonymous
- Specialised Counselling
- Support Groups
- One-to-One Peer Support
- One-to-One Support from an experienced support team member
- Specialist Library

Support Groups

The charity's support groups are self-financing, as members pay a small attendance contribution of £2.00 to cover the cost of refreshments and venue hire if applicable. The Regional Manager and/or a volunteer facilitate the groups. During the year, the charity opened a new general support group in Derry/Londonderry and re-established the Newry support group. It now currently offers four 'mixed' support groups which meet monthly in Belfast, Ballymena, Derry/Londonderry and Newry (open to adults with a connection to adoption: adoptee, their partners, birth parents, siblings, adoptive parents, etc). It also runs a specific support group for birth mothers only, which meets bi-monthly in Belfast and plans to set up other 'specific' support groups including a group for young adoptees (age 11-25) and young adults with FASD (Foetal Alcohol Spectrum Disorders). Attendance at the Ballymena support group was on the low side with many meetings cancelled due to non-attendance; the average attendance per meeting was two. Attendance at the Belfast group was also on the low side with an overall average of seven members per month. The average for the Derry/Londonderry support groups was three per month and four per month for the Newry support group. A total of sixteen people attended a support group at least once throughout the year.

Discussion Forum

The objective of setting up these regulated forums is to overcome geographical and emotional barriers, and allow as many people as possible to access support remotely and remain anonymous. There are separate forums for adults who have been looked after, adult adoptees, birth parents, adoptive parents and relatives/partners/friends of the aforementioned. The forums are monitored by experience volunteers.

One-to-One Support (peer or professional)

Professional one-to-one support offers individuals an experienced person to talk to in confidence. It differs from counselling in its delivery, structure, purpose and style. This service is provided by the Regional Manager and Adoption Consultant. It is part funded by the DHSSPS in that they contribute towards the salary of the Regional Manager. Peer one-to-one support allows service users to meet with someone else from within the adoption triangle e.g. an adoptee meeting up with a birth mother or another adoptee. The service is aimed at those who are not ready or do not want to attend a support group. It is free and open-ended, i.e. it is available as often as possible and as long as the client needs the service. During this year, sixty-seven people accessed this service - eight people used the peer support and fifty-nine people accessed professional one-to-one support.

ADOPT NI COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

Counselling

Our counselling service is based in Belfast and is delivered by two qualified volunteer counsellors who are working toward BACP accreditation and have experience of working with the issues that surround the adoption and looked after communities. One counsellor uses the person centred and solution focused approaches and the other uses the integrative approach focusing on the psychodynamic approach. The charity can offer day time and evening appointments. Sessions are free but clients can make a donation. During the year, our therapists counselled fifteen clients, providing sixty-three sessions in total (averaging four sessions per client).

Intermediary Service

Like the one-to-one service, the intermediary service is part funded by the DHSSPS in that the Regional Manager delivers this service. The service involves acting as an intermediary between a birth family member and an adult adoptee or adult who was looked after, and facilitating a reunion where necessary. It offers both parties a safe way to communicate while protecting anonymity. During the year, Adopt worked on five cases, none of which involved a reunion.

Private Tracing

This is another service that is part funded by the DHSSPS in that the Regional Manager is directly involved in the delivery of this service with the assistance of a volunteer. This tracing service is only open to adult adoptees and adults who have been looked after. Clients do not receive any identifying information gathered by Adopt; identifying information can only be passed to a recognised intermediary. The client can use Adopt's intermediary service or nominate a registered adoption organisation to act as intermediary. Clients' files are held by Adopt in a fireproof filing cabinet for a period of three years after which time they are shredded. Thirty private tracing cases were processed this year.

ROTS

This project is funded by HSCB and open to all social workers across Northern Ireland working in the Family and Childcare Teams (all statutory and two voluntary organisations). The service was initially only to be used to search on behalf of adoptees but it was agreed in 2008 that it should be broadened to include birth mothers and siblings and those who have been looked after. Adopt processed one hundred and ninety-one ROTS referrals this year, almost sixty per cent above our target of one hundred and twenty referrals per annum.

Help to remain anonymous

If an adoptee or birth mother does not want to have contact, and does not want the other party to gain identifying information, Adopt will endeavour to assure the person feels confident that the other party will respect their wish to remain anonymous. Adopt will work with the other party to help them accept the outcome.

Specialist Library

There is a section in Newry and Dungannon libraries devoted entirely to books on adoption issues, including a section for children. Portadown library has adoption books dispersed through all sections. Adopt supply the books to these libraries and the libraries manage the 'lend and return' of the books. These books may be accessed from any library in Northern Ireland.

ADOPT NI COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

FINANCIAL REVIEW

The charity was delighted to continue to receive the continued support of both HSCB and DHSSPS with the same level of grants as last year- £39,169 for the ROTS project from HSCB and £18,719 toward the Regional Manager's salary from DHSSPS. It relies on charitable grants and is grateful to have received £1,472- £750 from the Black Santa and £722 from Ulster Bank Employees. It also raised £389 through charitable activities, and £1,535 through other fundraising activities, thanks to the support of staff, volunteers and supporters.

With a focus on raising awareness and increasing Adopt's profile, the total spend on Public Relations (£3,137) was significantly higher this year than usual resulting in an operating deficit. Of the £3,137 expended, £1,860 was invested in digital advertising in the Waterfront Hall and various GP's surgeries across Northern Ireland, which will run for a two year period, April 2011 - 2013. A further £1,277 was spent on yellow pages, website re-design, the publication and distribution of information packs and advertisements in newspapers and magazines.

PLANS FOR THE FUTURE

Subject to satisfactory funding arrangements, the charity intends to continue to provide the activities outlined above in the forthcoming years. It aims to extend our services and client group by developing a service for young adoptees age 11 - 25years- the Identity Matters Project. This will involve specialised counselling, group work, mentoring, training and work experience for those 16 and over. All services will be delivered in-house.

During the year Adopt hired the services of a self-employed administrator to work on an ad-hoc basis. The charity aims to appoint an administrator in the following year to enable the organisation to expand and meet an increasing volume of service users' needs.

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Adopt NI for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;

**ADOPT NI
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2012

RESPONSIBILITIES OF THE TRUSTEES *(continued)*

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER

Johnston Graham Limited has been re-appointed as independent examiner for the ensuing year.

Registered office:
First Floor
Imperial Buildings
72 High Street
Belfast
BT1 2BE

Signed by order of the trustees

K CUSHNAHAN
Charity Secretary

13 December 2012

**ADOPT NI
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF ADOPT NI

YEAR ENDED 31 MARCH 2012

I report on the accounts of the charity for the year ended 31 March 2012 set out on pages 9 to 16.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees (who are also the directors of Adopt NI for the purposes of company law) are responsible for the preparation of the accounts. 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 state, on the basis of my examination, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on whether the accounts present a 'true and fair view'.

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 trustees have not met the requirements to ensure that:

- proper books of account are kept (in accordance with section 386 of the Companies Act 2006); and
- accounts are prepared which agree with the books of account and 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; or

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

David Knox
For and on behalf of
Johnston Graham Limited

216/218 Holywood Road
Belfast
BT4 1PD

13 December 2012

**ADOPT NI
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	1,889	–	1,889	2,204
Investment income	3	23	–	23	14
Incoming resources from charitable activities	4	750	58,610	59,360	63,888
TOTAL INCOMING RESOURCES		<u>2,662</u>	<u>58,610</u>	<u>61,272</u>	<u>66,106</u>
RESOURCES EXPENDED					
Charitable activities	5/6	(1,211)	(54,660)	(55,871)	(60,835)
Governance costs	7	(4,775)	(3,950)	(8,725)	(5,076)
TOTAL RESOURCES EXPENDED		<u>(5,986)</u>	<u>(58,610)</u>	<u>(64,596)</u>	<u>(65,911)</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR					
	8	(3,324)	–	(3,324)	195
Total funds brought forward		<u>12,703</u>	<u>–</u>	<u>12,703</u>	<u>12,508</u>
TOTAL FUNDS CARRIED FORWARD		<u>9,379</u>	<u>–</u>	<u>9,379</u>	<u>12,703</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

**ADOPT NI
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2012

	Note	2012 £	£	2011 £
FIXED ASSETS				
Tangible assets	10		–	–
CURRENT ASSETS				
Debtors	11	11,432		11,358
Cash at bank and in hand		<u>17,565</u>		<u>20,936</u>
		28,997		32,294
CREDITORS: Amounts falling due within one year	12	<u>(19,618)</u>		<u>(19,591)</u>
NET CURRENT ASSETS			9,379	12,703
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>9,379</u>	<u>12,703</u>
NET ASSETS			<u>9,379</u>	<u>12,703</u>
FUNDS				
Restricted income funds	13		–	–
Unrestricted income funds	14		<u>9,379</u>	<u>12,703</u>
TOTAL FUNDS			<u>9,379</u>	<u>12,703</u>

For the year ended 31 March 2012, the company was entitled to exemption under Article 257A of the Companies (Northern Ireland) Order 1986. No members have required the company to obtain an audit of its accounts for the year in question in accordance with Article 257B(2).

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity 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 charity 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 charity.

These financial statements were approved by the members of the committee on the 13 December 2012 and are signed on their behalf by:

K SCOTT HARRISON

D GALVIN

ADOPT NI COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor. Expenditure which meets the criteria is identified to the fund.

Incoming resources

- Voluntary income including grants that provide core funding and donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.
- Activities for Generating Funds are commercial activities which are recognised as earned when the related goods and services are provided.
- Investment income is recognised on a receivable basis.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions. It is recognised as earned as the related services or goods are provided. Grant income is included in this category provides funding to support projects and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is deferred when:
 - The donor specifies that the grant or funding must only be used in a future accounting period; or-
 - The donor has imposed conditions which must be met before the organisation can incur expenditure.

ADOPT NI COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

1. ACCOUNTING POLICIES *(continued)*

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that results in the payment being unavoidable. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities. 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.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. 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 the accountancy 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.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office Equipment	-	20% straight line
Computer Equipment	-	33% straight line

Fixed assets

All fixed assets are initially recorded at cost.

Deferred government grants

Deferred government grants in respect of capital expenditure are treated as deferred income and are credited to the profit and loss account over the estimated useful life of the assets to which they relate.

**ADOPT NI
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Donations			
Donations	46	46	23
Other income			
Fundraising	1,749	1,749	1,496
Registration	–	–	35
Counselling & Support Groups	94	94	650
	<u>1,889</u>	<u>1,889</u>	<u>2,204</u>

3. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Bank interest receivable	23	23	14

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Department of Health, Social Services and Public Safety	–	18,719	18,719	18,719
Western Health & Social Services Board	–	39,169	39,169	39,169
Other Grants	750	722	1,472	6,000
	<u>750</u>	<u>58,610</u>	<u>59,360</u>	<u>63,888</u>

5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Co-ordinator salary & rent	–	34,087	34,087	40,761
Support costs	1,211	20,573	21,784	20,074
	<u>1,211</u>	<u>54,660</u>	<u>55,871</u>	<u>60,835</u>

6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Support costs £	Total Funds 2012 £	Total Funds 2011 £
Co-ordinator salary & rent	34,087	21,784	55,871	60,835

**ADOPT NI
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

7. GOVERNANCE COSTS

	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£	£
Premises costs	4,345	2,750	7,095	4,242
Accountancy fees	–	1,200	1,200	1,183
Professional fees	424	–	424	–
Interest payable	6	–	6	5
Depreciation	–	–	–	3,695
Amortisation	–	–	–	(4,049)
	<u>4,775</u>	<u>3,950</u>	<u>8,725</u>	<u>5,076</u>

8. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

This is stated after charging/(crediting):

	2012	2011
	£	£
Amortisation of intangible assets	–	(4,049)
Depreciation	–	3,695
	<u>–</u>	<u>–</u>

9. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2012	2011
	£	£
Wages and salaries	24,890	31,535
Social security costs	–	–
	<u>24,890</u>	<u>31,535</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2012	2011
	No	No
Number of management staff	<u>1</u>	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2011 - Nil).

**ADOPT NI
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

10. TANGIBLE FIXED ASSETS

	Office Equipment £	Computer Equipment £	Total £
COST			
At 1 April 2011 and 31 March 2012	<u>6,241</u>	<u>11,204</u>	<u>17,445</u>
DEPRECIATION			
At 1 April 2011 and 31 March 2012	<u>6,241</u>	<u>11,204</u>	<u>17,445</u>
NET BOOK VALUE			
At 31 March 2012	<u>—</u>	<u>—</u>	<u>—</u>
At 31 March 2011	<u>—</u>	<u>—</u>	<u>—</u>

11. DEBTORS

	2012 £	2011 £
Other debtors	9,792	10,020
Prepayments	1,640	1,338
	<u>11,432</u>	<u>11,358</u>

12. CREDITORS: Amounts falling due within one year

	2012 £	2011 £
Taxation and social security	2,153	2,171
Deferred Grant Income	6,250	6,250
Other creditors	6,937	6,937
Accruals	4,278	4,233
	<u>19,618</u>	<u>19,591</u>

Deferred grant income comprised grants received during the year against which the related expenditure has not yet been incurred.

13. RESTRICTED INCOME FUNDS

	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2012 £
Restricted Funds	<u>58,610</u>	<u>(58,610)</u>	<u>—</u>

**ADOPT NI
COMPANY LIMITED BY GUARANTEE**
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2012

14. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2011	Incoming resources	Outgoing resources	Balance at 31 Mar 2012
	£	£	£	£
General Funds	<u>12,703</u>	<u>2,662</u>	<u>(5,986)</u>	<u>9,379</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets	Total
	£	£
Unrestricted Income Funds	<u>9,379</u>	<u>9,379</u>
Total Funds	<u>9,379</u>	<u>9,379</u>

16. RELATED PARTY TRANSACTIONS

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

17. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and has no authorised or issued share capital.