

**BLACK ASSOCIATION OF WOMEN STEP OUT  
LTD**

**FINANCIAL STATEMENTS**

**31 MARCH 1999**

**Company Registration Number 3152590**

**Charity Number 1038313**

**KEANE & CO**

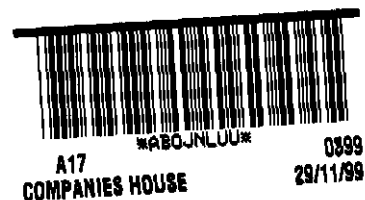
**Chartered Accountants & Registered Auditors**

**Perch Buildings**

**20 West Bute Street**

**Cardiff**

**CF10 5EP**



# **BLACK ASSOCIATION OF WOMEN STEP OUT LTD**

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 1999**

<b>CONTENTS</b>	<b>PAGE</b>
Officers and professional advisers	1
Report of the Trustees	2
Chairman's statement	4
Auditors' report to the members	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8

**BLACK ASSOCIATION OF WOMEN STEP OUT LTD**  
**OFFICERS AND PROFESSIONAL ADVISERS**

**The Members of the Committee**

June Taitt  
Judith Maude Jones  
Renuka Chadha  
Pauline Marcia Walker  
Kamla Budawani  
Gaynor Legall  
Imtiaz Sadiq  
Rakshanda Jabeen Shahzad  
Sylvia Howe (Resigned - 19 February 1999)  
Irene Andrew  
Tejay De Kretser (Resigned - 19 February 1999)  
Chitra Pant

**Company Secretary**

Pauline Walker

**Principal Address**

109 St Mary Street  
Cardiff  
CF10 1DX

**Registered Office**

109 St Mary Street  
Cardiff  
CF10 1DX

**Auditors**

Keane & Co  
Chartered Accountants & Registered Auditors  
Perch Buildings  
20 West Bute Street  
Cardiff  
CF10 5EP

**Bankers and Other Financial  
Advisors**

The Cooperative Bank  
37 Park Place  
Cathays Park  
Cardiff

# **BLACK ASSOCIATION OF WOMEN STEP OUT LTD**

## **REPORT OF THE TRUSTEES**

### **YEAR ENDED 31 MARCH 1999**

The Trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 1999.

#### **LEGAL STATUS**

The charity is a company limited by guarantee and registered under the Companies Acts. Each member of the Management Committee has agreed to guarantee the company's debts for the amount of £1 each.

#### **OBJECTIVES OF BAWSO**

1. To provide shelter in suitable locations which will be accessible to all Black women seeking refuge.
2. To contact funding bodies in order to obtain capital and revenue monies to develop the project.
3. To provide multi-lingual information regarding the services provided by the project.
4. To provide advice and counselling for Black women in distress who come into contact with the project.
5. To set up an advice and information centre which will be accessible to all Black women.

#### **AIMS OF BAWSO**

1. To provide a place of safety and shelter for women from minority ethnic backgrounds in the South Glamorgan area who are victims or at risk of domestic violence.
2. To provide practical help and support according to their individual needs.
3. To create an environment where women feel empathy, can communicate and develop their self-esteem.
4. To inform and educate the community, the voluntary and statutory sector in South Glamorgan, of the rights and needs of the women and children from minority ethnic backgrounds.
5. To actively promote the right of every Black woman to freely participate in the project regardless of their age, race, religion, beliefs, sexual orientation, disability or sensory impairment, social or economic condition.

#### **THE TRUSTEES**

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

June Taitt	
Judith Maude Jones	
Renuka Chadha	
Pauline Marcia Walker	
Kamla Budawani	
Gaynor Legall	
Imtiaz Sadiq	
Rakshanda Jabeen Shahzad	
Irene Andrew	
Chitra Pant	(Appointed 9 Oct 98)
Sylvia Howe	(Retired 19 Feb 99)
Tejay de Kretser	(Retired 19 Feb 99)

**BLACK ASSOCIATION OF WOMEN STEP OUT LTD****REPORT OF THE TRUSTEES (CONTINUED)****YEAR ENDED 31 MARCH 1999****RESPONSIBILITIES OF THE TRUSTEES**

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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies, as described on page 8, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the committee must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees 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.

**AUDITORS**

A resolution to re-appoint Keane & Co as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985

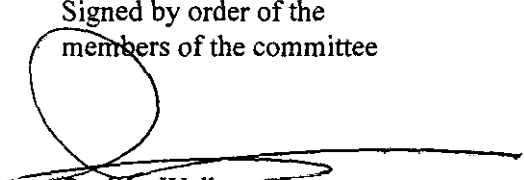
**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered office:

109 St Mary Street  
Cardiff  
CF10 1DX

Signed by order of the  
members of the committee



Pauline Walker  
Company secretary

Approved by the members of the committee on 22.9.1999

# **BLACK ASSOCIATION OF WOMEN STEP OUT LTD**

## **CHAIRMAN'S STATEMENT**

**YEAR ENDED 31 MARCH 1999**

BAWSO has pursued over the past year a policy of consolidation in all areas of service delivery and funding. I would like to take this opportunity to thank all the staff and volunteers for all their hard work, in enabling us to achieve our business plan targets, despite staff changes, and a very busy year in relation to service delivery.

June Taitt  
Chair

A handwritten signature in black ink, appearing to be 'June Taitt', written over the printed name and title.

# BLACK ASSOCIATION OF WOMEN STEP OUT LTD

## AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 MARCH 1999

We have audited the financial statements on pages 6 to 12 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

### RESPECTIVE RESPONSIBILITIES OF THE MEMBERS OF THE COMMITTEE AND THE AUDITORS

As described on pages 2 to 3, the members of the committee (who also act as Trustees for the charitable activities of the company) are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

### BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### OPINION

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 1999 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Keane & Co*

Perch Buildings  
20 West Bute Street  
Cardiff  
CF10 5EP

KEANE & CO  
Chartered Accountants  
& Registered Auditors

.....1999

# BLACK ASSOCIATION OF WOMEN STEP OUT LTD

## STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 1999

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 1999 £	Total Funds 1998 £
<b>INCOMING RESOURCES</b>					
Donations		27,738	-	27,738	11,953
Grants receivable	2	149,070	18,229	167,299	162,635
Rental income		43,207	-	43,207	46,924
Interest receivable		1,199	-	1,199	721
Membership fees		278	-	278	2
Other income		-	-	-	211
<b>TOTAL INCOMING RESOURCES</b>		<u>221,492</u>	<u>18,229</u>	<u>239,721</u>	<u>222,446</u>
<b>RESOURCES EXPENDED</b>					
Direct charitable expenditure	3	154,729	22,940	177,669	151,196
Management and administration	4	58,026	1,500	59,526	54,218
<b>TOTAL RESOURCES EXPENDED</b>	5	<u>212,755</u>	<u>24,440</u>	<u>237,195</u>	<u>205,414</u>
<b>NET INCOMING/OUTGOING RESOURCES FOR THE YEAR</b>		8,737	(6,211)	2,526	17,032
Balances brought forward		28,056	7,676	35,732	18,699
Balances carried forward		<u>36,793</u>	<u>1,465</u>	<u>38,258</u>	<u>35,731</u>

The charitable company has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charitable company are classed as continuing.



## BLACK ASSOCIATION OF WOMEN STEP OUT LTD

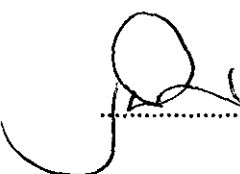
## BALANCE SHEET

31 MARCH 1999

	Note	1999 £	1998 £
<b>FIXED ASSETS</b>			
Tangible assets	6	4,300	8,596
<b>CURRENT ASSETS</b>			
Debtors	7	9,373	12,079
Cash at bank and in hand		26,920	28,455
		36,293	40,534
<b>CREDITORS: Amounts falling due within one year</b>	8	(2,335)	(13,398)
<b>NET CURRENT ASSETS</b>		33,958	27,136
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>38,258</u>	<u>35,732</u>
<b>FUNDS</b>			
Unrestricted		36,793	28,056
Restricted	9	1,465	7,676
		<u>38,258</u>	<u>35,732</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the members of the committee on the 22nd Sept 1999 and are signed on their behalf by:

 TRUSTEE

J. TATTI NAME

 TRUSTEE

R. CHADHA NAME

# BLACK ASSOCIATION OF WOMEN STEP OUT LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention.

#### Cash flow statement

The members of the committee have taken advantage of the exemption in Financial Reporting Standard No 1 from including a cash flow statement in the financial statements on the grounds that the charitable company is small.

#### Donations

Donations and legacies are accounted for in the year of receipt, unless notification is received before the year end, and the income is received shortly after.

#### Grants

Grants are credited to the financial statements in the year in which they are receivable.

Where grants are received in respect of capital purchases, the grant is credited to the Statement of Financial Activities in the year in which the expenditure is incurred. The expenditure is also recognised in full in the same year.

#### 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	- 25% straight line
Fixtures & fittings	- 25% straight line

### 2. GRANTS RECEIVABLE

	1999 £	1998 £
SHRG	73,890	66,546
SDS	32,260	31,500
Barring Foundation	-	2,000
Other grants	38,420	24,926
Capital grants	4,500	-
Children in Need	18,229	14,656
WCVA grant	-	23,007
	<u>167,299</u>	<u>162,635</u>

# BLACK ASSOCIATION OF WOMEN STEP OUT LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

### 3. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 1999 £	Total Funds 1998 £
<b>Provision of charitable services:</b>				
Provision of refuge care	147,539	19,817	167,356	146,233
<b>Support costs:</b>				
Volunteer expenses	601	2,138	2,739	3,298
Emergency food	199	-	199	212
Children's expenses	1,141	985	2,126	1,208
Professional fees	767	-	767	245
Grant-funded capital expenditure	4,482	-	4,482	-
	<u>154,729</u>	<u>22,940</u>	<u>177,669</u>	<u>151,196</u>

#### Analysis of provision of charitable services:

	Staff costs £	Grants paid £	Depreciation & other costs £	Total 1999 £	Total 1998 £
Provision of refuge care	137,064	4,203	26,089	167,356	146,233

### 4. MANAGEMENT AND ADMINISTRATION

	Unrestricted Funds £	Restricted Funds £	Total Funds 1999 £	Total Funds 1998 £
Salaries	40,337	-	40,337	33,205
Office costs	12,761	1,500	14,261	17,895
Audit fees	1,001	-	1,001	1,108
Legal and professional	119	-	119	-
Costs of trustees' meetings	308	-	308	848
Other	3,500	-	3,500	1,162
	<u>58,026</u>	<u>1,500</u>	<u>59,526</u>	<u>54,218</u>

# BLACK ASSOCIATION OF WOMEN STEP OUT LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

### 5. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Grants paid and other costs	Total Funds 1999	Total Funds 1998
	£	£	£	£	£
Direct charitable expenditure	137,064	3,954	36,651	177,669	151,196
Management and administration	40,337	1,839	17,350	59,526	54,218
	<u>177,401</u>	<u>5,793</u>	<u>54,001</u>	<u>237,195</u>	<u>205,414</u>

The aggregate payroll costs were:

	1999 £	1998 £
Wages and salaries	177,401	150,317
Social security costs	-	-
	<u>177,401</u>	<u>150,317</u>

#### Particulars of employees:

The average number of staff employed by the charity during the financial year amounted to:

	1999 No.	1998 No.
Refuge staff	8	7
Administrative staff	2	2
	<u>10</u>	<u>9</u>

	1999 £	1998 £
<b>Other costs:</b>		
Premises	26,948	27,869
Legal and professional	1,120	1,108
Other	25,933	20,416
	<u>54,001</u>	<u>49,393</u>

# BLACK ASSOCIATION OF WOMEN STEP OUT LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

### 6. TANGIBLE FIXED ASSETS

	Office equipment £	Refuge furniture £	Total £
<b>COST</b>			
At 1 April 1998	6,503	12,245	18,748
Additions	403	1,094	1,497
<b>At 31 March 1999</b>	<u>6,906</u>	<u>13,339</u>	<u>20,245</u>
<b>DEPRECIATION</b>			
At 1 April 1998	3,129	7,023	10,152
Charge for the year	1,839	3,954	5,793
<b>At 31 March 1999</b>	<u>4,968</u>	<u>10,977</u>	<u>15,945</u>
<b>NET BOOK VALUE</b>			
<b>At 31 March 1999</b>	<u>1,938</u>	<u>2,362</u>	<u>4,300</u>
At 31 March 1998	<u>3,374</u>	<u>5,222</u>	<u>8,596</u>

### 7. DEBTORS

	1999 £	1998 £
Prepayments	<u>9,373</u>	<u>12,079</u>

### 8. CREDITORS: Amounts falling due within one year

	1999 £	1998 £
Bank loans and overdrafts	-	7,449
Grants in advance	-	4,500
Accruals	<u>2,335</u>	<u>1,449</u>
	<u>2,335</u>	<u>13,398</u>

# BLACK ASSOCIATION OF WOMEN STEP OUT LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1999

### 9. RESTRICTED FUNDS

	Balance at 1 April 1998	Movement in resources: Incoming	Outgoing	Balance at 31 March 1999
	£	£	£	£
WCVA	7,676	-	(7,676)	-
Children in need	-	18,229	(16,764)	1,465
	<u>7,676</u>	<u>18,229</u>	<u>(24,440)</u>	<u>1,465</u>

### 10. ANALYSIS OF NET ASSETS BETWEEN RESTRICTED AND UNRESTRICTED FUNDS

	Tangible fixed assets	Other net assets	Total
	£	£	£
Children in need	-	1,465	1,465
	-	1,465	1,465
Unrestricted funds	4,300	32,493	36,793
	<u>4,300</u>	<u>33,958</u>	<u>38,258</u>

### 11. COMPANY LIMITED BY GUARANTEE

Each member of the Management Committee has undertaken to guarantee the Association's debts to the sum of £1 each.