

REDCAR & CLEVELAND WOMEN'S AID LIMITED

(A COMPANY LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2003

CHARITY NO: 1088469

COMPANY NO: 3938731



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Status

The organisation is a charitable company incorporated on 1st April 2000 and limited by guarantee.

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. Under those Articles, the members of the Management Committee are elected at the AGM to serve a period of 3 years, subject to ratification at each AGM.

Management Committee

Liz Wright	(Company Director)
Wendy English	(Company Director)
Lynne Sutton	
Sue Anderson	(Company Director)
Helen Dack	
Amanda Senior	
Ingrid Salomonsen	(Company Secretary appointed 25 July 2002)

Registered Office and Operation Address

Office 5, 2nd Floor, Craigton House, Redcar, TS10 1DL

Auditors

Horwath Clark Whitehill, Chartered Accountants
Oakland House
Victoria Road
Hartlepool
TS26 8DD

Bankers

HSBC Bank Plc
2 West Dyke Road
Redcar
Cleveland
TS10 1EA

The Directors presents their Report and the Financial Statements for the year ended 31st March 2003. The report also covers the Annual Report of the Management Committee.

Objectives as set out in the constitution:

To relieve distress and suffering experienced by women who have been gravely or persistently maltreated by their co-habitees, husbands or the fathers of their children and any children of such women and for the relief of other women and children in necessitous circumstances who are temporarily homeless.

Narrative Review

The move to Craigton House for the financial and administrative functions of the organisation has proved beneficial for all concerned.

Completion of improvements to the Refuge accommodation through the completion of an internal redecoration and refurbishment programme has meant improved services to women and children who use this service.

Funding was successfully accessed from the Legal Services Commission and the Neighbourhood Renewal Fund for the post of Domestic Violence Co-ordinator with Outreach Support for 3 years. We also achieved funding for activities for children from the local Network fund.

We have worked with the local authority to ensure we receive the correct amount from the Supporting People fund as from April 1st 2003. We will be improving our systems to achieve high quality standards that will ensure the continuous improvement of our services.

One of our priorities for next year will be raising funds for a new minibus, always a challenge but I am sure we will achieve it.

The organisation continues to achieve its reserves and we look forward to a successful future.

Thank you to the volunteers who have worked so hard this year supporting the organisation not only on the management committee, but also providing valuable administration assistance, and support to women in the refuge

Reserves policy

Designated reserves of £50,000 are held to cover redundancy, sickness and maternity pay. The general fund is sufficient to cover 3 months running costs should further funding not be obtained. We are aiming to achieve funding equal to expenditure on an annual basis to retain this level of reserve.

Risk management Policy

The management committee are currently reviewing the major risks to which the organisation is exposed, in particular those relating to the operations and the finance of the organisation.

Responsibilities of the Directors

Company law requires the Directors to prepare Financial Statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date, and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those Financial Statements, the Directors should follow best practice and:

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

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

Directors and Members of the Management Committee

The directors and members of the management committee, who are trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31st March 2003 was 6.

Auditors

Horwath Clark Whitehill Chartered Accountants and Registered Auditors were appointed as the charitable company's auditors last year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice (SORP) – "Accounting and Reporting by Charities" issued in October 2000 and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Directors and the Management Committee and signed on their behalf by:

E.J. Wright 5.6.03

We have audited the financial statements of Redcar & Cleveland Women's Aid Limited for the year ended 31 March 2003 which comprise the Statement of Financial Activities, Income & Expenditure Account, the Balance Sheet, and the related notes set out on pages 9-16. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of the directors and auditors

The responsibilities of the directors, who are also the charity trustees under charity law, for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' responsibilities on page 3.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the charitable company is not disclosed.

We read other information contained in the Directors' Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conduct our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practises 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 judgments made by the directors 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 information and explanations, which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether 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.

Unqualified opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the charitable company as at 31st March 2003 and of incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Horwath Clark Whitehill

Chartered Accountants and Registered Auditors

Oakland House

Hartlepool

TS26 8DD

Date: 12 June 2003

REDCAR & CLEVELAND WOMEN'S AID LIMITED

Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 31 March 2003

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				(As Restated)	
	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2003 £	Total Funds 2002 £
Incoming resources					
Donations	2	719	1,000	1,719	4,462
Activities to further the charity's objects:					
	3	1,996	295,789	297,785	212,901
Investment income and interest		<u>3,133</u>	<u>-</u>	<u>3,133</u>	<u>1,961</u>
Total Incoming Resources		<u>5,848</u>	<u>296,789</u>	<u>302,637</u>	<u>219,324</u>
Resources Expended					
Expenditure on Charitable Objects		-	164,699	164,699	174,943
Fundraising and Publicity		-	2,422	2,422	1,786
Support Costs		-	59,034	59,034	22,647
Management and Administration		<u>-</u>	<u>3,167</u>	<u>3,167</u>	<u>3,195</u>
Total Resources Expended	4	<u>-</u>	<u>229,322</u>	<u>229,322</u>	<u>202,571</u>
Net movement in funds	5	5,848	67,467	73,315	16,753
Total funds at 1 April 2002		<u>96,462</u>	<u>14,809</u>	<u>111,271</u>	<u>94,518</u>
Total funds at 31 March 2003	12	<u>102,310</u>	<u>82,276</u>	<u>184,586</u>	<u>111,271</u>

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

REDCAR & CLEVELAND WOMEN'S AID LIMITED

Balance Sheet as at 31st March 2002

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	Notes	2003	2002
		£	£
Fixed Assets			
Tangible Assets	8	25,158	15,424
Current Assets			
Debtors	9	26,071	9,128
Cash at Bank and in hand		<u>156,451</u>	<u>92,324</u>
		182,522	101,452
Creditors: amounts falling due within one year	10	<u>23,094</u>	<u>5,605</u>
Net Current Assets		<u>159,428</u>	<u>95,847</u>
Net Assets	11	<u>184,586</u>	<u>111,271</u>
Unrestricted Funds			
Designated Funds		50,000	50,000
General Funds		<u>52,310</u>	<u>46,462</u>
		102,310	96,462
Restricted Funds		<u>82,276</u>	<u>14,809</u>
Total Funds	12	<u>184,586</u>	<u>111,271</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Approved by the directors and the management committee on 5.6.03 and signed on its behalf by:

EJ Wright

The notes on pages 9 to 16 form part of these financial statements.

1. Accounting Policies

- a) The Financial Statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in October 2000.

- b) Fixed assets are stated at cost less depreciation.

Depreciation is calculated so as to write off the cost of assets over their estimated useful lives as follows: -

Motor Vehicles	25%	Reducing balance basis
Fixtures and Fittings	25%	Reducing balance basis
Office Equipment	25%	Reducing balance basis
Playground	10%	Reducing balance basis

- c) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. No amounts are included in the financial statements for services donated by volunteers.
- d) 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.
- e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered. Expenditure is allocated to an expense category consistent with the use of resources.

Fund-raising costs are those incurred in seeking voluntary contributions. Support costs are those costs incurred directly in support of expenditure on the objects of the company. Management and administration costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

- f) 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.
- g) Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Accounting policies (continued)

- h) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, *which meets these criteria, is charged to the fund, together with a fair allocation of management and support costs.*
- i) The charitable company makes contributions to the personal pension schemes of its employees. The charitable company's contributions to the schemes are charged as resources expended as they accrue.
- j) The administration and support activities of the charitable company have moved to premises separate from the charitable activities. As such, support costs and administration costs have been separately identifiable and the prior year split of expenses has been re-stated to aid comparison with the new structure.

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Notes to the Financial Statements for the year ended 31st March 2003

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2. Donations

	Unrestricted	Restricted	2003 Total	2002 Total
	£	£	£	£
General Donations	<u>719</u>	<u>1,000</u>	<u>1,719</u>	<u>4,462</u>

3. Incoming resources from activities to further the charity objects

	Unrestricted	Restricted	2003 Total	2002 Total
	£	£	£	£
Redcar & Cleveland B.C.	-	11,500	11,500	34,500
Community Fund	-	48,238	48,238	31,323
Residents Charges	-	112,776	112,776	54,614
R&C Core fund Grant	-	5,512	5,512	-
Henry Smith Trust	-	25,000	25,000	25,000
PIB Grant	-	10,928	10,928	-
Neighbourhood Renewal Fund	-	43,000	43,000	-
Lloyds TSB Foundation	-	-	-	5,000
Charities Aid Foundation	-	-	-	1,476
Northern Rock Foundation	-	-	-	15,000
Minibus Fund	-	1,181	1,181	2,559
Church Urban Fund	-	4,500	4,500	6,000
Nationwide Foundation	-	-	-	8,330
R&CJTU	-	-	-	5,000
Playground Fund	-	-	-	1,000
Play Area Grant	-	4,300	4,300	-
SHMG	-	12,696	12,696	14,302
Floating support SHMG	-	9,543	9,543	-
Payphone/Laundry receipts	1996	-	1,996	1,951
Gift In Kind	-	4,000	4,000	4,000
Other Income	<u>-</u>	<u>2,615</u>	<u>2,615</u>	<u>2,846</u>
Total Grants and Contracts	<u>1,996</u>	<u>295,789</u>	<u>297,785</u>	<u>212,901</u>

Notes to the Financial Statements for the year ended 31st March 2003

4. Total resources expended

(As restated)

	Restricted 2003	2003 Total	2002 Total
Expenditure on Charitable Objects	£	£	£
Staff Costs (note 6)	96,349	96,349	128,257
Volunteer Costs	-	-	2,539
Training	3,229	3,229	1,501
Travel	5,512	5,512	6,384
Premises	23,493	23,493	17,708
Communications	2,065	2,065	7,793
Children's Activities	4,255	4,255	3,685
Other Admin Costs	8,180	8,180	-
Depreciation	4,728	4,728	3,076
Creche Support Costs	9,620	9,620	4,000
Consultancy	<u>7,268</u>	<u>7,268</u>	-
Total Resources Expended	<u>164,699</u>	<u>164,699</u>	<u>174,943</u>
Fundraising & Publicity			
Consultancy	2,422	2,422	-
Other fundraising costs	-	-	1,786
Total Resources Expended	<u>2,422</u>	<u>2,422</u>	<u>1,786</u>
Support Costs			
Staff Costs (note 6)	22,978	22,978	18,209
Volunteers Costs	3,960	3,960	-
Training	1,395	1,395	-
Travel	619	619	-
Premises	5,760	5,760	-
Communications	1,089	1,089	-
Other Admin Costs	5,416	5,416	4,438
Depreciation	3,282	3,282	-
Consultancy	<u>14,535</u>	<u>14,535</u>	-
Total Resources Expended	<u>59,034</u>	<u>59,034</u>	<u>22,647</u>
Management and Administration			
AGM Costs	194	194	889
Trustees Insurance	358	358	315
Audit Fees	1,250	1,250	1,250
Accountancy	974	974	508
Management Committee Expenses	228	228	84
Bank Charges	163	163	149
Salary costs	-	-	-
Total Resources Expended	<u>3,167</u>	<u>3,167</u>	<u>3,195</u>

Notes to the Financial Statements for the year ended 31st March 2003

5. Net Incoming Resources for the year

This is stated after charging:	2003	2002
	£	£
Auditors remuneration	1,250	1,250
Depreciation	8,010	3,076

During the year, insurance was paid on behalf of the management committee of £358 (2002: £315).

During the year, expenses of £228 (2002: £84) were reimbursed to the management committee.

No management committee member received any remuneration.

6. Staff Costs and Numbers

	2003	2002
	£	£
Staff costs were as follows:		
Salaries and Wages	101,717	125,702
Social Security Costs	8,697	11,722
Pension Costs	6,383	5,428
Other Staff Costs	<u>2,440</u>	<u>3,614</u>
	<u>119,327</u>	<u>146,466</u>

No employee received emoluments of more than £50,000.

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

	2003	2002
Care and Support	5	5
Administration	<u>2</u>	<u>2</u>
	<u>7</u>	<u>7</u>

7. Taxation

The charitable company is exempt from corporation tax on its charitable activities.

Notes to the Financial Statements for the year ended 31st March 2003

8. Tangible Fixed Assets

	Office Equipment £	Fixtures Fittings £	Motor Vehicles £	Total £
Cost				
At 1 April 2002	13,883	56,099	15,928	85,910
Additions in year	<u>8,000</u>	<u>9,744</u>	<u>-</u>	<u>17,744</u>
At 31 March 2003	<u>21,883</u>	<u>65,843</u>	<u>15,928</u>	<u>103,654</u>
Depreciation				
At 1 April 2002	13,883	41,874	14,729	70,486
Charge for the year	<u>2,000</u>	<u>5,710</u>	<u>300</u>	<u>8,010</u>
At 31 March 2003	<u>15,883</u>	<u>47,584</u>	<u>15,029</u>	<u>78,496</u>
Net book value				
At 31 March 2003	<u>6,000</u>	<u>18,259</u>	<u>899</u>	<u>25,158</u>
At 31 March 2002	<u>-</u>	<u>14,225</u>	<u>1,199</u>	<u>15,424</u>

9. Debtors

	2003 £	2002 £
Other debtors and prepayments	<u>26,071</u>	<u>9,128</u>
	<u>26,071</u>	<u>9,128</u>

10. Creditors: amounts falling due within one year

	2003 £	2002 £
Taxation and social security	2,881	1,626
Other Creditors and Accruals	<u>20,213</u>	<u>3,979</u>
	<u>23,094</u>	<u>5,605</u>

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Notes to the Financial Statements for the year ended 31st March 2003

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11. Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible Fixed Assets	5,608	-	19,550	25,158
Current Assets	46,702	50,000	85,820	182,522
Current Liabilities	-	-	(23,094)	(23,094)
Net Assets at 31 March 2003	<u>52,310</u>	<u>50,000</u>	<u>82,276</u>	<u>184,586</u>

12. Movements in funds

	At 1 April 2002 £	Incoming Resources £	Outgoing Resources £	Transfer £	At 31 March 2003 £
Restricted Funds:					
Playground Fund	8,284	-	(828)	-	7,456
Training Fund	224	-	(224)	-	-
Minibus Fund	2,559	1,181	-	5,000	8,740
R&C Core Grant	-	5,512	(3,092)	-	2,420
Community Fund	-	48,238	(48,238)	-	-
R&CBC	-	11,500	(11,500)	-	-
Floating Support SHMG	-	9,543	(7,917)	(1,251)	375
Henry Smith Trust	-	25,000	(25,000)	-	-
PIB Grant	-	10,928	(3,423)	(2,150)	5,355
Neighbourhood Renewal	-	43,000	(3,635)	-	39,365
Church Urban Fund	1,500	4,500	(5,950)	-	50
SHMG	-	12,696	(12,696)	-	-
Play Area Fund	-	4,300	(2,728)	-	1,572
Housing Benefit	1,973	110,235	(97,318)	(14,890)	-
Service Charge	150	2,541	(2,691)	-	-
School Uniform Fund	119	-	(30)	-	89
Sure Start/SBWC	-	4,000	(4,000)	-	-
Children's Services	-	2,615	(52)	-	2,563
General Operating Fund	-	<u>1,000</u>	-	<u>13,291</u>	<u>14,291</u>
Total Restricted Funds	<u>14,809</u>	<u>296,789</u>	<u>(229,322)</u>	<u>-</u>	<u>82,276</u>

Notes to the Financial Statements for the year ended 31st March 2003

Unrestricted Funds	At 1 April 2002 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2003 £
Designated Funds:					
Redundancy	30,000	-	-	-	30,000
Sickness/Maternity	20,000	-	-	-	20,000
General Reserves	<u>46,462</u>	<u>5,848</u>	<u>-</u>	<u>-</u>	<u>52,311</u>
Total Unrestricted	<u>96,462</u>	<u>5,848</u>	<u>-</u>	<u>-</u>	<u>102,310</u>
Total Funds	<u>111,271</u>	<u>302,637</u>	<u>(229,322)</u>	<u>-</u>	<u>184,586</u>

Purposes of Restricted Funds

The main areas of restricted funding in the year were:

- Funding from the Community Fund to cover 2 full time salary posts, running costs, travel expenses, training and activity costs for children's work.
- Funding from Redcar & Cleveland Borough Council to cover core costs.
- Funding from the Henry Smith Foundation towards core costs and the salary of a support worker.
- Funding from the Church Urban Fund to cover the costs of an outreach project.
- Funding from the Legal Services Commission (PIB Grant) and the Neighbourhood Renewal Fund to cover the Domestic Violence Co-ordinator post with outreach support for 3 years.

Purposes of Designated Funds

Funds are retained to meet the cost of redundancy, sickness and maternity pay for staff should the need arise.

Transfers of Funds

Supporting People funding will come on line 1 April 2003, this is a major change in our funding strategy, and will fund the charitable activities and support activities. The General Operating Fund has been set up to incorporate the Housing Benefit Fund, which will be superseded by the Supporting People funding hence the combination of funds restricted to core activities. This is a restricted operating fund.

The transfer of funds from the Housing Benefit fund to the Minibus Fund is to enhance and enable the purchase of a new minibus. Travel and transport costs are fundamental to the service we are providing. Management Fees have also been incurred and transferred from 2 funds, the Floating Support Fund and the PIB Grant Fund, into the General Operating Fund.

13 Contingent Liabilities

A contingent liability exists in respect of the funding from the Community Fund totalling £186,473. The grant will be repayable for a period of 1 year after the final payment is received if there is a breach of the terms of the grant agreement. The final payment of the grant was paid on 2 May 2002.