

**A. R. COPY**

**REDCAR & CLEVELAND WOMEN'S AID LIMITED**

**(A COMPANY LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2002**

**CHARITY NO: 1088469**

**COMPANY NO: 3938731**



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**Status**

The organisation is a charitable company incorporated on 1<sup>st</sup> 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	(Chair and Company Director)
Wendy English	(Secretary and Company Director)
Thelma Bennett	(Treasurer)
Lynne Sutton	
Deborah Greenwood	(Sleeping Member)
Sue Anderson	(Company Director)
Helen Dack	

**Registered Office and Operation Address**

P.O.Box 202, Redcar, TS10 5HE

**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

**Report of the Management Committee for the year ended 31<sup>st</sup> March 2002**

The Management Committee presents its Report and the Financial Statements for the year ended 31<sup>st</sup> March 2002.

**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**

Although the funding situation at the start of the year was uncertain, a lot of successful fundraising in the year meant that we were able to secure enough income to fulfill our expenditure without the necessity to use reserves. These funds and a number of other smaller donations meant that we were able to achieve a number of objectives set out at the start of the year. We have previously undertaken a number of external evaluations to review our service and procedures. From these we have been able to move forward in our business plan and to realise a number of ambitions.

These include the employment of a housekeeper who is responsible for all housing elements within the refuge. We have also employed a consultant manager on a temporary basis who will be involved in the short and long term planning and development of the organization. We have successfully developed and implemented a volunteers' training package, which was funded within the year by Unison.

The following years will still prove to be testing as the number of charities accessing trust funds is continually increasing. A number of major changes being implemented with Supporting People – together towards 2003 will alter the nature of funding of the organisation. We are keeping as up to date as possible to ensure that we will be well prepared for these changes.

**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.

Report of the Management Committee for the year ended 31<sup>st</sup> March 2002

**Responsibilities of the Management Committee**

Company law requires the Management Committee to prepare Financial Statements for each financial year, which gives 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 Management Committee 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 management committee is 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 management committee is 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.

**Members of the Management Committee**

Members of the management committee, who are directors for the purpose of company law and 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 31<sup>st</sup> March 2002 was 7.

**Auditors**

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

This report has been prepared in accordance with the Statement of Recommended Practice 2002, Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Management Committee and signed on its behalf by:

  
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE REDCAR &  
CLEVELAND WOMEN'S AID LIMITED**

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We have audited the financial statements of Redcar & Cleveland Women's Aid Limited for the year ended 31 March 2002 which comprise the Statement of Financial Activities, Income & Expenditure Account, the Balance Sheet, and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

**Respective responsibilities of the management committee and auditors**

The responsibilities of the management committee, who are also the charity trustees under charity law, for preparing the Management Committee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Management Committees' 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 Management Committee's 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 Management Committee's 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 31<sup>st</sup> March 2002 and of incoming resources and application of resources, including 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: 21 May 2002

Statement of Financial Activities (including Income and Expenditure Account)  
for the year ended 31 March 2002

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2002 £	Total Funds 2001 £
<b>Incoming resources</b>					
Donations	2	4,462		4,462	8,918
Activities to further the charity's objects:	3	3,951	208,950	212,901	175,303
Investment income and interest		<u>1,961</u>	<u>-</u>	<u>1,961</u>	<u>2,479</u>
<b>Total Incoming Resources</b>		<b><u>10,374</u></b>	<b><u>208,950</u></b>	<b><u>219,324</u></b>	<b><u>186,700</u></b>
<b>Resources Expended</b>					
Expenditure on Charitable Objects		112	162,021	162,133	136,277
Fundraising and Publicity		-	1,786	1,786	1,409
Management and Administration		<u>114</u>	<u>38,538</u>	<u>38,652</u>	<u>49,383</u>
<b>Total Resources Expended</b>	4	<b><u>226</u></b>	<b><u>202,345</u></b>	<b><u>202,571</u></b>	<b><u>187,069</u></b>
<b>Net movement in funds</b>	5	<b>10,148</b>	<b>6,605</b>	<b>16,753</b>	<b>(369)</b>
<b>Total funds at 1 April 2001</b>		<b><u>86,314</u></b>	<b><u>8,204</u></b>	<b><u>94,518</u></b>	<b><u>94,887</u></b>
<b>Total funds at 31 March 2002</b>	12	<b><u>96,462</u></b>	<b><u>14,809</u></b>	<b><u>111,271</u></b>	<b><u>94,518</u></b>



**REDCAR & CLEVELAND WOMEN'S AID LIMITED**  
**Balance Sheet as at 31<sup>st</sup> March 2002**

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	Notes	2002	2001
<b>Fixed Assets</b>		<b>£</b>	<b>£</b>
Tangible Assets	8	15,424	8,173
<b>Current Assets</b>			
Debtors	9	9,128	948
Cash at Bank and in hand		<u>92,324</u>	<u>101,430</u>
		101,452	102,378
<b>Creditors: amounts falling due within one year</b>	10	<u>5,605</u>	<u>16,033</u>
<b>Net Current Assets</b>		<u>95,847</u>	<u>86,345</u>
<b>Net Assets</b>	11	<u>111,271</u>	<u>94,518</u>
<b>Unrestricted Funds</b>			
Designated Funds		50,000	50,000
General Funds		<u>46,462</u>	<u>36,314</u>
		96,462	86,314
<b>Restricted Funds</b>		<u>14,809</u>	<u>8,204</u>
<b>Total Funds</b>	12	<u>111,271</u>	<u>94,518</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approving by the management committee on 16/5/2002 and signed on its behalf by: J. Andersen

**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 March 2000), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice 2000.

- b) 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.
- 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.
- 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.
- 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.

Notes forming part of the Financial Statements for the year ended 31<sup>st</sup> March 2002

**2. Donations**

	Unrestricted	Restricted	2002 Total	2001 Total
	£	£	£	£
General Donations	<u>4,462</u>	-	<u>4,462</u>	<u>8,918</u>

**3. Incoming resources from activities to further the charity objects**

	Unrestricted	Restricted	2002 Total	2001 Total
	£	£	£	£
Redcar & Cleveland B.C.	-	34,500	34,500	23,000
Lottery Funds	-	31,323	31,323	60,602
Residents Charges	-	54,614	54,614	44,789
Tudor Trust	-	-	-	7500
Albert Hunt Trust	-	-	-	3000
Henry Smith Trust	-	25,000	25,000	-
Lloyds TSB Foundation	-	5,000	5,000	5000
Charities Aid Foundation	-	1,476	1,476	-
Northern Rock Foundation	-	15,000	15,000	15000
Minibus Fund	-	2,559	2,559	-
Church Urban Fund	-	6,000	6,000	-
Nationwide Foundation	-	8,330	8,330	-
R&CJTU	-	5,000	5,000	-
Playground Fund	-	1,000	1,000	1418
SHMG	-	14,302	14,302	14044
Payphone/Laundry receipts	1,951	-	1,951	-
Gift in Kind Sure Start	-	4,000	4,000	-
Other Income	<u>2,000</u>	<u>846</u>	<u>2,846</u>	<u>950</u>
Total Grants and Contracts	<u>3,951</u>	<u>208,950</u>	<u>212,901</u>	<u>175,303</u>

4. Total resources expended

	Unrestricted	Restricted	2002 Total	2001 Total
	£	£	£	£
Staff Costs (note 6)	-	146,466	146,466	137,108
Volunteer Costs	-	2,539	2,539	-
Training	-	1,501	1,501	1,465
Travel	-	6,384	6,384	6,449
Premises	-	19,807	19,807	16,713
Communications	-	7,793	7,793	8,651
Accountancy	-	1,758	1,758	1,420
Children's Holidays	-	3,685	3,685	3,356
Conference	-	859	859	1,530
Other Admin Costs	114	4,440	4,554	6,241
Depreciation	112	2,964	3,076	4,067
Bank Charges	-	149	149	69
Creche Support Costs	-	4,000	4,000	-
Total Resources Expended	<u>226</u>	<u>202,345</u>	<u>202,571</u>	<u>187,069</u>

Notes forming part of the Financial Statements for the year ended 31<sup>st</sup> March 2002

**5. Net Incoming Resources for the year**

<b>This is stated after charging:</b>	<b>2002</b>	<b>2001</b>
	<b>£</b>	<b>£</b>
Auditors Remuneration	1,758	-
Depreciation	3,076	4,067
Management Committee's Remuneration	-	-
	<u>          </u>	<u>          </u>

Indemnity insurance of £315 was paid in respect of the management committee.

**6. Staff Costs and Numbers**

	<b>2002</b>	<b>2001</b>
Staff costs were as follows:	<b>£</b>	<b>£</b>
Salaries and Wages	125,702	126,306
Social Security Costs	11,722	10,802
Pension Costs	5,428	-
Other Staff Costs	3,614	-
	<u>          </u>	<u>          </u>
	<b>146,466</b>	<b>137,108</b>
	<u>          </u>	<u>          </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: -

	<b>2002</b>	<b>2001</b>
Care and Support	5	5
Administration	2	2
	<u>      </u>	<u>      </u>
	<b>7</b>	<b>7</b>
	<u>      </u>	<u>      </u>

**7. Taxation**

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

**8. Tangible Fixed Assets**

	Office Equipment £	Fixtures Fittings £	Motor Vehicles £	Total £
<b>Cost</b>				
At 1 April 2001	13,883	45,772	15,928	75,583
Additions in year	<u>-</u>	<u>10,327</u>	<u>-</u>	<u>10,327</u>
<b>At 31 March 2002</b>	<b><u>13,883</u></b>	<b><u>56,099</u></b>	<b><u>15,928</u></b>	<b><u>85,910</u></b>
<b>Depreciation</b>				
At 1 April 2001	13,883	39,198	14,329	67,410
Charge for the year	<u>-</u>	<u>2,676</u>	<u>400</u>	<u>3,076</u>
<b>At 31 March 2002</b>	<b><u>13,883</u></b>	<b><u>41,874</u></b>	<b><u>14,729</u></b>	<b><u>70,486</u></b>
<b>Net book value</b>				
<b>At 31 March 2002</b>	<b><u>-</u></b>	<b><u>14,225</u></b>	<b><u>1199</u></b>	<b><u>15,424</u></b>
At 31 March 2001	<u>-</u>	<u>6,574</u>	<u>1,599</u>	<u>8,173</u>

<b>9. Debtors</b>	<b>2002</b>	<b>2001</b>
	£	£
Other debtors and prepayments	<u>9,128</u>	<u>948</u>
	<u>9,128</u>	<u>948</u>
<b>10. Creditors: amounts falling due within one year</b>	<b>2002</b>	<b>2001</b>
	£	
Taxation and social security	1626	3346
Other Creditors and Accruals	<u>3979</u>	<u>12,687</u>
	<u>5605</u>	<u>16033</u>

Notes forming part of the Financial Statements for the year ended 31<sup>st</sup> March 2002

## 11. Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	7,140	-	8,284	15,424
Current Assets	44,927	50,000	6,525	101,452
Current Liabilities	(5,605)	-	-	(5,605)
<b>Net Assets at 31 March 2002</b>	<b><u>46,462</u></b>	<b><u>50,000</u></b>	<b><u>14,809</u></b>	<b><u>111,271</u></b>

## 12. Movements in funds

	At 1 April 2001	Incoming Resources	Outgoing Resources	Transfer	At 31 March 2002
	£	£	£	£	£
<b>Restricted Funds:</b>					
Playground Fund	8,204	1,000	920	-	8,284
Training Fund	-	400	176	-	224
Minibus Fund	-	2,559	-	-	2,559
Lankelly fund	-	300	300	-	-
Lottery Community Fund	-	31,323	31,323	-	-
R&CBC	-	34,500	34,500	-	-
Lloyds TSB Fund	-	5,000	5,000	-	-
Henry Smith Trust	-	25,000	25,000	-	-
CAF	-	1,476	1,476	-	-
Northern Rock Foundation	-	15,000	15,000	-	-
Church Urban Fund	-	6,000	4,500	-	1,500
SHMG	-	14,302	14,302	-	-
R&CJTU	-	5,000	5,000	-	-
Nationwide	-	8,330	8,330	-	-
Housing Benefit	-	51,984	50,011	-	1,973
Service Charge	-	2,630	2,480	-	150
School Uniform Fund	-	146	27	-	119
Sure Start	-	4,000	4,000	-	-
<b>Total Restricted Funds</b>	<b><u>8,204</u></b>	<b><u>208,950</u></b>	<b><u>202,345</u></b>	<b><u>-</u></b>	<b><u>14,809</u></b>

**12. Movements in funds**

Unrestricted Funds	As At 01/04/01	Incoming Resources	Outgoing Resources	Transfer	As At 31/03/02
Designated Funds:					
Redundancy	30,000	-	-	-	30,000
Sickness/Maternity	20,000	-	-	-	20,000
General Funds	<u>36,314</u>	<u>10,374</u>	<u>226</u>	<u>-</u>	<u>46,462</u>
<b>Total Unrestricted</b>	<b><u>86,314</u></b>	<b><u>10,374</u></b>	<b><u>226</u></b>	<b><u>-</u></b>	<b><u>96,462</u></b>
<b>Total Funds</b>	<b><u>94,518</u></b>	<b><u>219,324</u></b>	<b><u>202,571</u></b>	<b><u>-</u></b>	<b><u>111,271</u></b>

**Purposes of Restricted Funds**

The main areas of restricted funding in the year were:-

- funding from the Community Fund which was 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 Northern Rock Foundation to cover the salary of a family support worker
- Funding from the Church Urban Fund of £6,000 from July 2001 to cover the costs of an outreach project. A further 2 years funding is available once a satisfactory progress report is completed at the end of the year one.

**Purposes of Designated Funds**

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

**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 is due in the year ended 31 March 2003.