### **COMPANY REGISTRATION NUMBER SC241372**

# THE WOMEN'S RAPE & SEXUAL ABUSE CENTRE, DUNDEE LTD COMPANY LIMITED BY GUARANTEE FINANCIAL STATEMENTS 31 MARCH 2010

**Charity Number SC009070** 

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SCT 20/08/2010 606
COMPANIES HOUSE

### **FOURM**

Chartered Accountants & Statutory Auditor
Stannergate House
41 Dundee Road West
Broughty Ferry
Dundee DD5 1NB

### FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2010

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### MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name

The Women's Rape & Sexual Abuse Centre, Dundee Ltd

Charity number

SC009070

Company registration number

SC241372

Registered office

30 & 34 Reform Street

Dundee DD1 1RH

Members of the Board of Trustees

Ms M Duncan Ms Y Brady Ms D Smith

**Senior Statutory Auditor** 

Iain McBride CA

Auditor

FourM

Chartered Accountants & Statutory Auditor Stannergate House 41 Dundee Road West Broughty Ferry Dundee DD5 1NB

**Bankers** 

Unity Trust Bank plc Nine Brindleyplace Birmingham

B1 2HB

**Solicitors** 

Blackadders LLP 30 & 34 Reform Street

Dundee DD1 1RH

### TRUSTEES' ANNUAL REPORT

### YEAR ENDED 31 MARCH 2010

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2010.

### REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of Members of the board and professional advisers on page 1 of the financial statements.

#### THE TRUSTEES

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

Ms M Duncan

Miss C Stewart

Miss M Creegan

Mrs K Lonegran

Ms Y Brady

Ms D Smith

Ms M Duncan was appointed as a trustee on 17 September 2009.

Ms Y Brady was appointed as a trustee on 17 September 2009.

Ms D Smith was appointed as a trustee on 17 September 2009.

Miss C Stewart retired as a trustee on 21 November 2009.

Miss M Creegan retired as a trustee on 6 October 2009.

Mrs K Lonegran retired as a trustee on 20 August 2009.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The management committee of the charity are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. As set out in the constitution, the management committee will consist of three collective members including a minimum of chairperson, secretary and treasurer, plus two external members shall be appointed from outwith the collective who will have an advisory role only. At the year end, the management committee was made up of the minimum of three board members. Appointments from the membership of the treasurer, secretary and chairperson can be made at the annual general meeting and these appointments should be for one year and may only be renewed for two subsequent years.

#### TRUSTEES' ANNUAL REPORT (continued)

### YEAR ENDED 31 MARCH 2010

### **OBJECTIVES AND ACTIVITIES**

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The objective of the charity is to provide a long term service to women and girls who have been raped, or in any way sexually assaulted. In furtherance of this objective the charity shall have the following aims:-

- i. To support women and girls who have been raped and/or sexually abused at any time in their lives and to provide them with information on legal and medical matters.
- ii. To obtain help and support, where needed, from such agencies that are sympathetic to the stated aims.
- iii. To encourage research into the causes of rape and sexual abuse and into any ways of preventing or relieving the suffering caused by the sexual assault, provided such research is compatible with the other aims of the organisation.
- iv. To keep statistics and basic reports that will facilitate that research.
- v. To ensure that information which could identify individuals is accessible only to members of the collective.
- vi. To raise awareness of the general public and professional bodies about the nature and the extent of rape and sexual abuse and to encourage their support and understanding.
- vii. To establish links with any charitable group whose purposes are in keeping with the aims of the charity.
- viii. To do all other things as will properly attain the above aims and objectives of the charity.

### ACHIEVEMENTS AND PERFORMANCE

The charity is committed to maintaining the high standards it has achieved during the year and to continue to provide support to raped and sexually abused women. It will continue to liaise with the other organisations is order that it can maintain its ability to maximise the services it provides.

### RESULTS AND FINANCIAL REVIEW

The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements.

The Income and Expenditure Account shows a net income for the year of £36,286 with total reserves standing at £117,221.

£30,000 had previously been designated by the Trustees to a building fund to enable larger premises to be purchased in the future to meet the increasing demand for our services. However, it was decided that new premises would not be purchased, and instead the charity has moved to larger rented premises. Consequently, £20,000 has been transferred from the building fund to the general fund and £10,000 remains designated in the building fund to meet the costs of repairs and maintenance to the new premises.

The Trustees have transferred £11,142 from General Funds to offset deficits on specific restricted funds.

### TRUSTEES' ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2010

#### RESERVES POLICY

The charity's policy is to hold sufficient funds in reserve to cover the cost of closing down the charity's operations. Specifically, these costs would involve the redundancy costs of its staff, and remaining obligations under the terms of the lease, and the provision of telephone support cover for a short period of time. The Trustees have assessed the minimum level of reserves required for such closure costs as £30,000, and are happy to report that the charity has sufficient reserves in relation to the policy.

### **INVESTMENT POWERS**

The Trustees shall have the power on behalf of the collective to retain, accept, purchase, sell, lease, hold and invest any property, heritable and moveable, real and personal of whatever kind and wherever situated.

#### **VOLUNTEER HOURS**

In the year under review 1,350 volunteer hours were donated to the charity.

#### RISK MANAGEMENT

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to manage exposure to the major risks.

### RECRUITMENT & APPOINTMENT OF NEW TRUSTEES

Trustees of the charity review the skills and composition of the board of Trustees from time to time. Where new or replacement skills are required, a list of potential candidates is drawn up and initial approaches are made. Interested candidates are required to submit a curriculum vitae for consideration by the Board of Trustees, who will then select the most suitable candidate.

### INDUCTION AND TRAINING OF TRUSTEES

New Trustees receive a comprehensive induction pack which includes details of the activities of the charity together with information about their legal responsibilities and information relating to the financial and procedural matters of the charity.

### **AUDITOR**

FourM are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

### TRUSTEES' ANNUAL REPORT (continued)

### YEAR ENDED 31 MARCH 2010

### **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office: 30 & 34 Reform Street Dundee DD1 1RH Signed by order of the Trustees

Y Brady Trustee

20 July 2010

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

### YEAR ENDED 31 MARCH 2010

The Trustees (who are also the directors 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;
- 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.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

### THE WOMEN'S RAPE & SEXUAL ABUSE CENTRE, DUNDEE LTD

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### **COMPANY LIMITED BY GUARANTEE**

### INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE WOMEN'S RAPE AND SEXUAL ABUSE CENTRE, DUNDEE LIMITED

### YEAR ENDED 31 MARCH 2010

We have audited the financial statements of The Women's Rape & Sexual Abuse Centre, Dundee Ltd for the year ended 31 March 2010 on pages 9 to 16, which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), which comprise of the Statement of Financial Activities (incorporating the income and expenditure account), balance sheet and related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made exclusively to the members, as a body, in accordance with section 495 and 496 of the Companies Act 2006, and to the Trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the members and the Trustees those matters we are required to state to them in an auditors 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 charity, its members as a body and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed

### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The responsibilities of the Trustees (who also act as directors for the purposes of company law) 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) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities on page 6.

We have been appointed auditor under section 44(1)(c) of the Charities and Trustees Investment (Scotland) Act 2005 and under the Companies Act 2006, and we report to you in accordance with those Acts.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006. We also report to you whether in our opinion the information given in the Trustees' Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of Trustees' remuneration specified by law are not made.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE WOMEN'S RAPE AND SEXUAL ABUSE CENTRE, DUNDEE LIMITED (continued)

### YEAR ENDED 31 MARCH 2010

### **BASIS OF AUDIT OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 state of the charity's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.

Stannergate House

41 Dundee Road West

Broughty Ferry

Dundee DD5 1NB

20 July 2010

IAIN McBRIDE CA (Senior

Statutory Auditor)

For and on behalf of

FOURM

**Chartered Accountants** 

& Statutory Auditor

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

### YEAR ENDED 31 MARCH 2010

INCOMING RESOURCES Incoming resources from generating funds:	Note S	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Voluntary income	2	24,342	255,396	279,738	207,392
Investment income	3	57		57	1,429
TOTAL INCOMING RESOURCES		24,399	255,396	279,795	208,821
RESOURCES EXPENDE	)			<del></del>	<del></del>
Charitable activities	4/5	(15,132)	(226,532)	(241,664)	(195,923)
Governance costs	6	(1,845)	_	(1,845)	(1,725)
TOTAL RESOURCES EXPENDED		(16,977)	(226,532)	(243,509)	(197,648)
NET INCOMING RESOURCES FOR THE YEAR/NET INCOME	_	7 422	20.864	27.297	11 172
FOR THE YEAR	7	7,422	28,864	36,286	11,173
Transfer between funds RECONCILIATION OF FUNDS		(11,142)	11,142	-	-
Total funds brought forwa	rd	77,290	3,645	80,935	69,762
TOTAL FUNDS CARRIED FORWARD	D	73,570	43,651	117,221	80,935

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.

The notes on pages 11 to 16 form part of these financial statements.

### THE WOMEN'S RAPE & SEXUAL ABUSE CENTRE, DUNDEE LTD

### **COMPANY LIMITED BY GUARANTEE**

### **BALANCE SHEET**

### 31 MARCH 2010

		2010		2009
	Note	£	£	£
FIXED ASSETS Tangible assets	9		1,983	3,800
CURRENT ASSETS				
Debtors	10	13,148		2,850
Cash at bank and in hand		110,958		85,699
CDEDITODS: Amount CHina I		124,106		88,549
CREDITORS: Amounts falling due within one year	11	(8,868)		(11,414)
NET CURRENT ASSETS			115,238	77,135
TOTAL ASSETS LESS CURRENT LIABILITIE	S		117,221	80,935
NET ASSETS			117,221	80,935
FUNDS				
Restricted income funds	13		43,651	3,645
Unrestricted income funds	14		73,570	77,290
TOTAL FUNDS			117,221	80,935

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the Trustees on the 20 July 2010 and are signed on their behalf by:

Y Brady Trustee

Company Registration Number: SC241372

The notes on pages 11 to 16 form part of these financial statements.

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 MARCH 2010

#### 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), the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

### **Donations and grants**

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

- when donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.
- when donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources in restricted funds when receivable.

### Fixed assets

All fixed assets are initially recorded at cost.

### 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:

Tenants Improvements - 25% per annum straight line basis Equipment - 25% per annum straight line basis

### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight line basis over the period of the lease.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2010

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2.	VOLUME ADVINCOM	т-
L.	VOLUNTARY INCOM	M.

	Unrestricted Funds £	Restricted Funds	Total Funds 2010 £	Total Funds 2009 £
Donations				
Donations	11,273	_	11,273	5,380
Grants receivable				
Multi Agency Training	8,087	_	8,087	_
Fairer Scotland Fund	_	52,903	52,903	59,530
Violence Against Women	_	50,000	50,000	50,000
Rape Crisis Specific	_	50,000	50,000	50,000
Choose Life	_	36,844	36,844	37,500
Vice Versa	_	25,521	25,521	_
Lloyds TSB	_	4,288	4,288	_
Social Work	4,982	_	4,982	4,982
Angus Outreach		35,840	35,840	_
	24,342	255,396	279,738	207,392

### 3. INVESTMENT INCOME

	Unrestricted	Total Funds	Total Funds
	Funds	2010	2009
	£	£	£
Bank interest receivable	57	57	1,429

### 4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2010	2009
	£	£	£	£
Fairer Scotland Fund	_	55,908	55,908	56,795
Violence against Women	_	51,357	51,357	50,000
Rape Crisis Specific	_	52,189	52,189	50,003
Choose Life Dundee	_	28,443	28,443	30,000
Choose Life Angus	_	8,147	8,147	5,960
Core funds	15,132	_	15,132	3,165
Vice Versa	_	20,856	20,856	<del>-</del>
Lloyds TSB Foundation	_	1,077	1,077	_
Angus Outreach	-	8,555	8,555	-
	15,132	226,532	241,664	195,923

### NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2010

### 5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£	£
Direct charitable expenditure	4,481	174,705	179,186	150,469
Fundraising and publicity	-	1,038	1,038	487
Management and administration	10,651	50,789	61,440	44,787
	15,132	266,532	241,664	195,923

### 6. GOVERNANCE COSTS

	Unrestricted	<b>Total Funds</b>	Total Funds
	Funds	2010	2009
	£	£	£
Audit fees	1,845	1,845	1,725

### 7. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2010	2009
	£	£
Depreciation	1,818	1,817
Staff pension contributions	14,079	10,982
Auditors' remuneration:		
- audit of the financial statements	1,845	1,725
Operating lease costs:		-
- Land and buildings	13,500	8,000

### 8. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

2010	2009
£	£
149,882	127,360
15,225	12,307
14,079	10,982
179,186	150,649
	149,882 15,225 14,079

### Particulars of employees:

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

2010	2009
No	No
8	6

No employee received remuneration of more than £60,000 during the year (2009 - Nil).

### NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2010

### 9. TANGIBLE FIXED ASSETS

7.	I ANGIDLE FIXED ASSETS			
		Tenants Improvements £	Equipment £	Total £
	COST			
	At 1 April 2009 and 31 March 2010	7,119	2,095	9,214
	DEPRECIATION			
	At 1 April 2009	3,431	1,982	5,413
	Charge for the year	1,780	38	1,818
	At 31 March 2010	5,211	2,020	7,231
	NET BOOK VALUE			
	At 31 March 2010	1,908	75	1,983
	At 31 March 2009	3,688	113	3,801
10.	DEBTORS			
			2010	2009
	Prepayments and accrued income		13,148	£ 2,850
11.	CREDITORS: Amounts falling due within one	year .		
			2010	2009
	PAYE and social security		£ 5,468	£ 5,340
	Other creditors and accruals		3,400	6,074
			8,868	11,414
			<del></del>	

### 12. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2010 the charity had annual commitments under non-cancellable operating leases as set out below.

	Land and buildings	
	2010	2009
	£	£
Operating leases which expire:		
Within 2 to 5 years	13,500	8,000

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2010

### 13. RESTRICTED FUNDS

	Balance at 1 Apr 2009 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2010 £
Fairer Scotland			•		
Fund	2,735	52,903	(55,907)	269	_
Violence					
against Women	(8,366)	50,000	(51,357)	9,723	_
Rape Crisis	•				
Specific	1,038	50,000	(52,188)	1,150	_
Choose Life					
Dundee	2,116	30,000	(28,442)	_	3,674
Choose Life					
Conference	4,595	_	_	_	4,595
Choose Life					
Angus	1,527	6,844	(8,148)	_	223
Vice versa	-	25,520	(20,855)	_	4,665
Lloyds TSB					
Foundation	_	4,289	(1,077)	_	3,212
Angus Outreach	-	35,840	(8,558)	_	27,282
	3,645	255,396	(226,532)	11,142	43,651
		<del></del>	<del></del>		

### 13. UNRESTRICTED FUNDS

	Balance at 1 Apr 2009 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2010 £
Building fund	30,000	_	-	(20,000)	10,000
General fund	47,290	24,399	(16,977)	8,858	63,570
	77,290	24,399	(16,977)	(11,142)	73,570

As part of its ongoing commitment to provide support services to its clients, the charity moved to new larger premises after the year end. As a result, the Trustees have reduced the amount set aside as a designated building fund from £30,000 to £10,000 to meet the costs of repairs and improvements to the new premises.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2010

### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible N		
	Fixed assets	assets	Total
	£	£	£
Unrestricted funds	1,983	71,587	73,570
Restricted funds	_	43,651	43,651
	<del></del>		
	1,983	115,238	117,221

### 16. APB ETHICAL STANDARDS

In common with many other entities of our size and nature we use our auditors to prepare, and when required, submit returns to the tax authorities and assist with the preparation of the financial statements.

### 17. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital. It is registered in Scotland and is a charity for tax purposes.