THE WOMEN'S RAPE AND SEXUAL ABUSE CENTRE, DUNDEE LIMITED FINANCIAL STATEMENTS 31 MARCH 2005

Charity Number SC009070



DAND CARNEGIE & CO.

Chartered Accountants & Registered Auditors
Stannergate House
41 Dundee Road West
Broughty Ferry
Dundee DD5 1NB

•

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The board of trustees Victoria Forrester

> Natasha King Sonia Grelka

Company secretary Georgina Wilmot

Registered office 30-34 Reform Street

> Dundee DD1 1RH

Auditors Dand Carnegie & Co.

Chartered Accountants & Registered Auditors Stannergate House 41 Dundee Road West **Broughty Ferry**

Dundee DD5 1NB

Bankers Unity Trust Bank PLC

Nine Brindleyplace 4 Oozells Square Birmingham B1 2HB

Solicitors Blackadders

30 & 34 Reform Street

Dundee DD1 1RJ

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2005

The trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2005.

CONSTITUTION

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

TRUSTEES

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 six collective members including a chairperson, secretary and treasurer and two external members shall be appointed from outwith the collective who will have an advisory role only. Appointments from the membership of a treasurer, secretary and chairwomen 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.

OBJECTIVES OF WOMEN'S RAPE & SEXUAL ABUSE CENTRE

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 W.R.A.S.A.C. 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 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 W.R.A.S.A.C.
- viii. To do all other things as will properly attain the above aims and objectives of the W.R.A.S.A.C.

RESERVES POLICY

The trustees consider that the charity, in the event of a loss of major funding, would require to pay redundancy costs to six staff members and that, this would currently cost approximately £16,000. In addition they consider that the charity would need to continue paying the lease regarding property rental, and the costs of continuation of at least the telephone support cover for a short period of time. These costs are estimated currently at £7,000. This equates to a total of £23,000 which the trustees consider is the minimum which must be held in general reserve by the charity. Currently the charity has general reserves of £38,837 of which £15,000 had been transferred to a designated building fund to allow the charity to purchase larger premises in the future.

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2005

INVESTMENT POWERS

The management committee 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.

RESULTS

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 TRUSTEES

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

Morag Duncan Natasha King

Victoria Forrester was appointed as a trustee on 16 June 2005. Sonia Grelka was appointed as a trustee on 16 June 2005. Morag Duncan retired as a trustee on 30 June 2005.

RISK MANAGEMENT

The trustees have accessed 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 our exposure to the major risks.

AUDITORS

A resolution to re-appoint Dand Carnegie & 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.

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

GEORGINA WILMOT Company Secretary

Approved by the trustees on 19 October 2005

STATEMENT OF TRUSTEES' RESPONSIBILITIES

YEAR ENDED 31 MARCH 2005

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 incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to:

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

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.





YEAR ENDED 31 MARCH 2005

We have audited the financial statements on pages 7 to 14 which have been prepared under the historical cost convention and the accounting policies set out on page 9.

This report is made solely to the charity'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 charity's members 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 and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

The trustees' (who also act as Directors for the charitable activities of the company) responsibilities for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on page 4.

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 Trustees Annual Report is not consistent with the financial statements, if the charity 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 trustees' remuneration and transactions with the charity is not disclosed.

We are not required to consider whether the statement in the Trustees Annual Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with United Kingdom 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 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.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE WOMEN'S RAPE AND SEXUAL ABUSE CENTRE, DUNDEE LIMITED (continued

SEXUAL ABUSE CENTRE, DUNDEE LIMITE YEAR ENDED 31 MARCH 2005

ueu .

OPINION

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31 March 2005 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.

DAND CARNEGIE & CO.

Chartered Accountants

& Registered Auditors

Stannergate House 41 Dundee Road West Broughty Ferry Dundee DD5 1NB

19 October 2005

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE WOMEN'S RAPE AND SEXUAL ABUSE CENTRE, DUNDEE LIMITED

YEAR ENDED 31 MARCH 2005

We have audited the financial statements on pages 7 to 14 which have been prepared under the historical cost convention and the accounting policies set out on page 9.

This report is made solely to the charity'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 charity's members 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 and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

The trustees' (who also act as Directors for the charitable activities of the company) responsibilities for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on page 4.

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 Trustees Annual Report is not consistent with the financial statements, if the charity 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 trustees' remuneration and transactions with the charity is not disclosed.

We are not required to consider whether the statement in the Trustees Annual Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with United Kingdom 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 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.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE WOMEN'S RAPE AND SEXUAL ABUSE CENTRE, DUNDEE LIMITED (continued)

YEAR ENDED 31 MARCH 2005

OPINION

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31 March 2005 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.

Stannergate House 41 Dundee Road West Broughty Ferry Dundee DD5 1NB

19 October 2005

DAND CARNEGIE & CO. Chartered Accountants & Registered Auditors

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2005

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2005 £	Total Funds 2004 £
INCOMING RESOURC	ES				
Donations	2	15,404	_	15,404	12,951
Income from charitable t activities:	radin	g			
Grants receivable	3	4,680	200,555	205,235	88,218
Interest receivable	4	336	_	336	685
TOTAL INCOMING			 		
RESOURCES		20,420	200,555	220,975	101,854
RESOURCES EXPENDI	ED				
Costs of generating funds Fundraising and	8:				
publicity	5	2,200	5,279	7,479	_
Charitable expenditure: Costs in furtherance of					
charitable objects Management and	6	3,495	129,627	133,122	82,222
administration	7	-	41,857	41,857	35,662
TOTAL RESOURCES				·····	 _
EXPENDED	8	5,695	176,763	182,458	117,884
NET INCOMING/(OUTGOI					
NG) RESOURCES FOR THE YEAR	10	14,725	23,792	38,517	(16,030)
Transfer between					
reserves		1,944	(1,944)		
NET INCOMING RESOURCES FOR					
THE YEAR		16,669	21,848	38,517	(16,030)
Balances brought forward		21,451	4,690	26,141	
Balances carried forward		38,120	26,538	64,658	(16,030)

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

All of the activities of the charity are classed as continuing.

The notes on pages 9 to 13 form part of these financial statements.

BALANCE SHEET

31 MARCH 2005

			2005	
	Note	£	£	2004 £
FIXED ASSETS				
Tangible assets	11		4,695	7,043
CURRENT ASSETS				
Debtors	12	1,442		1,824
Cash at bank and in hand		61,959		21,879
		63,401		23,703
CREDITORS: Amounts falling due within one		·		
year	13	(3,437)		(4,605)
NET CURRENT ASSETS			59,964	19,098
TOTAL ASSETS LESS CURRENT LIABILITI	ES		64,659	26,141
NET ASSETS			64,659	26,141
				 _
FUNDS				
Restricted	15		26,538	4,690
Designated funds	16		15,000	
Unrestricted	17		23,121	21,451
TOTAL FUNDS			64,659	26,141
E CONTROL OF THE OWNER OWNER OF THE OWNER				

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

These financial statements were approved by the members of the committee on the 19 October 2005 and are signed on their behalf by:

VICTORIA FORRESTER

Director

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2005

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) and the Companies Act 1985, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

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 preconditions 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.

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:

Fixed Assets - 25% per annum

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.

2. DONATIONS

Unrestricted	Restricted	Total Funds	Total Funds
Funds	Funds	2005	2004
£	£	£	£
15,404	-	15,404	12,951
	Funds £	Funds Funds $\mathbf{\pounds}$	Funds Funds 2005 £ £ £

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2005

3.	GRANTS RECEIVABLE				
		Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds	2005	2004
		£	£	£	£
	SIP	-	59,704	59,704	59,225
	Violence Against Women	-	50,000	50,000	-
	Scottish Executive Choose Life	-	50,000 40,851	50,000 40,851	-
	Domestic Abuse Forum	_	40,631	40,651	11,850
	Lloyds TSB	_	_	-	9,523
	Other Grants		-	-	3,000
	Social Work	4,680	_	4,680	4,620
		4,680	200,555	205,235	88,218
4.	INTEREST RECEIVABLE	-			
		Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds	2005	2004
		£	£	£	£
	Bank interest receivable	336	-	336	685
5.	FUNDRAISING AND PUBL	ICITY			
		Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds	2005	2004
	~	£	£	£	£
	Publications costs	2,200	5,279	7,479	<u>-</u>
6.	COSTS IN FURTHERANCE	OF CHARITA	BLE OBJECTS		
		Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds	2005	2004
		£	£	£	£
	Provision of charitable service		100 (07	122 122	92 222
	Support provided to women	3,495	129,627	133,122	82,222
	Analysis of provision of chari	table services:			
		Staff costs	Other costs	Total 2005	Total 2004
	C	£	£ 5 194	£	£ 92.222
	Support provided to women	127,938	5,184	133,122	82,222

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2005

		YEAR E	NDED 31 M	ARCH 2005			
7.	MANAGEMENT AND ADMINISTRATION						
		Unr	estricted Funds	Restricted Funds	Total Funds 2005	Total Funds 2004 £	
	Office costs		£	£ 39 , 647	£ 39,647	34,276	
	Audit fees			928	928	989	
	Legal and professional			1,282	1,282	397	
				41,857	41,857	35,662	
8.	TOTAL RESOURCE	S EXPENDE	D				
		Staff costs	Depreciation £	n Other cost	Total Funds s 2005 £	Total Funds 2004 £	
	Direct charitable						
	expenditure	127,938	-	- 5,184	4 133,122	82,222	
	Fundraising and publicity	_	_	- 7,479	7,479	_	
	Management and		_	- /, -1 /:	7,412		
	administration	_	2,348	39,509	9 41,857	35,662	
		127,938	2,348	52,172	182,458	117,884	
	The aggregate payroll	costs were:				***	
					2005 £	2004 £	
	Wages and salaries				108,234	48,219	
	Social security costs				10,685	21,968	
	Other pension costs				9,019	6,045	
					127,938	76,232	
	Particulars of employed The average number of		ed by the chari	ty during the fin	nancial year amo	unted to:	
					2005	2004	
					No	No	
	Number of administration	ve staff			6	3	
					2005	2004	
					£	£	
	Other costs:				7 470	5 OAF	
	Premises Legal and professional				7,470 2,210	5,805 1,386	
	Other				42,491	32,113	
						39,304	
					52,171	<i>37,304</i>	

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2005

9.	TRUSTEES' EMOLUMENTS			
	The trustees' emoluments were:			
			2005	2004
	Remuneration as trustees		£	£
	Remuneration as trustees			
10.	OPERATING PROFIT/LOSS			
	Operating profit/loss is stated after charging:			
			2005 £	2004 £
	Staff pension contributions		9,019	6,045
	Depreciation		2,348	2,348
	Auditors' remuneration			200
	- as auditors		928	989
	Operating lease costs: Land and buildings		7,190	7,162
	Date and Canonigo		=	
11.	TANGIBLE FIXED ASSETS			
		Freehold		
		property £	Equipment £	Total £
	COST	_	~	
	At 1 April 2004 and 31 March 2005	7,446	1,945	9,391
	DEPRECIATION			
	At 1 April 2004	1,862	486	2,348
	Charge for the year	1,862	486	2,348
	At 31 March 2005	3,724	972	4,696
	NET BOOK VALUE			
	At 31 March 2005	3,722	973	4,695
	At 31 March 2004	5,584	1,459	7,043
				
12.	DEBTORS			
			2005	2004
	Other delice		£	£
	Other debtors Prepayments		201 1,241	597 1,227
	skall - warren			
			1,442	1,824

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2005

13.	CREDITORS: Amounts falling due within one year	

2005	2004
£	£
2,448	1,867
989	2,738
3,437	4,605
	2,448 989 3,437

14. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2005 the charity had annual commitments under non-cancellable operating leases as set out below.

Land and buildings

	2005 £	2004 £
Operating leases which expire: Within 2 to 5 years	7,190	7,162

15. RESTRICTED FUNDS

ے جا کہ

Movement	in	TOCOUTOGC'
viovement	ın	resources:

		1710 7 0111	om mi iosomoos.	
	Balance at		Outgoing &	Balance at
	1 Apr 2004	Incoming	Transfers 3	31 Mar 2005
	£	£	£	£
Social Inclusion Partnership				
(Revenue)	(629)	59,704	(59,075)	_
Restricted Fund: Capital	5,319	_	(2,660)	2,659
Violence against Women		50,000	(44,378)	5,622
Scottish Executive	-	50,000	(43,604)	6,396
Choose Life Dundee	_	25,129	(20,023)	5,106
Choose Life Perth	_	7,000	(5,125)	1,875
Choose Life Conference	_	8,722	(3,842)	4,880
	4,690	200,555	(178,707)	26,538
				*

16. DESIGNATED FUNDS

Movement in	
resources:	
Utilised/	Balance at 31
Released	March 2005
£	£
15,000	15,000

_

Building funds

Building fund

As part of the ongoing commitment to provide support services to its clients, the charity have identified that the current leased premises are not adequate. As a result, the trustees have designated £15,000 from other funds to enable larger premises to be purchased.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2005

17. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

	Tangible fixed assets	Other net assets	Total
	£	£	£
Restricted funds	2,659	23,879	26,538
Designated funds		15,000	15,000
Unrestricted funds	2,036	21,085	23,121
	4,695	59,964	64,659

18. COMPANY LIMITED BY GUARANTEE

The charity is a private company limited by guarantee. It is registered in Scotland and is a charity for tax purposes.