

Bradford Rape Crisis and Sexual Abuse Survivors Service

Financial Statements

for the year ended 31st March 2010

WEDNESDAY



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COMPANIES HOUSE

Report of the Trustees for the year ended 31st March 2010

Reference and Administrative Information

Registered Office C/o 19-25 Sunbridge Road
Bradford
BD1 2AY

Lynda Godden
Sarah Curteis
Carole Wright
Elaine Peaker
Apeles Onyango
Christine Spice
Lisa Hilder

Chair
(resigned 04 12 09)

Treasurer (appointed 04 12 09)

Ecology Building Society
7 Belton Road
Silsden
Keighley
West Yorkshire
BD20 0EE

Bradford Rape Crisis and Sexual Abuse Survivors Service

Report of the Trustees for the year ended 31st March 2010

Objectives and activities

Objects

BRC&SASS is established for charitable purposes only, in particular BRC&SASS is established

- To relieve the mental and physical distress of women survivors of rape and sexual assault
- To promote education and research in the Bradford area into the subject of rape and sexual assault and its effects on women and girls, whether they be medical, social and/or psychological

Activities undertaken for public benefit in relation to objects

The Trustees have had due regard to guidance provided by the Charity Commission on public benefit including 'Meeting the Public Benefit Requirement' publication. The Trustees have reviewed the charities public benefit using the principles and questions outlined in the Charity Commission guidance. In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit (e.g. at our trustee meetings)

Strategies

Our objectives are achieved through the provision of specialist sexual violence services from a confidential office-base in Bradford and a variety of outreach locations

- **Core services** which include the telephone help line, face-to-face counselling, ISVA (an advocacy & support) service, outreach counselling, advocacy and support drop-in services for refugee women and sexually exploited women, training and information services
- **Jyoti**; specialist services for Black, Asian and Minority Ethnic (BAME) women and girls including help line, face-to-face counselling, outreach counselling, advocacy and support drop-in services and sexual violence awareness workshops. Jyoti currently provides services in English, Mir Puri, Punjabi and Urdu
- Her Majesty's Prison (HMP) **New Hall Counselling Service**, which provides counselling, information and support to women in New Hall prison

All services are free

Use of volunteers

All workers including volunteers at BRC&SASS work within a strict confidentiality policy. BRC&SASS has volunteer counsellors who are either qualified at diploma level or are diploma students. Volunteers complete our internal, OCN accredited training 'Working with Women Survivors of Sexual Violence'. This is a 3 unit programme

- Understanding Sexual Violence – 18 hrs class contact time, 2 hrs personal tutorials & 10 hrs directed study
- Telephone Help line Skills, Supporting Women Survivors of Sexual Violence – 9 hrs class contact time, 14 hrs supervised work place learning, 1 hr tutorial, 6 hrs directed study
- Feminist Practice in Working with Survivors of Sexual Violence – 18 hrs class contact time, 2 hrs tutorials, 10 hrs directed study

Achievements and performance

Core Telephone Help line

The Help line is often the first contact point for a woman or girl survivor who may also wish to access other services offered by BRC&SASS. The Help line team consists of experienced workers employed by BRC&SASS, rather than a mix of paid staff and volunteers. This change has been in response to the support needs of our callers, many of whom are dealing with the long term impact of repeated rapes, violence and abuse on their mental health. The Core Telephone Help line is open three afternoons a week and two evenings a week. One of the evenings is dedicated for new callers only.

From 1st April 2009 to 31st March 2010 we had 2,508 Help line contacts with survivors and agencies including contact with 266 individual women and girl survivors

Core Counselling and Therapy Services

All counsellors and therapists on the staff team have been trained to diploma level or above, as well as receiving specialist in-house training. Our Senior Therapist and Supervisor has over 25 years experience in the specialist sexual violence field and holds clinical responsibility for the service. All counsellors have external and internal clinical supervision. BRC&SASS works within BACP's Ethical Framework. The service aims to provide woman-centered therapy and counselling to survivors of sexual violence – an empowering and non-pathologising alternative to statutory services. We provide short, medium and long term counselling on the basis of what the woman or girl needs. The impact of sexual violence on women's lives is pervasive, sometimes overwhelming and often insidious. We work with survivors on any issue they choose, regardless of when the abuse occurred. Evaluation from our service users provides valuable information about the impact of sexual violence, the ways in which our service helps women and any improvements that could be made to the service. From 1st April 2009 to 31st March 2010 762 counselling sessions were provided to 92 women

Bradford Rape Crisis and Sexual Abuse Survivors Service

Report of the Trustees for the year ended 31st March 2010

Jyoti Services

Jyoti provides specialist services offered by, and for, Black, Asian and Minority Ethnic (BAME) women. The team encompasses a wide range of expertise and is able to offer free confidential help line, counselling, advocacy and drop-in support. The services are for all BAME women and girls who have experienced rape and any other form of sexual abuse at any point in their lives, as an adult or a child. We also provide outreach sessions at Shipley Women's Aid, Naye Subah and Bevan House Primary Care Center. In the past year we have delivered specialist workshops and training across the Bradford district to both service users and professionals in public sectors e.g. NHS and voluntary and charity sectors. These have proven to be successful in tackling the barriers women and girls face in accessing our services, as a result we are constantly in demand as there are very few services able to offer a specialist service with the relevant training and background as ourselves. From 1st April 2009 to 31st March 2010 Jyoti provided 506 face counselling sessions and 92 advocacy & drop-in support sessions for 131 individual women and girls. There were 1335 help line contacts with survivors and agencies including contact with 177 individual women and girl survivors.

New Hall Counselling Service

BRC&SASS has been providing a counselling service within HMP New Hall since 1992. The service is provided five days a week and is entirely funded by a three year contract with the Prison Service through the prison budget. The women in the prison often present with difficult, complex, multi-layered problems. Most have experienced more than one type of abuse, often perpetrated by multiple abusers. Women come with many different issues including the effects of violence and sexual abuse, addiction and relationship problems. Of the women we have worked with in this reporting year, 78.2% had been physically or sexually abused, and 43.6% of the women we worked with disclosed that they were survivors of child sexual abuse. These figures aren't strange aberrations, the last 7 years have shown very similar levels of abuse. Clearly sexual violence is a huge factor in the lives of many women who end up in prison. From 1st April 2009 to 31st March 2010 a total of 871 appointments were provided including 643 counselling sessions and 225 initial assessment visits for 271 women.

Services at Bevan House Primary Care Center

Bevan House is a Primary Care Center established to meet the health needs of people who are homeless and refugees including people who are seeking asylum. They provide a GP practice, TB screening and sexual health awareness, undertake assessment for health and social support needs, provide space and work in partnership with mental health service providers and refer to other services. Over the last two years we have developed and maintained our service delivery of two full days on Tuesdays and Thursdays delivered by three members of staff. The services we provide consist of regular face to face counselling sessions, half hour drop-in sessions and time for advocacy work available on both days, occasional pre-arranged home visits accompanied by a staff member of the Bevan outreach team on Thursdays. This has been particularly useful in reaching clients who are unable to leave their home for any reason or find keeping planned appointments too difficult at this point in their lives. From 1st April 2009 to 31st March 2010 345 face to face sessions were provided for 36 women survivors consisting of 235 counselling sessions, 36 initial assessments visits, 45 advocacy sessions, 23 drop-in sessions, 3 accompanying clients, 3 home visits.

Services for Sexually Exploited Women & Girls

We continue to work in partnership with Bradford Working Women's Service to deliver counselling, advocacy and support drop-in services for sexually exploited women. Now into our third year of service we have continued to provide weekly Friday drop-in sessions whereby any woman can have the choice of either a short informal one-off session, a full one-hour session if no-one else is waiting. A woman can discuss the possibility of more regular ongoing counselling support from us provided either within or outside of the service i.e. at Bevan House Drop-in or our core counselling service. The service we offer has extended to doing risk assessed home visits with a member of the staff to women who have regularly used the service where there is some concern for their welfare. From 1st April 2009 to 31st March 2010 we have provided 23 face-to-face counselling sessions, 37 Drop-in sessions, 9 one-off face-to-face counselling sessions at drop-in and 2 home visits with 5 individual women.

ISVA Service

Independent Sexual Violence Advisors (ISVAs) are victim-focused advocates who are funded to work with victims of serious sexual crimes to enable them to access the services they need in the aftermath of the abuse they have experienced and to support them throughout the criminal justice process as necessary. In September 2009 we were able to employ an additional ISVA worker, this gave us one full time equivalent post shared by 2 workers, which meant they could operate as a team. Our clients are very diverse. They have ranged in age from 10 to 60+, their sexuality, ethnicity, social backgrounds and immigration status are varied. Some we may speak to just once on the phone to give some information about the criminal justice system, where to get legal advice about an injunction or how to access sexual health services. Others we may support from the reporting stage right through to court and applying for criminal injuries compensation. From 1st April 2009 to 31st March 2010 our ISVA service worked with 79 women and girls providing 230 face to face sessions and 1,745 telephone contacts with individual survivors and agencies.

Bradford Rape Crisis and Sexual Abuse Survivors Service

Report of the Trustees for the year ended 31st March 2010

Financial review

Reserves policy

Reserves are held to cover potential redundancy, sickness and maternity costs. They are also held to cover running costs should there be a gap in funding or if the organisation is unsustainable whilst it winds down. BRC&SASS aims to hold 9 months running costs. In order to cover potential redundancy, sickness and maternity costs BRC&SASS aims to transfer 5% of project costs into our designated contingency fund. This policy and the level of reserves will be reviewed annually in accordance with a risk assessment.

Structure, governance and management

Governing document

A company limited by guarantee, first registered on 16th November 2001 number 04323961. Registered as a charity on 24th April 2002 number 1091732. Took over the assets, liabilities and undertakings of Bradford Rape Crisis Group, an unincorporated charity established in 1982 on 4th April 2002.

Company status

The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of guarantees at 31st March 2010 was 8.

Trustee selection methods

BRC&SASS aims to recruit Trustees (Management Group members) who have experience of working with women and girl survivors of rape and sexual abuse, experience of the voluntary sector and who have relevant management skills to offer. Management Group members are appointed by Members of the organisation at the AGM and by existing members of the Management Group at Management Group meetings. One third of Trustees must retire at each AGM, those longest in office retiring first. Membership of the organisation is open to any volunteer who is interested in promoting the objects of the Charity, has been supporting the organisation through voluntary work for more than three months, applies to the Charity in the form required by the Trustees and is approved by the Trustees.

Induction and training of trustees

New Management Group members are given an induction pack and offered relevant training opportunities as they arise e.g. Bradford CVS training programme.

Organisational structure

Management Group members are Trustees of the Charity, Directors of the Company and Members of the organisation. The Management Group meet 10 times a year, working groups are established when necessary.

BRC&SASS is an organisational member of the British Association for Counselling and Psychotherapy (BACP), a member of the Rape Crisis (England & Wales) and Bradford Violence Against Women Forum.

Risk management

The Management Group have instituted an annual risk assessment in addition to a rolling review of risk. All current funding is time limited. No one funding stream contributes more than 22% of our income. Sustainability of posts and services is a key issue in a time of reduced public spending and potential reduction has to be considered and planned for. We continue with our policy of existing posts and new posts being substantial hours in order to manage the risks associated with part time staff.

Bradford Rape Crisis and Sexual Abuse Survivors Service

Report of the Trustees for the year ended 31st March 2010

Statement of Trustees' responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and 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 accounting 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 business

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Trustees, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the Board of Trustees and signed on their behalf by

J.V. Gregory
18.11.10

Jane Gregory (Company Secretary)

Date

**Independent Examiner's Report to the Trustees of
Bradford Rape Crisis and Sexual Abuse Survivors Service**

I report on the accounts of the company for the year ended 31st March 2010 which are set out on pages 7 to 16

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities
- have not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Susan Cooper
FCCA DChA
Slade & Cooper Ltd
Accountants
6 Mount Street
Manchester M2 5NS

17.12.10 Date

Bradford Rape Crisis and Sexual Abuse Survivors Service

**Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2010**

	Note	Unrestricted funds £	Restricted funds £	2010 £	2009 £
Incoming resources	2				
Donations		1,000	-	1,000	400
Grants		60,945	188,201	249,146	211,339
Contract fees		54,636	-	54,636	52,914
Fees and other income		398	-	398	345
Bank interest		569	-	569	2,107
Total incoming resources		117,548	188,201	305,749	267,105
Resources expended					
Charitable activities	3	100,974	177,486	278,460	234,684
Governance costs		-	-	-	-
Total resources expended		100,974	177,486	278,460	234,684
Net incoming/(outgoing) resources for the year	5	16,574	10,715	27,289	32,421
Transfer between funds		3,894	(3,894)	-	-
Net movement in funds		20,468	6,821	27,289	32,421
Funds at 31 March 2009		119,429	14,763	134,192	101,771
Funds at 31 March 2010		£ 139,897	£ 21,584	£ 161,481	£ 134,192

All of the charity's operations are classed as continuing

Movements on reserves and all recognised surpluses or deficits are shown above

Bradford Rape Crisis and Sexual Abuse Survivors Service
Company no. 4323961

Balance Sheet
as at 31 March 2010

	Note	2010	2009
		£	£
Fixed assets			
Tangible assets	8	836	1,485
Current assets			
Debtors	9	19,793	57,039
Cash at bank and in hand		154,013	85,307
		<u>173,806</u>	<u>142,346</u>
Creditors, amounts falling due in less than one year	10	(13,161)	(9,639)
		<u></u>	<u></u>
Net current assets		160,645	132,707
		<u></u>	<u></u>
Total assets less current liabilities		<u>£ 161,481</u>	<u>£ 134,192</u>
		<u></u>	<u></u>
Reserves			
Unrestricted funds			
Designated funds	11	47,216	47,216
General funds		92,681	72,213
		<u></u>	<u></u>
Subtotal		139,897	119,429
Restricted funds	12	21,584	14,763
		<u></u>	<u></u>
		<u>£ 161,481</u>	<u>£ 134,192</u>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime (of the Companies Act 2006)

Approved by the Trustees and signed on their behalf by

Lynda Godden (Chair)

L. E. Godden 18th November 2010

Lisa Hilder (Treasurer)

L. Hilder 3 12 10

Date

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2010

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. They have been applied consistently during the year, and in the preceding year.

a Basis of preparation

The financial statements have been prepared under the historic cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008).

b Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d Resources expended

Expenditure is recognised on an accrual basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2010

e Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Individual items costing less than £200 are not capitalised.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Furniture & equipment	25%

f Cash flow statement

The charity has taken advantage of the exemption in Financial Reporting Standard 1 from preparing a Cash Flow Statement on the grounds that it is a small charitable company.

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2010 (continued)

2 Incoming resources

	Unrestricted £	Restricted £	Total 2010 £	Total 2009 £
Grants				
Bradford MDC - Domestic Abuse Partnership	60,945	-	60,945	59,750
Bradford and Airedale Teaching PCT	-	34,148	34,148	27,600
Jyoti				
Healthy Communities Funding Team	-	14,362	14,362	28,724
Bradford and Airedale Teaching PCT	-	43,609	43,609	50,159
Government Equalities Office	-	30,976	30,976	-
Victims Fund				
Ministry of Justice (formerly Home Office)	-	45,106	45,106	45,106
Home Office	-	20,000	20,000	-
	<hr/> 60,945	<hr/> 188,201	<hr/> 249,146	<hr/> 211,339
Contract fees				
Newhall Service				
HMP and YOI Newhall	54,636	-	54,636	52,914
	<hr/> 1,000	<hr/> -	<hr/> 1,000	<hr/> 400
Donations				
	<hr/> 398	<hr/> -	<hr/> 398	<hr/> 345
Fees and other income				
	<hr/> 569	<hr/> -	<hr/> 569	<hr/> 2,107
Interest received				
	<hr/> £ 117,548	<hr/> £ 188,201	<hr/> £ 305,749	<hr/> £ 267,105
Total incoming resources	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts
for the year ended 31 March 2010 (continued)

3 Resources expended

	note	Core Special Fund £	ISVA £	Core Services £	Core (PCT £	Jyoti £	Newhall Project £	Victims Fund £	Total 2010 £	Total 2009 £
Staff costs	6	3,866	17,281	65,389	21,916	54,839	33,772	39,093	236,156	196,872
Volunteers & workers expenses		-	806	1,373	635	108	460	861	4,243	2,669
Management committee expenses		-	61	283	22	-	-	33	399	619
Training		-	228	843	322	122	327	78	1,920	1,952
Supervision		-	1,011	(146)	2,816	1,753	1,715	529	7,678	4,682
Premises costs & rent		-	132	1,727	687	5,091	3,819	1,161	12,617	10,500
Repairs & renewals		-	172	188	132	175	155	-	822	1,080
Insurance		-	22	434	334	368	414	70	1,642	1,470
Telephone & internet		-	398	333	446	957	498	69	2,701	2,311
Printing, postage & stationery		-	133	103	265	752	462	19	1,734	2,377
Sundry		-	35	(24)	73	91	77	16	268	1,226
Reference & subscription		-	10	11	36	98	98	10	263	459
Bank charges		-	140	143	-	-	-	-	283	115
Accountancy & payroll		-	32	855	467	640	591	164	2,749	2,618
Depreciation		-	-	649	-	-	-	-	649	704
Advertising & publicity		-	-	6	9	14	-	-	29	1,634
Meeting costs		-	-	67	255	310	233	-	865	30
Recruitment		-	93	176	-	1,454	93	-	1,816	2,009
Consultancy		-	-	431	-	-	-	-	431	480
Database		-	-	133	-	168	611	-	912	705
Interpretation		-	81	121	-	-	-	81	283	172
Management charges		-	132	(24 376)	3 407	9,632	8 930	2,275	-	-
Total resources expended		£ 3,866	£ 20,767	£ 48,719	£ 31,822	£ 76,572	£ 52,255	£ 44,459	£ 278,460	£ 234,684
Total resources expended 2009		£ -	£ -	£ 43,478	£ 29,926	£ 70,685	£ 47,278	£ 43,317	£ 234,684	

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2010 (continued)

4 Corporation tax

The charity is exempt from tax on income and gains falling within S505 of the Income & Corporation Taxes Act 1988 (ICTA 1998) or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

5 Net incoming/(outgoing) resources

This is stated after charging/(crediting) the following

	2010 £	2009 £
Independent Examiner's remuneration	1,763	1,735
Depreciation	649	704
	<hr/>	<hr/>
Independent Examiner's remuneration comprised		
Independent examination	353	345
Accountancy	1,410	1,390
	<hr/>	<hr/>
	£ 1,763	£ 1,735
	<hr/>	<hr/>

6 Staff costs

Staff costs during the year were as follows

	2010 £	2009 £
Wages and salaries	219,069	180,781
Social security costs	12,282	13,771
Freelance fees	4,039	2,220
Payroll costs	766	100
	<hr/>	<hr/>
	£ 236,156	£ 196,872
	<hr/>	<hr/>

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

Co-ordinators	1.48	1.19
Senior therapist and supervisor	0.50	0.50
Finance worker	-	0.11
Core counsellors, Help line & Outreach support workers	1.54	1.87
Jyoti coordinator	-	0.69
Jyoti counsellors, Help line & Outreach support workers	2.06	1.71
Data input and reports worker	0.26	0.26
New Hall counsellors	1.23	1.20
Training and volunteer supervisor	0.29	0.20
Independent Sexual Violence Advocates (ISVA's)	1.20	-
	<hr/>	<hr/>
Total	8.56	7.73
	<hr/>	<hr/>

The number of employees earning over £60,000 per annum excluding pension contributions was nil (2009 nil)

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2010 (continued)

7 Trustees' remuneration and expenses

4 trustees received travel and subsistence expenses during the year of £338 (2009 £619) and one received volunteer expenses during the year of £512

One trustee received £3,479 (2009 £320) during the year for the provision of finance and book keeping services

8 Fixed assets tangible assets

	Equipment & furniture £	Total £
Cost		
At 1 April 2009	6,354	6,354
Additions	-	-
Disposals	-	-
	<hr/>	<hr/>
At 31 March 2010	£ 6,354	£ 6,354
	<hr/>	<hr/>
Depreciation		
At 1 April 2009	4,869	4,869
Charge for the year	649	649
Disposals	-	-
	<hr/>	<hr/>
At 31 March 2010	£ 5,518	£ 5,518
	<hr/>	<hr/>
Net book value		
At 31 March 2010	£ 836	£ 836
	<hr/>	<hr/>
At 31 March 2009	£ 1,485	£ 1,485
	<hr/>	<hr/>

9 Debtors

	2010 £	2009 £
Debtors	19,439	56,804
Prepayments	354	235
	<hr/>	<hr/>
	£ 19,793	£ 57,039
	<hr/>	<hr/>

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2010 (continued)

10 Creditors amounts falling due in less than one year

	2010 £	2009 £
Creditors & accruals	8,638	5,358
Taxation & social security	4,523	4,281
	<u>£ 13,161</u>	<u>£ 9,639</u>

11 Designated funds

	As at 1 April 2009 £	Incoming transfers £	Outgoing transfers £	As at 31 March 2010 £
Contingency fund	47,216	-	-	47,216
	<u>£ 47,216</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 47,216</u>

Funds have been designated by the management committee for redundancy, maternity and long term sickness provision

12 Restricted funds

	As at 1 April 2009 £	Incoming resources £	Outgoing resources £	Transfers £	As at 31 March 2010 £
Jyoti	12,979	57,971	(58,975)	-	11,975
Leeds work	96	-	-	-	96
Bradford and Airedale Teaching PCT	(2,326)	34,148	(31,822)	-	-
Victims Fund	4,014	45,106	(44,459)	(4,661)	-
ISVA	-	20,000	(20,767)	767	-
Special Fund	-	30,976	(21,463)	-	9,513
	<u>£ 14,763</u>	<u>£ 188,201</u>	<u>£ (177,486)</u>	<u>£ (3,894)</u>	<u>£ 21,584</u>

Restricted funds represent monies to be used for the following specific purposes

Jyoti - Specialist services for Black, Asian and Minority Ethnic (BAME) women and girls including help line, face to-face counselling, outreach counselling, advocacy and support drop-in services and sexual violence awareness workshops

Leeds Work - to provide helpline support and face to face counselling for women in the Leeds District

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2010 (continued)

12 Restricted funds (continued)

Bradford and Airedale Teaching PCT - To provide specialist sexual violence counselling and support to BME women, women refugees/asylum seekers and women currently selling sex

Victims Fund - a contribution towards providing direct support services (including counselling, crisis support and a helpline) This funding ended in the financial year, the transfer to unrestricted funds represents monies applied, in line with the funders original commission, to cover monitoring services provided and the ISVA restricted fund shortfall

ISVA - Home Office grant contribution towards providing an Independent Sexual Violence Advocacy service

Special Fund - Government Equalities Office contribution towards the continuation of front line services to victims of sexual abuse

13 Analysis of net assets between funds

Fund balances at 31 March 2010 are represented by	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	836	-	836
Net current assets	139,061	21,584	160,645
Total net assets	£ 139,897	£ 21,584	£ 161,481