

Charity Registration No. 1098323

Company Registration No. 04539479 (England and Wales)

**WATFORD WOMEN'S CENTRE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# WATFORD WOMEN'S CENTRE

## LEGAL AND ADMINISTRATIVE INFORMATION

---

<b>Trustees</b>	Catherine Tyack Liz Hunter Suzannah Trivedi Sheila Edmund Jyoti Tailor Shamini Grayson Shalina Ganatra Ann Beatty Natalie Kemp Stephanie Sykes Ruth Paterson
<b>Chief Executive Officer</b>	Fiona Miller
<b>Secretary</b>	Fiona Miller
<b>Charity number</b>	1098323
<b>Company number</b>	04539479
<b>Principal address</b>	83 Market Street Watford Hertfordshire WD18 0PT
<b>Registered office</b>	83 Market Street Watford Hertfordshire WD18 0PT
<b>Independent examiner</b>	Gary Howard FCA Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE
<b>Bankers</b>	NatWest Bank Plc 72-74 High Street Watford Hertfordshire WD17 2GZ

---

# WATFORD WOMEN'S CENTRE

## CONTENTS

---

	Page
Trustees' report	1 - 5
Statement of Trustees' responsibilities	6
Independent examiner's report	7
Statement of financial activities	8 - 9
Balance sheet	10
Notes to the financial statements	11 - 21

---

# **WATFORD WOMEN'S CENTRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021**

---

The Trustees present their annual report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

### **Objectives and activities**

#### *Charitable objects*

In accordance with the Memorandum and Articles of Association, the charity is established to promote any charitable purpose for the benefit of women in Watford and the surrounding areas, (the beneficiaries) without distinction of race, sexual orientation, or religious or political or other opinion by the advancement of education and training, the preservation and support of physical and mental health, and the provision of facilities for recreation and leisure time activities in the interests of social welfare with the object of improving the quality of life of the beneficiaries.

#### *Aims of the charity*

To improve and increase the choices available to the service user through education.  
To enable and improve access to accurate information and advice.  
To improve the emotional wellbeing of the service user.  
To enable service users to access services at a reasonable cost.  
To influence external organisations at a local, regional and national level in furtherance of these aims.

#### *Objectives for the year*

Provide a range of educational, recreational, and training courses.  
Provide a weekly Advice Session with qualified advisors.  
Provide support appointments during working hours.  
Provide domestic abuse outreach services for BME communities  
Provide low cost long and short term counselling service.  
Provide volunteering opportunities.  
Provide a worker to advocate for and support users to access external services  
Engage in partnership working with other organisations, attend meetings and affiliate to other organisations.

#### *Public benefit statement*

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### *Volunteers*

In 2020-21 we engaged with fewer new volunteers due to COVID-19. However our team of 19 volunteer counselors continued to provide delivery therapeutic support to clients and we recruited 12 new volunteers in preparation for the launch of new telephone support services.

# **WATFORD WOMEN'S CENTRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

---

### *Activities during the year*

- In 2020 - 21 the charity moved our digital business to the cloud enabling speedy and efficient transfer of services to remote delivery
- We developed social engagement strategies to ensure continuity of support for our clients during COVID-19
- New online education and training programmes were created and rolled out
- Clients accessed 420 Domestic Abuse support sessions and 80 legal advice sessions. Additionally, we ran 2 My Life programmes and 5 My Life workshops. 102 women accessed My Life during the year.
- Our team of 19 volunteer counsellors provided 1,338 hours of therapy and we assessed 112 new clients for our low cost long-term counselling support.
- Through our contract with Hertfordshire Adult Family Learning Service (HAFLS) we enrolled 657 learners. 19 Personal development courses, 18 ESOL courses, 7 ICT Courses and a range of accredited and non accredited provision to support the journey from learning to work
- The National Careers Service via Realise Futures contracted the Centre to offer Information, Advice and Guidance sessions to men and women looking to return to work, volunteering, or learning. The funding provided 679 sessions of IAG over this period, and we achieved 390 Job and learning outcomes for clients.

### **Achievements and performance**

We maintained continuity of service during COVID and no working days were lost due to the pandemic. All of our services continued to provide much needed support to Domestic Abuse victims, and women with poor mental health. We supported individuals who were experiencing job insecurity with careers advice and training opportunities and significantly grew our delivery of personal wellbeing programmes to help address the increased feelings of isolation as a result of lockdown.

Towards the end of 2020-21 we launched the Lottery Funded MyAlly service. A telephone support line, staffed by women with lived experience providing vital emotional and practical support to women impacted by Domestic Abuse and/or relationship struggles. We recruited, trained and supported 12 volunteers and engaged with over 60 organisations at the launch event

Strategically, we continued to focus on maintaining financial sustainability and grew our grant income by 70% compared to the previous year. We diversified our funder profile and also engaged an interim Fundraiser developing a more robust Fundraising Plan and improving our fundraising capabilities into the following year.

We also redesigned our accounting systems and improved our financial management processes enabling improvements in strategic and financial planning.

We extended our reach through awareness raising campaigns during the 16 Days of Action and International Womens Day utilizing our social media to increase engagement reaching an audience of 1,000,000.00 over the two campaigns.

We once again met all our contractual targets, achieving bonus payments for timely completion, quality and compliance. As a result we have been able to enter negotiations with HALS (Herts Adult Learning Service) to increase the contract funding by a minimum of 80%.

Our specialist DA BAME became much more complex in 2020-21 as DA victims without recourse to public funds were left without safe accommodation during Lockdown. We worked intensively over longer periods with BAME victims enabling them to establish residency status, access funds and find safe accommodation.

# **WATFORD WOMEN'S CENTRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

---

### **Financial review**

#### *Overview*

This year's activities have seen an increase in total reserves of £123,966 from £314,521 to £438,487 of which £48,950 is restricted.

#### *Incoming resources*

Total incoming resources for the year ended 31 March 2021 were £468,513, compared with £413,848 for the year to 31 March 2020.

#### *Balance sheet*

The balance sheet is showing a healthy position with creditors covered by current assets.

#### *Reserves policy*

We review our reserves annually. Our aim is to support three months' running costs for core activities, which we assess to be approximately £85,000 of reserves. However, we consider that we also need an additional reserve calculation based on 25% of annual expenditure. This additional measure ensures we remain able to cover all costs for an orderly wind up of services, in the event that core funding for the Women's Centre should suddenly cease.

As stated in the 2020-21 Financial Review summary, our reserves have substantially improved during the 12 months to 31 March 2021 by £123k, based largely on additional donations and grants. This funding recognised the importance of maintaining women's services and managing the additional challenges of delivery during the pandemic. It is however anticipated the level of reserve is likely to normalise at a lower value in 2021-22.

#### *Principal sources of income*

Our principal sources of income have historically comprised service level agreements, grant funding and project funding. Careful planning ensures that our income is used to best effect to deliver the charity's objects via the management team and in consultation with the Trustees.

#### *Investment policy*

We have examined our investment practice this year and will be putting surplus funds on deposit to maximise the income we make from investments over the coming financial year.

#### *Risk management*

We have reviewed the possible risks to the charity, each of the sub-groups have assessed the risks relating to their area of work and reported back to the main board. The greatest risk to the charity is still considered to be financial instability; the organisation continues to expand on its income generating work in line with the business plan.

### **COVID-19**

Trustees have regularly reviewed the impact of the pandemic on the charities finance throughout the year. Emergency budgets and regular re forecasting and monitoring was implemented via the resources group and Board. We were able to secure additional funding to support the charity throughout the year via emergency COVID funds distributed locally and new grant funding addressing increased demand for DA and Counselling via the Community Lottery and PCC

The Trustees remain confident that the charitable company will be able to deliver significantly against our aims and objects within the resources that will be available for 2021-22.

# **WATFORD WOMEN'S CENTRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2021***

---

### **Plans for the future**

We continue to seek opportunities for independent income with fundraising and planned delivery of private and accredited courses, particularly seeking new opportunities to utilize our depth of skills in DA and delivery of accessible, cost effective counselling services to our clients .

We will continue to invest and train volunteers to support and extend the reach of the MyAlly project funded by the National Lottery, to help women to better understand and find solutions to issues to improve their lives. As the My Ally programme develops further we aim to improve and embed impact measures to demonstrate the value of this programme and support continuation of the funding.

Significant progress has also been made to determine the future Premises requirements and we are seeking additional grants to implement initial recommendations. Unfortunately no suitable local premises were identified in the Watford area to meet our immediate needs, at an affordable price. Instead we are seeking to progress interim changes to Market street to improve the delivery of counselling and DA services and improve the staff environment of our administration hub. We will continue to engage the council and work with them to integrate Watford Womens' Centre requirements within a new development, to ensure the long term provision of improved facilities to our clients.

We continue to build the strength and breadth of the Board with the appointment of 4 new trustees in June 2021, seeking to build on our skills in strategy, performance measurement and operational effectiveness . An early focus for the extended Board will be consultation with key stakeholders and a review and further refinement of the 3 year strategy and financial plan.

We will explore further counselling service models as part of the Strategy review to determine whether we can enhance our range of paid for services and counsellor expertise.

We will continue to develop our in house Fundraising expertise and targeting of grants aligned with our strategy, and build on the structure we have put in place in 2021.

### **Structure, governance and management**

Watford Women's Centre was registered as a Company Limited by Guarantee on 19 September 2002 and was registered as a charity on 2 July 2003.

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. The Articles were amended by Special Resolution at the 2009 AGM to enable members to serve for 3 years before re-election.

Any member of the company can apply to be a Trustee. Recruitment of Trustees is largely through public advertisement as well as some personal recommendation. All potential Trustees go through an application process, including a visit to the Centre, completing application forms and an interview with at least two Trustees who make a recommendation to the main board. If successful, the applicant is co-opted to the board until the next AGM when they stand for election. Trustees can then stand for re-election on a three yearly cycle. During the financial year there were three resignations from and two appointments to the board.

Conflicts of interest are recorded on pro-forma. There were no registered conflicts of interest in this year.

# WATFORD WOMEN'S CENTRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

---

The structure of the Centre consists of a CEO, Operations Manager, Specialist Staff, Office Staff, Tutors, Trustees and Volunteers.

In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

The following Trustees served on our board since 1 April 2020:

Catherine Tyack

Liz Hunter

Suzannah Trivedi

Sheila Edmund

Jyoti Tailor

Shamini Grayson

Shalina Ganatra

Ann Beatty

(Appointed 6 July 2021)

Natalie Kemp

(Appointed 12 June 2021)

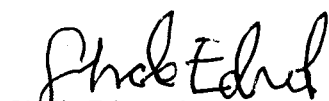
Stephanie Sykes

(Appointed 12 June 2021)

Ruth Paterson

(Appointed 12 June 2021)

The Trustees' Report was approved by the Board of Trustees.



Sheila Edmund

Trustee

Dated: 24 November 2021



# **WATFORD WOMEN'S CENTRE**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2021***

---

The Trustees, who are also the directors of Watford Women's Centre for the purpose of company law, are responsible for preparing the Trustees' 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

# WATFORD WOMEN'S CENTRE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WATFORD WOMEN'S CENTRE

---

I report to the Trustees on my examination of the financial statements of Watford Women's Centre (the charity) for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

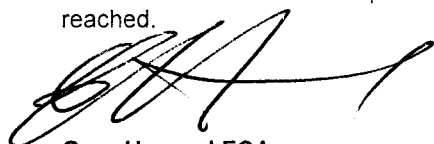
#### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



**Gary Howard FCA**

Howard Wilson Chartered Accountants  
36 Crown Rise  
Watford  
Hertfordshire  
WD25 0NE

Dated: 6 December 2021

# WATFORD WOMEN'S CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

### Current financial year

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes				
<b><u>Income from:</u></b>					
Voluntary income including donations and legacies	3	75,114	-	75,114	54,206
Activities and facilities for the benefit of women in Watford	4	142,876	250,148	393,024	358,566
Fundraising activities	5	375	-	375	1,076
<b>Total income</b>		<b>218,365</b>	<b>250,148</b>	<b>468,513</b>	<b>413,848</b>
<b><u>Expenditure on:</u></b>					
Activities and facilities for the benefit of women in Watford	6	138,384	206,163	344,547	392,267
<b>Net income for the year/ Net movement in funds</b>		<b>79,981</b>	<b>43,985</b>	<b>123,966</b>	<b>21,581</b>
Fund balances at 1 April 2020		309,556	4,965	314,521	292,940
<b>Fund balances at 31 March 2021</b>		<b>389,537</b>	<b>48,950</b>	<b>438,487</b>	<b>314,521</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# WATFORD WOMEN'S CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes			
<b><u>Income from:</u></b>				
Voluntary income including donations and legacies	3	54,206	-	54,206
Activities and facilities for the benefit of women in Watford	4	343,612	14,954	358,566
Fundraising activities	5	1,076	-	1,076
<b>Total income</b>		<b>398,894</b>	<b>14,954</b>	<b>413,848</b>
<b><u>Expenditure on:</u></b>				
Activities and facilities for the benefit of women in Watford	6	359,486	32,781	392,267
<b>Net incoming resources before transfers</b>		<b>39,408</b>	<b>(17,827)</b>	<b>21,581</b>
<b>Net income for the year/ Net movement in funds</b>		<b>39,408</b>	<b>(17,827)</b>	<b>21,581</b>
Fund balances at 1 April 2019		270,148	22,792	292,940
<b>Fund balances at 31 March 2020</b>		<b>309,556</b>	<b>4,965</b>	<b>314,521</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# WATFORD WOMEN'S CENTRE

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	9		207,660		214,866
<b>Current assets</b>					
Debtors	10	-		25,598	
Cash at bank and in hand		234,537		90,116	
		<u>234,537</u>		<u>115,714</u>	
<b>Creditors: amounts falling due within one year</b>	11	(3,710)		(16,059)	
Net current assets			230,827		99,655
<b>Total assets less current liabilities</b>			<u>438,487</u>		<u>314,521</u>
<b>Income funds</b>					
Restricted funds	12		48,950		4,965
<u>Unrestricted funds</u>					
Designated funds	13	245,000		245,000	
General unrestricted funds		<u>144,537</u>		<u>64,556</u>	
			389,537		309,556
			<u>438,487</u>		<u>314,521</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 24 November 2021



Sheila Edmund  
Trustee

Jyoti Tailor  
Trustee



Company Registration No. 04539479

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

---

### 1 Accounting policies

#### Charity information

Watford Women's Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is 83 Market Street, Watford, Hertfordshire, WD18 0PT.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, despite the ongoing and potential effects of COVID-19, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees continue to adopt the going concern basis of accounting in preparing the financial statements and no adjustments to the results or the carrying values declared in these financial statements are required, and none have been made.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aims and uses of the restricted funds are set out in the notes to the accounts.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular purposes they have been allocated on a basis consistent with the use of resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	2% straight line
Office equipment	25% straight line
Computer equipment	25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### **1.12 Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.



# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 3 Voluntary income including donations and legacies

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Donations and gifts	35,999	54,206
Government grants receivable	39,115	-
	<u>75,114</u>	<u>54,206</u>
<b>Government grants receivable</b>		
Hertfordshire County Council	15,905	-
Watford Borough Council	8,296	-
HMRC - CJRS grants	14,914	-
	<u>39,115</u>	<u>-</u>

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 4 Activities and facilities for the benefit of women in Watford

	2021 £	2020 £
Fees received	92,949	146,629
Performance related grants	300,075	211,937
	<u>393,024</u>	<u>358,566</u>
Analysis by fund		
Unrestricted funds	142,876	
Restricted funds	250,148	
	<u>393,024</u>	
<b>For the year ended 31 March 2020</b>		
Unrestricted funds		343,612
Restricted funds		14,954
		<u>358,566</u>
<b>Performance related grants</b>		
Herts Adult and Family Learning Service (including DCLG Migrant fund)	103,784	194,483
Lifelines International Fund for Education	31,840	-
Watford Borough Council	4,100	2,000
Big Lottery Fund/Awards For All	84,833	12,954
Hertfordshire PCC	19,130	-
Hertfordshire Community Foundation	10,000	-
Hertfordshire County Council	1,300	1,500
National Lottery Community Fund: Phoenix Rising	25,111	-
Watford & Three Rivers	3,000	-
John Lewis Community Fund	15,000	-
Other	1,977	1,000
	<u>300,075</u>	<u>211,937</u>

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 5 Fundraising activities

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Fundraising income	375	1,076

### 6 Activities and facilities for the benefit of women in Watford

	2021 £	2020 £
Staff costs	242,905	266,399
Depreciation and impairment	7,206	10,468
Supervision, trainers and other staff costs	48,933	35,593
Project costs	976	7,930
Premises costs	4,267	19,940
Insurance costs	2,089	2,995
Repairs and maintenance costs	4,383	724
Office costs	5,273	29,634
Communication costs	18,943	6,805
Travel and subsistence costs	15	1,579
General expenses	5,038	3,086
Legal and professional costs	2,419	4,623
Governance costs	2,100	2,491
	344,547	392,267

Governance costs comprise fees paid to the independent examiners of £2,100 (2020: £2,100), and trustees' expenses of £Nil (2020: £291).

### 7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Charitable activities	14	17

#### Employment costs

	2021 £	2020 £
Wages and salaries	225,590	246,940
Social security costs	13,419	14,814
Other pension costs	3,896	4,645
	<u>242,905</u>	<u>266,399</u>

There were no employees whose annual remuneration was £60,000 or more.

### 9 Tangible fixed assets

	Land and buildings £	Office equipment £	Computer equipment £	Total £
<b>Cost</b>				
At 1 April 2020	250,000	40,958	100,066	391,024
At 31 March 2021	<u>250,000</u>	<u>40,958</u>	<u>100,066</u>	<u>391,024</u>
<b>Depreciation and impairment</b>				
At 1 April 2020	40,000	40,691	95,467	176,158
Depreciation charged in the year	5,000	267	1,939	7,206
At 31 March 2021	<u>45,000</u>	<u>40,958</u>	<u>97,406</u>	<u>183,364</u>
<b>Carrying amount</b>				
At 31 March 2021	<u>205,000</u>	<u>-</u>	<u>2,660</u>	<u>207,660</u>
At 31 March 2020	<u>210,000</u>	<u>267</u>	<u>4,599</u>	<u>214,866</u>

## WATFORD WOMEN'S CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

#### 10 Debtors

	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	-	20,504
Prepayments and accrued income	-	5,094
	<u>-</u>	<u>25,598</u>

#### 11 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	219	6,400
Other creditors	1,340	1,360
Accruals and deferred income	2,151	8,299
	<u>3,710</u>	<u>16,059</u>

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Movement in funds		
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £	Incoming resources £	Resources expended £
Community Outreach Worker	6,796	-	(6,796)	-	-	-	-	-	-
Heritage Lottery Grant	8,981	-	(8,467)	514	-	-	514	-	-
HAFLS	5,266	-	(5,266)	-	103,784	(87,481)	16,303	54,833	(56,713)
MyAlly Project	-	3,000	(1,120)	1,880	-	-	-	-	-
What Women Want Project - Big Lottery Fund	-	11,954	(9,632)	2,322	-	-	2,322	-	-
Lifelines	-	-	-	-	31,840	(18,707)	13,133	15,000	(25,111)
John Lewis Community Fund	-	-	-	-	25,111	(1,848)	1,678	-	-
Phoenix Rising	-	-	-	-	3,277	-	-	-	-
Other	1,749	-	(1,500)	249	-	-	-	-	-
	22,792	14,954	(32,781)	4,965	233,845	(189,860)	48,950	-	-

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Restricted funds	(Continued)
Community Outreach Worker is funding from Hertfordshire County Council towards the employment of a community outreach worker.	
Heritage Lottery Grant is funding for the Oral History Research Project.	
HAFLS provides for the delivery of Community Learning in deprived neighbourhoods and Personal development programmes. The course offer includes: recreational and vocational learning of which a proportion is accredited using nationally recognised qualifications.	
MyAlly is a Big Lottery funded project to provide a support telephone line, email and face-to-face service for women impacted by domestic abuse or relationship struggles.	
What Women Want project, is a lottery funded programme to improve the mental health of women who were isolated by developing and supporting a variety of social groups.	
Lifelines is funding from Lifelines International Fund for Education to enable continuation of domestic abuse support and counselling services to women most in need.	
John Lewis Community Fund is to support people back into work.	
Phoenix Rising is a programme, funded by the National Lottery Community Fund, focused on specialist domestic abuse casework advocacy and support for BAME and migrant women who face significant barriers to access and take up of support services.	
Other funds includes client funds for women in desperate need, a grant from HSBC to fund equipment for the Domestic Abuse team and locality budget grants for specific items.	

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Resources expended £	Balance at 1 April 2020 £	Movement in funds Incoming resources £	Balance at 31 March 2021 £
Salary Contingency Fund	35,000	-	35,000	-	35,000
Property Fund	215,000	(5,000)	210,000	-	210,000
	<u>250,000</u>	<u>(5,000)</u>	<u>245,000</u>	<u>-</u>	<u>245,000</u>

The salary contingency fund has been created to deal with any potential charge which may arise due to changes in legislation. This fund will be reviewed annually.

The property fund comprises the charitable company's premises which are required for day to day operations.

### 14 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	207,660	-	207,660	214,866	-	214,866
Net current assets	181,877	48,950	230,827	94,690	4,965	99,655
	<u>389,537</u>	<u>48,950</u>	<u>438,487</u>	<u>309,556</u>	<u>4,965</u>	<u>314,521</u>

### 15 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).