

**WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

*(A company limited by guarantee)*

**REPORT AND UNAUDITED**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2022**

***Registered company number: - 04824324 (England and  
Wales)***

***Registered charity number: - 1101025***

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

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# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Legal and administrative information**

### **Directors and Trustees**

Mrs E Crossley – Chairperson  
Mr R F H Minto – Treasurer  
Mrs G Binns  
(Appointed 19/10/2022)  
Miss L Larsen  
(Appointed 19/10/2022)  
Mrs K M Phillips  
Mrs A E Stubbert  
(Resigned 01/09/2022)

### **Chief Officer**

Ms M G Bleasdale  
(Resigned 31/10/2021)

### **Working name**

The Liberty Centre

### **Company registration number**

04824324 (England and Wales)

### **Charity registration number**

1101025

### **Registered office and principal charity address**

PO Box 16  
Glebe Road  
Skelmersdale  
Lancashire  
WN8 6XZ

### **Independent Examiner**

Mr C Sawyer FCCA  
Sawyer Quine & Co  
Chartered Certified Accountants  
202 Merlin Park  
Ringtail Road  
Burscough  
Ormskirk  
Lancashire  
L40 8JY

### **Bankers**

The Royal Bank of Scotland plc  
Drummond House (FF) Branch  
Customer Service Centre  
Drummond House  
1 Redheughs Avenue  
Edinburgh  
EH12 9JN

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

The Trustees are pleased to present their annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association of the charitable company and the Statement of Recommended Practice – Accounting and Reporting by Charities.

### **Governance structure**

#### *Governing document*

The organisation is a charitable company limited by guarantee, incorporated on 7 July 2003 and registered as a charity on 4 December 2003. The company is established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association; both dated 7 July 2003, as amended by Special Resolution dated 19 November 2003, 6 October 2005, 11 November 2009 and 19 August 2014. In the event of the charitable company being wound up the Trustees are required to contribute an amount not exceeding £10.00.

#### *Appointment of Trustees*

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as Trustees. Trustees who served during the year and up to the date of this report are detailed on page 1, legal and administrative information.

Recruitment takes place both with targeted advertising and networking. Skills audits are conducted to identify the target population for recruitment, in order to ensure equality and a mixture of the necessary skills to govern the charitable company.

In the event of any vacancies new Trustees are elected from the membership of the charitable company at each Annual Meeting. Before standing for election anybody wishing to become a Trustee is interviewed by the Chairperson and the Chief Officer to ensure their suitability. Upon appointment all new Trustees must provide appropriate identification and sign on to become a company Director. Trustees must declare any conflicts of interest and are subject to criminal record checks.

All Trustees are required to serve for a period of three years before either retiring or offering themselves for re-election to the Board.

#### *Trustee induction and training*

New Trustees are supported through an induction process, they are provided with a substantial amount of written material to review, including a review of the Memorandum and Articles of Association and both financial and funding overviews. Each Trustee is issued with a Trustee Induction Pack that contains among other information, guidance on Trustee responsibilities, role descriptions, organisational structure, a copy of the Memorandum and Articles of Association and appropriate literature for Trustees as published by the Charity Commission.

All Trustees are encouraged to participate in training and development, which enhances their understanding and capabilities in their role as a Trustee. This may take the form of informal training,



# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Governance structure (continued)**

#### *Trustee induction and training (continued)*

through discussion with the Chief Officer, other members of staff and other Trustees.

The organisation regularly receives information about external training courses arranged by a variety of organisations and details of these are kept in the Chief Officer's office. The Chief Officer may advise Trustees of particularly relevant courses at Board meetings, for example those which cover new or significantly changed areas of responsibility.

#### *Board functioning*

The Board of Trustees meets every other month or as needed throughout each financial year. This comprises of up to seven elected members with voting rights and up to seven nominated members without voting rights. In addition to the full committee, the Board may set up sub-committees for specific purposes, such as a Finance Sub-Committee. The full Board of Trustees will review the role and function of these sub-committees from time to time.

At the beginning of every meeting all Trustees and representatives are reminded of their obligation to declare an interest in any item and, if necessary, withdraw from further discussion and decision-making on that subject.

Decisions with implications for the organisation are brought to the Board by the Chief Officer, including organisational priorities, risk assessment issues, matters regarding significant organisational change, major initiatives and major policy changes or development.

#### *Membership*

Membership criteria have been set by the Board in keeping with the Articles of Association and the spirit of the charitable company's work. Any interested party can become a member. When an organisation applies for membership they are required to provide an outline of their aims and activities; membership would only be denied if the group did not support the aims of the charitable company and were patently involved in illegal or overtly political activity.

Membership of the charitable company is free. All members have voting rights at Annual and other general membership meetings.

#### *Risk management*

The Trustees have examined the major strategic, business and operational risks which the charitable company may face and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

#### *Organisational structure*

Overall responsibility for policy and the direction of the charitable company rests with the Board of Trustees.

The Trustees have employed a Chief Officer and a team of staff to carry out the day-to-day activities of the

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Governance structure (continued)**

#### *Organisational structure (continued)*

charitable company. To manage the charitable company effectively the Chief Officer has delegated authority for all operational, financial and human resource matters. Decisions on the day-to-day operation of the charitable company are taken by the Chief Officer. The Chief Officer is responsible to ensure that strategic and operational requirements and objectives are met and provides all operational and personnel management. All remaining staff members are employed at the refuge to help and to support and to offer advice and information to maltreated women and their children either staying at or who contact the refuge.

### **Objectives and activities**

The key objectives and activities of the charitable company are to relieve the distress and suffering by: -

- (i) providing support for those women who have been victims or are likely to be victims of violence, including those who have suffered or are likely to suffer physical, emotional, sexual, financial harm or abuse;
- (ii) providing support for those men who have been victims or are likely to be victims of violence, including those who have suffered or are likely to suffer physical, emotional, sexual, financial harm or abuse;
- (iii) providing support for those children who have been victims or who are likely to be victims of violence, including those who have suffered or are likely to suffer physical, emotional, sexual harm or abuse;
- (iv) providing hostel accommodation only to such women and their children and by any other such means as shall further the objects of the charitable company;
- (v) assisting and encouraging such women and their children to identify their future needs, aspirations and intentions and to provide support; and
- (vi) the Liberty Centre will work with those people identified above including vulnerable families, empowering the lives of women, men and children to build confidence, self-esteem to improve and change their lives.

### **Public benefit**

The Trustees have considered the Charity Commission guidance regarding public benefit and are content that the charitable company has met the requirements as a result of the objectives and activities described above.

### **Volunteers**

West Lancashire Women's Refuge Limited depends considerably on volunteers in helping the charitable company meet its objectives and to carry out its activities. Volunteers are supported by staff, with training, meetings and discussions held locally. Our thanks as always are given to all our volunteers who so freely give their time to enhance the work of West Lancashire Women's Refuge Limited.

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Achievements and performance**

#### ***Overview***

The year was both challenging and successful for the Liberty Centre, the business name for the West Lancashire Women's Refuge Limited.

The Board and staff continued to view the full range of services as essential and continued to provide access and support to all of our projects within the limitations imposed by the Covid-19 regulations and guidance.

The Lancashire County Council contract for refuge services only requires daytime support, the Liberty Centre have traditionally provided 24 – hour access and this important quality addition to services has been maintained.

Funding for Domestic Abuse services has been mainly from two sources, the provision of services which are legally required and are funded by local authorities or the Police and Crime Commissioner and charitable grants to ensure the needs of vulnerable people are responded to. This year has seen a more positive approach to getting help from businesses and workplaces. As will be seen from the accounts these activities have raised considerable sums which have greatly helped in the development of the halfway house, refurbishment of the refuge and overall improvements in the range and quality of service we can provide.

One significant change in the way the Liberty Centre coordinates the work of a range of projects and represents itself to the wider community was the unexpected resignation of the Chief Officer. Interim arrangements have operated since the summer which has been based on the enthusiasm and support of staff until a decision can be implemented on any changes this departure may require.

#### ***What we set out to do***

From our annual report of 2020 – 2021 we set ourselves ten objectives: -

- dealing with the ongoing coronavirus crisis;
- developing digital and offline service delivery options;
- further developing services to children and young people;
- delivering the Liberty Programme;
- growing collaborative partnerships;
- using accessible messages to raise awareness;
- continuing to identify opportunities for improvement;
- opening a halfway house;
- appointing a Healthy Relationship advisor; and
- reflecting changes required by the Domestic Abuse Bill.

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Achievements and performance (continued)**

#### ***How did we do***

With the help of many organisations and funders we continued to provide a full range of services within the Covid-19 regulations.

We recognise there is still work to be done to improve our digital services and we have maintained access for all users of our services.

Within the refuge a number of changes were made in the way children and families were supported resulting in an improved service for everyone.

Outside of refuge services the appointment of the Healthy Relationship project with local schools has added to the provision of services to children and young people whilst raising awareness of the many aspects of domestic abuse.

The Liberty Programme continues to provide valuable insight and support to individuals and the wider community.

We continue to provide services funded by statutory organisations and voluntary funders, where we act as the local agent for service provision, which has continued our partnership approach to service provision and helps retain the Liberty Centre as the principal provider of services in the West Lancashire district.

Our information service has been continued and we are looking to provide more accessible services within our digital and support activities.

We continue to look for service improvements which are being developed by our staff using their insight into demand and request for assistance.

Due to a number of issues, including the availability of tradesmen, work started on the refurbishment of our halfway house with an opening for 2022 – 2023 planned.

Statutory services are reviewing their responses to the Domestic Abuse Bill with the Liberty Centre offering to be a significant contributor for the West Lancashire area.

#### ***Our values and aspirations***

“We offer **HOPE**. We ensure people have a **VOICE** and that it is heard. We do this by working in empowering ways with people, ensuring they are engaged, making a contribution and focussing on a family approach. We will use their voice to improve the system. We ensure people are **VALUED** working in a professional way, giving service, working in partnership, with passion and building a good reputation. We are known for positive **LEADERSHIP** ensuring wellbeing, stability, kindness and family. We create, use and share **KNOWLEDGE** courageously in all things we work with and ensure **SELF RESPECT**.”

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Achievements and performance (continued)**

#### ***Our values and aspirations (continued)***

Our mission is to reduce the impact of the trauma experienced by domestic violence and abuse whilst improving the safety, health and wellbeing of all survivors and their children.

#### ***What have our services being doing***

These are a short statement from our projects about their services.

##### **➤ *Family Support Service***

The Family Support Worker works with families in the refuge and community providing family support around risk and support planning.

The Family Support Worker also manages The Haven (the playroom).

We received funding from Children in Need for a Children's Advocate. This was made into a job share in 2021 and the staff work in the refuge and the community providing support for children leaving the refuge. They will provide support and one to one sessions to ensure the children feel safe in their new homes and to provide continuity for the children after they have built up a relationship with staff here. The Advocates will liaise with schools when needed.

In the refuge the Children's Advocate provides activities which can be one to one, group activities or family activities depending on the needs of the family. These activities create valuable space for children and families who have experienced trauma, helps to bring families together and repair relationships that may have been compromised.

Childcare is provided to enable mums to attend meetings with social services, housing, benefits and others needed to enable families to move on with their lives.

The playroom has been organised into sections; sensory for children with special needs, cozy corner for quiet time.

We work in partnership with: -

- Kids Out who provide toy boxes for children;
- Kids Out who provide buddy bags;
- Book Trust who will provide for children when leaving the refuge;
- Buckle Trust Fund who provide emergency funds to families when moving into their new home; and
- Red Rose Lancashire who provide toys at Christmas time.

##### **➤ *Outreach Service***

The Liberty Centre Outreach team provides specialist services to victims of domestic abuse in the

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Achievements and performance (continued)**

#### ***What have our services being doing (continued)***

##### **➤ Outreach Service (continued)**

community, the area covered is vast, from Hesketh Bank in the north, south to the border with Sefton and to the east bordering Greater Manchester.

The team consist of three advocates, two trained to IDVA level. One looks after the information point and coordinates referrals, counselling and manages a caseload. Another looks after complex needs clients and supports the Liberty programme.

The male worker manages male clients and attends meetings such as Genga and DHR reviews.

The team cover for each other and will support men and women.

#### ***Liberty Programme***

The Liberty Programme is a 'strength based' development programme that enables women to understand the trauma of domestic abuse and supports them to process their experience, therefore enabling them to move on with their lives.

The Liberty Programme was slow to recover after Covid-19 but numbers are now back to pre-pandemic levels; the programme is a valuable tool for rehabilitation and recovery.

#### ***What we do***

The Liberty Centre continues to be the 'go to organisation' for people who have or are experiencing domestic abuse in West Lancashire. We continue to support people through crisis, with ongoing support that meets the needs of the individual by offering bespoke planning. We work with the client to empower them to take back control with the support of an advocate who will support them when engaging with other agencies such as the Police and legal system.

#### ***We are not time limited***

We offer full safeguarding, risk management, initial assessments and risk assessments for all allocated service users, including support and needs plans ensuring all information is logged in to Oasis for outcome and statistics.

The team support service users with criminal and civil family law proceedings offering one to one support when referring to legal teams. Supporting the service user through the court process, linking with witness care, supporting at court and applying for special measures.

We always place emphasis on safety and risk management linking with the police in putting vulnerable markers, sanctuary scheme, personal safety and plans in place for the client. We also attend the West



# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Achievements and performance (continued)**

#### ***We are not time limited (continued)***

Lancashire MARAC (Multi Agency Risk Assessment conference) and on occasion we submit referrals for high-risk clients and are often partnered working with victim support. Where risk levels are high, we look for refuge places.

We also work with our partners in children services and play a role in supporting the family including attending child protection and child in need meetings when children are involved. Our work often involves liaising with housing officers and supporting clients to complete applications and supporting them with their finances regarding housing benefit and council tax.

We also offer supporting letters and help the service user to settle into the tenancy and maintain it. Referrals to or attendance at GP's health care settings and dentists. We also support our clients to achieve positive mental health and wellbeing by referring to GP's Minds Matters, hospitals, health services, crisis team and counselling, however funding has now run out for counselling, we now have a waiting list for clients to access the volunteer counsellor.

The services offered also includes, coffee mornings, support groups and WhatsApp peer support group.

The above are services that we have delivered over the last twelve months especially during Covid-19. The team feels that we have continued to offer a first-class service during this period.

#### ***Adapting to Covid-19***

The team adopted a flexible working pattern during Covid-19 when most businesses were closed and staff furloughed. The team continued to speak with clients at various times of the day/evening, offering live chat as an option in the evenings.

Video/telephone calling has also helped to maintain contact with clients and has also been beneficial in supporting positive mental health and wellbeing in service users, knowing that they still had support, just in a different way. During lockdown we also saw the impact of staying at home, this impacted on the mental health of service users with many reporting anxiety, low mood, and depression, with several clients needing referrals to mental health and GP services. Again, we are able to respond positively and in a timely manner.

However, this method of contacting clients during Covid-19 also impacted on assessing new referral's/ service users due to not being able to watch the body language clues. It has also made the process of assessment much longer, often taking 2 – 3 hours to complete a full assessment over 3 – 4 weeks when assessing male clients

Lockdown has also impacted on how people have contacted the service, with more service users using social media, WhatsApp and Instagram to make contact. Using WhatsApp was also beneficial in group work with male clients, this enabled them to talk without the fear of the stigma of domestic abuse with

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Achievements and performance (continued)**

#### ***Adapting to Covid-19 (continued)***

other men.

In addition, contact with legal services has also been problematic with all contact by e-mail, this also had an impact on clients who were navigating family court regarding child arrangements. On a positive note, we have been able to access emergency orders relatively quickly, with orders being served within a few days by the server whether this was in person or by WhatsApp or other electronic means.

One area that has left a gap in our service is the ability to network and to offer awareness sessions with agencies, this often generates referrals from social care, alcohol and drug services and other services. As more and more people return to the office, we envisage this improving and services being receptive to networking and inviting the Liberty Centre back into support groups and staff meetings.

#### ***Refuge***

The refuge is full to capacity at all times with rooms only being vacant during decorating and refurbishment.

Housing is becoming more difficult to access especially out of the area due to the low stock of council and housing association tenancies which means we are currently having families supported at the refuge long term.

We are seeing an increase of complex need support i.e., mental health, substance and child protection issues, we are currently assuming that this is not only the effects of Covid-19 but also the current financial situation within the United Kingdom.

We have very little negative feedbacks with most feedback being positive regarding staff service, user involvement, provision and support.

Service user engagement is excellent within the refuge with most service users wanting to move forward into a safe positive environment for themselves and their children with staff ensuring each family has an advocate to support them when engaging with outside agencies.

Staffing levels have improved with a refuge assistant employed to care for the smooth everyday running of the refuge, this has given additional time to ensure the support, safety and individual planning for each family's needs are met whilst liaising with agencies within the area to support each individual need. In addition, more time has arisen to provide training, advice and support to staff with individual support planning.

Year 2021 – 2022 was exciting for the refuge with new staff being employed to support move-on (Outreach), safehouse and the refurbishment of both the refuge and the halfway house.



# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Achievements and performance (continued)**

#### ***Refuge (continued)***

Twenty-nine referrals have been accepted into the refuge for the year 2021 – 2022 and those that have engaged have been supported to access safe accommodation or safeguarding has been completed if concerns regarding individual safety arose, whilst some continue to be supported at the refuge.

Service users have enjoyed activities within the refuge with funding available for an activities co-ordinator which does improve the wellbeing of the families and ensures that they feel involved; this is ongoing with current plans for group work, days out for families to bond positively with their children and health and wellbeing groups.

Staff have been supported and funded by the Liberty Centre to access further development and training with safe lives to improve the response to crisis intervention and recovery for service users.

Staff and service users are pleased with the planning for the service to move forward and look forward to a new brighter future with the current improvements after a difficult period due to Covid-19 restrictions.

#### ***Refurbishment***

The refuge refurbishment is almost complete. The following areas have been refurbished: -

- all bedrooms;
- 2 x living rooms;
- staff kitchen;
- all hallways and stairs;
- craft room; and
- laundry.

The two kitchens for residents fall to Muir Housing Association Limited to repair and maintain, however we have received funding in the new year to have the floors professionally cleaned in these areas.

#### ***Funding***

A fund-raising calendar is being developed to enable us to have a steady flow of income coming in each month.

Currently we have a regular event with Rebuilt with Hope and will be having our first event with Sing Merseyside later in 2022.

#### **Investment powers**

Under the Memorandum and Articles of Association, the charitable company has the power to make any investment, using the unrestricted general funds, which the Trustees see fit.

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Financial review**

The principal funding sources for the charitable company are currently by way of grant and contract income from Arete Foundation, BBC Children in Need, the Big Lottery, B & Q, Council for Voluntary Service West Lancashire, Lancashire Community Foundation, Lancashire County Council, Lottery Community Fund, Ministry of Housing, Communities and Local Government, Nationwide Charities Trust, Police and Crime Commissioner Fund, Safenet Domestic Abuse Services, Screwfix Foundation and West Lancashire Borough Council. Funding was also received from Supporting People contract income, all from Lancashire County Council, together with Housing Benefit from West Lancashire Borough Council to cover the costs of the people staying at the refuge.

The Trustees would like to express their thanks to these bodies for their support during the financial year and also for their continuing support. However, as a result of increasing constraints on local authority expenditure the Trustees realise that for the charitable company to continue in operation it cannot be solely dependent on funding from the local authorities, and that the charitable company has to seek funding from a much broader group of agencies.

The expenditure in the year supported the key charitable objectives by enabling the refuge to provide safe and comfortable crisis accommodation to women and their children and the support and resource they need to make independent decisions about their future.

The results for the year are shown in the Statement of Financial Activities on page 16.

The charitable company's Balance Sheet as detailed on pages 17 and 18 shows a satisfactory position with net assets amounting to £261,751. This consists of restricted funds of £8,612 relating to specific projects, designated funds of £125,655 for specific future purposes as set aside by the Trustees out of unrestricted general funds and unrestricted general funds of £127,484 for the day-to-day general running of the charitable company.

### **Reserves policy**

The Trustees consider it prudent to attempt to maintain, as a minimum, unrestricted general funds (that is those funds not tied up as designated and restricted funds) at a level that equates to approximately twelve months expenditure. At this level the Trustees feel that they would be able to continue the current activities of the charitable company in the event of a significant drop in funding, and that this would provide them with sufficient funds to cover management and administration costs to respond to emergency applications for grants.

At present, unrestricted general funds, which amount to £127,484 as at 31 March 2022, do not reach this target level.

It is the Trustees policy, therefore, to build up funds to twelve months by means of annual surpluses and, also, by adopting and maintaining a vigorous fundraising, publicity and marketing campaign to promote the objectives and activities of the charitable company.

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Reserves policy (continued)**

The Trustees consider that the ongoing upkeep and refurbishment of both the exterior and interior of the three properties used by the charitable company to provide accommodation is of major importance. In view of this the Trustees feel that it is prudent to create and maintain a designated fund to cover these ongoing costs; the Trustees consider that £20,000 would be sufficient and that this fund should be maintained at this level at the end of each year.

The Trustees also consider that it is of paramount importance that the walk-in information centre based in Ormskirk remains open even though no funding is currently being received to support this project. In view of this the Trustees consider that it is prudent to create a designated fund which identifies the costs of the charitable company which relate to the walk-in information centre.

The Trustees have also designated £105,655; this fund identifies those funds that are not free funds as they represent the net book value of tangible fixed assets funded from general funds.

These policies are to be reviewed annually.

### **Future developments**

In the next twelve months we are aiming to: -

- secure funding for any projects where the contract ends during the year;
- identify new funding streams;
- post Covid-19 recruit to the Board;
- review our Business and Strategic plan;
- open the halfway house;
- increase awareness of the role of the Liberty Centre services in working in partnership with other projects;
- finalise staffing structures; and
- improve monitoring and reporting procedures.

### **Statement of Trustees Responsibilities**

The Trustees, who are also the Directors of West Lancashire Women's Refuge Limited for the purposes 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), including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to: -

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Trustees Report for the year ended 31 March 2022**

### **Statement of Trustees Responsibilities (continued)**

- 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 charitable company will continue in business.

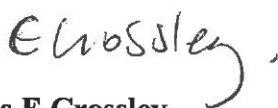
The Trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Independent Examiner**

Mr C Sawyer FCCA of Sawyer Quine & Co, Chartered Certified Accountants, has offered himself for re-appointment as Independent Examiner to the charitable company.

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

### **ON BEHALF OF THE BOARD: -**



**Mrs E Crossley**  
**Chairperson**

Date: - 5 December 2022

## **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

### **Independent Examiners Report to the Trustees of West Lancashire Women's Refuge Limited**

I report to the charity Trustees on my examination of the financial statements of the charitable company for the year ended 31 March 2022, which are set out on pages 16 to 34.

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

As the charity's Trustees of the charitable company (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 accounts of the charitable company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent Examiner's Report**

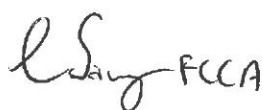
Since the charitable company's income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

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: -

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with the accounting records; or
- (3) the accounts 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 accounts 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 accounts to be reached.

**Mr C Sawyer FCCA**  
**Sawyer Quine & Co**  
**Chartered Certified Accountants**  
202 Merlin Park  
Ringtail Road  
Burscough  
Ormskirk Lancashire L40 8JY



Date: - 5 December 2022

*Registered company number: -*  
*04824324 (England and Wales)*

*Registered charity number: -*  
*1101025*

# WEST LANCASHIRE WOMEN'S REFUGE LIMITED

## Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2022

| Income and expenditure  | Note | Restricted funds<br>£ | Un - restricted funds<br>£ | Total funds<br>2022<br>£ | Total funds<br>2021<br>£ |
|---|------|-----------------------|----------------------------|--------------------------|--------------------------|
| <b>Income</b>   |      |                       |                            |                          |                          |
| Donations   | 3    | -                     | 7,460                      | 7,460                    | 13,820                   |
| Income from charitable activities: -  |      |                       |                            |                          |                          |
| - Grants and contracts for the provision of hostel accommodation, care, advice and information                            | 4    | 374,330               | 11,230                     | 385,560                  | 239,258                  |
| - Residents fees for hostel accommodation and care  | 4    | -                     | 199,020                    | 199,020                  | 198,645                  |
| Income from investments: -  |      |                       |                            |                          |                          |
| - Interest receivable on bank deposits  |      | -                     | 38                         | 38                       | 88                       |
| <b>Total income</b>   |      | <b><u>374,330</u></b> | <b><u>217,748</u></b>      | <b><u>592,078</u></b>    | <b><u>451,811</u></b>    |
| <b>Expenditure</b>  |      |                       |                            |                          |                          |
| Expenditure on charitable activities  | 5    | <u>371,907</u>        | <u>255,769</u>             | <u>627,676</u>           | <u>478,501</u>           |
| <b>Total expenditure</b>  |      | <b><u>371,907</u></b> | <b><u>255,769</u></b>      | <b><u>627,676</u></b>    | <b><u>478,501</u></b>    |
| <b>Net incoming/(outgoing) resources before transfers</b>   |      | <b>2,423</b>          | <b>(38,021)</b>            | <b>(35,598)</b>          | <b>(26,690)</b>          |
| Gross transfers between funds   |      | (200)                 | 200                        | -                        | -                        |
| <b>Net incoming/(outgoing) resources after transfers, net income/(expenditure) and net movement in funds for the year</b> | 6    | <b>2,223</b>          | <b>(37,821)</b>            | <b>(35,598)</b>          | <b>(26,690)</b>          |
| <b>Reconciliation of funds</b>  |      |                       |                            |                          |                          |
| Total funds at 1 April 2021   | 18   | <u>6,389</u>          | <u>290,960</u>             | <u>297,349</u>           | <u>324,039</u>           |
| <b>Total funds at 31 March 2022</b>   | 18   | <b><u>8,612</u></b>   | <b><u>253,139</u></b>      | <b><u>261,751</u></b>    | <b><u>297,349</u></b>    |

The Statement of Financial Activities contains all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

The accompanying accounting policies and notes form an integral part of these financial statements.

# WEST LANCASHIRE WOMEN'S REFUGE LIMITED

## Balance Sheet as at 31 March 2022

|  | Note   | £                | 2022<br>£             | £                | 2021<br>£             |
|--|--------|------------------|-----------------------|------------------|-----------------------|
| <b>Fixed assets</b>                          |        |                  |                       |                  |                       |
| Tangible assets                              | 10     |                  | 105,655               |                  | 105,655               |
| <b>Current assets</b>                        |        |                  |                       |                  |                       |
| Debtors                                      | 11     | 9,901            |                       | 10,841           |                       |
| Cash at bank and in hand                     |        | <u>395,095</u>   |                       | <u>442,919</u>   |                       |
|  |        | <u>404,996</u>   |                       | <u>453,760</u>   |                       |
| <b>Creditors: -</b>                          |        |                  |                       |                  |                       |
| amounts falling due within one year          | 12     | <u>(248,900)</u> |                       | <u>(260,186)</u> |                       |
| <b>Net current assets</b>                    |        |                  | <u>156,096</u>        |                  | <u>193,574</u>        |
| <b>Total assets less current liabilities</b> |        |                  | <b>261,751</b>        |                  | <b>299,229</b>        |
| <b>Creditors: -</b>                          |        |                  |                       |                  |                       |
| amounts falling due after more than one year | 13     |                  | =                     |                  | <u>(1,880)</u>        |
| <b>Net assets</b>                            | 19     |                  | <b><u>261,751</u></b> |                  | <b><u>297,349</u></b> |
| <b>Funds</b>                                 |        |                  |                       |                  |                       |
| <b>Restricted funds</b>                      | 18     |                  | 8,612                 |                  | 6,389                 |
| <b>Unrestricted funds</b>                    |        |                  |                       |                  |                       |
| Designated funds                             | 18     | 125,655          |                       | 125,655          |                       |
| General funds                                | 18     | <u>127,484</u>   |                       | <u>165,305</u>   |                       |
|  |        |                  | <u>253,139</u>        |                  | <u>290,960</u>        |
| <b>Total funds</b>                           | 17, 18 |                  | <b><u>261,751</u></b> |                  | <b><u>297,349</u></b> |

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

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

The Trustees/Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the accounts.



**WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

**Balance Sheet as at 31 March 2022**

Approved by the Board of Directors on 5 December 2022 and signed on their behalf.

**ON BEHALF OF THE BOARD: -**



**Mr R F H Minto**  
**Treasurer**



# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Cash Flow Statement for the year ended 31 March 2022**

|   | Note                       | 2022<br>£              | 2021<br>£                   |
|---|----------------------------|------------------------|-----------------------------|
| <b>Cash flows from operating activities</b>                 |                            |                        |                             |
| Operating loss for the financial year                       | 18                         | (35,598)               | (26,690)                    |
| Adjustments for: -  |                            |                        |                             |
| - Interest received   |                            | (38)                   | (88)                        |
| - Decrease in trade and other receivables                   | 11                         | 940                    | 81,651                      |
| - (Decrease)/Increase in trade and other payables           | 12                         | <u>(13,166)</u>        | <u>186,581</u>              |
| <b>Net cash from operating activities</b>                   |                            | <b><u>(12,264)</u></b> | <b><u>268,144</u></b>       |
| <b>Cash flows from investing activities</b>                 |                            |                        |                             |
| Interest received   |                            | <u>38</u>              | <u>88</u>                   |
| <b>Net cash from investing activities</b>                   |                            | <b><u>38</u></b>       | <b><u>88</u></b>            |
| <b>Net (Decrease)/Increase in cash and cash equivalents</b> |                            | <b>(47,824)</b>        | <b>241,542</b>              |
| Cash and cash equivalents at the beginning of the year      |                            | <u>442,919</u>         | <u>201,377</u>              |
| <b>Cash and cash equivalents at the end of the year</b>     |                            | <b><u>395,095</u></b>  | <b><u>442,919</u></b>       |
| <b>Analysis of changes in net debt</b>                      |                            |                        |                             |
|   | At<br>1 April<br>2021<br>£ | Cashflow<br>£          | At<br>31 March<br>2022<br>£ |
| Cash at bank and in hand                                    | <u>442,919</u>             | <u>(47,824)</u>        | <u>395,095</u>              |

# **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

## **Notes forming part of the financial statements for the year ended 31 March 2022**

### **1.0 Statutory Information**

West Lancashire Women's Refuge Limited is a charitable company limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on page 1, legal and administrative information.

The presentation currency of the financial statements is the Pound Sterling (£).

### **2.0 Accounting policies**

#### **2.1 Basis of preparation of accounts**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (Effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011, the Companies Act 2006 and applicable accounting standards. The principal accounting policies adopted in the preparation of the financial statements are set out below.

The charity constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

#### **2.2 Income recognition**

All incoming resources are included in the Statement of Financial Activities when the charitable company 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 donations and is included in full in the Statement of Financial Activities when receivable;
- grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable;
- income from residents fees is credited to the Statement of Financial Activities in the year in which they are receivable;
- deferred income represents grants and funding received for future periods and is released to incoming resources in the period for which it has been received; and
- investment income, comprising of interest on bank deposits, is accounted for on a receivable basis.

## **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

### **Notes forming part of the financial statements for the year ended 31 March 2022**

#### **2.0 Accounting policies (continued)**

#### **2.3 Expenditure recognition**

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

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis. These estimates are based on staff time.

#### **2.4 Operating leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

#### **2.5 Tangible fixed assets and depreciation**

Apart from land and buildings, all fixed assets for use by the charitable company are fully written off to resources expended in the year of purchase. Land and buildings are capitalised at cost, including any incidental expenses of acquisition.

It is the charitable company's policy to ensure that its land and buildings are maintained to a high standard by an ongoing maintenance programme, ensuring that estimated residual value exceeds net book amounts. As a consequence any element of depreciation would, in the opinion of the Trustees, be immaterial. No provision for depreciation of land and buildings has therefore been included in the accounts.

#### **2.6 Fund accounting**

Funds held by the charitable company are either: -

- ***Restricted funds*** – these are funds that can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes;
- ***Designated funds*** – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects; and
- ***Unrestricted general funds*** – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## WEST LANCASHIRE WOMEN'S REFUGE LIMITED

### Notes forming part of the financial statements for the year ended 31 March 2022

#### 2.0 Accounting policies (continued)

#### 2.7 Pension costs

The charitable company operates a defined contribution pension scheme. Contributions payable for the year are charged in the Statement of Financial Activities.

#### 3.0 Income from donations

|                                 | <b>Restricted<br/>funds</b> | <b>Un -<br/>restricted<br/>funds</b> | <b>Total<br/>funds<br/>2022</b> | <b>Total<br/>funds<br/>2021</b> |
|---------------------------------|-----------------------------|--------------------------------------|---------------------------------|---------------------------------|
|                                 | £                           | £                                    | £                               | £                               |
| Donations                       |                             |                                      |                                 |                                 |
| - Individuals and organisations | -                           | <u>7,460</u>                         | <u>7,460</u>                    | <u>13,820</u>                   |
|                                 | =                           | <u>7,460</u>                         | <u>7,460</u>                    | <u>13,820</u>                   |

# WEST LANCASHIRE WOMEN'S REFUGE LIMITED

## Notes forming part of the financial statements for the year ended 31 March 2022

### 4.0 Income from charitable activities

|  | Restricted<br>funds<br>£ | Un -<br>restricted<br>funds<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|--|--------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Grants and contracts for the provision of<br/>hostel accommodation, care, advice and<br/>information: -</b> |                          |                                  |                             |                             |
| Arete Foundation   | 500                      | -                                | 500                         | -                           |
| BBC Children in Need   | 43,759                   | -                                | 43,759                      | 47,175                      |
| The Big Lottery  | 132,743                  | -                                | 132,743                     | 133,218                     |
| B & Q  | 5,000                    | -                                | 5,000                       | -                           |
| The Calico Group   | -                        | -                                | -                           | 8,888                       |
| Cash for Kids  | -                        | -                                | -                           | 2,275                       |
| Council for Voluntary Service West Lancashire  | 11,675                   | -                                | 11,675                      | 22,925                      |
| Lancashire Community Foundation  | 1,239                    | -                                | 1,239                       | 5,000                       |
| Lancashire County Council  | 131,644                  | -                                | 131,644                     | 7,057                       |
| Lottery Community Fund   | 5,317                    | -                                | 5,317                       | 9,500                       |
| Ministry of Housing, Communities and<br>Local Government   | 153,694                  | -                                | 153,694                     | 193,997                     |
| Nationwide Charities Trust   | 30,960                   | -                                | 30,960                      | -                           |
| Police and Crime Commissioner Fund   | 25,725                   | -                                | 25,725                      | 36,980                      |
| Safenet Domestic Abuse Services  | 28,453                   | -                                | 28,453                      | -                           |
| Screwfix Foundation  | 10,000                   | -                                | 10,000                      | -                           |
| West Lancashire Borough Council  | 14,670                   | 11,230                           | 25,900                      | 11,230                      |
|  | 595,379                  | 11,230                           | 606,609                     | 478,245                     |
| <b>Less: Deferred income</b>   | <b>(221,049)</b>         | <b>-</b>                         | <b>(221,049)</b>            | <b>(238,987)</b>            |
|  | <b><u>374,330</u></b>    | <b><u>11,230</u></b>             | <b><u>385,560</u></b>       | <b><u>239,258</u></b>       |
|  |                          |                                  |                             |                             |
|  | Restricted<br>funds<br>£ | Un -<br>restricted<br>funds<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
| <b>Residents fees for hostel<br/>accommodation and care: -</b>   |                          |                                  |                             |                             |
| Cleaning, washer and dryer   | -                        | 487                              | 487                         | 449                         |
| Housing Benefit  | -                        | 125,468                          | 125,468                     | 122,437                     |
| Residents service charges  | -                        | 6,507                            | 6,507                       | 5,899                       |
| Supporting People contract income  | -                        | 67,105                           | 67,105                      | 70,589                      |
|  | -                        | 199,567                          | 199,567                     | 199,374                     |
| <b>Less: Deferred income</b>   | <b>-</b>                 | <b>(547)</b>                     | <b>(547)</b>                | <b>(729)</b>                |
|  | <b>=</b>                 | <b><u>199,020</u></b>            | <b><u>199,020</u></b>       | <b><u>198,645</u></b>       |

# WEST LANCASHIRE WOMEN'S REFUGE LIMITED

## Notes forming part of the financial statements for the year ended 31 March 2022

### 5.0 Expenditure on charitable activities

|   | Restricted<br>funds<br>£ | Un -<br>restricted<br>funds<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|---|--------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Provision of hostel accommodation,<br/>care, advice and information: -</b> |                          |                                  |                             |                             |
| Staff salaries and costs  | 203,851                  | 112,113                          | 315,964                     | 293,704                     |
| Staff travel expenses   | 1,115                    | 812                              | 1,927                       | 1,276                       |
| Rent  | 3,000                    | 42,898                           | 45,898                      | 45,368                      |
| Rates (including water)   | -                        | 4,296                            | 4,296                       | 2,930                       |
| Heat and light  | 120                      | 10,810                           | 10,930                      | 10,658                      |
| Insurance   | 350                      | 5,598                            | 5,948                       | 5,782                       |
| Television costs  | -                        | 479                              | 479                         | 473                         |
| Telephones and internet costs   | 840                      | 15,973                           | 16,813                      | 15,246                      |
| Printing, postage and stationery  | 412                      | 2,430                            | 2,842                       | 1,242                       |
| Advertising   | -                        | -                                | -                           | 501                         |
| Computer and office equipment   | 5,317                    | 15,331                           | 20,648                      | 12,716                      |
| Client activities and welfare   | 29,732                   | 261                              | 29,993                      | 9,610                       |
| Children's activities   | 1,208                    | -                                | 1,208                       | -                           |
| Children's play equipment   | -                        | -                                | -                           | 3,000                       |
| Books and other resources   | 578                      | 96                               | 674                         | 784                         |
| Sundry expenses   | 6,010                    | 4,636                            | 10,646                      | 4,599                       |
| Repairs, renewals and refurbishment   | 88,418                   | 10,850                           | 99,268                      | 11,877                      |
| Cleaning and waste disposal costs   | 600                      | 12,117                           | 12,717                      | 8,113                       |
| Health and safety costs   | -                        | 38                               | 38                          | -                           |
| Covid-19 expenses   | -                        | 144                              | 144                         | 2,965                       |
| Training and seminars   | 2,621                    | 576                              | 3,197                       | 2,465                       |
| Counselling costs   | 3,540                    | -                                | 3,540                       | 3,700                       |
| Course delivery and raising awareness   | 11,972                   | -                                | 11,972                      | 14,430                      |
| Staff clinical supervision costs  | 735                      | -                                | 735                         | -                           |
| Translation services  | -                        | -                                | -                           | 1,081                       |
| Subscriptions and donations   | -                        | 1,042                            | 1,042                       | 1,203                       |
|   | <b><u>360,419</u></b>    | <b><u>240,500</u></b>            | <b><u>600,919</u></b>       | <b><u>453,723</u></b>       |

# WEST LANCASHIRE WOMEN'S REFUGE LIMITED

## Notes forming part of the financial statements for the year ended 31 March 2022

### 5.0 Expenditure on charitable activities (continued)

|   | Restricted<br>funds<br>£ | Un -<br>restricted<br>funds<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|---|--------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Managing and administering the charity: -</b>  |                          |                                  |                             |                             |
| Staff salaries and costs                          | 10,729                   | 5,901                            | 16,630                      | 15,458                      |
| Staff travel expenses                             | 59                       | 43                               | 102                         | 67                          |
| Accountancy fees                                  | 200                      | 2,200                            | 2,400                       | 2,280                       |
| Professional and legal fees                       | 500                      | 6,184                            | 6,684                       | 6,050                       |
| Staff pension charges                             | -                        | 518                              | 518                         | 518                         |
| Bank charges                                      | -                        | 301                              | 301                         | 238                         |
| Credit card charges                               | -                        | 45                               | 45                          | 30                          |
| Bank loan interest                                | -                        | 77                               | 77                          | 137                         |
|   | <u>11,488</u>            | <u>15,269</u>                    | <u>26,757</u>               | <u>24,778</u>               |
| <b>Total expenditure on charitable activities</b> | <u><b>371,907</b></u>    | <u><b>255,769</b></u>            | <u><b>627,676</b></u>       | <u><b>478,501</b></u>       |

### 6.0 Net movement in funds

The net movement in funds for the year is stated after charging: -

|  | 2022<br>£ | 2021<br>£ |
|--|-----------|-----------|
| Directors emoluments and other benefits etc (Note 7.0) | -         | -         |
| Staff salaries and costs (Note 7.0)                    | 332,594   | 309,162   |
| Accountancy fees                                       |           |           |
| Independent examination                                | 2,400     | 2,280     |
| Hire of land and buildings                             | 45,898    | 45,368    |

## **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

### **Notes forming part of the financial statements for the year ended 31 March 2022**

#### **7.0 Staff costs and numbers**

The staff costs during the year were as follows: -

|                       | <b>2022</b>           | <b>2021</b>           |
|-----------------------|-----------------------|-----------------------|
|                       | <b>£</b>              | <b>£</b>              |
| Staff salaries        | 308,254               | 285,401               |
| Social security costs | 18,004                | 16,841                |
| Staff pensions        | <u>6,336</u>          | <u>6,920</u>          |
|                       | <b><u>332,594</u></b> | <b><u>309,162</u></b> |

No employee received emoluments, as defined for taxation purposes, amounting to more than £60,000 in either period.

The average number of full time equivalent employees employed by the charitable company during the year was made up as follows: -

|                               | <b>2022</b>      | <b>2021</b>      |
|-------------------------------|------------------|------------------|
| Hostel accommodation and care | 14               | 11               |
| Advice and information        | 2                | 2                |
| Management and administration | <u>3</u>         | <u>3</u>         |
|                               | <b><u>19</u></b> | <b><u>16</u></b> |

#### **8.0 Related party transactions and Trustees' remuneration and expenses**

The Trustees all give freely their time and expertise and did not receive any form of remuneration or other benefit in cash or kind, nor reimbursed expenses in either period.

#### **9.0 Taxation**

West Lancashire Women's Refuge Limited has charitable status, registered number 1101025, and is not subject to taxation by HM Revenue and Customs.



# WEST LANCASHIRE WOMEN'S REFUGE LIMITED

## Notes forming part of the financial statements for the year ended 31 March 2022

### 10.0 Tangible fixed assets

|   | Land<br>and<br>buildings<br>£ | Total<br>£     |
|---|-------------------------------|----------------|
| <b>Cost</b>                                   |                               |                |
| As at 1 April 2021<br>and as at 31 March 2022 | <u>105,655</u>                | <u>105,655</u> |
| <b>Net book value</b>                         |                               |                |
| As at 31 March 2022                           | <u>105,655</u>                | <u>105,655</u> |
| As at 31 March 2021                           | <u>105,655</u>                | <u>105,655</u> |

The charitable company had capital commitments at 31 March 2022 amounting to £Nil (2021: - £Nil).

### 11.0 Debtors

|               | 2022<br>£    | 2021<br>£     |
|---------------|--------------|---------------|
| Other debtors | 7,609        | 8,602         |
| Prepayments   | <u>2,292</u> | <u>2,239</u>  |
|               | <u>9,901</u> | <u>10,841</u> |

### 12.0 Creditors: - amounts falling due within one year

|                             | 2022<br>£      | 2021<br>£      |
|-----------------------------|----------------|----------------|
| Bank loan                   | 1,826          | 2,630          |
| Other creditors             | 16,036         | 8,048          |
| Other taxes and PAYE        | 4,711          | 5,331          |
| Accrued expenses            | 4,731          | 4,461          |
| Deferred income (Note 15.0) | <u>221,596</u> | <u>239,716</u> |
|                             | <u>248,900</u> | <u>260,186</u> |

## **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

### **Notes forming part of the financial statements for the year ended 31 March 2022**

#### **13.0 Creditors: - amounts falling due after more than one year**

|           | <b>2022</b> | <b>2020</b>         |
|-----------|-------------|---------------------|
|           | <b>£</b>    | <b>£</b>            |
| Bank loan | -           | <u>1,880</u>        |
|           | =           | <u><b>1,880</b></u> |

#### **14.0 Secured debts**

The following secured debts are included within creditors: -

|           | <b>2022</b>         | <b>2021</b>         |
|-----------|---------------------|---------------------|
|           | <b>£</b>            | <b>£</b>            |
| Bank loan | <u>1,826</u>        | <u>4,510</u>        |
|           | <u><b>1,826</b></u> | <u><b>4,510</b></u> |

A first legal charge is held by the Royal Bank of Scotland plc against the charitable company's land and buildings as security against the above bank loan.

#### **15.0 Deferred income**

|   | <b>2022</b>           | <b>2021</b>           |
|---|-----------------------|-----------------------|
|   | <b>£</b>              | <b>£</b>              |
| Balance at 1 April 2021                       | 239,716               | 51,204                |
| Amount deferred in year                       | 221,596               | 239,716               |
| Released to Statement of Financial Activities | <u>(239,716)</u>      | <u>(51,204)</u>       |
| <b>Balance at 31 March 2022</b>               | <u><b>221,596</b></u> | <u><b>239,716</b></u> |

Deferred income comprises funding which the donor has specified must be used in future accounting periods.

#### **16.0 Legal status of the charitable company**

The charitable company is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.00.

## WEST LANCASHIRE WOMEN'S REFUGE LIMITED

### Notes forming part of the financial statements for the year ended 31 March 2022

#### 17.0 Reserves

|                                     | <b>Total<br/>funds<br/>2022<br/>£</b> | <b>Total<br/>funds<br/>2021<br/>£</b> |
|-------------------------------------|---------------------------------------|---------------------------------------|
| Balance at 1 April 2021             | 297,349                               | 324,039                               |
| Net outgoing resources for the year | <u>(35,598)</u>                       | <u>(26,690)</u>                       |
| <b>Balance at 31 March 2022</b>     | <b><u>261,751</u></b>                 | <b><u>297,349</u></b>                 |

# WEST LANCASHIRE WOMEN'S REFUGE LIMITED

## Notes forming part of the financial statements for the year ended 31 March 2022

### 18.0 Statement of funds

#### Analysis of movements in funds – current year

|  | At<br>1 April<br>2021<br>£ | Incoming<br>£         | Outgoing<br>£           | Transfers<br>£         | At<br>31 March<br>2022<br>£ |
|--|----------------------------|-----------------------|-------------------------|------------------------|-----------------------------|
| <b>Restricted funds</b>                          |                            |                       |                         |                        |                             |
| <i>161 Adaption fund</i>                         | -                          | 77,163                | (77,163)                | -                      | -                           |
| <i>Big Lottery fund</i>                          |                            |                       |                         |                        |                             |
| - Project ID: - 0010355781                       | 1,476                      | 106,207               | (105,315)               | -                      | 2,368                       |
| <i>Children and Young People's Advocate fund</i> | 4,913                      | 30,919                | (29,588)                | -                      | 6,244                       |
| <i>Client Welfare and Support fund</i>           | -                          | 29,932                | (29,732)                | (200)                  | -                           |
| <i>Counselling Programme fund</i>                | -                          | 12,507                | (12,507)                | -                      | -                           |
| <i>Covid-19 Awareness fund</i>                   | -                          | 39,437                | (39,437)                | -                      | -                           |
| <i>Garden Refurbishment fund</i>                 | -                          | 1,161                 | (1,161)                 | -                      | -                           |
| <i>Healthy Relationships fund</i>                | -                          | 10,171                | (10,171)                | -                      | -                           |
| <i>Men's Group fund</i>                          | -                          | 250                   | (250)                   | -                      | -                           |
| <i>Outreach Worker fund</i>                      | -                          | 6,772                 | (6,772)                 | -                      | -                           |
| <i>Staff Salaries fund</i>                       | -                          | 54,936                | (54,936)                | -                      | -                           |
| <i>WOW Programme fund</i>                        | -                          | <u>4,875</u>          | <u>(4,875)</u>          | -                      | -                           |
| <b>Total restricted funds</b>                    | <b><u>6,389</u></b>        | <b><u>374,330</u></b> | <b><u>(371,907)</u></b> | <b><u>(200)</u></b>    | <b><u>8,612</u></b>         |
| <b>Designated funds</b>                          |                            |                       |                         |                        |                             |
| <i>Fixed Assets fund</i>                         | 105,655                    | -                     | -                       | -                      | 105,655                     |
| <i>Information Centre fund</i>                   | -                          | -                     | (38,527)                | 38,527                 | -                           |
| <i>Refurbishment fund</i>                        | 20,000                     | -                     | (10,829)                | 10,829                 | 20,000                      |
| <b>General funds</b>                             | <b><u>165,305</u></b>      | <b><u>217,748</u></b> | <b><u>(206,413)</u></b> | <b><u>(49,156)</u></b> | <b><u>127,484</u></b>       |
| <b>Total unrestricted funds</b>                  | <b><u>290,960</u></b>      | <b><u>217,748</u></b> | <b><u>(255,769)</u></b> | <b><u>200</u></b>      | <b><u>253,139</u></b>       |
| <b>Total funds</b>                               | <b><u>297,349</u></b>      | <b><u>592,078</u></b> | <b><u>(627,676)</u></b> | <b><u>=</u></b>        | <b><u>261,751</u></b>       |

# WEST LANCASHIRE WOMEN'S REFUGE LIMITED

## Notes forming part of the financial statements for the year ended 31 March 2022

### 18.0 Statement of funds (continued)

#### Analysis of movements in funds – previous year

|  | At<br>1 April<br>2020<br>£ | Incoming<br>£         | Outgoing<br>£           | Transfers<br>£  | At<br>31 March<br>2021<br>£ |
|--|----------------------------|-----------------------|-------------------------|-----------------|-----------------------------|
| <b>Restricted funds</b>                          |                            |                       |                         |                 |                             |
| <i>Big Lottery fund</i>                          |                            |                       |                         |                 |                             |
| - Project ID: - 0010355781                       | 400                        | 106,619               | (105,543)               | -               | 1,476                       |
| <i>Children and Young People's Advocate fund</i> | 1,949                      | 34,232                | (31,268)                | -               | 4,913                       |
| <i>Client Welfare and Support fund</i>           | -                          | 8,275                 | (8,275)                 | -               | -                           |
| <i>Counselling Programme fund</i>                | -                          | 5,909                 | (5,909)                 | -               | -                           |
| <i>Covid-19 Awareness fund</i>                   | -                          | 21,905                | (21,905)                | -               | -                           |
| <i>Garden Refurbishment fund</i>                 | -                          | 3,761                 | (3,761)                 | -               | -                           |
| <i>Men's Group fund</i>                          | -                          | 1,625                 | (1,625)                 | -               | -                           |
| <i>Staff Salaries fund</i>                       | -                          | 31,469                | (31,469)                | -               | -                           |
| <i>WOW Programme fund</i>                        | -                          | <u>5,345</u>          | <u>(5,345)</u>          | -               | -                           |
| <b>Total restricted funds</b>                    | <b><u>2,349</u></b>        | <b><u>219,140</u></b> | <b><u>(215,100)</u></b> | <b>=</b>        | <b><u>6,389</u></b>         |
| <b>Designated funds</b>                          |                            |                       |                         |                 |                             |
| <i>Fixed Assets fund</i>                         | 105,655                    | -                     | -                       | -               | 105,655                     |
| <i>Information Centre fund</i>                   | -                          |                       | (37,120)                | 37,120          | -                           |
| <i>Refurbishment fund</i>                        | 20,000                     | -                     | (8,116)                 | 8,116           | 20,000                      |
| <b>General funds</b>                             | <u>196,035</u>             | <u>232,671</u>        | <u>(218,165)</u>        | <u>(45,236)</u> | <u>165,305</u>              |
| <b>Total unrestricted funds</b>                  | <b><u>321,690</u></b>      | <b><u>232,671</u></b> | <b><u>(263,401)</u></b> | <b>=</b>        | <b><u>290,960</u></b>       |
| <b>Total funds</b>                               | <b><u>324,039</u></b>      | <b><u>451,811</u></b> | <b><u>(478,501)</u></b> | <b>=</b>        | <b><u>297,349</u></b>       |

**161 Adaption fund** – This represents funding received from the Arete Foundation, B & Q, Lancashire County Council, the Ministry of Housing, Communities and Local Government, Screwfix Foundation and West Lancashire Borough Council; funding has been used to commence work on refurbishing the property owned by the charitable company and to convert this into a 'halfway house', therefore allowing the charitable company to offer more supported accommodation to families staying at the refuge.

#### **Big Lottery fund**

- **Project ID: - 0010355781** – This project commenced in July 2019 for a period of three years and represents funding received from the Big Lottery to fund the 'West Lancashire Domestic Abuse

## WEST LANCASHIRE WOMEN'S REFUGE LIMITED

### Notes forming part of the financial statements for the year ended 31 March 2022

#### 18.0 Statement of funds (continued)

Service'; funding has been used to fund staff salaries and associated costs together with related running costs. The balance on this fund will be used to fund the future costs of the project.

***Children and Young People's Advocate fund*** – Further funding was received from BBC Children in Need in the summer of 2019, therefore allowing the charitable company to continue this project. The grant will fund a Children and Young People's Advocate, materials, trips and transport costs; the project will deliver one to one and group work with children from West Lancashire aged 0 – 18 who have experienced or witnessed domestic violence, helping them keep safe and improve their confidence and mental wellbeing. The balance on this fund will be used to fund the future costs of the project.

***Client Welfare and Support fund*** – This represents funding received from the Council for Voluntary Service West Lancashire, Lancashire County Council and West Lancashire Borough Council; funding has been used on groceries and food vouchers and other day-to-day necessities to help and provide support for women and their children staying at the refuge.

***Counselling Programme fund*** – This represents funding received from the Police and Crime Commission Fund; funding has been used on staff salaries, associated costs, assistance with refurbishment costs and counselling costs.

***Covid-19 Awareness fund*** – This represents funding received from the Council for Voluntary Service West Lancashire, Lancashire County Council, the Lottery Community Fund and the Ministry of Housing, Communities and Local Government, the aim of the programme being to raise awareness of Covid-19 and help people to stay safe and healthy in these difficult times; funding has been used on staff salaries and associated costs and the delivery of a number of courses raising the awareness of Covid-19.

***Garden Refurbishment fund*** – This represents funding received from Lancashire Community Foundation; funding has been used to refurbish the garden area used by families staying at the refuge.

***Healthy Relationships fund*** – This represents funding received from Safenet Domestic Abuse Services; funding has been used to fund staff salaries and associated costs together with related running costs. Working with local schools this has added to the provision of services to children and young people whilst raising awareness of the many aspects of domestic abuse.

***Men's Group fund*** – This represents income generated through the Council for Voluntary Service West Lancashire and the provision of workshops to support men who have suffered domestic violence; funding has been used on staff salaries and associated costs.

***Outreach Workers fund*** – This represents funding received from Safenet Domestic Abuse Services; funding has been used to fund staff salaries and associated costs together with related running costs and to provide specialist services to victims of domestic abuse in the community.

## **WEST LANCASHIRE WOMEN'S REFUGE LIMITED**

### **Notes forming part of the financial statements for the year ended 31 March 2022**

#### **18.0 Statement of funds (continued)**

**Staff Salaries fund** – This represents funding received from Lancashire County Council and the Ministry of Housing, Communities and Local Government; funding has been used to fund the staff salaries and associated costs in respect of two staff positions.

**WOW Programme fund** – This represents funding received from the Police and Crime Commissioner Fund, the aim of the programme being to reduce the incidence or development of involvement in knife crime by young people; funding has been used to provide a number of parenting workshops and support sessions to help young people who are disengaged, demotivated at school or are in social care.

**Fixed assets fund** – This fund identifies those funds that are not free funds as they represent the net book value of tangible fixed assets funded from general funds.

**Information Centre fund** – The Trustees consider that it is of paramount importance that the walk-in information centre based in Ormskirk remains open even though no funding is currently being received to support this project. This fund identifies the costs of the charitable company which relate to the walk-in centre. The deficit incurred on this fund has been transferred to unrestricted general funds at the year end.

**Refurbishment fund** – The Trustees consider that the ongoing upkeep and refurbishment of both the exterior and interior of the three properties used by the charitable company to provide accommodation is of major importance. In view of this the Trustees feel that it is prudent to create a designated fund to cover these ongoing costs; the Trustees consider that £20,000 would be sufficient.

**General funds** – These represent the free funds of the charitable company and are not designated for any particular purpose.

#### **19.0 Analysis of net assets between funds**

##### **Current year**

|                                       | <b>Restricted funds</b> | <b>Designated funds</b> | <b>General funds</b>  | <b>Total funds</b>    |
|---------------------------------------|-------------------------|-------------------------|-----------------------|-----------------------|
|                                       | £                       | £                       | £                     | £                     |
| <b>Fund balances at 31 March 2022</b> |                         |                         |                       |                       |
| <b>are represented by: -</b>          |                         |                         |                       |                       |
| Fixed assets                          | -                       | 105,655                 | -                     | 105,655               |
| Current assets                        | 243,633                 | 20,000                  | 141,363               | 404,996               |
| Creditors                             | (235,021)               | -                       | (13,879)              | (248,900)             |
| <b>Total net assets</b>               | <b><u>8,612</u></b>     | <b><u>125,655</u></b>   | <b><u>127,484</u></b> | <b><u>261,751</u></b> |

# WEST LANCASHIRE WOMEN'S REFUGE LIMITED

## Notes forming part of the financial statements for the year ended 31 March 2022

### 19.0 Analysis of net assets between funds (continued)

#### Previous year

|   | Restricted<br>funds<br>£ | Designated<br>funds<br>£ | General<br>funds<br>£ | Total<br>funds<br>£   |
|---|--------------------------|--------------------------|-----------------------|-----------------------|
| <b>Fund balances at 31 March 2021<br/>are represented by: -</b> |                          |                          |                       |                       |
| Fixed assets  | -                        | 105,655                  | -                     | 105,655               |
| Current assets  | 251,446                  | 20,000                   | 182,314               | 453,760               |
| Creditors   | <u>(245,057)</u>         | -                        | <u>(17,009)</u>       | <u>(262,066)</u>      |
| <b>Total net assets</b>   | <b><u>6,389</u></b>      | <b><u>125,655</u></b>    | <b><u>165,305</u></b> | <b><u>297,349</u></b> |

### 20.0 Guarantees and other financial commitments

The amounts payable in the next year in respect of operating leases are shown below, analysed according to the expiry date of the leases: -

|                 | 2022                       |                     | 2021                       |                     |
|-----------------|----------------------------|---------------------|----------------------------|---------------------|
|                 | Land and<br>buildings<br>£ | Other<br>£          | Land and<br>buildings<br>£ | Other<br>£          |
| Expiring: -     |                            |                     |                            |                     |
| Within one year | <u>28,219</u>              | <u>4,513</u>        | <u>47,339</u>              | <u>4,218</u>        |
|                 | <b><u>28,219</u></b>       | <b><u>4,513</u></b> | <b><u>47,339</u></b>       | <b><u>4,218</u></b> |

### 21.0 Pension commitments

The charitable company operates a defined contribution pension scheme for the members of staff. The assets of the scheme are held separately from those of the charitable company, being invested with insurance companies. Pension costs charged in the Statement of Financial Activities represent the contributions payable by the charitable company in the year.

At the balance sheet date unpaid contributions of £1,108 (2021: - £1,227) were due to the fund. They are included in other creditors.

### 22.0 Ultimate controlling party

The charitable company was controlled throughout the year by the Directors and Trustees holding office.