

# **Well Women Centre**

Charity number 1107523

A company limited by guarantee number 05206205

## **Annual Report and Financial Statements** **for the year ended 31 March 2021**



West Yorkshire Community Accounting Service

# **Well Women Centre**

## **Annual Report and Financial Statements for the year ended 31 March 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# Well Women Centre

## Trustees' report for the year ended 31 March 2021

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Mary Roche	Chair	Resigned 6 August 2021
Jane Bryant		
Katheryn Fisher		Resigned 14 June 2021
Jane Walton		
Claire Woodhead		Resigned 6 August 2021
Tolu Adedipe		
Rachel Massey		
Leanne Evans		
Sharon Dominey		Resigned 14 June 2021
Amanda Vickers		Appointed 6 August 2021
<b>Secretary</b>	Lisa Kaye	Appointed 1 May 2020
<b>Charity number</b>	1107523	Registered in England and Wales
<b>Company number</b>	05206205	Registered in England and Wales

### Registered and principal address

24 Trinity Church Gate  
Wakefield  
West Yorkshire  
WF1 1TX

### Bankers

Unity Bank Plc  
9 Brindley Place  
Birmingham  
B1 2HB

Julian Hodge Bank Ltd  
29 Windsor Place  
Cardiff  
CF10 3BZ

Nationwide BS  
5-11 Georges Street  
Douglas  
Isle of Man  
IM99 1AS

Ecology BS  
7 Belton Road  
Silsden  
Keighley  
DB20 0EE

### Independent examiner

E J Beverley FCCA

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity became a company limited by guarantee on 16 August 2004. It was registered as a charity in 1985 and re-registered following incorporation as a company on 10 January 2005. It is governed by a memorandum and articles of association as amended by special resolution dated 7 September 2011 and 31 January 2017. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Structure, governance and management (continued)**

The charity is governed by the Board of trustees, working closely with the CEO and senior management team. The trustees have formed dedicated sub committees to address both finance and HR responsibilities and providing opportunity to share and utilise trustees' strengths. The finance committee meet 8 times a year to oversee the financial management of the centre, to ensure probity and security, to identify sources of funding to sustain and develop the organisation's charitable purpose and to support the CEO in securing these funds. The HR subgroup meet 8 times a year to support the CEO in oversight of staff management and development. Both groups form consensus and report to the whole board for ratification.

### **Method of recruitment and appointment of trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Group. Under the requirements of the Memorandum and Articles of Association the members of the Management Group are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

The Charity shall have at least three Trustees comprising:

- (a) the Honorary Officers elected at the Annual General Meeting;
- (b) up to nine Members of the Charity elected at the Annual General Meeting;
- (c) persons appointed in accordance with Article 31.

The company endeavours to maintain a balance of members both from internal volunteers/service users and women with relevant skills from external organisations. In an effort to maintain a broad skill mix, in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Management Committee. The Management Group also works with local consultants with relevant skills should existing trustees lack these skills.

### **Objectives and activities**

#### **The charity's objects**

The Well Women Centre continues to serve its core charitable objects which are:

To promote and protect the good health, both mental and physical of the women in Wakefield regardless of age, class, culture, race, religion, sexual orientation, or medico-social need.

#### **Our Mission has been updated to:**

To be the leading organisation in the Wakefield District tackling women's issues relating to mental health and wellbeing, violence and abuse and the associated trauma. Women will continue to be offered high quality, personalised support packages to aid their recovery. We will work collaboratively across sectors to influence policy and support strategic system change.

#### **The charity's main activities**

We offer a range of services for women in the Wakefield District which include:

##### **Twice weekly drop in service**

Women can self-refer into our drop in service where we listen to the needs of individual women and work with them to identify which service or services would be of most help for them.

##### **A range of counselling therapies**

This includes counselling for women with anxiety and depression, women with multiple complex needs or women who have experienced significant trauma. We also provide EMDR, Eye Movement Desensitisation and Reprocessing.

##### **Self-development and wellbeing groups and courses**

We provide rolling termly programmes offering a variety of groups and courses, which have been developed in direct response to the presenting needs of women.

# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **The charity's main activities (continued)**

#### **Intensive support services for women with multiple disadvantage and complex needs**

We provide intensive 1 to 1 case worker support to women affected by the following issues: Domestic Abuse; Childhood Sexual Abuse; Women Apart from their Children; Offending.

#### **A range of Complementary Therapies**

Our therapies work holistically to treat the whole person.

#### **BAMER Women's Support**

The centre is proud to have developed this service in direct response to the voices of BAMER women across Wakefield.

Our services continue to be delivered in person from our main centre at Trinity Church Gate or within one of our designated outreach venues within the district. We also deliver all services remotely, using either telephone or video platform to enhance accessibility for women in Wakefield.

Women who wish to access our services can do so through self-referral, however many women are directed to us from their GPs, NHS workers, Mental Health workers, Third Sector workers and family or friends.

### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health and the saving of lives. We also operate within other charitable purposes with relation to our work with the rehabilitation of offenders and the prevention of crime.

### **Achievements and Performance**

The key achievement we must reference this year is the centre's agile navigation of the Covid-19 global pandemic. The centre responded by adapting, and continued to run vital services for women through the challenges of 2020 and into 2021. We have been significantly supported by existing and new funders to make the necessary adaptations and as a Board of Trustees we have provided support for staff and volunteers. All of this was carried out during a period of significant internal change, we appointed a new CEO in April 2020, the previous holder progressed to another charitable organisation. As this was an internal appointment following robust procedures, it led to an organisational restructure and added challenge which has been successfully navigated by the CEO demonstrating exceptional resilience and professionalism.

We have a dedicated team of 21 staff and 20 volunteers. Our workforce development plan alongside our commitment to addressing women's mental health and wellbeing, has compounded one of our priorities; to enhance and increase opportunities for women to develop new skills through high quality employment, volunteering, and training. Our staff and volunteer team share a wealth of knowledge, experience and expertise and we have provided training to encourage skill sharing and develop competencies. This level of excellence in our delivery is as equal in importance as the need for empathy, understanding, care and respect for women from the moment they connect with the centre.

The knowledge and expertise of our team is much sought after, with our leadership team often consulted on women's issues and in supporting people with multiple and complex needs. Our CEO participates in meetings throughout the district, including the Domestic Abuse Management Board and MARAC steering group, Mental Health Stakeholder meetings and is often invited to round table events focussing on the effects of abuse, inequality and gender based violence. Our leadership team participate in meetings with the West Yorkshire Improving Women's Lives network, mental health interface, bereavement forum and are often invited to operational and strategic steering groups. Our leadership team at the centre are also asked for evidence to inform local and national service provision by elected members.

# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Achievements and Performance (continued)**

Our comprehensive risk assessment has been the foundation for safe and effective working throughout the pandemic. We are proud to note that all mitigation that we have employed to limit the spread of the virus have been successful. Our working bubbles, cleaning measures, building adaptations, self-contained working spaces and PPE have all played a part in avoiding an outbreak at the Centre. We have had staff and volunteers that have tested positive for Covid 19, but our planning and procedures have meant that they have remained isolated from the rest of the team and whole service delivery has not been interrupted.

We have received feedback from both Public Health England and at our most recent Health and Safety external assessment, that has noted our 'above-and-beyond' measures in creating and sustaining a Covid secure working environment

The global crisis tested our agility and dynamic approach and in turn has brought some key achievements in the last year. Key achievements include developing our remote service offer, reducing our counselling waiting list, which is under increased demand, adapting our referral process, upgrading our website and maintaining high standards of staff and volunteer wellbeing support.

### **Enhanced Administrative Functioning**

Being thrust into remote working created an urgent need for an enhanced administrative structure. Our Operations Team and CEO developed effective work from home guidance and electronic systems to support client work. The Centre embraced the role out of Microsoft Teams and our Admin team developed an electronic diary, contact and booking systems. Our Safeguarding Manager worked with the CEO to ensure a continuation of a robust system and accurate recording; recreating the connection, support and objectivity needed for risk management when working separately from each other.

### **Developing our remote service offer**

Our Counselling service adapted quickly to telephone and Teams working. All our staff counsellors attended external training to hone their skills to working in this way. The Team Leaders trained our counselling volunteers, both in the use of Teams and in developing their skills for remote working. One to one counselling translated well to remote working and we have not needed to change it since rolling it out in July 2020. The benefits of working in this way have included reducing the challenge of securing physical room space in a busy centre diary. We have continued to support our counselling volunteers to work from the building remotely with their clients and this has meant that they can still reap the benefits of a physical support network around them.

Our Casework service also adapted seamlessly, increasing the nominal amount of telephone contacts that they offered, to being the typical contact. Again, they have not needed to amend their approach since last year. Caseworkers were already undertaking some client contacts in this way prior to the pandemic, but again this has enhanced their skill sets and expanded this offer to video platform too.

Group work within casework was slower to develop and it is only recently that the uptake and engagement for group work online has improved to normal levels. Support Services of complementary therapies and courses have also transitioned online where possible. Touch therapies have needed to be suspended for the moment, but we plan to reintroduce them in September if restrictions allow.

Courses have an increased uptake and we have become more skilled in using Teams to better replicate the peer support experience that courses inherently offer. Uptake and engagement in remote services has been high. We have undertaken two formal client consultation periods to shape our offer to meet the needs of the women coming to us. In response we have developed a 'walk and talk' group offer, and we continue to offer check in, and welfare calls while women are waiting.

# Well Women Centre

## Trustees' report (continued) for the year ended 31 March 2021

### Waiting list and referral process

As we had expected, demand for our services has sustained and increased at points. We have been able to reduce our waiting list slightly but even with increased throughput, we still have 300 women waiting for counselling. While women are waiting we were hearing from them that they were isolated and lonely. In response we offered regular 121 and the option of group wellbeing calls, covering topics including anxiety and stress, sleep and wellbeing. In the first quarter of 2021 for example, we facilitated 86 wellbeing calls and sent out almost 100 wellbeing packs to clients. In the second quarter to date we have facilitated a further 11 wellbeing calls and 48 wellbeing packs have been sent.

We have developed a new referral process to replace our twice weekly 'drop in' which is how women have self-referred to the Centre throughout our 35-year history. We have created and promoted a remote registration offer that means women can telephone or email brief details to generate an 'assessment' appointment. We believe this approach has enhanced inclusion and accessibility, however the knock-on effect of this, is evidentially an increased and unfaltering demand for our services.

### Website

As part of our remote service offer, our website needed to be upgraded. We secured a small pot of funding and informed by a working group of staff and trustees, plus client consultation, we employed the services of a local website developer. One of the consulted clients recently shared their response:

*'Just wanted to give some positive feedback about the updated / new well women centre website. It looks brilliant!!!! It looks up to date and very relevant to the society and world we live in 2021. I love the illustrations and how it has all been set out. Well done, I am sure it was a team effort. I attended an online session during the Covid lockdowns where we were asked to visit the website and make comments during the session about if it could possibly be improved. It is lovely to see the updated website.'*

### Staff and Volunteer wellbeing

The Centre has always valued the staff and volunteer commitment to working in a sometimes challenging sector within mental health provision and we wanted to reiterate and promote the need for self-care when continuing to work through a global pandemic that each individual is personally affected by.

We have sent care packages to staff and volunteers and offered a virtual wellbeing day, with an in-person event planned for September 2021. We have created an internal monthly newsletter to maintain connectivity and we have found sharing photos to be effective in replicating those less formal and non-agenda driven connections. We have continued to offer private healthcare provision to staff and additional clinical supervision sessions have been made available.

*'Just wanted to say thanks very much for this morning. I loved opening the post yesterday and seeing the origami paper and the little treats, and I really enjoyed the event today. It's just lovely being involved again, and being amongst brilliant women, and feeling valued. Loved it.'*

### Board of Trustees

Our Board of Trustees has seen some changes during the year. Our committed board of nine trustees helped steer the charity through the most challenging period of 2020 and beyond our AGM. We had two resignations in early 2021 due to family and work commitments and our Chair later stepped down due to some health issues. The foundational work we had previously undertaken to refine our recruitment process has been invaluable in attracting new trustees and seamlessly building our Board back up to continue offering effective governance. We are delighted to have recently recruited an experienced Treasurer, another trustee with vast experience in the public sector and we have a new Chair in role. All these actions have contributed to ensuring that the Well Women Centre continues to operate as a going concern.

The Board have worked collaboratively and consistently to provide professional and strategic support to the CEO and staff while navigating such an unknown landscape. We evidence our commitment to the centre by a switch to six weekly, video platform hosted meetings which have been well attended for over a year now.

## Well Women Centre

### Trustees' report (continued) for the year ended 31 March 2021

#### Board of Trustees (continued)



#### Challenges

The main challenges of the last year have been related to the continual adaptation needed in regard to service delivery, to remain in line with local and national guidance and in keeping with what our client group want. We have needed to absorb increased demand with at times compromised capacity from staff and volunteer absence due to ill health from Covid or self-isolation from close contacts. Not always being able to meet need is a challenge for all and for an organisation founded as women offering support to other women, we have needed to make some difficult decisions. We have needed to ensure balance of staff and volunteer wellbeing, client need and our commitment to running safe and effective services. This is a familiar balance for the centre but this last year, with gravitas like never before.

#### Success

We received some funding from Wakefield's Safeguarding Adult Board to deliver some community domestic abuse awareness raising workshops and although hindered by the local and national restrictions being extended, we have now run 3 out of 4 of them and feedback from attendees has been overwhelmingly positive.

*'I just want to say this is the first time I felt someone/ an organisation fully understood my story + my abuse. And ultimately understood me.'*

We are proud to have been chosen as one of the incoming Mayor of Wakefield's chosen charities this year. The Mayor has chosen to support gender specific mental health and wellbeing and is working both with the WWC and Andy's Man Club to help raise awareness and fundraising support. We will be using this opportunity to raise awareness of gender specific needs and support available.





# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Funding update and plan**

The Garfield Weston Grant has helped us to address our deficit of the last financial year and for 2021/2022 we have forecast a balance.

Our 5 year National Lottery Community Fund came to an end in September 2020 and due to the pandemic there was a suspension of applications for continuation of funding from the National Lottery. We were successful in our application to their Coronavirus Community Support fund and this allowed us to retain our vital Casework service and the expertise that we had developed within it.

We have been successful in maintaining a reduced level of our Casework service from April 2021 through grants from Charles Hayward Foundation, Pilgrim Trust and Henry Smith Charity. These organisations are all new funders to the centre and we are extremely grateful for their support for the next 2 years. We were also successful in securing funding for Casework from Wakefield Council which was in recognition of the work that we had developed in Casework for women separated from their children. This is an 18 month pilot with the hope of extending further. We are now through to stage 2 with our National Lottery application. If successful, this would offer longer term security and in the immediacy enhance our Casework offer to meet the current volume of need.

Our largest source of income still comes from the CCG for delivering IAPT counselling with the support of our lead partner, Turning Point Talking Therapies. Our second largest grant is from Wakefield Council for our women's mental health provision, allowing us to continue supporting more women therapeutically and to enhance development of counselling volunteers. The Tudor Trust funding also remains key to our stability for this and into the next financial year. This year they have contributed an additional £2,000 with the specific focus on staff and volunteer wellbeing.

We have excellent professional relationships with partner organisations in Wakefield and West Yorkshire. Our work with Liaison and Diversion continues to flourish with our seconded members of staff and our work with lead provider Turning Point Talking Therapies remains mutually supportive. We were successful in gaining some non recurrent funding from the CCG to offer additional counselling for 6 months and we have also been supported financially by the BRELMS trust, Livewell Wakefield, the Community Foundation and the Smallwood Trust. We are hopeful that these working relationships will continue to develop in to the future.

### **Priorities for the future**

Our priorities for the future are to build on our existing Operations team in recognition of the growing pressure on our infrastructure. The increased demand for our services, not only needs to be met by funding to provide additional client facing staff but also back office support. Month on month we are seeing an increasing number of clients registering with us, hence increased processing of the external and internal communication and coordination. Increased front facing staff equates to additional HR, finance and other governance responsibilities. To continue to run safe, effective, and efficient services that are so clearly needed, we will prioritise securing and increasing our capacity, front facing and our Operations team at the heart of the centre, ultimately benefitting the women of Wakefield district that we exist to support.

# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Financial review**

The net income for the year was £21,380, including net income of £34,801 on unrestricted funds and net payments of £13,421 on restricted funds after transfers.

We have produced a budget and forecast of our financial position for the coming year. The Board of Trustees have scrutinised and approved the budget. The budget has since been reviewed in August 2021. Our forecasting and review informs us that there will be a slight adjustment to expected salary expenditure due to a minimal change in the staffing structure. We have based our forecasting on secured income and expenditure committed to and that which is projected. We have a slight deficit. We have potential additional income pending from funding applications that are currently being assessed.

We have continued to identify cost savings where possible from the changes in the way we operate due to the impact of Covid-19. Work from the building has increased in 2020 but activity is still not up to previous the levels. Hence, utility bills are slightly reduced, as is the required provision of refreshments for staff and volunteers and travel expenses.

Our main sources of income have remained unchanged. We have continued to deliver expected outcomes against these contracts and grants by transitioning and adapting to hybrid working.

At the time of signing these accounts the charity continues to navigate the impact of the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £296,132.

It is the policy of the charity that unrestricted funds that have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Included in this amount are designated funds of £125,895 leaving £170,237. This represents approximately 3.5 months of annual expenditure.

The designated funds relate to the sale proceeds of a property that have been designated for the purchase of another property.

# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts 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 the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

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

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 15/12/2021

Leanne Evans (Trustee)

# **Well Women Centre**

## **Independent examiner's report to the trustees of Well Women Centre**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 12 to 21.

### **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 accounts 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 ('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 statement**

Since the charitable company'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 ACCA which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those 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.

E J Beverley FCCA

20/12/2021

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Well Women Centre

## Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income from:</b>					
Charitable activities	(2)	222,443	291,062	513,505	493,493
Other trading activities	(3)	97,874	-	97,874	111,023
Bank interest		789	-	789	1,537
Other income		-	-	-	1,005
<b>Total income</b>		<b>321,106</b>	<b>291,062</b>	<b>612,168</b>	<b>607,058</b>
<b>Expenditure on:</b>					
Fundraising costs		11,668	469	12,137	1,607
Charitable activities	(4)	311,078	267,573	578,651	606,914
<b>Total expenditure</b>		<b>322,746</b>	<b>268,042</b>	<b>590,788</b>	<b>608,521</b>
<b>Net income / (expenditure)</b>		<b>(1,640)</b>	<b>23,020</b>	<b>21,380</b>	<b>(1,463)</b>
<b>Transfers between funds</b>	(6)	<b>36,441</b>	<b>(36,441)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>34,801</b>	<b>(13,421)</b>	<b>21,380</b>	<b>(1,463)</b>
<b>Fund balances brought forward</b>		<b>267,500</b>	<b>94,576</b>	<b>362,076</b>	<b>363,539</b>
<b>Fund balances carried forward</b>	(6)	<b>302,301</b>	<b>81,155</b>	<b>383,456</b>	<b>362,076</b>

All incoming resources and resources expended derive from continuing activities.

**Well Women Centre**  
**Balance sheet**  
**as at 31 March 2021**

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(7) 6,169	-	6,169	-
<b>Total fixed assets</b>	<u>6,169</u>	<u>-</u>	<u>6,169</u>	<u>-</u>
<b>Current assets</b>				
Debtors and prepayments	(8) 55,079	-	55,079	36,415
Cash at bank and in hand	(9) 321,425	105,155	426,580	366,804
<b>Total current assets</b>	<u>376,504</u>	<u>105,155</u>	<u>481,659</u>	<u>403,219</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(10) 46,372	-	46,372	41,143
Deferred income	34,000	24,000	58,000	-
<b>Total current liabilities</b>	<u>80,372</u>	<u>24,000</u>	<u>104,372</u>	<u>41,143</u>
<b>Net current assets / (liabilities)</b>	<u>296,132</u>	<u>81,155</u>	<u>377,287</u>	<u>362,076</u>
<b>Net assets</b>	<u>302,301</u>	<u>81,155</u>	<u>383,456</u>	<u>362,076</u>
<b>Funds</b>				
Unrestricted funds				
General unrestricted funds	176,406	-	176,406	141,605
Designated funds	(11) 125,895	-	125,895	125,895
Total unrestricted funds	<u>302,301</u>	<u>-</u>	<u>302,301</u>	<u>267,500</u>
Restricted funds	-	81,155	81,155	94,576
<b>Total funds</b>	<u>302,301</u>	<u>81,155</u>	<u>383,456</u>	<u>362,076</u>

For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 15/12/2021

Leanne Evans (Trustee)

**Well Women Centre**  
**Statement of cash flows**  
**for the year ended 31 March 2021**

	2021 £	2020 £
<b>Cash flows from operating activities</b>		
<b>Net cash provided by (used in) operating activities</b>	<u>68,240</u>	<u>20,054</u>
<b>Cash flows from investing activities:</b>		
Bank interest received	789	1,537
Purchase of property, plant and equipment	<u>(9,253)</u>	<u>-</u>
<b>Net cash provided by (used in) investing activities</b>	<u>(8,464)</u>	<u>1,537</u>
 Change in cash and cash equivalents in the reporting period	 59,776	 21,591
Cash and cash equivalents at beginning for the year	<u>366,804</u>	<u>345,213</u>
Cash and cash equivalents at the end of the year	<u>426,580</u>	<u>366,804</u>
 <b>Reconciliation of net income/(expenditure) to net cash flow from operating activities</b>		
	2021	2020
Net income/ (expenditure) for the reporting period (as per the statement of financial activities)	21,380	(1,463)
Adjustments for:		
Depreciation charges	3,084	1,162
Bank interest received	(789)	(1,537)
Loss / (profit) on the sale of fixed assets	-	-
(Increase) / decrease in debtors	(18,664)	39,095
Increase / (decrease) in creditors	<u>63,229</u>	<u>(17,203)</u>
<b>Net cash provided by (used in) operating activities</b>	<u>68,240</u>	<u>20,054</u>
 <b>Analysis of cash and cash equivalents</b>		
	2021 £	2020 £
Cash at bank	425,322	365,260
Cash in hand	<u>1,258</u>	<u>1,544</u>
	<u>426,580</u>	<u>366,804</u>

# **Well Women Centre**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Project and office equipment: over 5 years

Computer equipment: over 3 years

Leasehold improvements: over 3 years



# **Well Women Centre**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies continued**

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

**Well Women Centre**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

2 Income from charitable activities	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Grants and donations</b>				
National Lottery Community Fund	-	74,628	74,628	99,384
Lloyds Bank Foundation	2,869	10,444	13,313	25,000
Clinical Commissioning Groups (CCGs)	-	23,000	23,000	23,660
Wakefield Metropolitan District Council	15,300	85,160	100,460	78,816
The Tudor Trust	-	47,000	47,000	45,000
WMDC - refugee resettlement	-	-	-	20,000
Garfield Weston Foundation	25,000	-	25,000	-
The Brelms Trust	-	4,980	4,980	-
NOVA Wakefield District Limited	-	14,550	14,550	-
Leeds Community Foundation	-	10,000	10,000	-
Smallwood Trust	-	21,300	21,300	-
Donations	630	-	630	3,447
<b>Service level agreements</b>	178,644	-	178,644	198,186
	<u>222,443</u>	<u>291,062</u>	<u>513,505</u>	<u>493,493</u>

3 Other Trading Activities	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Earned income	71	-	71	6,844
Staff secondment	97,803	-	97,803	104,179
	<u>97,874</u>	<u>-</u>	<u>97,874</u>	<u>111,023</u>

4 Expenditure on charitable activities	Activities undertaken directly £	Support costs £	Total £
Women's support work	479,977	98,674	578,651
	<u>479,977</u>	<u>98,674</u>	<u>578,651</u>

Support costs	Charitable activity £	Governance activity £	Total cost £
Salaries	50,039	-	50,039
General running costs	35,075	-	35,075
Payroll charges	1,555	-	1,555
Independent examination	-	1,980	1,980
HR service	3,621	-	3,621
IT contract	6,391	-	6,391
Governance	-	13	13
	<u>96,681</u>	<u>1,993</u>	<u>98,674</u>

**Well Women Centre**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

<b>5 Staff costs and numbers</b>	2021	2020
	£	£
Gross salaries	418,124	428,950
Social security costs	34,195	29,713
Employment allowance	(4,000)	(3,000)
Pensions	23,785	27,311
Recruitment	293	190
Staff Health Care	1,759	1,948
Staff supervision	9,508	10,372
Staff expenses	1,136	7,733
Staff training	2,220	3,005
	<u>487,020</u>	<u>506,222</u>

The average number employees during the year was 19.3, being an average of 14.5 full time equivalent (2020: 20.9, 16.2 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2021	2020
	£	£
Costs of the scheme to the charity for the year	23,785	27,311

<b>6 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Welfare fund	4,325	-	598	-	3,727
WMDC (Counselling)	2,917	80,160	58,336	(10,421)	14,320
National Lottery Positive Impact	17,392	25,041	30,534	(11,899)	-
National Lottery Positive Response	-	49,587	43,389	(6,198)	-
Lloyds Caseworker Fund	23,014	10,444	28,835	-	4,623
WMDC (Refugee resettlement)	11,674	-	-	-	11,674
Tudor Trust	33,752	47,000	44,954	-	35,798
CCG winter grant	1,502	-	1,502	-	-
Adult Safeguarding Board	-	5,000	-	-	5,000
CCG/IAPT:Advance CCG Fund	-	23,000	16,987	-	6,013
Brelms Fund	-	4,980	4,980	-	-
Emotional and Mental Wellbeing	-	10,000	3,616	(6,384)	-
Leeds Community Foundation	-	10,000	10,000	-	-
Live Well Wakefield	-	4,550	4,550	-	-
Smallwood Trust	-	21,300	19,761	(1,539)	-
	<u>94,576</u>	<u>291,062</u>	<u>268,042</u>	<u>(36,441)</u>	<u>81,155</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Welfare fund	Funds provided by the West Yorkshire Probation Service for meeting costs incurred by those beneficiaries of the charity who are in need.
WMDC (Counselling)	This is to provide counselling and group services for women. This also supports our volunteers across the centre.
National Lottery Positive Impact	A 5 year Positive Impact Project.
National Lottery Positive Response	Towards casework targeted to support vulnerable women whose needs have been exacerbated during the COVID-19 pandemic.
Lloyds Caseworker Fund	To pay for a caseworkers salary for 3 years from March 2018.
WMDC (Refugee resettlement)	To offer a women's support group to provide a service for Syrian Refugees.

# Well Women Centre

## Notes to the accounts continued

### for the year ended 31 March 2021

#### Restricted funds (continued)

Fund name	Purpose of restriction
Tudor Trust	Core funding towards CEO salary. Additional £2,000 was received for staff, volunteer and trustee wellbeing
CCG winter grant	Winter Funding to deliver Open House sessions to reduce A&E admissions and GP appointments.
Adult Safeguarding Board	Towards domestic abuse awareness raising campaign.
CCG/IAPT:Advance CCG Fund	To increase the counselling provision at WWC and reduce the waiting time for counselling by employing 1.5 full time equivalent additional counsellors for a six month period.
Brelms Fund	For additional staff hours in relation to Domestic Abuse work to develop on-line materials, our social media presence and website relevance.
Emotional and Mental Wellbeing	Towards enhancing our remote services by purchasing mobile phones for case workers, provide training for volunteers to offer online sessions, getting access to online platforms. The transfer relates to the purchase of laptops that have been capitalised.
Leeds Community Foundation	Towards salaries for 2 part time staff and 2 full time staff.
Live Well Wakefield	Towards enhancing our remote services by upgrading the web site, purchasing hardware and installation and etc.
Smallwood Trust	Funding towards salary costs to support women who experience disproportioned challenge or difficulty as a result of Covid -19.
	All transfers relate to management costs unless noted above.

#### 7 Tangible assets

	Fixtures and equipment	Leasehold Improvements	Total
<u>Cost</u>	£	£	£
At 1 April 2020	28,646	4,390	33,036
Additions	9,253	-	9,253
At 31 March 2021	37,899	4,390	42,289
<u>Depreciation</u>			
At 1 April 2020	28,646	4,390	33,036
Charge for year	3,084	-	3,084
At 31 March 2021	31,730	4,390	36,120
<u>Net book value</u>			
At 31 March 2021	6,169	-	6,169
At 31 March 2020	-	-	-

#### 8 Debtors and prepayments

	2021	2020
	£	£
Debtors	53,931	35,020
Prepayments	1,148	1,395
	55,079	36,415

**Well Women Centre**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

9 Cash at bank and in hand	2021	2020
	£	£
Cash at bank	425,322	365,260
Cash in hand	1,258	1,544
	<u>426,580</u>	<u>366,804</u>

10 Creditors and accruals	2021	2020
	£	£
Creditors	14,183	14,004
Accruals	32,189	27,139
	<u>46,372</u>	<u>41,143</u>

11 Designated Funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Property Purchase	125,895	-	-	-	125,895
	<u>125,895</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>125,895</u>

Fund name	Purpose of restriction
Property Purchase	The sale proceeds of the sale of King Street have been designated for the purchase of another property by the trustees.

**12 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees, the CEO and head of clinical services. The total employee benefits received by the CEO and head of clinical services were £53,024 (previous year: £86,046).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

**13 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2021	2020
	£	£
Within one year	1,593	3,408
In the second to fifth years inclusive	-	3,797
	<u>1,593</u>	<u>7,205</u>

## Well Women Centre

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Charitable activities	222,443	201,633	291,062	291,860	513,505	493,493
Other trading activities	97,874	111,023	-	-	97,874	111,023
Bank interest	789	1,537	-	-	789	1,537
Other income	-	-	-	1,005	-	1,005
<b>Total income</b>	<b>321,106</b>	<b>314,193</b>	<b>291,062</b>	<b>292,865</b>	<b>612,168</b>	<b>607,058</b>
<b>Expenditure</b>						
Fundraising costs	11,668	1,607	469	-	12,137	1,607
Charitable activities	311,078	381,605	267,573	225,309	578,651	606,914
<b>Total expenditure</b>	<b>322,746</b>	<b>383,212</b>	<b>268,042</b>	<b>225,309</b>	<b>590,788</b>	<b>608,521</b>
<b>Net income / (expenditure)</b>	<b>(1,640)</b>	<b>(69,019)</b>	<b>23,020</b>	<b>67,556</b>	<b>21,380</b>	<b>(1,463)</b>
<b>Transfers between funds</b>	<b>36,441</b>	<b>47,547</b>	<b>(36,441)</b>	<b>(47,547)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>34,801</b>	<b>(21,472)</b>	<b>(13,421)</b>	<b>20,009</b>	<b>21,380</b>	<b>(1,463)</b>
<b>Fund balances brought forward</b>	<b>267,500</b>	<b>288,972</b>	<b>94,576</b>	<b>74,567</b>	<b>362,076</b>	<b>363,539</b>
<b>Fund balances carried forward</b>	<b>302,301</b>	<b>267,500</b>	<b>81,155</b>	<b>94,576</b>	<b>383,456</b>	<b>362,076</b>