

**Sunderland Women's Centre Limited**  
**(Company limited by Guarantee)**

**Financial Statements for the Period ended**  
**31st July 2020**

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**Charity No: 1108695**

**Company No: 05252285**

***Community Accounting CIC***  
***Pinetree Centre***  
***Durham Road***  
***Birtley***  
***Co. Durham***  
***DH3 2TD***

# **Sunderland Women's Centre Limited**

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# *Community Accounting*

## *North East*

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The Volunteer Centre, Clarence Terrace, Chester Le Street, DH3 3DQ  
Tel: 0191 3874469

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Sunderland Women's Centre  
8 Green Terrace  
Sunderland  
SR2 3PZ

### **Accountant's and Independent Examiner's Report**

I report on the accounts of Sunderland Women's Centre. for the period ended 31<sup>st</sup> July 2020.

#### **Respective Responsibilities of Trustees and Examiner**

The trustees of the charity are responsible for the preparation of accounts; they consider that the audit requirement under section 43(2) of the Charities Act does not apply. I have been appointed under section 43 of the Charities Act 1993 and report in accordance with the regulations made under section 44 of that Act. It is my responsibility to examine the accounts and statement, without performing an audit, and to report to the trustees.

#### **Basis of Examiner's Statement**

This report is in respect of an examination carried out under section 43 of the Charities Act 1993 and in accordance with the directions given by the Charity Commissioners under section 43(7)(b). an examination includes a review of the accounting records kept by the charity trustees and a comparison of the accounts presented with those records. It also includes a review of the accounts and making such enquiries as are necessary for the purpose of this report. The procedures undertaken do not constitute an audit.

#### **Examiner's Statement**

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe, that in any material respect, accounting records have not been kept in accordance with section 41 of the Charities Act 1993. or that the accounts presented do not accord with those records or comply with the accounting requirements of the Charities Act 1993. No matter has come to my attention in connection with my examination to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts.

In my opinion, the accounts are in agreement with the accounting records kept by the company under Section 221, and have regard only to, and on the basis of, the information contained in those accounting records, those accounts have been drawn up in a manner consistent with the provisions of this Act specified in subsection (6), so far as is applicable to the company.

# *Community Accounting*

## *North East*

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The Volunteer Centre, Clarence Terrace, Chester Le Street, DH3 3DQ  
Tel: 0191 3874469

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In my opinion, having regard to and on the basis of, the information contained in the accounting records kept by the company under section 221, the company as a charity satisfied the requirements of section 249A(5) for the financial year and did not fall within section 249B(1) (a) to (f) at any time within the financial year.



Terry Atkinson  
Independent Examiner  
20<sup>th</sup> October 2020

## **Sunderland Women's Centre Limited**

### **Report of the Management Committee for the Year ended 31<sup>st</sup> July 2020**

The Management Committee presents its report and audited financial statements for the year ended 31<sup>st</sup> July 2020.

**Charity Name:** Sunderland Women's Centre

**Charity Reg. No:** 1108695

**Company Reg. No:** 5252285

**Registered Office and  
Operational Address:** 8 Green Terrace,  
Sunderland  
SR2 3PZ

#### **Management Committee:**

Jacqui Reeves	Chairperson
Sheila Gothard	Treasurer
Tricia Doyle	
Marian Hinds	
Fiorella Salsedo	
Nataliya Vakulyk	

**Company Directors:** S Gothard, F Salsedo, J Reeves.

**Company Secretary:** W Allan

**Bankers:** Co op Bank  
5-6 Fawcett Street,  
Sunderland  
SR1 1SJ

**Independent Examiners:** Community Accounting North East CIC  
Pinetree Centre  
Durham Road  
Birtley  
Co. Durham  
DH3 2TD

## **Sunderland Women's Centre**

### **Structure Governance and Management**

#### **Governing Document:**

The organisation was registered as a charity on 19<sup>th</sup> April 1996 and Incorporated as a Company on 6<sup>th</sup> October 2004. The company's Memorandum of Association established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

#### **Recruitment and Appointment of Management Committee:**

Under the requirements of the Memorandum and Articles of Association, members are elected to serve a period of one year, after which they must be re-elected at the next Annual General Meeting. For the purpose of charity law, members of the committee are also charity trustees. For the purpose of company law, three members of the committee are also directors.

#### **Organisational Structure:**

Sunderland Women's Centre (SWC) has a Management Committee of six members which meets on a quarterly basis and is responsible for the strategic direction and policy of the charity.

Day to day responsibility for the provision of the services rests with the staff team:-

Project Manager	Willa Allan
Development Manager	Sue Ellwood
Crèche Supervisor	Andrea Bulmer
Crèche Leader	Jayne Simpson

#### **Risk Management:**

The Management Committee has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal Controls have been implemented in respect of transaction authorisation. Procedures are in place to ensure the health and safety of staff, volunteers and visitors to the Centre.

## **Aims and Activities:**

SWC is a central resource open to all in the city, its aims are to:

- 1) Provide educational opportunities in the form of short/part time courses in a range of subject areas within friendly hours.
- 2) Take a holistic approach to the general well-being of all individuals.
- 3) Promote a positive approach to life time learning by offering guidance, support, confidence building and awareness raising.
- 4) Identify and remove barriers, thereby encouraging women who have felt excluded to participate in courses and activities.
- 5) Provide crèche facilities on a daily basis for pre-school children in a safe, educational and caring environment, open to all child carers.
- 6) Prioritise interpersonal, communication and social skills development in order to begin the empowering process for all.
- 7) Encourage and support groups and individuals to become active in their community via self- help groups, study space and resources.

## **Achievements and Performance:**

SWC continues to be a highly valued, effective provider of quality education, providing a full programme of activities. Despite the current climate we recorded 234 women enrolling on courses.

Due to the national lock down to Covid -19, the Centre has been closed from March to the end of the academic year. This affected our delivery of courses through our contract with Sunderland College and delivery of non-accredited courses which are funded by a variety grants and funders. We were able to complete courses with our tutors and learners adapting to virtual learning.

All targets for learning outcomes for the January 2020 courses were graded using predictive grades. This was used for ESOL classes as well as Functional Skills Maths and English. Our success rate did show a slight drop as 93% of women achieved their qualifications during these unprecedented times.

In future with current rules in place we will:

Publicise risk assessments & safety procedures, admit only 5 learners per room per class.

Deliver blended learning – which includes face to face and virtual learning (in varying ratios, as appropriate i.e. 4 hours in class and 2 hours online or, 2 hours in class and 4 hours online or 6 hours online .

Only accredited ESOL and Functional skills Maths and English are to be delivered from October term. Non-Accredited courses will to be offered if and when appropriate in the future terms. Our crèche was utilised to its full capacity throughout the year, with waiting lists for some sessions.

SWC provided a range of courses, aimed at improving employability and tackling some of the adverse effects women face due to the economic climate. We plan to continue this provision for the coming academic year. The provision of non-accredited courses offering a first step into education, as well as providing leisure/social activities, are essential to SWC and the backbone of our service. This year we secured funding which also enabled us to deliver programmes specifically aimed at older women as well as tackling issues around women's health. The success of these, will ensure that we continue to raise funds to offer both in the future.

### **Working Partnerships:**

We are committed to the ongoing development of mutually beneficial partnership working, which serves to improve services and activities for the community. Partnerships also strengthens the direct access to services and other resources that each project has in place which include; Information Resource (including the online directory), Therapies, Independent Advocacy, Young People's Project, Education, Training and Volunteering opportunities. We have successfully provided a range of courses in partnership with Learning Curve, Cultural Spring as well as Sunderland College.

### **Financial Review:**

The Centre received a Gross income of £147,598 with a net surplus of £22,691. The organisation has a reserves policy, based on increased funding difficulties, of trying to build up a reserve which amounts to 6 months running, future pension provision, building refurbishment and wind up costs. This designated funds in respect of wind up, pension and refurbishment costs stands at £87,596. The general fund, which is approximately 6 months running costs, as at 31st July 2020, stood at £44,969.

### **Future Plans:**

We will continue to promote our services through our website, social media and work with voluntary and statutory agencies to ensure the service is accessible to all in the community.

We anticipate that the essential service that we provide will be even more in demand, while the economic down turn continues. Our main objective will be to continue to develop provision that is flexible enough to respond to the needs of the community, whilst at the same time protect our own financial stability. The security of our valued employees is of paramount importance, therefore to this aim we will endeavour to safeguard salaries.

Our aim therefore will be to secure our annual contract with Sunderland College but also to seek funding through other means, either by income generated within the Centre or by successfully applying to charitable



trusts/funds. SWC's strategy involves searching for diverse funding sources that would give us a sound and healthy financial footing.

### **Responsibilities of the Management Committee:**

The Management Committee shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Act, the Memorandum, the Articles or any special resolution.

No alteration of the Memorandum or the Articles shall retrospectively invalidate any prior act of the Committee.

Any meeting of the committee at which a quorum is present at the time the relevant decision is made, may exercise all the powers exercisable by the Committee.

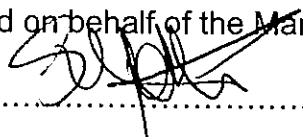
Company Law requires the Management Committee to prepare financial statements for each financial year which give true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources including income and expenditure for the financial year. In preparation of the financial statements, the Management Committee should follow best practice and:

1. Select suitable accounting policies and then apply them
2. Make judgements and exercises that are reasonable and prudent.
3. Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining 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 statements comply with the Companies Act 2006. The Management Committee is also responsible for safe guarding the assets of the charitable company and hence for taking reasonable steps to the prevention and detection of fraud and other irregularities.

This report has been in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of the Companies Act 2006 relating to small entities.

Signed on behalf of the Management Committee:

  
....., Director



**Sunderland Women's Centre Limited**

**Statement of Financial Activities (including Income & Expenditure Account)  
For the Year ended 31st July 2020**

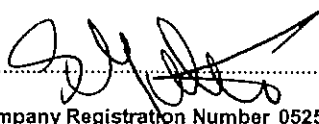
	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<b>Incoming Resources</b>					
Donations		782		782	1,314
Grants			86,794	86,794	46,667
Income generated from Activities		6,885	52,537	59,422	91,363
Interest Received		600		600	792
Other Income		0		0	287
<b>Total Incoming Resources</b>		<u>8,267</u>	<u>139,331</u>	<u>147,598</u>	<u>140,423</u>
<b>Resources Expended</b>					
Direct Costs			40,255	40,255	39,811
Staffing Costs		3,955	57,683	61,638	60,315
Administration		4,606	18,408	23,014	23,064
<b>Total Resources Expended</b>		<u>8,561</u>	<u>116,346</u>	<u>124,907</u>	<u>123,190</u>
<b>Net Incoming Resources</b>		<u>(294)</u>	<u>22,985</u>	<u>22,691</u>	<u>17,233</u>
Transfer between Funds		0	0		
<b>Total Funds Brought Forward</b>		135,996	24,080	160,076	142,843
<b>Total Funds Carried Forward</b>		<u>135,702</u>	<u>47,065</u>	<u>182,767</u>	<u>160,076</u>

**Sunderland Women's Centre Limited**

**Balance Sheet as at 31st July 2020**

	2020 £	2019 £
<b>Fixed Assets</b>		
Tangible Fixed Assets	3,137	4,041
<b>Current Assets</b>		
Debtors	16,796	34,109
Cash at Bank and in Hand	<u>163,414</u>	<u>123,425</u>
	180,210	157,534
<b>Less</b>		
<b>Current Liabilities</b>		
(Payable within one year)		
Accruals	<u>580</u>	<u>1,499</u>
<b>Net Current Assets</b>	179,630	156,035
<b>Net Assets</b>	<u>182,767</u>	<u>160,076</u>
<b>Funded by</b>		
Unrestricted Funds		
Designated	87,596	86,096
Capital	3,137	4,041
General	44,969	45,859
Restricted Funds	47,065	24,080
<b>Total Funds</b>	<u>182,767</u>	<u>160,076</u>

For the period ended 31st July 2020, the Company was entitled to exemption under Section 477 of the Companies Act 2006 relating to Small companies. The members have not required the Company to obtain an audit of its accounts for the year in question in accordance with Section 476. The directors acknowledge their responsibilities for complying with the provisions applicable to companies subject to the small companies regime. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies' regime.


 ..... S Gothard                      Director  
 Company Registration Number 05252285

## **Sunderland Women's Centre Limited**

### **Notes forming part of the Financial Statements to 31st July 2020**

#### **1) Accounting Policies**

The principal accounting policies are summarised below, The accounting policies have been applied consistently throughout the year and in the preceding year.

##### **a) Basis of accounting**

The financial statements have been prepared under the historical cost convention in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

##### **b) Fund Accounting**

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

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor.

##### **c) Incoming Resources**

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

- i) Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the charity are recognised where the charity becomes unconditionally entitled to the grant.
- ii) The value of the services provided by the volunteers are accounted for when earned.
- iii) Incoming resources from activities are accounted for when earned.

##### **d) Resources Expended**

Expenditure is recognised on an accrual 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.

Expenditure comprises of those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **e) Fixed Assets**

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Office and Training Equipment	25% reducing balance
Furniture, Fixtures & Fittings	15% reducing balance

**Sunderland Women's Centre Limited**

**Notes forming part of the Financial Statements to 31st July 2020**

**2) Incoming Resources**

<b>Grants</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2020</b>	<b>Total 2019</b>
Community Foundation		9,966	9,966	9,603
Prime Fund		0	0	4,844
Kellet Fund		0	0	9,200
The Benevolent Fund		0	0	1,000
Coutts Albert Hunt Trust		0	0	2,000
Greggs Trust		0	0	1,000
Womens Centennial Fund		0	0	3,663
Barbour Trust		0	0	2,500
Catherine Cookson Trust		0	0	100
National Lottery Community Fund		0	0	9,603
Sir James Knott		4,000	4,000	
Sir David Family		2,000	2,000	
Shears Foundation		5,000	5,000	
HMRC		27,828	27,828	
Sunderland City Council		10,000	10,000	
Garfield Weston		8,000	8,000	
Bernicia Foundation		10,000	10,000	
Didymus		10,000	10,000	3,154
	<u>0</u>	<u>86,794</u>	<u>86,794</u>	<u>46,667</u>

**Income Generated from Activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2020</b>	<b>Total 2019</b>
Sunderland College		52,537	52,537	81,639
Room Hire	4,900		4,900	5,695
Creche	1,985		1,985	3,700
Other Income	0		0	329
	<u>6,885</u>	<u>52,537</u>	<u>59,422</u>	<u>91,363</u>

The Adult Education and College income is now being treat as restricted due to the clearly defined restricted requirments that are needed to justify this income.

<b>Other Income</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>2019</b>
Vending Machine	<u>0</u>	<u>0</u>	<u>0</u>	<u>287</u>

# Sunderland Women's Centre Limited

## Notes forming part of the Financial Statements to 31st July 2020

### 3) Resources Expended

Direct Costs	2020	2019
Creche Workers	23,736	23,942
Tutors	16,519	15,869
	<u>40,255</u>	<u>39,811</u>

### Staff Costs

No employee earned more than £60,000 during the year	61,638	60,315
Average no. of employees (including those in direct costs)	-	11

Administration	Unrestricted	Restricted	Total 2020	Total 2019
Accountancy	580		580	530
Cleaning, Health & Safety		240	240	197
Coffee / Water Machine	36		36	
Companies House	13		13	
Depreciation	904		904	1,179
Insurance		1,215	1,215	971
Light and Heat		1,138	1,138	1,103
Printing & Postage	928		928	1,044
Rates / Water	1,121		1,121	1,026
Rent		14,969	14,969	14,649
Repairs & Renewals	330		330	163
Travel			0	
Telephone / Internet		446	446	447
Health Insurance	484		484	757
Subscriptions/Prof Fees	155	200	355	784
Volunteer and Travel Expenses	55	200	255	214
	<u>4,606</u>	<u>18,408</u>	<u>23,014</u>	<u>23,064</u>

All salaries and admin are allocated to the appropriate fund and overspend is allocated to general funds

# Sunderland Women's Centre Limited

## Notes forming part of the Financial Statements to 31st July 2020

### 4) Trustees Remuneration and Related Party Transactions

No member of the management committee received any remuneration during the year.

### 5) Taxations

As a charity, Sunderland Women's Centre is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that they are applied to their charitable objects. No tax charges have arisen in the charity.

### 6) Tangible Fixed Assets

	Office & Training Equipment	Furniture Fixtures & Fittings	Total
<b>Cost</b>			
As at 1st August 2019	24,945	21,322	46,267
Additions			0
Disposals			0
As at 31st July 2020	<u>24,945</u>	<u>21,322</u>	<u>46,267</u>
<b>Depreciation</b>			
As at 1st August 2019	21,974	20,252	42,226
Charge for Year	743	161	904
Elimated on Disposal			0
As at 31st July 2020	<u>22,717</u>	<u>20,413</u>	<u>43,130</u>
NBV as at 31st July 2020	<u>2,228</u>	<u>909</u>	<u>3,137</u>
NBV as at 31st July 2019	<u>2,971</u>	<u>1,070</u>	<u>4,041</u>

### 7) Debtors

	2020	2019
Debtors	12000	29,328
Prepayments	4796	4,781
	<u>16,796</u>	<u>34,109</u>

### 8) Creditors

	2020	2019
Paye / NI		959
Other Accruals	580	540
	<u>580</u>	<u>1,499</u>



**Sunderland Women's Centre Limited**

**Notes forming part of the Financial Statements to 31st July 2020**

**9) Analysis of Net Assets between Funds**

	General Funds	Restricted Funds	Total
Tangible Fixed Assets	3,137		3,137
Current Assets	133,145	47,065	180,210
Current Liabilities	(580)		(580)
	<u>135,702</u>	<u>47,065</u>	<u>182,767</u>

**10) Movement of Funds**

	As at 1st August 2019	Incoming Resources	Outgoing Resources	Transfers	As at 31st July 2020
Kellet Fund	9,200	0	(6,200)		3,000
Sherburn House	1,614	0	(1,614)		0
Womens Centenary Fund	3,663	0	(2,442)		1,221
The National Lottery Community I	9,603	0	(6,403)		3,200
Sir James Knott		4,000	(4,000)		0
Sir David Family	0	2,000	(2,000)		0
Shears Foundation		5,000	0		5,000
HMRC		27,828	(27,828)		0
Sunderland City Council		10,000	(10,000)		0
Garfield Weston		8,000			8,000
CDCF		9,966	(3,322)		6,644
Bernicia Foundation		10,000			10,000
Didymus		10,000			10,000
College		52,537	(52,537)		0
<b>Total Restricted</b>	<u>24,080</u>	<u>139,331</u>	<u>(116,346)</u>	<u>0</u>	<u>47,065</u>
Unrestricted Funds					0
Designated Funds	86,096			1,500	87,596
General Funds (Capital)	4,041			(904)	3,137
General Funds (Revenue)	45,859	8,267	(8,561)	(596)	44,969
					0
<b>General Funds</b>	<u>135,996</u>	<u>8,267</u>	<u>(8,561)</u>	<u>0</u>	<u>135,702</u>
<b>Total Funds</b>	<u>160,076</u>	<u>147,598</u>	<u>(124,907)</u>	<u>0</u>	<u>182,767</u>

Transfer of Funds to Designated represents the increase in provision for redundancy

Transfer of funds from Capital to Revenue represents the depreciation charge for the year

