

**SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT
(SWWOP)**

(A Company Limited by Guarantee, registered no. 05413661)

(Registered Charity registered number 1109759)

FINANCIAL STATEMENTS

for the year ended 31 March 2021

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SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Legal and administrative information

Trustees

| | |
|----------------|-----------|
| Catherine Lee | Chair |
| Lotte Aweimrin | Treasurer |
| Ann Lucas | |
| Lucy J Edwards | |
| Andrew Martin | |
| Simon Nolan | |
| Anthony Bains | |

Company Secretary

Sali Harwood

Registered Charity number

1109759

Company Ltd by Guarantee number

05413661

Principal address & Registered Office

WMS House
61-63A The Wicker
Sheffield
S3 8HT

Independent examiner

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatia
CA7 2EL

Bank

Royal Bank of Scotland plc
Sheffield Broomhill Branch
184 Whitham Road
Broomhill
Sheffield
S10 2SS

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Trustees' report

The Trustees present their annual report and financial statements for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities.

Structure, governance and management

The charitable company is governed by its memorandum and articles of association incorporated 5 May 2005 and was entered on the Register of Charities effective from 27 May 2005.

SWWOP is managed/supported by a multi-agency management committee with representatives from Mental Health, Safeguarding Children and Adults at Risk, Substance Misuse, Sexual Health, Education and Organisational Consultancy work.

SWWOP is managed by a voluntary management committee with day to day management by Sali Harwood the manager.

The trustees who served during the year are listed on page 2 on the report.

New trustees are recruited to fill gaps in the management committee as required. Trustees are generally recruited from people who express an interest in the work of SWWOP. An initial meeting occurs with the Manager to outline the roles and responsibilities and also the work of SWWOP. New trustees are invited to observe a trustee meeting and are voted on by the existing members.

Objectives and activities

The Projects objects are:

- a) to educate the public in the causes and effects of prostitution and the prevention thereof, and to undertake or contribute to research into such matters and/or publish the useful results of such research;
- b) to provide education to women working in prostitution about health;
- c) to provide street-based community work providing information, advice and support around a broad range of issues;
- d) to develop opportunities and resources for women to meet together to give and receive support, improve self esteem and lack of confidence and to take part in activities;
- e) an opportunity for women to explore choices available to them e.g. employment, education and training;
- f) to break down the feelings of isolation and vulnerability of women working;
- g) to encourage take-up of health, social and other local services;

SWWOP is opposed to discrimination and oppression based on the grounds of race, gender, class, age, sexuality, disability and HIV status.

The objects of the SWWOP as a Charity are to promote the benefit of women inhabitants of the City of Sheffield and districts and in particular those women who work in the sex industry and as prostitutes {"working women"}, by the provision of education and training and the promotion and preservation of good health amongst the said women and by raising public awareness in the causes and prevention of prostitution.

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Trustees' report continued

Public benefit statement

The Trustees of SWWOP take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance of the Charity Commission.

Review of Progress and Achievement

This is the third year in which we have pursued a policy of opening our offices for five days per week, allowing the increasing number of extremely vulnerable clients, with complex difficulties, to simply drop in for help. This is particularly valuable as a way of preventing crisis's from escalating.

Due to lockdown we had to drastically change our activities. The majority of our clients are substance misusers, many of them are homeless, and the majority live chaotic and dangerous lives. They continued to work on the street as usual and the number of clients/punters did not drop.

By April 2020 SWWOP had to temporarily halt outreach via the van and all face to face, one to one and group sessions while we undertook a full risk assessment for both workers and clients. In the short term, the more stable clients were issued with mobile phones so they could have telephone support and we began to deliver food parcels to those with accommodation. We liaised with the Council and Homeless charities to trace women to offer accommodation to those who needed it.

This year is the last year of the 3-year grant from the Big Lottery of £70,000 per annum. The funding, which ended on 30th November 2020, has enabled SWWOP to be open for the additional hours necessary to provide an extended service. (For everyone's safety, we can only provide an open service with at least two staff members on hand.) The Big Lottery agreed to extend funding for an additional 6 months, granting SWWOP a one-off payment of £39,850 from 1st December 2020 to 31st May 2021. We are extremely grateful for the continued support from the Big Lottery especially during the pandemic, where fundraising has been difficult. SWWOP has applied for further funding from the Big Lottery for financial year 2021/22.

We have again this year received monies totaling £55,800 from the Sheffield City Council Safer & Sustainable Communities Partnership. They are one of our core funders, who without we would not be able to provide our much-needed services. We thank them most sincerely for always supporting us.

We also received confirmation of funding from the South Yorkshire Police & Crime Commissioners Sheffield Community Safety Partnership Fund totaling £23,500. This funding has enabled us to fund an essential part-time exit worker, as well as other expenses. Again, we thank the PCC most sincerely for supporting us.

In August 2019, SWWOP was very fortunate to secure funding of £7,320 over 3 years from St. Martin's in the Field. The funding enables our workers to meet any of our clients leaving prison and help them with their rehabilitation and we thank them most sincerely for this funding. Due to the COVID pandemic and not being able to visit prisons, St Martin's in the Field have very kindly allowed SWWOP to use the funding to assist with other costs as required to meet the needs of all the women affected.

SWWOP received donations from Arm totaling £5,148 and a payment of £6,536 from the University of Sheffield to cover the cost of their 6 students, who did placements at SWWOP under the guidance of the SWWOP Manager, Sali Harwood. Other very kind, individual donations amounting to £2,216 were gratefully received through Just Giving and charitable giving sites. Finally, other income received was from our NIC allowance and bank interest.

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Trustees' report continued

Review of Progress and Achievement continued

We would like to thank everyone, who has funded the charity during the year and thereby enabled SWWOP to deliver the very needed services they do for a group of very vulnerable women in and around Sheffield.

We would also like to thank all the SWWOP workers and volunteers, who give their time and support to enable the charity to provide the much-needed services. It is very much appreciated.

Reserves Policy

SWWOP is aiming towards maintaining 3 - 6 months of funds in reserve to provide sufficient funds to cover management, administration and support costs in the event of emergency through lack of funding from time to time.

Trustees responsibilities for the financial statements

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and apply them consistently;
- ☐ make judgements and estimates that are reasonable and prudent.
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

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

This report was approved by the Trustees on _____ and is signed on their behalf by:

Sali Harwood
Company Secretary

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Independent Examiner's report on the Accounts of SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT for the year ended 31 March 2021

I report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- ☐ to state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: _____

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Date: _____

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Statement of Financial Activities incorporating Income and Expenditure Account for the year ended 31 March 2021

| | Notes | Unrestricted funds | Restricted funds | Total funds 2021 | Total funds 2020 |
|---|----------|-----------------------|---------------------|------------------------|---------------------|
| | | £ | £ | £ | £ |
| Income from | 1 | | | | |
| Incoming resources from charitable activities: | | | | | |
| Grants and donations | 3 | 13,900 | 152,906 | 166,806 | 162,223 |
| Activities for generating funds: | | | | | |
| Other receipts | | 4,146 | - | 4,146 | 3,399 |
| Total Income | | 18,046 | 152,906 | 170,952 | 165,622 |
| Expenditure on | | | | | |
| Charitable activities | | | | | |
| Wages | 6 | - | 109,420 | 109,420 | 115,898 |
| Payroll service | | - | 462 | 462 | 425 |
| Travel, training & conference | | - | 1,856 | 1,856 | 2,095 |
| Premises | | - | 17,300 | 17,300 | 18,000 |
| Office equipment | | 1,682 | 1,190 | 2,872 | - |
| Volunteer expenses | | 66 | 899 | 965 | 952 |
| Insurance | | - | 1,004 | 1,004 | 985 |
| Memberships, meetings, networking and supervision | | - | 259 | 259 | 246 |
| Telephone, mobile & internet | | - | 1,486 | 1,486 | 1,442 |
| Vehicle maintenance/tax/insurance, diesel | | 433 | 5,719 | 6,152 | 3,271 |
| Equipment and IT | | - | 1,420 | 1,420 | 875 |
| Printing, postage and stationery | | 200 | 488 | 688 | 479 |
| Publicity | | - | 191 | 191 | 192 |
| Outreach | | - | 256 | 256 | 181 |
| Exit support | | 79 | 2,608 | 2,687 | 4,141 |
| Health items | | - | 198 | 198 | 2,335 |
| Newhall prison | | - | 924 | 924 | 1,165 |
| Covid support costs | | - | 1,029 | 1,029 | - |
| Sauna work | | - | - | - | 13 |
| Depreciation | | 5,285 | - | 5,285 | 5,285 |
| Other expenditure | | 21 | 54 | 75 | 301 |
| Accountancy and independent examination | | - | 425 | 425 | 425 |
| Total expenditure | | 7,766 | 147,189 | 154,954 | 158,705 |
| Net (outgoing)/incoming resources | | 10,280 | 5,717 | 15,998 | 6,916 |
| Total funds brought forward | | 23,258 | 27,146 | 50,404 | 43,489 |
| Total funds carried forward | 4 | 33,538 | 32,863 | 66,401 | 50,404 |

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Balance Sheet as at 31 March 2021

| | | | |
|---|-------|----------------------|----------------------|
| Company number: 05413661 | | 2021 | 2020 |
| | Notes | £ | £ |
| Fixed assets | 2 | - | 5,285 |
| Current Assets | | | |
| Balance at Bank | | 66,752 | 45,480 |
| Cash in Hand | | 74 | 65 |
| | | <u>66,826</u> | <u>45,545</u> |
| Creditors: amounts falling due within one year | | | |
| Accruals | 4 5 | (425) | (425) |
| | | <u>(425)</u> | <u>(425)</u> |
| Net Current Assets | | <u>66,401</u> | <u>45,120</u> |
| Net Assets | | <u>66,401</u> | <u>50,405</u> |
| Represented By | | | |
| FUNDS | | | |
| Unrestricted Funds | | 33,538 | 17,973 |
| Unrestricted Funds: Fixed assets | | - | 5,285 |
| Restricted Funds | 3 | 32,863 | 27,146 |
| | | <u>66,401</u> | <u>50,404</u> |

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

Director's responsibilities;

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

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

The financial statements are approved by the Trustees on _____ and signed on its behalf by:

Lotte Aweimrin
Treasurer

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Notes to the accounts

for the year ended 31 March 2021

1 Accounting Policies

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Income

Grants donations and Income from charitable trading activities are recognised in full in the Statement of Financial Activities in the year in which they are received.

(c) Restricted Funds

Restricted funds are used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund together with a fair allocation of management and support costs.

(d) Unrestricted Funds

Unrestricted Funds are other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(e) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of V.A.T. The company is not VAT registered.

Governance costs of the charity relate to the costs of running the charity such as the costs of meetings, professional costs and statutory compliance, and includes any costs which cannot be specifically identified to another expenditure classification. In the opinion of the trustees all support costs relate to charitable expenditure.

(f) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its useful life. Van: 25% on cost

(g) Fund Accounting

Funds held by the charity are either restricted funds or unrestricted general funds. Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees. Restricted funds that can only be used for a particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2 Tangible Fixed Assets

| | Van £ | Total £ |
|----------------------------------|---------------|---------------|
| Cost | | |
| Brought Forward | 21,140 | 21,140 |
| Additions | - | - |
| Carried Forward | <u>21,140</u> | <u>21,140</u> |
| Depreciation | | |
| Brought Forward | 15,855 | 10,570 |
| Charge for the year | 5,285 | 5,285 |
| Carried Forward | <u>21,140</u> | <u>15,855</u> |
| Net Book Value 31 March 2021 | <u>-</u> | <u>5,285</u> |
| Net Book Value 31 March 2020 | <u>5,285</u> | <u>10,570</u> |

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Notes to the accounts

for the year ended 31 March 2021

| 3 Grants and donations | Unrestricted funds | Restricted funds | Total funds |
|---|--------------------|------------------|----------------|
| Reaching Communities Big Lottery Fund | - | 73,606 | 73,606 |
| Sheffield City Council- Safer & Sustainable Communities Partnership | - | 55,800 | 55,800 |
| South Yorkshire Police & Crime Commissioner | - | 23,500 | 23,500 |
| Donations and gift aid | 13,900 | - | 13,900 |
| | 13,900 | 152,906 | 166,806 |

4 Restricted Funds

| | Opening balance at 01/04/20 | Incoming resources | Outgoing expenditure | Closing Balance at 31/03/21 |
|---|-----------------------------|--------------------|----------------------|-----------------------------|
| Evan Cornish Foundation | - | | | - |
| Reaching Communities Big Lottery Fund | 20,125 | 73,606 | (79,196) | 14,535 |
| Sheffield City Council- Safer & Sustainable Communities Partnership | - | 55,800 | (43,368) | 12,432 |
| South Yorkshire Police & Crime Commissioner | - | 23,500 | (23,500) | - |
| St Martin in the Field | 7,021 | | (1,125) | 5,896 |
| | 27,146 | 152,906 | (147,189) | 32,863 |

5 Accruals

These are expenses that have been incurred but have not been billed or paid for during the accounting period. They are in respect of:

| | £ |
|-------------------------|------------|
| Independent Examination | 425 |
| | 425 |

6 Staff costs and trustees remuneration

| | £ |
|------------------------------|----------------|
| Gross salaries | 94,765 |
| Employers national insurance | 4,725 |
| Pension | 9,930 |
| | 109,420 |

An equivalent of four full-time employees were employed during the year.

No remuneration was paid to any trustees during the period.