

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 2023

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SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Legal and administrative information

Trustees

Polly Foster	Acting Chair
Lotte Aweimrin	Treasurer
Lucy J Edwards	
Anthony Bains	
Louise Millington	
Tylor Price	

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
Aspatria
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 2023 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.

Sali Harwood, the SWWOP manager, oversees the day-to-day management of SWWOP supported by a voluntary multi-agency management committee with representatives from Mental Health, Safeguarding Children and Adults at Risk, Substance Misuse, Sexual Health, Education and Organisational Consultancy.

Sali Harwood announced her decision to retire to be effective from the end of September 2022 after 25 years of managing the project. Expressions of interest were sought internally to cover the role for 3 months while the role was put out to external recruitment and Rosie Peers was recruited to the role, she was then successful at the external interview and therefore, recruited to take over as Project Manager.

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

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Trustees' report continued

Objectives and activities

The objectives of SWWOP as a Charity are to offer support to women inhabitants of the City of Sheffield and districts who engage in sex work, mostly on the street, by the provision of advice and support with substance misuse, housing, access to physical and mental health services and assistance with benefits such as Universal Credit and PIP. The Charity aims to:

- a) break down the feelings of isolation and vulnerability of women working.
- b) provide street-based community work on an outreach van where the women work, providing information, advice and support around a broad range of issues.
- c) encourage take-up of health (physical, mental and sexual), social care and other local services.
- d) provide advice and support to women working in prostitution about substance misuse and harm reduction, including needle exchange services.
- e) provide dedicated housing support with close links to the council's housing teams.
- f) develop opportunities and resources for women to meet to give and receive support, improve self-esteem and lack of confidence and to take part in activities.
- g) provide an opportunity for women to explore choices available to them e.g., employment, education and training; to encourage and support an exit from street prostitution.
- h) 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;

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

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

The year 22/23 has seen a lot of change for the charity. The appointment of Rosie Peers as Project Manager has brought with it a general update of policies and procedures. Rosie with the support of the Trustees has ensured that all the policies are up to date and all employees and workers have appropriate contracts.

The office is open 5 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 crises from escalating. The majority of clients are substance misusers, many of them are homeless, and the majority live chaotic and dangerous lives.

There are currently 2 Crisis and Exit support workers who provide general support to the women who access the service. SWWOP has also secured additional funding to employ a specialist housing worker and a specialist drug intervention worker alongside the crisis and exit support workers.

Over this last year outreach has increased to up to 5 evenings a week. We have decreased the shifts from 3 to 2 hours as we have found that shorter but more frequent outreach sessions work better for the women on the beat. The van still offers hot and cold drinks, food, toiletries, basic clothes (winter items, underwear), condoms and a needle exchange. The van continues to be a vital component of the service that SWWOP offers.

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Trustees' report continued

Review of Progress and Achievement continued

Our main funder is the National Lottery through the Reaching Communities Big Lottery Fund with an amount of £89,320 per annum. In 2022 the Big Lottery also extended to us a one-off cost of living grant of £15596. This has enabled us to keep/recruit 2 full time and one part-time staff and keep our offices open for the additional hours necessary during the week to provide much needed services for our clients. For both our case workers and our client's safety, we are only able to allow access for our clients to our office when at least two staff members are on hand.

We are very grateful to our core funders the Sheffield City Council Safer and Sustainable Communities Partnership totalling £55,475 which pays for the Project Manager role and additional office and client support. The funding we receive from the Sheffield City Council enables us to continue delivering our much-needed services and we thank them most sincerely for always supporting us.

In March 2023 Sheffield City Council's Housing service provided SWWOP with £55800. As we received these funds so late in the financial year, we have made the decision to use them in the financial year 23 -24. This funding will allow us to increase our services and Trustees and the Project Manager are looking at what area this will be most beneficial.

In August 2019 SWWOP was very privileged to secure funding of £7,320 over 3 years from St Martin-in-the-Field Charity. As with the previous financial year, due to the COVID pandemic and not being able to visit prisons, St Martin-in-the-Field Charity has very kindly allowed SWWOP to spend the funding on supporting with other costs as required to meet the needs of all the women affected. This donation has now been fully spent.

Sheffield Primary Care Trust has provided £9500 to fund a part time Drug Intervention worker. This post has already proved to be a real asset to the team and provides a much needed link between the Sheffield drug service and SWWOP.

South Yorkshire Police and Crime Commissioner provided £4934 on 31/03/23 which, going forward, will fund the paid Outreach workers, DBS checks, Volunteer bus & travel expenses, travel to prison visits, posters, leaflets and other informative literature for the clients.

We have also received a very kind addition donation of £1000 from '500 together', a Sheffield based fundraising group, who aims to help everyday causes and offer a helping hand to someone who really needs it.

Arnold Clark have provided £2000 which pays for any food for the outreach Van and can also be used for van fuel if needed. This money also funds any other miscellaneous van supplies that might be required.

Funding from WM Morrison Supermarkets of £5000 specifically for office refurbishments has meant that there are plans to improve the client's group room with additional seating and shelving. There will also be new filing cabinets and other office furniture to improve working conditions for staff. Due to the changes in management and recruitment of additional staff, the timeline for the improvements has been pushed back. The money does not have to be used in this financial year and there are also plans to improve the kitchen and the flooring throughout in the year 23/24.

The LACK funding pays £1000 towards the weekly food parcels that SWWOP provides to the client. The food is obtained from Fair Share and Lowedges Food Bank. This remains a vital part of the service that SWWOP offers to the women it serves.

Trussel Trust has provided SWWOP with £2400 to be used for training around domestic abuse. The Project manager is currently in discussion with Trussel Trust to see if this money could also be used for wider training opportunities for the team.

We very much appreciate the funding we have received from all our donors.

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Trustees' report continued

Review of Progress and Achievement continued

In addition, SWWOP received very kind, individual donations amounting to £15345 were gratefully received through Just Giving, Giving.com and other charitable giving methods. The Computer Technology firm Arm donated £5000 to be used for IT equipment which has transformed the ability of the staff to work in the office or remotely.

Finally, other income received was from our NIC allowance and bank interest.

The Trustees would like to thank everyone who has in any way funded SWWOP during the year and thereby enabled SWWOP to deliver the very needed services they provide to a group of very vulnerable women in and around Sheffield.

As well as thanking anyone who has provided financial support to SWWOP, we would like to thank all the SWWOP workers and volunteers, who give their time and support to ensure we are able to provide support and services to our clients. Without you all, our donors, workers and volunteers, the work we want to deliver would not be possible.

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 19 December 2023 and is signed on their behalf by:



Polly Foster
Acting Chair of Trustees

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 2023

I report on the accounts of the company for the year ended 31 March 2023, which are set out on pages 8 to 12.

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 2023

	Notes	Unrestricted funds	Restricted funds	Total funds 2023	Total funds 2022
		£	£	£	£
Income from	1				
Incoming resources from charitable activities:					
Grants and donations	3	15,345	242,025	257,370	156,677
Activities for generating funds:					
Other receipts		5,748	-	5,748	19,314
Total Income		21,093	242,025	263,118	175,991
Expenditure on					
Charitable activities					
Wages	6	-	117,211	117,211	105,757
Payroll service		-	864	864	504
Travel, training & conference		1,700	1,224	2,924	2,604
Premises		-	19,600	19,600	18,368
Volunteer expenses		-	-	-	902
Insurance		-	1,079	1,079	1,013
Memberships, meetings, networking and supervision		816	422	1,238	316
Telephone, mobile & internet		331	436	767	949
Vehicle maintenance/tax/insurance, diesel		-	3,543	3,543	9,870
Equipment and IT		2,199	1,029	3,228	726
Printing, postage and stationery		110	953	1,063	372
Publicity		-	1,899	1,899	244
Outreach		702	1,058	1,760	485
Exit support		-	5,381	5,381	5,294
Health items		-	1,339	1,339	294
Newhall prison		-	358	358	425
Covid support costs		-	-	-	358
Other expenditure		-	-	-	243
Accountancy and independent examination		465	-	465	440
Total expenditure		6,323	156,396	162,719	149,164
Net (outgoing)/incoming resources		14,770	85,629	100,399	26,826
Total funds brought forward		45,515	47,712	93,228	66,401
Total funds carried forward	4	60,285	133,341	193,626	93,228

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Balance Sheet as at 31 March 2023

Company number: 05413661

	Notes	2023 £	2022 £
Fixed assets	2	-	-
Current Assets			
Balance at Bank		193,956	93,580
Cash in Hand		135	87
		<u>194,091</u>	<u>93,667</u>
Creditors: amounts falling due within one year			
Accruals	4 5	(465)	(440)
		<u>(465)</u>	<u>(440)</u>
Net Current Assets		<u>193,626</u>	<u>93,227</u>
Net Assets		<u>193,626</u>	<u>93,227</u>
Represented By			
FUNDS			
Unrestricted Funds		60,285	45,515
Restricted Funds	3	133,341	47,712
		<u>193,626</u>	<u>93,227</u>

For the year ending 31 March 2023 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 19 December 2023 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 2023

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	21,140	21,140
Charge for the year	-	-
Carried Forward	<u>21,140</u>	<u>21,140</u>
 Net Book Value 31 March 2023	<u>-</u>	<u>-</u>
 Net Book Value 31 March 2022	<u>-</u>	<u>-</u>

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Notes to the accounts

for the year ended 31 March 2023

3 Grants and donations	Unrestricted funds	Restricted funds	Total funds
500 Together fund	-	1,000	1,000
Arnold Clarke	-	2,000	2,000
Reaching Communities Big Lottery Fund	-	89,320	89,320
Reaching Communities Big Lottery Fund - cost of living grant	-	15,596	15,596
Lack Fund	-	1,000	1,000
South Yorkshire Police and Crime Commissioner	-	4,934	4,934
Sheffield Primary Care Trust	-	9,500	9,500
Sheffield City Council Housing	-	55,475	55,475
Sheffield City Council- Safer & Sustainable Communities Partnership	-	55,800	55,800
Trussel Trust	-	2,400	2,400
WM Morrisons	-	5,000	5,000
Donations and gift aid	15,345	-	15,345
	15,345	242,025	257,370

4 Restricted Funds

	Opening balance at 01/04/22	Incoming resources	Outgoing expenditure	Closing Balance at 31/03/23
500 Together fund	-	1,000	(1,000)	-
Arnold Clarke	-	2,000	(2,000)	-
Reaching Communities Big Lottery Fund	45,442	89,320	(81,776)	52,986
Reaching Communities Big Lottery Fund - cost of living grant	-	15,596	(8,800)	6,796
Lack Fund	-	1,000	-	1,000
South Yorkshire Police and Crime Commissioner	-	4,934	-	4,934
Sheffield Primary Care Trust	-	9,500	(4,750)	4,750
Sheffield City Council Housing	-	55,800	(55,800)	-
Sheffield City Council- Safer & Sustainable Communities Partnership	-	55,475	-	55,475
St Martin in the Field	2,270	-	(2,270)	-
Trussel Trust	-	2,400	-	2,400
WM Morrisons	-	5,000	-	5,000
	47,712	242,025	(156,396)	133,341

SHEFFIELD WORKING WOMEN'S OPPORTUNITIES PROJECT

Notes to the accounts

for the year ended 31 March 2023

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	465
	<u>465</u>

6 Staff costs and trustees remuneration

	£
Gross salaries	106,650
Employers national insurance	3,501
Pension	7,060
	<u>117,211</u>

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

No remuneration was paid to any trustees during the period.