

Salisbury Women's Refuge



Annual Report 2020

Registered Charity Number 01112497
Registered Company Number 5632436

Salisbury Women's Refuge

Annual Report and Accounts 2020

Table of Contents

<i>Page 1</i>	<i>Foreword</i>
<i>Page 2</i>	<i>Our Service</i>
<i>Page 3-4</i>	<i>Some Statistics</i>
<i>Page 5</i>	<i>Our Staff</i>
<i>Page 6</i>	<i>Our Building</i>
<i>Page 7</i>	<i>Our Finances</i>
<i>Page 8-11</i>	<i>Trustees' Report</i>
<i>Page 12</i>	<i>Independent Examiner's Report</i>
<i>Page 13</i>	<i>Statement of Financial Activities</i>
<i>Page 14</i>	<i>Balance Sheet</i>
<i>Page 15-20</i>	<i>Notes to the Accounts</i>



Foreword

It would be very easy in a year dominated by a pandemic to focus on all the things we have not been able to do. It is of course a great sadness that we were not able to meet up with our friends and supporters at the AGM in the Spring or at the Crib Service at Christmas. We were not able to give talks to local groups about our work or arrange any fundraising events. Nor could staff and trustees meet together to consider best practice at our annual planning day.

It is ironic that 2020 was the year that the Domestic Abuse Bill was introduced. The Refuge had plans not only to provide better facilities for staff and residents but also to think strategically about how to improve our service. I am pleased to report that the Refuge was able to carry out some of its refurbishment programme despite the pandemic. The main kitchen has been renovated and the office IT upgraded. We have also introduced new systems of collecting data for monitoring purposes and to inform long term planning.

The pandemic in fact arrived swiftly at the Refuge. Within days of the first lockdown we had our first suspected case. Given that there are in effect 12 households at the Refuge and that our residents live as a single community, sharing kitchens and bathrooms, we have been and continue to be at high risk of transmitting infection. Fortunately, even before the first lockdown was announced, the trustees and staff had met to assess what needed to be done.

Foremost in our minds was that we needed to maintain services at a time of unprecedented reported levels of Domestic Abuse. We also needed to protect our staff. It is to the credit of staff that the Refuge remained open to referrals throughout 2020 except on the three occasions when we had a suspected case. Our occupancy levels in 2020 were in fact slightly higher than in 2019.

Our manager has outlined in her report the measures which were put in place to keep our small community safe. Residents and staff have on the whole adapted well to new ways of working. Hygiene has been a high priority. We cannot however deny that a lot has been lost over the past year. The teamwork and banter of a busy office, so important in dealing with the everyday and the crisis, is not easy with social distancing. More importantly the ability of staff to observe and assess situations, to learn from each other, to support residents not only directly but also intuitively, can be compromised by remote working or the wearing of masks.

That having been said, it is due to the extraordinary efforts of staff that these effects of the pandemic have been minimised. The staff have shown exceptional levels of patience and kindness to residents. They have been significantly hampered in their normal enabling work by the closure or reduced operation of almost all support services. I would like to thank them for 'keeping the show on the road' and my fellow trustees for their commitment to the Refuge at this most difficult of times.

Ros Hepplewhite - Chair of Trustees.

Our service

As you can imagine working during a pandemic has been extremely challenging. When it became apparent that we were dealing with such a serious and worrying situation, we took steps in February/March to write a Coronavirus Management Plan and risk assessments in preparation. These plans were quickly put into practice when one of our residents showed potential symptoms of the virus. We commenced remote working with staff entering the house only in order to deliver shopping and cleaning items. Residents were confined to their rooms and a rota implemented for use of the kitchens and bathrooms. Residents could contact staff via the office phone number, which was redirected to my mobile phone and the support workers conducted their key working and support via the telephone. Our residents, although frustrated and concerned, responded sensibly.

We have had to self-isolate the house on two additional occasions since March. None of the residents proved to have coronavirus. Our plan and risk assessment measures have been developed and altered over the course of the pandemic, led by Government guidance as the virus became better understood. I receive daily updates from the Government website, which informs me of the latest guidelines and developments, and we change our working practices and advice to our residents accordingly. The office has been reconfigured to enable social distancing as much as possible. It is a small space and we try to limit the number of staff to 2 at any one time. I have been able to work from home with regular visits to the refuge; staff have been working their shifts partly in the refuge and partly from home.

For the residents the impact was felt keenly. In a communal house, managing social distancing and keeping everyone as safe as possible is complex. Much stricter cleaning regimes are necessary; hand sanitiser stations and face masks have been introduced and staff ensure windows are open to allow air circulation. It did feel foreign to all of us in the beginning. As a staff team we had to become much more rigid with routine and with implementing these safety measures. For the most part these additional measures have been met with understanding and respect.

The Council had to suspend its 'Move On' programme for a time in the early stages of the pandemic to ensure that all street homeless people had somewhere safe to live. This affected our residents' ability to move out of the Refuge and into their own property. The 'Move On' processes are now fully open and several long staying residents have secured tenancies in the community. We have managed to keep taking new referrals with some suspension when the house was self-isolating. Additional questions around covid are asked as part of the referral process and additional measures put into place for the first 10 days of a new resident's arrival.

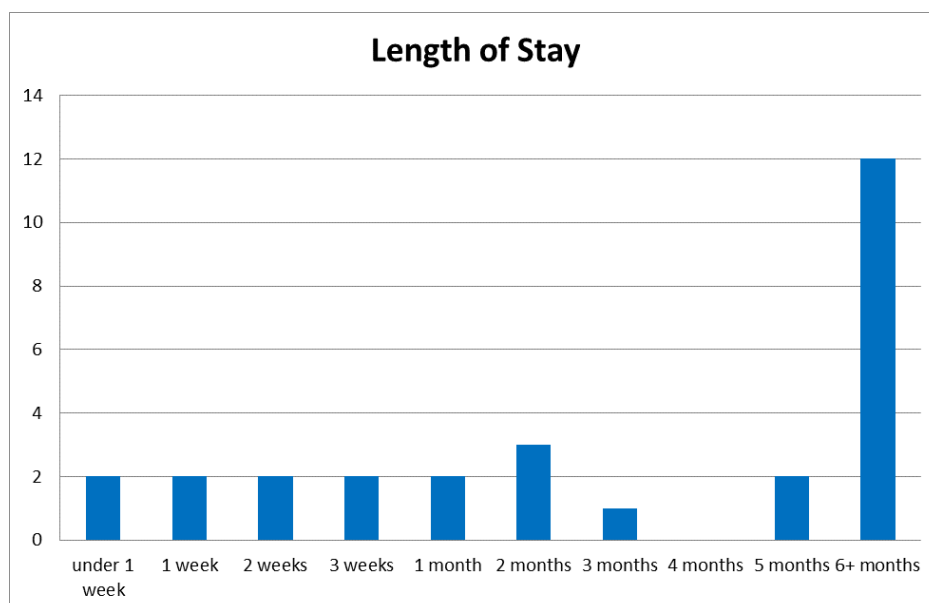
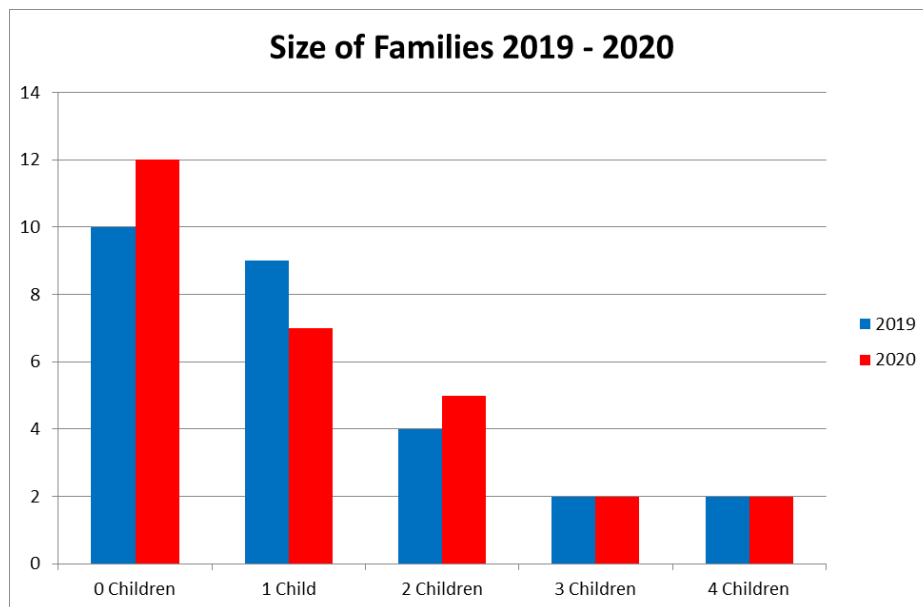
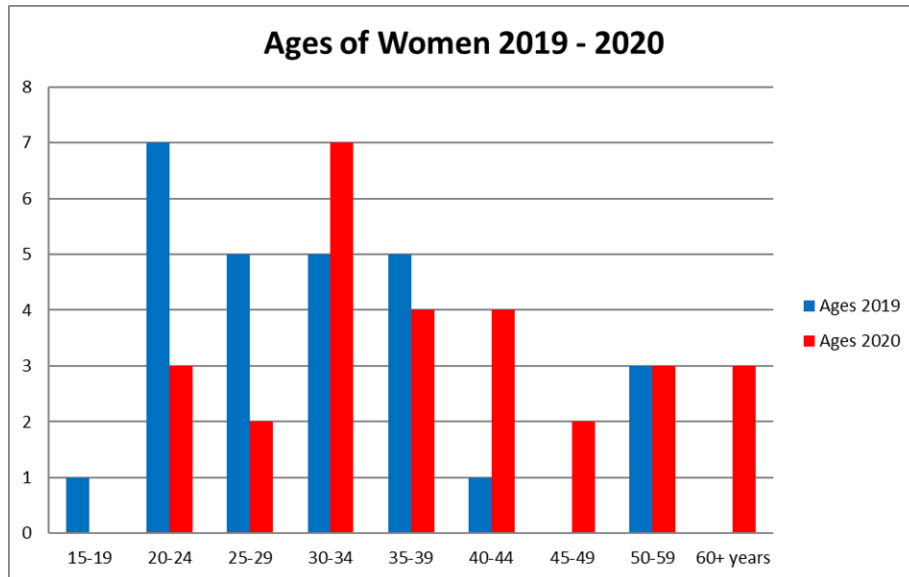
We were blessed with donations of games from the 'Kids Out' charity and Pizza nights and Christmas Day lunch gifted by a local family. Food donations from local Churches and charities continue to be delivered as well as support from local supermarkets and individuals.

Staff morale has remained high despite not being able to hold meetings face to face or verbally hand over at shift changeover. Staff meetings have moved to zoom and some of our routine communications have had to be tweaked in order to ensure the best possible communication is maintained. We have not had a case of covid amongst the staff, but we have had several staff self-isolating at various times. The resilience and adaptability of the team has been incredible and this year more than ever I am grateful and thankful for their unwavering dedication and support.

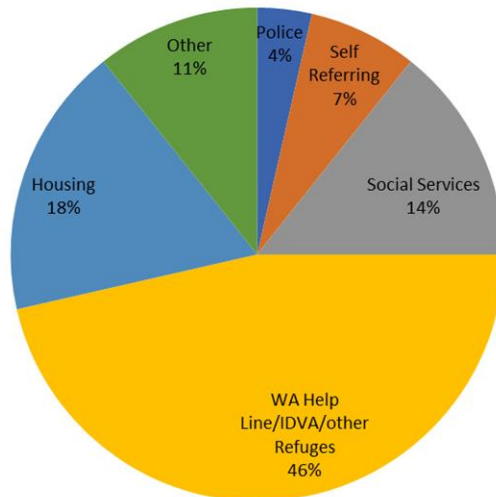
We continue to strive to ensure our families are safe, secure and in a good position to be able to move forward with their lives, once this crisis has passed.

Sandra Horner - Refuge Manager

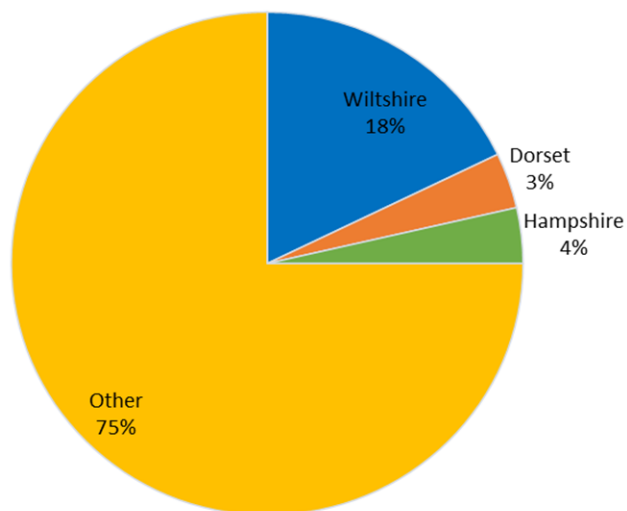
Some Statistics



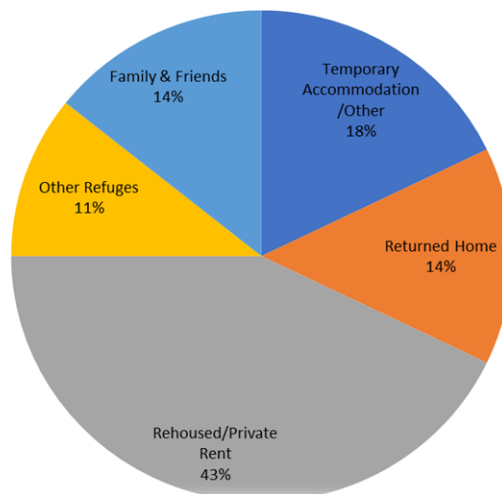
Referring Agencies



Catchment Area of Residents



Destinations of Leavers



Our staff

The trustees are very aware of their responsibility towards the staff of the Refuge and to that end have updated the staff handbook to ensure that it is current and reflects the expectation and working conditions within the Refuge.

We are most appreciative of the Manager and staff and how they have coped with the many issues that Covid has created. Their attention to the health, wellbeing and needs of the residents has been exemplary, and we are most grateful for this. We said goodbye to Debbie during the year and Jade, a bank staff member, stepped into the role which made the transition much easier. New staff always undertake a training period prior to starting work to ensure that they are au fait with policies and procedures in the refuge. We still hope to appoint an administrative assistant but during these difficult times we have deferred advertising it.

Annual appraisals have occurred this year undertaken by the Manager and then signed off by the staffing trustee. It gives the opportunity for trustees to ensure that the staff have no major issues as a result of working at the Refuge. Happily they all indicated that they are a strong and supportive team, and say that they still enjoyed their work, despite the current Covid pressures!

Two members of staff undertake extra responsibilities; Nicky who works with community engagement and fundraising, and Tracy who does follow up and outreach work. We are delighted to say that Becci will be working with our children as a Playworker for 8 hours per month from March. Staff also cover 'out of hours' issues if our out of hours helpline requires a staff member to attend the Refuge in an emergency after 6pm.

We had hoped to have a second Strategy Day with staff this year after such a successful one last year, but Covid has prevented this. We now have an annual plan to ensure that each year there is a focus on programmed maintenance, staffing issues etc.

We continue to be very proud that the Refuge is a place of safety for women fleeing from abuse.

Penny Joyce and Anne Smith -Trustees



The newly refurbished kitchen

Our building

As for many, 2020 was a challenging year with regards to the completion of projects and the day-to-day maintenance within the house. This was due not only to coronavirus lockdowns and restrictions but also to ongoing staff health issues and long-term residents vacating their rooms at approximately the same time with the then need for total refurbishment.

We started the year by monitoring problems identified in previous years such as damp in the extension ceiling kitchen and behind the sink in the main kitchen. Extractor fans were inserted in the extension kitchen with a full loft door. This seems to have rectified the problem and no further remedial work was identified. In the main kitchen it was decided that refurbishment was needed. This project started in November and completion is due by the end of February 2021.

At the end of 2019 an assessment took place of the emergency lighting both inside and outside the house. Additional lighting was installed at the beginning of the year which improved the situation particularly in the basement. A thorough assessment of all electrical installations which was due in August 2020, took place prior to that date and the remedial work necessary was undertaken. This was a requisite as part of the insurance cover for the house. Some of the annual Health and Safety checks were able to be undertaken such as water testing for Legionella but others such as PAT, because of Covid-19, have had to be delayed until 2021.

The rolling redecoration and refurbishment plan has continued where possible throughout the year but a hiatus with this occurred towards the end of the year when several families left at the same time and some of the work on the rooms has drifted over into 2021. Some of the residents' rooms in the main house have been recarpeted along with the stairwell and landings. This gives the main house a more modern, clean appearance.

Due to a second leak in the second-floor landing bathroom in the main house, it was decided that with donations from the Soroptimists to update it. It was hoped that the work on the bathroom would have taken place prior to the end of the year with reduced family numbers in the house but this was not to be and the work is due to start in March 2021.

Many other minor repairs have been undertaken throughout the year in response to damage, leakages and breakages. Work has continued in the garden with security fencing and the attendance of a tree surgeon.

A Control of Substances Hazardous to Health (COSHH) review was undertaken in September by a trustee and the housekeeper. This was not only to identify any new substances which may cause danger particularly to children but also to check that measures previously recommended had been put into practice or were being used effectively to safeguard staff and residents. On the whole the situation was much better than previously found. One example of a measure implemented is that every resident's room and some of the communal rooms have magnetic lockable cupboards to store toiletries, medication and cleaning products in. The Health and Safety weekly check form which had been updated, as the older style one was found to be very time-consuming, was further amended to include hot and cold water checks in line with Prevention of Legionella guidelines.

Regular monthly fire checks have taken place throughout the year. At the end of the year reorganisation of the office took place to improve the working environment. This was following a new laminated flooring being laid. It was hoped that the new computer system and Wifi which would be available for all would be in place with the reorganisation but unfortunately this has been delayed but should be in place by the end of February 2021.

We would like to thank Emeline, the housekeeper, and Colin, the handyman, for their fortitude and invaluable contribution to the upkeep of the house in these difficult times.

Debby Underhill and Catriona Wood - Trustees

Our finances

Last year I said that 2018 had been a year of change, and 2019 a year of stability. 2020, for us and for everyone, will be remembered as the year of Covid.

Unlike charitable organisations that depend on a market – for example, charity shops – or for which there seems to be no limit on demand for their services – for example, the Trussell Trust – the Refuge has come through the year financially unscathed. Much of our income is secure because it comes through a contract or from Housing Benefit, and the services we can offer are limited by the number of rooms we have which puts a ceiling on our costs. The figures for 2020 show that we had a modest surplus of income over expenditure, though I expect this position to be reversed in 2021 when some refurbishment projects that we had planned for 2020, but were unable to carry out, will be done.

One big change forced on us by the pandemic is that we have stopped using cheques and are instead operating through on-line banking. This is something we perhaps should have done earlier, but our hand was forced when it became impractical to arrange for two Trustees to go to the Refuge to sign cheques, and we will continue to use on-line banking in the future. We have maintained the safeguard of requiring two Trustees to authorise payments made using on-line banking.

Once again, the generosity of our donors has been quite remarkable. In a break with tradition we have not listed them in this report, but that does not imply that we are less grateful. We receive gifts from Friends, from individuals who are not Friends, from Mothers' Union branches, PCCs and other organisations, and though charities such as Local Giving and PayPal Giving that people use when they make online purchases. The money we receive from donations allows us to make improvements to our facilities which would not be possible, or would have to be carried out far more slowly, otherwise. Thank you all; it is especially heart-warming that donations have increased even in this very difficult year.

I am delighted to be able to confirm that Wiltshire Council have agreed to extend their contract with Splitz, who have in turn extended their contract with us. We are therefore assured of a considerable proportion of our regular income for the next two years.

Although the fact that we cannot meet in person has made it more difficult, I am pleased that our financial procedures have continued to operate well, using extensive email and telephone contacts. Thanks are due to Eileen Day, our Financial Administrator, for the work she does, and to Sandra, our Manager, for keeping me informed about the money we are spending. Once again Fletchers (actually Amanda Beavan) have taken the raw materials of our paper files, together with their access to our internet accounting system, and produced the accounts for us. Last year I said that Pat Proctor, our Independent Examiner, was hanging up her abacus (metaphorically speaking) – but the idea clearly did not appeal and she has examined us again this year.

Colin Reed – Treasurer



The bright new entrance hall and stair carpet.

SALISBURY WOMEN'S REFUGE
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual directors' report and the financial statements of Salisbury Women's Refuge (the company) for the year ended 31 December 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The Trustees confirm that the annual report and financial statements of the charity comply with the Charities Act 2011, the Companies Act 2006, the requirements of the charity's governing document and the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Reference and administrative details

Charity Number	1112497
Company Number	05632436
Registered Office	Alexandra House, St Johns Street, Salisbury, SP1 2SB
Company Secretary	Wilsons (Company Secretaries) Limited
Independent Examiner	Mrs PA Proctor FCA, Fletcher & Partners, Crown Chambers, Bridge Street, Salisbury SP1 2LZ
Bankers	The Central Board of Finance of the Church of England, London Lloyds Bank plc, Blue Boar Row, Salisbury
Solicitors	Wilsons, Alexandra House, St Johns Street, Salisbury, SP1 2SB

Directors and trustees

The directors who served as trustees during the period were as follows:-

	Nominated by:
Mrs Rosalind Hepplewhite Chair	Salisbury Diocesan Mothers' Union
Rev Penelope Joyce Vice-chair	
Mr Colin Reed Treasurer	
Mrs Rosemary Pemberton	
Ms Valerie Jackson	Salisbury Diocesan Mothers' Union
Mrs Anne Smith	
Mrs Catriona Wood	
Mrs Deborah Underhill	Salisbury Diocesan Board of Finance
Mr Christopher Dragonetti (appointed 14 October 2020)	

SALISBURY WOMEN'S REFUGE
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

Constitution

Salisbury Women's Refuge is a charitable company limited by guarantee and was set up to take over the operations previously carried out by the trust known as Refuge and Shelter for Mothers and Babies Charity No 207775 (previously known as Salisbury Women's Refuge). The transfer was carried out in accordance with an Incorporation Agreement dated 20th December 2005. The charity is governed by its Memorandum and Articles of Association dated 14 November 2005, amended by a resolution on 12 April 2010.

Objects and activities

The objects of the charity are to relieve distress and suffering experienced by women who have been maltreated by their relatives, cohabitants, husbands or the fathers of their children; to relieve distress and suffering amongst the children of such women; and to relieve the need of other women and children in necessitous circumstances who are temporarily homeless.

The charity aims to achieve its objects by providing safe accommodation in the property used by the charity, whilst also providing support and advice and social activities for the residents. The charity develops partnerships with other agencies and promotes knowledge and understanding of domestic violence within the wider community.

In planning their activities the Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit.

Organisational structure and decision making

The board of trustees, consisting of at least four and not more than nine individuals, administers the charity. The board meets quarterly. A manager is appointed by the Trustees to manage the day to day operations of the charity.

The charitable company has a subsidiary charity, Refuge and Shelter for Mothers and Babies, Charity No 1112497-1 (previously known as Salisbury Women's Refuge, Charity No 207775). The charitable company is the sole corporate trustee of the subsidiary charity; the charitable company's directors are therefore effectively trustees of the charity. The property is held by the charitable company in trust for the charity.

Method of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association, as follows:

- Two by Salisbury Diocesan Mothers' Union
- One by Salisbury Diocesan Board of Finance
- One by the Trustees who will hold the post of Honorary Treasurer, and
- Up to five additional trustees may be co-opted by the Trustees

Trustees retire by rotation every 5 years, but a retiring trustee may be reappointed.

Trustee induction and training

The Trustees receive training on charity law and their duties as trustees. Trustees also attend some staff training sessions on welfare and similar issues, according to their needs and interests, to keep themselves up to date.

SALISBURY WOMEN'S REFUGE
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

Review of activities

Despite the difficulty of operating in a pandemic, the Refuge stayed open to referrals throughout 2020 and maintained high levels of occupancy. It is to the credit of the Manager and her staff that this was possible.

During 2020 16 families (2019 - 17) and 12 women without children (2019 - 10) were accommodated.

Accommodation days for women totalled 3,336 (2019 - 3,303) an average of 9.11 per day compared to 9.04 in 2019. The accommodation days for children were 4,312 (2019 - 4,388), an average of 11.78 per day compared to 12.02 in 2019.

Gross income for 2020 was £199,877 (2019 - £170,226) with increased donations and grants received by the charity. Some of the projects for which donations had been received were deferred to 2021 due to the pandemic, so expenditure only increased marginally to £187,599 (2019 - £183,945).

Net income for 2020 was £12,278 (2019: net expenditure of £13,719), of which net income of £3,982 (2019: net expenditure of £7,490) related to unrestricted funds. There was a surplus of £8,296 arising on restricted funds compared to a deficit of £6,229 in 2019, though as previously mentioned this is largely due to a deferral of projects to 2021.

The residents avail themselves of local services (advocacy and support, schools and health services). They also have access to the Freedom Programme, which is a nationally used evidence based programme for survivors of domestic abuse to help them come to terms with what has happened, to affirm that it is not their fault, and to equip them to be able to recognise indicators of potential abuse in the future. Support is also available after leaving the Refuge, especially for those women and families who settle locally.

Comments from residents which indicate the difference the charity's work has made to their circumstances include in 2020 "I am hugely grateful for my time here. I hope that you will remain here and offer the same help to many other women and children for many years to come. Sadly you are needed so much" and "Thank you so much for everything ladies. I can't believe I am saying this but I will miss you. It was so nice to know someone is there for you. The Freedom Programme was great".

Reserves policy and Reserve Fund balances

The Trustees are of the opinion that ideally the General Fund should be maintained with a balance to cover at least six months running costs.

The Trustees have designated funds to provide for major repairs and improvements to the building and to cover the risks inherent in operating a business of this type, including running the charity for six months in the event of funding not being available. The Trustees do not intend to accumulate reserves greater than such needs may require.

At 31 December 2020 the General Fund (Note 14) reserves amounted to £159,733 (2019: £155,751), of which £117,187 (2019: £120,000) has been designated as a contingency fund and for major repairs and improvements to the property. The remaining undesignated reserves of £42,546 (2019: £35,751) are adequate to maintain the day to day activities of the charity. The balance on Restricted Funds (Note 15) at 31 December 2020 was £26,713 (2019: £18,417).

SALISBURY WOMEN'S REFUGE
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

Going concern

The Covid-19 pandemic has not had a financially detrimental impact on the Refuge. The Trustees are aware that the Refuge has reserves which are more than adequate to cover any future deficits for several years. The Trustees are therefore confident that the charity remains a going concern.

Risk Management

The Trustees examine the major risks that the charity faces each financial year when preparing the budget and reviewing the annual accounts. The charity has developed systems to monitor and control these risks and to mitigate any impact that they may have on the Refuge's ability to continue its work. As discussed above, the charity maintains a level of working capital sufficient to deal with any short term difficulties.

Trustees' responsibilities

The purpose of this statement is to distinguish the trustees' responsibilities for the accounts from those of the independent examiners, as stated in their report.

The charity trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- observe the methods and principles in the Charities SORP;
- 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 the going concern basis unless it is inappropriate to presume that the Charity will be able to continue to meet its objectives.

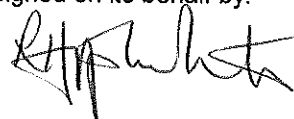
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the Charity's assets, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Approved by the board of trustees on

B April 2021

and signed on its behalf by:



**SALISBURY WOMEN'S REFUGE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

I report to the trustees on my examination of the accounts of the Salisbury Women's Refuge (the Company) for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the 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 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 carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

P A Proctor

P A Proctor
Chartered Accountants
Crown Chambers
Bridge Street
Salisbury

Date: 15 April 2021

SALISBURY WOMEN'S REFUGE
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds (Note 14)	Restricted funds (Note 15)	Endowed funds (Note 16)	Total 2020	Total 2019
INCOME						
Grants						
Splitz Support Services		60,687	3,864	-	64,551	59,436
UK Government		660	-	-	660	-
Other		165	1,050	-	1,215	160
	2	61,512	4,914	-	66,426	59,596
Donations and fund raising	3	31,860	8,726	-	40,586	21,928
Housing benefit		78,940	-	-	78,940	73,617
Service charges		9,298	-	-	9,298	8,770
Laundry takings		2,123	-	-	2,123	2,498
Bank and deposit interest		2,304	-	-	2,304	2,267
Sundry income - Resident's allowance		200	-	-	200	1,530
Sundry income - Other		-	-	-	-	20
Total income	4	186,237	13,640	-	199,877	170,226
EXPENDITURE						
Salaries	5	105,190	-	-	105,190	102,015
Training		285	-	-	285	1,169
Office costs	6	7,803	-	-	7,803	11,836
Residents' welfare and social activities		1,015	431	-	1,446	2,304
Professional services		-	825	-	825	815
Utilities	7	21,657	-	-	21,657	22,584
Insurance		4,952	-	-	4,952	4,436
Depreciation	10	380	362	-	742	1,019
House operating expenses		4,199	-	-	4,199	3,894
Repairs and maintenance		13,467	2,813	-	16,280	24,660
Planned maintenance		20,291	-	-	20,291	5,700
Fundraising costs		-	-	-	-	72
Sundry expenses		479	913	-	1,392	832
Governance costs	8	2,537	-	-	2,537	2,609
Total expenditure	9	182,255	5,344	-	187,599	183,945
Net income/(expenditure) and net movement in funds for the year		3,982	8,296	-	12,278	(13,719)
Reconciliation of funds						
Total funds brought forward		155,751	18,417	600,000	774,168	787,887
Total funds carried forward	17	<u>£ 159,733</u>	<u>£ 26,713</u>	<u>£ 600,000</u>	<u>£ 786,446</u>	<u>£ 774,168</u>

The statement of financial activities includes all gains and losses in the period. All income and expenditure derive from continuing activities.

SALISBURY WOMEN'S REFUGE
REGISTERED NUMBER: 05632436

BALANCE SHEET
AS AT 31 DECEMBER 2020

	Notes	2020	2019
FIXED ASSETS			
Tangible assets	10	600,000	600,742
CURRENT ASSETS			
Debtors	11	4,716	4,821
Current asset investments	12	100,000	100,000
CBF deposit account		22,840	22,743
Cash at bank and in hand		70,600	52,677
		<u>198,156</u>	<u>180,241</u>
LIABILITIES			
Creditors: Amounts falling due within one year	13	11,710	6,815
NET CURRENT ASSETS		186,446	173,426
NET ASSETS	17	<u>£ 786,446</u>	<u>£ 774,168</u>
THE FUNDS OF THE CHARITY			
Unrestricted income funds	14		
General fund		42,546	35,751
Designated funds		117,187	120,000
		<u>159,733</u>	<u>155,751</u>
Restricted funds	15	26,713	18,417
Endowed funds	16	600,000	600,000
TOTAL CHARITY FUNDS	-	<u>£ 786,446</u>	<u>£ 774,168</u>

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

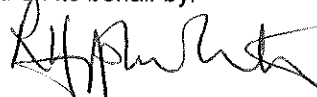
For the financial year ended 31 December 2020 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 December 2020 and of its surplus for the year then ended in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements, so far as applicable to the company.

Approved by the board of trustees on

and signed on its behalf by:

13 April 2021



SALISBURY WOMEN'S REFUGE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1a LEGAL STATUS OF THE TRUST

The charitable company is a company limited by guarantee incorporated in England and Wales. The registered office is Alexandra House, St Johns Street, Salisbury, SP1 2SB. The members of the charitable company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1b ACCOUNTING POLICIES

Basis of preparing the financial statements

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to 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 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

Salisbury Women's Refuge meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Preparation of the accounts on a going concern basis

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

Reserves

- a) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- b) Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- c) Restricted funds are subject to restrictions on their expenditure imposed by the donor or through terms of an appeal.
- d) Endowed funds are assets that have been given to the charity and which must be permanently retained.

Income

All income is recognised once the charity has entitlement to them, and it is certain that the resources will be received, and their monetary value can be measured with sufficient reliability.

Expenditure

Expenditure is included on an accruals basis. Direct charitable expenditure includes the costs of maintaining the property and the costs of providing help and support to the residents. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice.

Fixed assets

Generally, tangible fixed assets costing more than £500 are capitalised and included at cost, but purchases from restricted funds will not normally be capitalised. The endowed property, for which no cost was known, was included at a previous revalued amount. As at the date of transition to FRS102 the value is now treated as deemed cost.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- Furniture and equipment - 3 year straight line

No depreciation is provided on the freehold property because the Trustees consider that the residual value will be at least equivalent to cost.

SALISBURY WOMEN'S REFUGE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1b ACCOUNTING POLICIES (continued)

Debtors

Debtors are measured at the amounts the charity anticipates it will receive from a debt or the amount it has paid in advance for goods or services.

Current asset investments

Current asset investments comprise cash or cash equivalents with a maturity date of one year or more from the date of acquisition or opening of the deposit or similar account.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of less than three months from the date of acquisition or opening of the deposit or similar account.

Liabilities

Liabilities are measured at the amounts the charity anticipates it will pay to settle a debt or the amount it has received as an advance payment for goods or services it must provide.

Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. They are initially recognised at transaction value and subsequently measured at their settlement value.

Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund during the year.

2 GRANTS

Grant income was received from the following grantors:

		2020	2019
<u>Unrestricted funds</u>			
Splitz Support Services	Contract services	60,687	59,436
UK Government	Coronavirus Job Retention Scheme	660	-
Diocese of Salisbury	Granted dividend income arising from the Moral Welfare Area 1 fund	165	160
		<u>61,512</u>	<u>59,596</u>
<u>Restricted funds</u>			
	<u>Fund</u>		
Splitz Support Services	Move in / Move on Fund	3,864	-
St Mary's Fund, Salisbury	St Mary's Fund (Ex-residents assistance)	1,050	-
		<u>4,914</u>	<u>-</u>
		<u>£ 66,426</u>	<u>£ 59,596</u>

3 DONATIONS AND FUND RAISING

	2020	2019
Unrestricted funds	31,860	21,881
Restricted funds	8,726	47
	<u>£ 40,586</u>	<u>£ 21,928</u>

Donations and fund-raising does not include donations of goods for which the fair value cannot be measured reliably. No legacies were received in 2020 or 2019.

4 TOTAL INCOME

	2020	2019
Unrestricted funds	186,237	170,179
Restricted funds	13,640	47
	<u>£ 199,877</u>	<u>£ 170,226</u>

SALISBURY WOMEN'S REFUGE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

5 STAFF COSTS	2020	2019
Gross wages and salaries	101,569	98,237
Employer's national insurance	2,633	3,033
Pension costs	988	745
	<u>£ 105,190</u>	<u>£ 102,015</u>

No employee had emoluments above £60,000. The average headcount for the year was 8.17 (2019 - 8.5) and the average number of full-time equivalent staff during the year was 3.79 (2019 - 4.72).

The day to day operations of the charity are delegated by the Trustees to the manager who is considered to be the key management person. The total cost of the key management person during the year was £41,073 (2019 - £38,393).

6 OFFICE COSTS	2020	2019
General office costs	6,207	6,590
Payroll charges	521	646
Legal and professional fees	1,002	4,273
Staff recruitment	-	-
Staff travel	73	327
	<u>£ 7,803</u>	<u>£ 11,836</u>

7 UTILITIES	2020	2019
Gas and electric	15,049	16,202
Water rates	2,136	2,288
Telephone	979	892
Waste collection	3,493	3,202
	<u>£ 21,657</u>	<u>£ 22,584</u>

8 GOVERNANCE COSTS	2020	2019
Trustee expenses (Note 18)	17	34
Accountancy charges	1,260	1,290
Independent examination fee	1,260	1,285
	<u>£ 2,537</u>	<u>£ 2,609</u>

9 TOTAL EXPENDITURE	2020	2019
Unrestricted funds	182,255	177,669
Restricted funds	5,344	6,276
	<u>£ 187,599</u>	<u>£ 183,945</u>

10 TANGIBLE FIXED ASSETS	Freehold property	Furniture and equipment	Total
Cost or valuation			
Balance at 1 January and 31 December 2020	<u>600,000</u>	<u>36,485</u>	<u>636,485</u>
Depreciation			
Balance at 1 January 2020	-	35,743	35,743
Depreciation charge for year	-	742	742
Balance at 31 December 2020	<u>-</u>	<u>36,485</u>	<u>36,485</u>
Net book value			
As at 31 December 2020	<u>£ 600,000</u>	<u>£ -</u>	<u>£ 600,000</u>
As at 31 December 2019	<u>£ 600,000</u>	<u>£ 742</u>	<u>£ 600,742</u>

SALISBURY WOMEN'S REFUGE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

11 DEBTORS	2020	2019
Prepayments and accrued interest	3,005	3,256
Other debtors	1,711	1,565
	<u>£ 4,716</u>	<u>£ 4,821</u>

12 CURRENT ASSET INVESTMENTS	2020	2019
Aldermore Bank 1 year bond maturing March 2021	55,000	55,000
United Trust Bank 2 Year bond maturing March 2022	45,000	45,000
	<u>£ 100,000</u>	<u>£ 100,000</u>

13 CREDITORS: Amounts falling due within one year	2020	2019
Trade creditors	-	-
Other taxation and social security	5,435	2,536
Other creditors	232	154
Accruals and deferred income	6,043	4,125
	<u>£ 11,710</u>	<u>£ 6,815</u>

14 UNRESTRICTED FUNDS - 2020	Balance at 1 January 2020	Movement in funds			Balance at 31 December 2020
		Income	Expenditure	Transfers	
Designated Funds					
Contingencies	90,000	-	-	-	90,000
Major repairs and improvements	30,000	-	2,813	-	27,187
	<u>120,000</u>	<u>-</u>	<u>2,813</u>	<u>-</u>	<u>117,187</u>
General Fund	35,751	186,237	179,442	-	42,546
	<u>£ 155,751</u>	<u>£ 186,237</u>	<u>£ 182,255</u>	<u>£ -</u>	<u>£ 159,733</u>

UNRESTRICTED FUNDS - 2019	Balance at 1 January 2019	Movement in funds			Balance at 31 December 2019
		Income	Expenditure	Transfers	
Designated Funds					
Contingencies	90,000	-	-	-	90,000
Major repairs and improvements	30,000	-	-	-	30,000
	<u>120,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>120,000</u>
General Fund	43,241	170,179	177,669	-	35,751
	<u>£ 163,241</u>	<u>£ 170,179</u>	<u>£ 177,669</u>	<u>£ -</u>	<u>£ 155,751</u>

Name of unrestricted fund	Description, nature and purposes of fund
Designated Funds	
Contingencies	To cover the risks inherent in running an entity of this type, including running the charity for six months in the event of funding not being available.
Major repairs and improvements	For the possibility of unexpected items.
General fund	The 'free' reserves after allowing for all designated funds.

SALISBURY WOMEN'S REFUGE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

15 RESTRICTED FUNDS

The restricted funds of the charity include the unexpended balances of grants and donations received for specific purposes. Funds can be grouped into the following categories of purpose:

- a) for the improvement to the facilities at the refuge, including the purchase of equipment.
- b) for the welfare of residents, including the funding of counselling sessions and social activities.
- c) for raising awareness of the charity, to increase public support and funding.

RESTRICTED FUNDS - 2020	Balance at 1 January 2020	Movement in funds			Balance at 31 December 2020
		Income	Expenditure	Transfers	
Capital funds					
Equipment (SCAWC)	2,607	-	375	-	2,232
Equipment (College of Matrons)	2,450	-	1,100	-	1,350
Wiltshire High Sheriff	1,006	-	315	-	691
Bathroom refurbishment	-	2,500	-	-	2,500
Computers (Splitz)	-	4,861	-	-	4,861
Other funds	100	1,200	700	-	600
	<u>6,163</u>	<u>8,561</u>	<u>2,490</u>	<u>-</u>	<u>12,234</u>
Residents welfare					
Child development and welfare	7,178	-	-	-	7,178
Managers Discretionary Fund	2,907	-	-	-	2,907
Salisbury Motorcycle Club	1,017	-	825	-	192
Move in / Move on	-	3,864	749	-	3,115
St Mary's Fund	-	1,050	1,050	-	-
Other funds	1,152	165	230	-	1,087
	<u>12,254</u>	<u>5,079</u>	<u>2,854</u>	<u>-</u>	<u>14,479</u>
Total funds	<u>£ 18,417</u>	<u>£ 13,640</u>	<u>£ 5,344</u>	<u>£ -</u>	<u>£ 26,713</u>

RESTRICTED FUNDS - 2019	Balance at 1 January 2019	Movement in funds			Balance at 31 December 2019
		Income	Expenditure	Transfers	
Capital funds	11,637	-	5,474	-	6,163
Residents welfare	12,924	47	717	-	12,254
Fundraising	85	-	85	-	-
Total funds	<u>£ 24,646</u>	<u>£ 47</u>	<u>£ 6,276</u>	<u>£ -</u>	<u>£ 18,417</u>

Name of restricted fund	Description, nature and purposes of fund
Capital funds	
Equipment (SCAWC)	To purchase domestic appliances.
Equipment (College of Matrons)	To purchase computers, provide a working area for older children and outdoor play equipment.
Wiltshire High Sheriff	To fund refurbishment of the rooms in the Refuge.
Bathroom refurbishment	To fund refurbishment of bathrooms in the Refuge.
Computers (Splitz)	To purchase computers.
Residents welfare	
Child development and welfare	To fund children's activities and a play therapist.
Managers Discretionary Fund	To assist residents as necessary.
Salisbury Motorcycle Club	To provide counselling for residents and their children.
Move in / Move on	To assist residents with moving into or on from the Refuge.
St Mary's Fund	To assist ex-residents of the Refuge with the purchase of household items.

SALISBURY WOMEN'S REFUGE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

16 ENDOWED FUNDS

The endowment fund represents the value of the freehold property. The freehold property is held in trust for the charitable company's subsidiary charity, Refuge and Shelter for Mothers and Babies. When the charitable company no longer requires the property for the current charitable purpose the endowment must be transferred to Salisbury Diocesan Board of Finance. It would then become available to the Diocesan Board of Finance to use for other charitable purposes. The Board of Finance hold the right to veto any change in the property which forms the endowment.

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	Endowed funds	Total 2020
At 31 December 2020				
Fixed Assets	-	-	600,000	600,000
Current Assets				
Debtors	4,716	-	-	4,716
Current Asset Investments	100,000	-	-	100,000
CBF Deposit Account	22,840	-	-	22,840
Cash at Bank and in Hand	43,887	26,713	-	70,600
Current Liabilities	(11,710)	-	-	(11,710)
	<u>£ 159,733</u>	<u>£ 26,713</u>	<u>£ 600,000</u>	<u>£ 786,446</u>
	Unrestricted funds	Restricted funds	Endowed funds	Total 2019
At 31 December 2019				
Fixed Assets	380	362	600,000	600,742
Current Assets				
Debtors	4,773	48	-	4,821
Current Asset Investments	100,000	-	-	100,000
CBF Deposit Account	22,743	-	-	22,743
Cash at Bank and in Hand	34,670	18,007	-	52,677
Current Liabilities	(6,815)	-	-	(6,815)
	<u>£ 155,751</u>	<u>£ 18,417</u>	<u>£ 600,000</u>	<u>£ 774,168</u>

18 TRUSTEE REMUNERATION AND EXPENSES

No trustees received any remuneration or received any benefits in 2020 or 2019. One trustee was reimbursed £17 for travel expenses (2019 - one trustee reimbursed £34 for secretarial expenses and one trustee £24 for fundraising costs).

19 RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

20 COMMITMENTS

At 31 December 2020 there were no capital expenditure commitments and no pension commitments not already included in the balance sheet. The charity had total commitments under operating leases expiring in two to five years of £3,801 (2019 - £6,336) at the year-end.