

**RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

**A company limited by guarantee**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31 Mar 2021**

**Charity number 1138149**

**Company number 07285969**

# **RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

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## **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2021

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The trustees are pleased to present their annual Directors' report together with financial statements of the charity for the year ending 31 March 2021 which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes. These financial statements comply with the Charities Act 2011, the Companies Act 2006, RCTN's Memorandum and Articles of Association; and the document 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)'.

### **Chair's Report**

It is my privilege to introduce the 2020/21 annual report. This has been an unprecedented year for Rape Crisis Tyneside & Northumberland – weathering the storm of the COVID-19 pandemic! We continued to be there for women and girls, adapting to the never ending changes in the outside world and increasing the number of sessions (12%) and numbers of women (20%), overall, compared to last year.

Our Helpline & Email Support didn't miss a single shift, despite working remotely for the whole year. The service increased its reach too by delivering Livechat sessions to women and girls.

Our Practical & Emotional Service provided a vital life line to women and girls, particularly those who were left waiting for courts to open up or for support services to resume. We delivered over 70% more sessions to support women, compared with the previous year.

Our Counselling Service managed to sustain the numbers of women we worked with last year, despite the ups and downs of the pandemic. We increased the number of sessions by 33%, helping women deal with the secondary trauma created by the pandemic.

Our Group Work Service was recognised as pioneering for our online group work practice. Highlights include delivered online group training to Rape Crisis England and Wales in October 2020 and to Sunderland Counselling Services in February 2021.

We continued to raise awareness of the issues of sexual violence in new ways this year, through the development of two new online training packages. We shone a light on the invisible issue of sexual violence and older women. We looked at the sexualisation of girls uniforms in schools through our campaign, Roll Down Your Skirt!

We also kept an eye on our future: with the introduction of two new posts: Counselling Co-ordinator to head up our busy and expanding Counselling Service and a Commercial Manager to help us generate unrestricted income as part of our sustainability plans.

We were thankful for the various Covid Recovery funding received which helped us plug key gaps at a busy time, operationally. They gave us the flexibility and resource to train and equip staff to operate safely during the pandemic and for services to function well.

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It has been a pleasure to Chair the Board during this challenging year, and to welcome Katie Wheatley as a Trustee. I know I speak on behalf of the Board, when I say, how proud we are of the staff and volunteers in navigating the pandemic to continue to deliver services to women and girls and raise awareness of the injustices placed upon them. They have found innovative ways to deliver services and advice, often leading the way in terms of our speed of response to the pandemic and the flexible approach we've taken. Sexual violence is gendered. Conviction and prosecution rates remain so low. We are predicting big waiting list increases to come in as we emerge from the pandemic. There has never been a more important time to maintain our resilience for the challenges ahead so we continue to be there for women and girls.

Thank you. Lisa Clark Chair of the Board of Trustees.

### **Objectives and Activities Purpose**

- To relieve the emotional, psychological and/or physical distress of women and girls who have experienced sexual violence.
- To educate the public on the nature of sexual violence and its impact on women and girls.

### **Vision**

- That women and girls can live their lives free from the impact and the threat of sexual violence.

### **Mission**

- Provide women and girls with high quality specialist support.
- Change society's understanding of the nature and impact of sexual violence.
- Demand that the rights of women and girls who have experienced sexual violence are respected and their needs are met.
- End sexual violence.

### **Objectives**

- To provide all women and girls that survive sexual violence in Tyneside and Northumberland with access to comprehensive, sustainable, effective and timely support and services
- To raise awareness of the nature, impact and prevalence of sexual violence with the general public.
- To influence and shape policy the policies and services that are provided to women and girls who survive sexual violence
- To increase RCTN's financial sustainability.

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#### **Direct Services Activity**

##### **Our Services**

We offer a women only pathway to accessing help from us. This means that from the moment we might speak with a woman or girl on the phone to the last day she works with us, she will not come not speak or come into contact with a man. Our client satisfaction survey tells us women find this important to them.

##### **Counselling**

Having swift access to counselling is crucial for survivors of sexual violence and we provide long term (20 sessions) of free counselling, across a wide geographical areas and with measures in place to remove barriers to access (e.g.: reimbursing travel funds/telephone or digital support). All of our counsellors are accredited with the British Association for Counselling and Psychotherapy (BACP) or UK Council for Psychotherapy (UKCP). We provide trauma-informed, Person-Centred counselling. We use a range of therapeutic models such as Gestalt Therapy, Cognitive Behavioural Therapy, Transactional Analysis, Narrative Therapy and Eye Movement Desensitization and Reprocessing (EMDR) Therapy. We also provide pre-trial therapy.

<b>Area</b>	<b>No of Women</b>
Tyneside	330
Northumberland	87
Total	417

<b>Area</b>	<b>No of Sessions</b>
Tyneside	2418
Northumberland	587
Total	3005

##### **Counselling Case Study**

Here about how we have helped Julie, who came to us for counselling:

‘Julie’ experienced depression due to her experience of sexual violence. She described feeling worthless and guilty about what had happened.

Julie had been in a relationship for several years with an abusive man who frequently raped and sexually assaulted her. The relationship had ended a year before counselling started.

The counsellor and Julie carried out an assessment so that Julie could identify her needs and figure out what she wanted to get out of therapy. Julie’s main issues were related to

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feeling like the sexual violence she had experienced had been her fault, that she had done something to cause it because she was a bad person. As Julie told her story, the therapist worked according to the core principles of person centred counselling, offering empathy and genuine positive regard. Julie and the therapist slowly unpacked the experiences of abuse and violence. Over time, Julie began to internalise the therapist's compassion for her story and to believe in her own self-worth again. By processing the sexual violence, Julie realised that she had not deserved it in any way and that it was not her fault.

Julie started to like herself again, and explored aspects of her identity and sexuality. She described this as a turning point in her life and relationships. She started to do things she enjoyed, and to see friends. As a result of this, Julie re-evaluated some key friendships and noticed that some felt mutually supportive and some did not. This meant that she could focus on building supportive relationships and setting boundaries with others.

Julie stated that the counselling sessions had played a big role in her getting to a place where she liked herself again and felt worthy of kindness, friendship and love.

#### Practical & Emotional Support Service: (P & E Service)

The demand for this service is the highest in has ever been. The average number of women on the waiting list is up by 75%. Referrals are up by 17% too. Since the P&E service was established in 2015, we have pioneered a unique single point of contact advocacy service that is flexible, trauma informed and strengths based. We work with a high volume of people who have significant difficulties accessing their rights or existing support services due to additional learning needs, mental health conditions and/or experience of chronic, complex circumstances. We involved clients in the design of the service and make strategic, conscious efforts to reduce barriers to access to P&E and have client's rights upheld in wider society.

Area	No of Women
Tyneside	106
Northumberland	34
Total	140

Area	No of Sessions
Tyneside	934
Northumberland	213
Total	1147

Hear how we helped Betty who used P & E Service this year:

'Betty' (45) was internally referred to the P&E service from our Helpline. Betty experienced CSA and is a vulnerable adult who wanted support to report, however she had previous

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negative experiences with the criminal justice system, which was presenting a barrier. Betty had received a caution for wasting police time two years prior to working with us, in a failed attempt to report sexual exploitation as an adult. RCTN collaborated with CWJ to challenge this caution and have it overturned. Betty was meaningfully involved at every stage, at her pace and on her terms, so that she was not overwhelmed and felt that she still had ownership of her choices which enabled her to continue to engage with the process. Betty had a history of using self-harm as a coping mechanism and had made several suicide attempts. It was identified that Betty was unable to engage with her GP, had been imposed with a chaperone system due to the police caution as she did not feel able to speak her mental health. Betty was supported by her ISVA to access mental health advocacy in order to address the inconsistencies in boundaries regarding the chaperone, and better engage with her GP and access the support she needs.

#### Group Work

Our specialist group work is for women who have experienced sexual violence and want to meet others with similar experiences. Women explore and challenge harmful myths and attitudes related to sexual violence. The group also supports women to recognise their own abilities to maintain their health and wellbeing, and to develop new positive ways of coping and self-care techniques. Our group work this year encompassed trauma-informed survivors groups, monthly peer support group, online self-care and mindfulness groups.

Area	No of Women
Tyneside	9
Northumberland	28
Total	37

Area	No of Sessions
Tyneside	168
Northumberland	48
Total	216

Here is how we helped 'Samia' through our group work:

'Samia' is in her late 20's, originally from Algeria, a single parent to her pre-school son. Samia's survived years of domestic and sexual abuse from her ex-husband. Samia identified her own need to meet other women, preferably other mothers who had survived sexual violence, a domestic abuse service informed her of RCTN groups, Samia looked online and saw we were holding online groups. She had previously spoken about her experience of long-term domestic violence to other professionals but had not gone into detail about her surviving frequent rape. Samia identified constant fear for her son and a deep shame of her body were things she would like to change. Samia first attended a 4 week self-care group where she found meeting other women who had survived sexual violence and was

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committed to practicing the self-care tools taught within the sessions throughout the life of the group. Samia then went on to attend a 6 week Trauma Informed Mindfulness Groups and stated she found the practices designed to connect body and mind particularly helpful. Samia has been given the space to connect to other women who feel body shame and to identify her strengths and steps forward with reconnecting positively to her body. Samia has been referred to our P&E service and is now actively looking at options relating to reporting her husband's sexual violence to the police.

#### **Helpline & Email Support**

Our local Helpline & Email Support service is free and confidential. The services are staffed by trained women volunteers who listen and support women and girls. We usually offer up to 50 minutes of support to each caller. Our email support uses a specialist system that anonymises email address. This means women and girls have control over if and when they tell us who they are. Our Helpline & Email Support services also provides support and information to supporters such as partners, relatives, friends, carers and other workers.

#### **Phone Support**

<b>Area</b>	<b>No of Women</b>
Tyneside	232
Northumberland	71
Total	303

<b>Area</b>	<b>No of Sessions</b>
Tyneside	775
Northumberland	239
Total	1014

#### **Emails**

<b>Area</b>	<b>No of Women</b>
Tyneside	62
Northumberland	19
Total	81

<b>Area</b>	<b>No of Sessions</b>
Tyneside	448
Northumberland	137
Total	585

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#### **National Live Online Chat Service**

RCTN contributed to the delivery of Rape Crisis England & Wales' National Live Online Chat Service. RCTN operators handled 335 Live Chats with women and girls from across England & Wales. We provided operators from twice a week to the service and have increased our commitment ready for 2021-2022 in light of the demand for the service increasing.

#### **Volunteers**

Our volunteers are vital to what we are able to achieve.

49 women (9 from Northumberland and 40 from Tyneside) volunteered their time to help deliver Helpline, Email Support & Live Chat Services, our Activism or Community Fundraising activities, and to be part of the Board of Trustees. And some do a bit of everything!

Here is how we helped one anonymous caller:

A young woman, under 18, called our Helpline Service and disclosed ongoing sexual abuse. The RCTN Volunteer implemented our Child Safeguarding Policy but the young woman did not feel able to share her name and contact information. The Helpline volunteer, therefore, supported her to make a plan to inform her mother about the abuse she was experiencing.

The young woman contacted us later that night to inform us that she had followed through on the plan and that the police were on their way. The young woman thanked us for believing her and being patient and supportive.

#### **Covid 19 - Still Here for Women and Girls**

##### **How We Adapted**

We were able to offer a seamless service to women and girls throughout the various stages of the pandemic. Overall, 96% of our face-to-face service sessions were delivered remotely.

RCTN were able to invest in over 280 hours of training for all our counsellors to deliver counselling sessions online and via telephone. We worked with women online using our Encrypted Online Rooms, purchased through Rape Crisis Tyneside & Northumberland.

The P&E service were able to work with more clients due to an increase the amount of contact with clients whilst working remote working as staff had significantly more capacity due to not travelling to face-to-face appointments and multi-agency meetings being held virtually.



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**Impact of COVID 19 on Women and Girl Survivors**

All of our services became a crucial lifeline for survivors, many of whom experienced increased social isolation, due to a reduction in their usual formal and informal support networks. Many clients were re-traumatised, as a result of pressures of COVID 19, especially for those in rural areas and amongst the digitally excluded.

In almost a quarter of all calls and emails to our Helpline and Email Support Service, women and girls discussing the impact of COVID-19:

- 64% discussed isolation and loneliness
- 28% discussed a reduction in mental health services
- 28% discussed worries about their own health
- 25% Reduction in access to usual support networks
- 18% discussed a strain on relationships with family members
- 13% discussed a strain on parenting arrangements
- 6% discussed worry about family and friends health

The significant delays of Criminal Justice System proceedings have made a profound impact on the welfare of Practical & Emotional Support Service clients. Survivors are often unable to move forward with their lives until court cases reach conclusion. Each section of the process from report to court has been delayed significantly, and arguably, the most stressful event, the trial, has been subject to the longest delays.

Waiting lists for statutory mental health services and accessing Community Psychiatric Nurses was notoriously problematic pre-COVID 19, and has become dramatically more problematic since. Thresholds of need to access services have been raised. The women who access counselling and all of our services are often coming with greater complexity, exacerbated by insecure employment, unemployment, housing and social care issues etc. During the pandemic, we were often the only support many clients had access to.

**Analysing Public Benefit Purpose**

**1: Relieving the emotional, psychological and/or physical distress of women and girls who have experienced sexual violence RCTN supports women and girls to deal with the impact of sexual violence.**

Sexual violence is a broad term which includes; rape, sexual assault by penetration, child sexual abuse, sexual assault, sexual harassment, sexual exploitation and image-based sexual violence.

During 2020/21, RCTN received 725 referrals. Of these, 522 were referrals into our specialist sexual violence face-to-face services for women and girls.

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Our top three referrals sources are: 1) Self 2) Police, Sexual Assault Referral Centres and Victim First Northumbria and 3) Third Sector. This is consistent with the previous year.

Referral Source	No of Referrals
Health	50
Education	39
Police/SARC/VFN	108
Third Sector	76
Local Authority	16
Self	200
Proxy	16
Other	4
Internal	13
<b>Total</b>	<b>522</b>

Please note the number of referrals recorded (522) is based on the number of unique individuals referred rather than including where a woman is referred to more than one service.

#### Demand for Our Services

	20/21	19/20
Services	Referrals	
P & E	163	139
Counselling	516	537
Group Work	46	74
<b>Total</b>	<b>725</b>	<b>750</b>

Often a woman might be referred to more than one service. We received 725 referrals across all our services.

P& E sees a 17% increase, overall, in referrals, with an 80% increase in referrals for Grace, Northumberland, compared to the previous year. The amount of referrals to Counselling across Tyneside and Grace, Northumberland are similar to last year, with just a 3% drop. The biggest drop is in Group Work. We see this as an anomaly and anticipate referrals to go up in 21/22. We continue to do development work in both Tyneside and Northumberland and raise awareness of the service.

Our self-referrals were impacted by the disruption of COVID 19 to women's lives. Issues included the closing of schools, affecting the ability to access services due to lack of childcare, work and home-schooling demands and turbulence of loss of job/household income. We also know that some women only wanted to access services face-to-face. We

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also know referral agencies were unable to make the usual volume of referrals because they, too, were facing disruptions due to the COVID 19 pandemic.

#### No of Sessions Delivered

We increased the amount of sessions delivered, by 12% from last year across all service delivery across Tyneside & Northumberland. We delivered 5967 sessions (or calls emails for HESS) throughout 20-21, broken down as:

No of Sessions Attended	20/21
Counselling	3005
P & E	1147
GW	216
HESS sessions - phone	1014
HESS - emails	585
<i>Total</i>	5967

#### Sessions That Did Not Go Ahead

The number of sessions that were cancelled:

Services	No of DNAs
Counselling	724
P & E	138
Group Work	3
<i>Total</i>	865

16% of face to face sessions offered did not go ahead. We aim to bring this down in 21/22. The biggest number of sessions were in counselling at 13%.

#### No of Women We Worked With

We worked with a total of 951 women: 567 unique individual women via our face-to-face services and 383 women and girls contacted our specialist sexual violence helpline and email Support services.

The total number of women worked with across all face-to-face services are 978.

We have worked with 20% more women than last year across all services. We worked with 40% more women on the Helpline, thanks to the expansion of the service over more days.

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P & E service worked with slightly more women (6% increase) from last year. We had an increase in staff capacity which helped with the increase in number of women seen. However, we worked with women for longer because of court case delays.

Counselling numbers remain the same, which is quite an achievement, given local lockdowns impacting on women's engagement. There were, however, more women seen for counselling this year in Tyneside, with a reduction in numbers for Grace. The Grace reductions are largely due to the less women wanting to receive counselling remotely in rural areas.

We made up for the reductions in number of women we worked with in Group Work, through outreach workshops, where we reached women indirectly.

	20/21
Services (Tyneside & Grace)	No of Women
P & E	140
Counselling	417
Group Work	37
HESS - Phone & Emails	384
<i>Total</i>	978

### Outcomes

#### Face to Face Services

The percentage of women and girls achieving an improvement is from the total number of women and girls who accessed our face-to-face services. It is important to note that some women and girls do not have an identified issue in that outcome area and therefore may not identify an improvement in that area. An example of this is that a woman or girl may not show an improvement in "Feeling of safety" if she did not have any issues relating to feeling unsafe when she began working with us.

Women told us we made the following difference to them.

Outcome	% improvement
Health & Wellbeing	89%
Informed & empowered to Act	72%
Ability to cope	75%
Safety	69%
CJS	51%

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We also asked face-to-face practitioners to record any changes in the same areas from their observations of working with a woman. Both practitioners and women saw the most improvement in Health and Well-being, followed by Feeling Informed and Empowered to Act.

Outcome	% improvement
Health & Wellbeing	97%
Informed & empowered to Act	86%
Ability to cope	74%
Safety	65%
CJS	54%

#### Helpline & Email Support Outcomes

Due to the anonymous nature of the Helpline and Email Support services it is difficult to capture client-identified outcomes. We used an online feedback survey to gauge the impact of services. To negate the low numbers of surveys we gathered practitioner-identified impact which involves practitioners completing a survey based on their observed understanding of changes clients have made positively or negatively.

Our Helpline & Email Support Service has identified the following positive impacts:

Outcome	% improvement
Health & Wellbeing	91%
Informed & empowered to Act	38%
Ability to cope	21%
Safety	14%

#### Client feedback – Counselling

*“Very helpful and helped me look at things differently and come to a logic way of seeing my problems like never before.”*

*“I feel I can now move on with my life and I didn't know it was possible and I would entirely recommend RCTN to anyone. I feel empowered and it is no longer holding me back in my life”.*

*“Been life changing, the best help I've ever had for my mental health. It's been amazing”.*

*“The counsellor was lovely and very kind, lovely voice and nice to talk to. She was helpful, there for me and didn't push me and I really appreciate the support.”*

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#### **Client feedback - Group work**

*"I have become more aware of my tendency to blame myself for what happened. I feel less shame about my experiences because talking about them with other women in the group and the facilitators has shown me that I am not the only one who has been through this."*

#### **Client completing Trauma Informed Mindfulness Group**

*"I really embraced meeting other survivors, however I do think in person it would be easier for the conversation to 'flow' as such, as sometimes I was scared in case I interrupted someone. With it being on-line there can be a delay of people talking. However as the sessions went on this became less of a worry and this has not put me off doing other online groups"*

#### **Client feedback - Helpline & Email Support**

*"Thank you, I feel more positive, you have enabled me to talk about my children."*

*"Thank you, a weight has been lifted from me".*

*"It is good to talk to people who believe me."*

*"I feel heard and safe calling helpline, I feel able to talk freely without being judged."*

*"Thank you so much. Took me 2 years to open up what happened to me. Feel a weight been lifted of"*

*"Helped me calm. Much needed in a time of stress. Thank you."*

#### **Client feedback - Practical and emotional support**

*"Thank you for all your help, I feel like I can finally make a fresh start at my life".*

#### **Purpose 2: Educating the public in the nature of sexual violence and its impact on women and girls Community Engagement and Public awareness raising.**

We aim to raise awareness of our services and offer solidarity to women and girls who have experienced sexual violence. We also aim to communicate the true nature, impact, and prevalence of sexual violence to professionals and the public. We hope this will help create the transformational change in public attitudes that will bring about systemic change.

#### **Awareness-Raising in Schools, Colleges and Universities**

Our Under 25's Development Worker has been working with Helix Arts to develop an arts-based peer education programme in schools based on the theme of exploitation and abuse within relationships. The programme is called Louder and is currently delivering taster sessions with young people to introduce them to the programme. Through the taster sessions, it is hoped that young people will join the young people's peer educator group who will devise and perform a drama piece based on the issue of exploitation and abuse to young people's settings and facilitate peer workshops exploring issues within the play. This project was due to begin in October 2020 but due to COVID-19 restrictions could only begin its first phase at the end of 20/21 financial year.

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Online work with young people over 18 has been more forthcoming. This work encompassed workshops with students at Tyne Met College in general adult sexual violence awareness raising; the facts of Sexual violence, the myths, victim blaming and why we at RCTN do what we do. Other workshops took place with: the National Union of Students 'Not on My Campus' Nationwide Conference. Workshop exploring sexual violence within universities; the facts and reasons for its prevalence within university settings; General sexual violence and RCTN awareness training to children's services staff in North Tyneside.

We continued to support the It Happens Here Society at Newcastle University and have delivered workshops in general sexual violence awareness and receiving disclosures to volunteers working with survivor groups.

#### **Social Media**

Our volunteer activists used social media to raise awareness of our services, which has been particularly important during the pandemic. We shared messaging that we were still there for women and girls and how our services have been adapted. We also shared an animation about online and telephone counselling to help reduce barrier to women coming forward for help.

We produced and shared information about:

- reporting sexual violence that happened while breaking lockdown restrictions
- Mask wearing for survivors
- Self-Care in Isolation
- Mini Mindfulness Content

Our activists also actively promoted key events and issues related to our work, practice or values.

For example, we:

- Coordinated social media messaging on behalf of the local Violence Against Women's Sector's on 16 Days of Activism
- Stated our commitment on our platforms to Black Lives Matter movement
- Engaged online in #OurStreetsNow movement in light of the Sarah Everard tragedy

#### **Campaigning**

Roll Down Your Skirt campaign focused on the sexualised 'policing' of young women and girls school uniforms in schools. The campaign was in response to the views of young women and girls and findings from research. The research and campaign was guided by a Young Women's Steering group. The research established the impacts of policing of young women and girls' uniforms in a sexist and/or sexualised way, namely:

- The impact on young women and girls' education
- The impact on mental health and self-consciousness, in the short and long term
- The links to rape culture.

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The Young Women's Steering Group worked with RCTN Activists to create animations to communicate key messages from the campaign. The campaign aimed to empower young women and girls whilst offering solidarity. The campaign also aimed to motivate school staff and governors to reflect upon practice within their schools and take steps to make change. To find out more, read the report and view the animations head to the campaigns & research section of our website.

#### **Research**

##### **Access to Justice**

Rape Crisis Tyneside and Northumberland, University of Sunderland and University of Durham worked alongside Northumbria Police to carry out research into the experiences of the Criminal Justice System by people who have a learning disability and who have experienced sexual violence.

This research investigated how people with learning disabilities might be better supported through the Criminal Justice System when reporting sexual assault and/or rape. The research is an exploratory local study in the Northumbria police force area and involved case analysis of police data; alongside interviews with service users and key stakeholders.

We launched the research in September 2021, the full report, executive summary and easy read report are available in the campaigns & research section of our website.

##### **Networking, Representation and Forum work**

RCTN participated in a range of external partner forums and panels to raise awareness of our services, contribute towards policy and strategic development and improve best practice. This included local authority domestic violence and sexual violence multi agency panels.

##### **Plans for the future**

In 2021/22, we will see RCTN continue our work to support women and girls to be free from the impact and threat of sexual violence. Because of the significant changes in the external landscape brought about by the global pandemic, RCTN will be focusing efforts on how we can continue to respond to the demands for our services and maintain our resilience, in a competitive funding market.

In 2021/22, a key focus will be on: i) organisation development so our people, processes and systems are working most effectively and efficiently for the benefit of the women and girls we serve ii) financial resilience so our financial model, income generation strategies and resource development enables us to exist into the future. Organisation development will particularly focus on:

- Exploring the development of staff capacity so we can function well organisationally



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- Better utilising the data to inform strategic planning, service development, performance and continuous improvement.
- Experimenting with new means of self-generating income

#### **Reference and Administrative Details**

Registered Company number: 07285969 (England and Wales)

Registered Charity number: 1138149

Registered office: c/o Ellison Services Ltd  
3<sup>rd</sup> Floor Higham House  
Higham Place  
Newcastle upon Tyne NE1 8AF

#### **Directors and trustees**

The directors of the charitable company are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Jayne Carrick	Co-Treasurer
	Lisa Clark	Chair
	Emma Crowther	Company Secretary
	Nikki Godden-Rasul	
	Sue Griffiths	
	Rebecca Haynes	Co-Treasurer
	Stephanie Remfry	
	Catherine Wheatley	joined 1/4/21
Others:	Chief Executive Officer:	Sue Pearce
	Deputy	Sam Jones
	Key Finance Officer:	Safina Siddique

Independent examiner: Jim Dodds  
Connected Voice Business Services Ltd  
Third Floor Higham House  
Higham Place  
Newcastle upon Tyne NE1 8AF

Bankers: National Westminster Bank Plc  
Newcastle upon Tyne

# **RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

(A company limited by guarantee)

## **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2021

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### **Structure, Governance and Management**

#### **Governing Document**

Rape Crisis Tyneside and Northumberland (RCTN) was set up as a charity on 17th November 1978 under the name of Tyneside Rape Crisis Centre, registration number 508177. The organisation is now a charity and a company limited by guarantee defined by the Companies Act 2006. It was incorporated as a company and registered as a charity on 16th June 2010 and the changes were formally adopted by the organisation on 1st January 2011. The charity name was changed with the Charities Commission on 28th January 2013 and adopted from 1st April 2013. RCTN also uses the names Tyneside Rape Crisis Centre and Grace, Northumberland Rape Crisis.

RCTN operates under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Members are required to contribute an amount not exceeding £1.

The organisation is governed by its trustees who are also the only Members of the organisation. Under the requirements of the Memorandum and Articles of Association, the Board may consist of between three and twelve trustees. This year there were ten trustees. All trustees are female. The Board meets around eleven times a year. A Finance sub-group consisting of the Co-Treasurers, staff and the external Accountant who meet quarterly to review the Management Accounts. The Board delegates day-to-day management of the organisation to the CEO and Deputy CEO. RCTN holds regular strategy days which trustees and staff attend.

#### **Appointment of trustees**

There is no limit to the time that a trustee may serve with the organisation; however one-third of the trustees must retire at each AGM with the longest-serving retiring first. All trustees give their time voluntarily and are not allowed to receive any material benefit from the charity. Trustees are however able to claim reasonable out of pocket expenses. The trustees are responsible for selecting a Chairperson, Secretary and Treasurer.

#### **Trustees' induction and training**

A recruitment, training and induction procedure is in place to support new trustees. When an expression of interest to join the Board is received, this is followed through by the CEO who arranges an informal pre-meeting. References are taken up and discussions/decisions about the nomination to the Board are discussed and approved at a quorate Board meeting.

All trustees receive an induction into the values and services of RCTN, sexual violence issues, their duties, roles, responsibilities and liabilities as a trustee and key policies. RCTN has a trustee induction checklist and each new trustee is allocated a mentor trustee to support them through the induction process. A trustee role description is issued to all new

## **RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

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### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2021

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trustees outlining the duties, roles, responsibilities and liabilities each trustee faces. Role descriptions are in place for the Chair, Treasurer and Company Secretary.

All trustees are required to undertake training on a range of issues such as on equality and diversity issues; child and adult safeguarding; roles and responsibilities of trustees and sexual violence issues. Training opportunities are highlighted at Board meetings including opportunities to attend conferences/workshops. Trustees are also responsible for identifying their own training and development needs and for recording all training they attend.

#### **Related parties and co-operation with other organisations**

RCTN is a member of Rape Crisis England and Wales (RCEW) and adheres to the RCEW National Service Standards. We participate in Rape Crisis North East regional meetings to share best practice and feedback via our local representative to the national body. We have a CIO in partnership with other North East Rape Crisis Centres.

#### **Pay policy for senior staff**

The trustees set the pay of the CEO and Deputy comparing against equivalent roles within the voluntary sector. The nationally recognised National Joint Council pay scales are used to set the pay of all staff. Inflationary pay awards are periodically approved in line with national NJC pay agreements. A remuneration committee meets as required.

#### **Risk management**

The trustees recognise that they hold a responsibility to identify risks to the organisation; to ensure that controls exist to limit the possibility of risks occurring; to limit the impact of any risks on the viability or security of the organisation; to manage any risks that do occur; and to regularly review whether new risks have been introduced into the organisation.

The trustees have implemented a risk review system and have built a risk register. They have reviewed all organisational risks focusing on the risks with the highest risk score. The trustees have implemented a system to review the risk register on a regular basis or following a critical incident.

#### **Financial Review**

##### **Funding Strategy**

We maintain a Funding Strategy and Fundraising plan to ensure that we raise all the funds that we require.

##### **Income and Principal Funding Sources**

We aim to maintain a diverse range of funders so that we minimise risk to the organisation's activities. Our total income this year was £804,175 which represents a 9% increase from last year. We received income from statutory bodies including:

## **RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

(A company limited by guarantee)

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2021

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Ministry of Justice Female Rape Support Fund; Police and Crime Commissioner for Northumbria; Local authorities (Gateshead, Newcastle upon Tyne, North Tyneside, Northumberland and South Tyneside) Clinical Commissioning Groups (CCGs) Newcastle Gateshead CCG, Northumberland CCG and North Tyneside CCG.

The Big Lottery Reaching Communities Fund continued to support us.

The Charitable Trusts and Foundations who supported us were:

Comic Relief, Community Foundation Tyneside and Northumberland, Hospital of God at Greatham, Lloyds Bank Foundation, Proctor & Gamble, People's Postcode Lottery, Sir James Knott Trust, The Joicey Trust, The Pilgrim Trust and The Rosa Fund.

We are extremely grateful to all our funders, statutory, private and voluntary, in helping to sustain our activities.

#### **Fundraising from the community**

We generated £7,183 from fundraising and £7,227 in donations. The sources of our self-generated income were monthly donors; one-off individual donations; sponsorship money from external fundraising events and from our own fundraising events.

#### **Income from training and sales**

We secured £28,816 from sales which included the delivery of training workshops, delivery of external counselling, live chat service and merchandise sales.

#### **Expenditure**

Our total expenditure this year was £736,734 which represents a 6% increase since last year. We have seen a further growth in activities and service provision to meet demand.

##### Direct costs

- Project staff salaries, training and travel increased compared last year in light of additional project delivery particularly the pilot older women's project.
- Supervision and counselling costs increased as more counsellors were employed to deliver counselling and address the waiting times.
- Volunteer costs increased as more clinical supervision was provided to volunteers and more volunteers claimed travel expenses.
- Publications/subscriptions increased as we increased membership of external bodies
- Publicity and promotion costs increased given the additional spend on the older women's pilot project which aimed to raise public and professional awareness.
- Outreach venue hire costs increased due to additional project delivery and the increasing use of bases to reach clients.
- Evaluation costs were incurred this year within the older women's pilot project.

## **RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

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### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2021

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#### Support costs

- Staff salaries decreased slightly as the Deputy post was vacant until July 2019. Insurance costs were lower partly due to indemnity costs being shared across projects.
- Telephone costs decreased partly due to some additional project contributions.
- Other staff costs increased as more staff accessed training/organisational training.
- Professional fees decreased this year due to the use of less consultants.

#### Governance costs

Trustee meetings costs increased due to additional board and strategy days held.

#### **Investment Policy**

We have a documented Investment Policy, the objective of which is to increase our income so we can achieve our charitable purpose and to enable us to hold sufficient reserves as required by the Reserves Policy. During the financial year, we have continued to invest in an ethical unit trust. We have worked with a cash management organisation to ensure that our remaining cash assets are spread across a range of financial organisations and held with varying notice periods to satisfy our liquidity requirements.

The trustees decide, where possible, to invest in ethical investments in the knowledge that they may not provide the best rate of return, but would protect the organisation's reputation. Only the trustees are able to make decisions on investments. The performance of investments are reviewed by the Board six monthly.

#### **Reserves Policy**

##### **Rationale behind the Reserves Policy**

- To demonstrate transparency, accountability and sound financial management the Reserves Policy clearly justifies the amount of reserves kept back each year.
- The Reserves Policy allows RCTN to take account of potential risks and contingencies that may arise. For example, the level of reserves allows the charity to manage any cash flow issues and to replace obsolete equipment.
- RCTN provides support to women survivors of all forms of sexual violence in Tyneside and Northumberland and one of our core services is long-term counselling. The Board of Trustees wishes to maintain sufficient level of Reserves to enable the counselling service to continue should a shortfall in income occur. RCTN believes that holding up to six month's reserves would allow RCTN the opportunity to ethically complete its programme of support to these vulnerable clients.

##### **Level of reserve required by RCTN**

RCTN has agreed to hold the following unrestricted reserves:

## RAPE CRISIS TYNESIDE AND NORTHUMBERLAND

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### TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

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<b>Designated</b>	
General designated funds	306,972
New posts: Commercial manager and Counselling Coordinator	73,839
<b>Undesignated funds</b>	16,113
<b>Total</b>	<b>396,924</b>

The General designated funds are based on three to five full months of running costs based on 2020/21 expenditure (£736,734) and given that we are aware of expansion plans of the organisation in 2021/22 which we expect will reduce the number of months running costs available to the organisation based on expenditure that year.

#### Monitoring and reviewing the Reserves Policy

The calculation of the required level of Reserves is an integral part of RCTN's planning, budget and forecast cycle and as such, the Trustees/Directors will consider the Business Plan, budget, financial projections and funding strategy each year and will review the Reserves policy annually in light of their findings.

#### Going concern statement

In response to the COVID-19 pandemic, the trustees have reviewed and considered financial information and revised forecasts to take into account measures that they can take with the current financial resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

#### Trustees responsibilities in relation to the financial statement

The charity trustees are responsible for preparing a trustees' annual report and 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 the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

# **RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

(A company limited by guarantee)

## **TRUSTEES ANNUAL REPORT**


For the year ended 31 March 2021

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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 assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

*Lisa Clark,*

*Chair of the Board of Trustees.* ..... 

Date: ..... 27/09/2021 .....

## **RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

(A company limited by guarantee)

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

For the year ended 31 March 2021

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I report on the financial statements of Rape Crisis Tyneside and Northumberland for the year ended 31 March 2021, which are set out on pages 24 to 37.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also directors of the company for the purposes of company law) 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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Jim Dodds  
Connected Voice Business Services Ltd  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF  
Date: 27/09/2021





# RAPE CRISIS TYNESIDE AND NORTHUMBERLAND

(A company limited by guarantee)

## STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Income from:</b>					
Donations and legacies	6	3,727	3,500	7,227	7,811
Charitable activities					
Grants and contracts	7	140,471	647,629	788,099	713,236
Other trading activities	8	7,183	-	7,183	11,752
Investments	9	1,666	-	1,666	705
<b>Total income</b>		<b>153,046</b>	<b>651,129</b>	<b>804,175</b>	<b>733,503</b>
<b>Expenditure on:</b>					
Raising funds	10	1,056	-	1,056	1,812
Charitable activities					
Operation of the charity	11	107,009	628,669	735,678	693,253
<b>Total expenditure</b>		<b>108,065</b>	<b>628,669</b>	<b>736,734</b>	<b>695,064</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>		<b>44,981</b>	<b>22,460</b>	<b>67,441</b>	<b>38,439</b>
Net gains/(losses) on investments		18,028	-	18,028	( 156 )
<b>Net movement of funds</b>		<b>63,009</b>	<b>22,460</b>	<b>85,469</b>	<b>38,283</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		333,915	25,720	359,635	321,352
<b>Total funds carried forward</b>		<b>396,924</b>	<b>48,180</b>	<b>445,104</b>	<b>359,635</b>

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 27 to 37 form an integral part of these accounts.

**RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

(A company limited by guarantee)

Charity Number 1138149

Company Number 07285969

**BALANCE SHEET**

As at 31 March 2021

	Notes	£	Total 2021 £	£	Total 2020 £
<b><u>Fixed assets</u></b>					
Investments	19		60,748		43,560
<b>Total fixed assets</b>			<b>60,748</b>		<b>43,560</b>
<b><u>Current assets</u></b>					
Debtors	20	25,710		16,632	
Cash at bank and in hand	21	456,892		408,770	
<b>Total current assets</b>		<b>482,602</b>		<b>425,402</b>	
<b>Creditors:</b> amounts falling due within one year	22	<b>( 98,246 )</b>		<b>( 109,327 )</b>	
<b>Net current assets</b>			<b>384,355</b>		<b>316,075</b>
<b>Total assets less current liabilities</b>			<b>445,103</b>		<b>359,635</b>
<b>Total net assets or liabilities</b>			<b>445,103</b>		<b>359,635</b>
<b><u>Funds of the charity</u></b>					
Unrestricted income funds			396,924		333,915
Restricted income funds			48,180		25,720
<b>Total funds</b>			<b>445,104</b>		<b>359,635</b>

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 27 to 37 form an integral part of these accounts.

These financial statements were approved by the Board on:

27/09/2021

and are signed on its behalf by:

Jayne Carrick  
Co Treasurer

Rebecca Haynes  
Co Treasurer

**RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

(A company limited by guarantee)

Charity Number 1138149

Company Number 07285969

**STATEMENT OF CASH FLOWS**

For the year ended 31 March 2021

	Notes	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
<b><u>Cash flows from operating activities</u></b>			
Net movement in funds		85,469	38,283
Depreciation		-	-
Deduct interest / income shown in investing activities		( 18,854 )	( 358 )
Increase in debtors		( 9,078 )	22,678
Decrease creditors		( 11,081 )	( 14,553 )
<b><i>Net cash from operating activities</i></b>		<b><u>46,457</u></b>	<b><u>46,051</u></b>
<b><u>Cash flow from investing activities</u></b>			
Interest received		1,666	705
<b><i>Net cash used in investing activities</i></b>		<b><u>1,666</u></b>	<b><u>705</u></b>
 <b>Increase in cash and cash equivalents</b>		 48,122	 46,755
<b>Cash and cash equivalents at start of year</b>		408,770	362,015
<b>Cash and cash equivalents at end of year</b>		<b><u>456,892</u></b>	<b><u>408,770</u></b>
 <b>Cash and cash equivalents consist of:</b>			
<b>Cash at bank and in hand</b>		<b><u>456,892</u></b>	<b><u>408,770</u></b>

The notes on pages 27 to 37 form an integral part of these accounts.

# **RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

(A company limited by guarantee)

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2021

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### **1 Accounting policies**

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Rape Crisis Tyneside and Northumberland meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

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

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance or provision of other specified services is deferred until the criteria of income recognition are met.

#### **3.4 Volunteer help**

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

## **RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2021

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#### **3.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### **3.6 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

#### **3.7 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investment and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.8 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charities' work or for specific projects being undertaken by the charity.

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of specialist sexual violence services and other activities undertaken to further the purposes of the charity and their associated support costs.

#### **4.3 Governance and support costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly relate to the charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts due.

# **RAPE CRISIS TYNESIDE AND NORTHUMBERLAND**

(A company limited by guarantee)

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2021

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### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

## **5 Assets**

### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing 1000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Plant and machinery	Straight line over three years
Fixtures and fittings	Straight line over four years

### **5.2 Investments**

Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.

Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments.

# RAPE CRISIS TYNESIDE AND NORTHUMBERLAND

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## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of income	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>6 Donations and legacies</b>				
Donations and gifts	3,727	500	4,227	5,811
Lowes management	-	3,000	3,000	2,000
	<u>3,727</u>	<u>3,500</u>	<u>7,227</u>	<u>7,811</u>
<b>7 Charitable activities</b>				
<u>Income from grants and contracts</u>				
Gateshead Council Public Health	3,000	9,000	12,000	9,645
Gateshead Newcastle CCG	6,972	10,457	17,429	17,188
North Tyneside Council	4,220	6,330	10,550	10,550
North Tyneside CCG	2,481	3,721	6,202	6,119
Newcastle City Council	11,733	11,340	23,073	20,250
Newcastle Fund	-	39,772	39,772	35,832
South Tyneside Council	7,104	10,655	17,759	17,759
Ministry of Justice	87,526	157,511	245,037	158,760
Police and Crime Commissioner for Northumbria	-	117,039	117,039	98,128
Northumberland CCG	-	12,112	12,112	9,275
Northumberland County Council	-	17,000	17,000	19,952
Community Foundation	-	35,151	35,151	16,076
The Joicey Trust	-	3,000	3,000	3,000
The Hospital of God at Greatham	-	-	-	2,000
Sir James Knott Trust	-	-	-	5,000
Big Lottery Fund	-	109,718	109,718	100,044
Rosa Fund	-	3,000	3,000	2,000
RCEW (digital and online)	-	-	-	34,290
Lloyds Bank Foundation	-	3,000	3,000	25,996
The Pilgrim Trust	-	15,000	15,000	15,000
Proctor and Gamble Trust	-	-	-	6,000
Comic Relief	-	41,301	41,301	69,492
People's Postcode Lottery	-	-	-	16,788
Ragdoll Foundation	-	4,640	4,640	-
CAF Resilience Fund	-	3,000	3,000	-
The Brook Trust	-	12,500	12,500	-
The Hadrian Trust	-	1,000	1,000	-
E.C. Graham Belford Trust	-	10,000	10,000	-
<u>Income from training / sales</u>				
Training income	4,613	-	4,613	2,630
Live chat sales	7,276	1,334	8,609	4,478
Other sales	5,546	10,048	15,594	6,983
	<u>140,471</u>	<u>647,629</u>	<u>788,099</u>	<u>713,236</u>
<b>8 Other trading activities</b>				
Fundraising events	7,183	-	7,183	11,752
	<u>7,183</u>	<u>-</u>	<u>7,183</u>	<u>11,752</u>

# RAPE CRISIS TYNESIDE AND NORTHUMBERLAND

(A company limited by guarantee)

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### Analysis of income continued

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>9 Income from investments</b>				
Bank interest	1,666	-	1,666	705
	<u>1,666</u>	<u>-</u>	<u>1,666</u>	<u>705</u>
Total income	<u>153,046</u>	<u>651,129</u>	<u>804,175</u>	<u>733,503</u>

Income was £804,175 (2020: £733,503) of which £153,046 was unrestricted or designated (2020: £141,544) and £651,129 was restricted (2020: £591,960)

### Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>10 Raising funds</b>				
Staging fundraising events	216	-	216	1,621
Investment management costs	840	-	840	191
	<u>1,056</u>	<u>-</u>	<u>1,056</u>	<u>1,812</u>

### 11 Charitable activities

#### Direct costs

Project staff salaries	188	407,026	407,214	371,418
Project staff travel	112	461	573	8,169
Project staff training	6,155	18,028	24,183	12,058
Supervision and counselling	950	10,075	11,025	6,958
Volunteer costs	-	2,027	2,027	5,815
Other project costs	471	90,632	91,103	69,237
Publications and subscriptions	-	4,303	4,303	5,182
Publicity and promotion	1,879	13,214	15,094	8,840
Recruitment	-	278	278	18
Outreach venue hire	-	2,746	2,746	24,607
Evaluation	-	-	-	5,400

#### Support costs

Staff salaries	53,056	43,711	96,767	94,706
Facility costs	14,446	15,067	29,513	34,326
Insurance	2,485	1,904	4,389	4,586
Office costs	6,337	4,855	11,192	10,545
Telephone	4,327	3,315	7,642	6,924
Sundries	1,356	1,039	2,395	2,172
Repairs and renewals	779	597	1,376	2,473
Other staff costs	1,013	776	1,789	1,680
Professional fees	11,244	8,614	19,859	14,353

#### Governance costs

Independent examiner's fees	1,920	-	1,920	1,920
Trustees meeting costs	291	-	291	1,868
	<u>107,009</u>	<u>628,669</u>	<u>735,678</u>	<u>693,253</u>



## RAPE CRISIS TYNESIDE AND NORTHUMBERLAND

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### Analysis of expenditure on charitable activities continued

Expenditure on charitable activities was £736,734 (2020: £695,064) of which £108,065 was unrestricted or designated (2020: £90,120) and £628,669 was restricted (2020: £604,944)

#### 12 Fees for examination of the accounts

	2021 £	2020 £
Independent examiner's fees for reporting on the accounts	1,920	1,920
Other accountancy services paid to the examiner	9,153	8,876
	<b>11,073</b>	<b>10,796</b>

#### 13 Analysis of staff costs, and the cost of key management personnel

	2021 £	2020 £
Salaries and wages	448,900	418,523
Social security costs	36,454	32,096
Pension costs (defined contribution pension plan)	18,627	15,505
	<b>503,981</b>	<b>466,124</b>

No employee received remuneration above £60,000 (2020: nil)

The key management personnel of the charity, comprise the Trustees and the CEO. The total employee benefits of the key management personnel of the charity were £51,044 (2020: £47,3164).

#### 14 Staff Numbers

The average monthly head count was 18 staff (2020: 21 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2021 Number	2020 Number
The parts of the charity in which the employee's work		
Project staff	12.0	11.0
Management	1.0	1.0
Administration	2.0	2.0
	<b>15.0</b>	<b>14.0</b>

#### 15 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from employment with the charity or a related entity.

## RAPE CRISIS TYNESIDE AND NORTHUMBERLAND

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### Trustees' expenses

The following detail the expenses incurred by the trustees.

	2021 £	2020 £
Travel	-	27
	-	27

#### Transaction(s) with related parties

There have been no related party transactions in the reporting period.

#### 16 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £18,627 (2020: £15,505). There was £256 outstanding as at 31 March 2021 (2020: £2,872)

#### 17 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

#### 18 Tangible fixed assets

	Plant and machinery	Fixtures and fittings	Total
	£	£	£
<b>Cost</b>			
Balance brought forward	31,220	5,359	<b>36,579</b>
Additions	-	-	-
Disposals	-	-	-
<b>Balance carried forward</b>	<b>31,220</b>	<b>5,359</b>	<b>36,579</b>
<b>Depreciation</b>			
Basis	SL	SL	
Rate	33%	25%	
Balance brought forward	31,220	5,359	<b>36,579</b>
Depreciation charge for year	-	-	-
Disposals	-	-	-
<b>Balance carried forward</b>	<b>31,220</b>	<b>5,359</b>	<b>36,579</b>
<b>Net book value</b>			
<b>Brought forward</b>	-	-	-
<b>Carried forward</b>	-	-	-

## RAPE CRISIS TYNESIDE AND NORTHUMBERLAND

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### 19 Fixed asset investments

	<b>Listed Investment £</b>
Carrying (fair) value at the beginning of period	<b>43,560</b>
Additions to investments during period	-
Transfer in/(out) in the period	-
Net gain/(loss) on revaluation	<b>18,028</b>
Less investment management costs	<b>( 840 )</b>
Carrying (fair) value at end of year	<b>60,748</b>

#### 20 Debtors and prepayments (receivable within 1 year)

	<b>2021 £</b>	<b>2020 £</b>
Trade debtors	5,770	3,093
Salary holding account	15,830	-
Pre payments	986	6,644
Accrued income	3,124	6,895
	<b>25,710</b>	<b>16,632</b>

#### 21 Cash at bank and in hand

	<b>2021 £</b>	<b>2020 £</b>
Short term cash investment	112,443	112,443
Short term deposits	113,888	113,888
Cash at bank and in hand	230,562	182,440
	<b>456,892</b>	<b>408,770</b>

#### 22 Creditors and accruals (payable within 1 year)

	<b>2021 £</b>	<b>2020 £</b>
Trade creditors	11,360	29,023
Salary holding account	-	260
Accruals		
Independent examination of accounts	1,920	1,920
Deferred income	84,966	72,711
Other creditors	-	5,413
	<b>98,246</b>	<b>109,327</b>

## RAPE CRISIS TYNESIDE AND NORTHUMBERLAND

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### 23 Deferred income

Deferred income comprises of advance payments from grants that relate to future periods.

	2021 £
Balance brought forward	72,711
Amount released to income earned from charitable activities	( 53,711 )
Amount deferred in year	65,966
Balance carried forward	84,966

#### 24 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

#### 25 Analysis of charitable funds

	Fund balances brought forward £	Income resource £	Resources expended £	Transfers £	Gains / (losses) £	Fund balances carried forward £
<b>Unrestricted funds</b>						
General undesignated fund	44,305	153,046	( 108,065 )	( 91,201 )	18,028	16,113
Designated funds						
General designated fund	289,610	-	-	17,362	-	306,972
New posts: Commercial Manager and Counselling Coordinator	-	-	-	73,839	-	73,839
	<u>333,915</u>	<u>153,046</u>	<u>( 108,065 )</u>	<u>-</u>	<u>18,028</u>	<u>396,924</u>

#### Purpose of unrestricted funds

General undesignated fund	The 'free reserves' after allowing for designated funds.
General designated fund	Represents three to five full months of running costs based on 2020/21 expenditure.
New posts	Designated for new Commercial Manager and Counselling Coordinator posts

## RAPE CRISIS TYNESIDE AND NORTHUMBERLAND

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### 25 Analysis of charitable funds continued

	Fund balances brought forward £	Income resource £	Resources expended £	Transfers £	Gains / (losses) £	Fund balances carried forward £
<b>Restricted funds</b>						
Tyneside Counselling	213	186,214	( 167,161 )	-	-	<b>19,266</b>
Community Engagement	2,233	59,941	( 62,174 )	-	-	-
Northumberland	6,166	131,271	( 126,458 )	-	-	<b>10,979</b>
Volunteer Coordinator	4,160	51,823	( 49,026 )	-	-	<b>6,957</b>
Marginalised Access Fund	8,177	-	-	-	-	<b>8,177</b>
Data Analyst	1,734	-	( 1,734 )	-	-	-
P&E	0	123,159	( 123,159 )	-	-	-
Activists	2,386	1,531	( 3,917 )	-	-	-
Virus Funds	-	60,281	( 60,281 )	-	-	-
Tyneside Groupwork	650	36,909	( 34,758 )	-	-	<b>2,800</b>
	<u>25,720</u>	<u>651,129</u>	<u>( 628,668 )</u>	<u>-</u>	<u>-</u>	<u><b>48,180</b></u>

#### Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Tyneside Counselling	This funding supported the Tyneside counselling service.
Community Engagement	This funding supported one under 25s community engagement worker and costs towards delivering the second phase of the older women's project.
Northumberland	This funding supported the Northumberland service.
Volunteer Coordinator	This funding supported volunteering costs and the Volunteer Coordinator.
Marginalised Access Fund	This funding supported discretionary travel costs for clients.
Data Analyst	This funding supported staff time on data work and contributed to the development and implementation of a new database.
P&E	This funding supported the delivery of the practical and emotional service.
Activists	This funding supported the work of the Activist group.
Virus Funds	Additional funding to assist with the charity's response to Covid-19.
Tyneside Groupwork	This funding extended the group work programme outside Newcastle.

#### 26 Capital commitments

As at 31 March 2021, the charity had no capital commitments (2020 -£nil).

## RAPE CRISIS TYNESIDE AND NORTHUMBERLAND

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### 27 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds	Restricted Funds £	Total 2021 £	Total 2020 £
Investments	60,748	-	-	<b>60,748</b>	43,560
Cash at bank and in hand	101,739	306,972	48,180	<b>456,892</b>	408,770
Other net current assets/(liabilities)	( 72,536 )	-	-	<b>( 72,536 )</b>	( 92,696 )
	<u>89,951</u>	<u>306,972</u>	<u>48,180</u>	<u><b>445,104</b></u>	<u>359,635</u>

#### 28 Operating leases

The future minimum lease payments under non-cancellable operating leases are as follows;

	2021 £
Not later than one year	-
Later than one year and not later than five years	<b>26,700</b>
	<u><b>26,700</b></u>