

Company number: 7311689

Charity Number: 1138460

# Sheffield Women's Aid

Report and financial statements

For the year ended 31st March 2021

Sheffield Women's Aid  
Reference and administrative information  
for the year ended 31 March 2021

**Company number** 7311689

**Charity number** 1138460

**Registered office and operational address**

PO Box 4917  
Woodseats Sorting Office  
Sheffield  
S8 2JQ

**Trustees** Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Tansy Warrilow	Chair
Jaqui Devereux	Treasurer [to 25 March 2021]
Rebecca Good	
Nicola Mosley-Walia	Vice Chair
Maureen Storey	
Maggie Wykes	
Kathleen Sheridan	
Michelle Bailey	
Dawn Moore	

<b>Senior management</b>	Clare Wiggett	Director [to August 2020]
	Hollie Venn	Chief Executive [from 24 May 2021]
	Julie O'Rourke	Service Manager
	Fozia Shabir	Service Manager

**Bankers** Yorkshire Bank plc – now Virgin Money  
Fargate  
Sheffield S1 1LL

**Independent Examiner** Christy Lau FCCA CTA DChA, Slade & Cooper Limited  
Beehive Mill, Jersey Street, Ancoats Manchester, M4 6JG

Sheffield Women's Aid  
Trustees' annual report  
for the year ended 31 March 2021

The Trustees present their report and the unaudited financial statements for the year ended 31st March 2021. Included within the Trustees' report is the Directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

## **Objectives and Activities**

### ***Purposes and aims***

The charity's purposes as set out in its objects clause are to relieve and support women and children who have suffered, or are in danger of suffering, violence from perpetrators known to them and to provide a range of services that prevent women and children suffering further harm, including domestic homicide.

### ***The main activities undertaken in relation to those purposes***

To provide access to safe and secure temporary accommodation for those service users that are at risk of significant harm, or are at risk of homelessness due the actions of a perpetrator known to them, and ensure that they are able to access safe and secure permanent accommodation.

The aim of our charity is to support service users to make choices about their future, including helping them to recognise controlling behaviour, understand the effect that this has had on themselves, their children, friends and family and to prevent repeat victimisation.

## **Refuge Service for single women and families affected by domestic abuse**

SWA is commissioned to provide two refuges, accommodating a total of 36 families at any one time. Single women can be accommodated in family flats on the understanding that they will move to a smaller flat if one becomes available. Our contract is to provide 6 months' support to the families before we support them to move on into alternative accommodation.

Women are eligible to be assessed for accommodation in the refuge if their primary support need is that they are or have been a victim of domestic abuse (including coercive control) and are at medium or high risk of harm. We also house dependent children and young people of any gender or age. SWA are inclusive to all referrals, with decisions made on a case by case basis to ensure that we are able to meet the support needs for each referral.

## **Multiple and Complex Needs**

SWA accommodates women and children with multiple and complex needs such as (but not limited to) drug and alcohol abuse, mental and physical health needs, language or learning difficulties. Having multiple and complex needs will not in itself ever exclude a family from our service. However, if there are known behavioural issues that arise from those needs, or if there are already residents whose challenging behaviour could put the family at risk, SWA reserves the right to decline the accommodation request.

## **Safeguarding Children and Safeguarding Adults**

Where there is evidence that indicates that the resident or her children may be at risk of harm in the refuge, or they may put others at risk, SWA will seek additional information and guidance from professionals involved with the family before taking a decision whether to offer accommodation.

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It is essential that all assessments consider potential safeguarding issues and SWA ensures that our risk assessments at referral, and all Domestic Abuse, Stalking and Honour-based abuse [DASH] risk assessments, are as thorough as possible. The safety of the family and of the other residents in the refuge, staff and visiting professionals is our priority. Where safeguarding concerns are present, SWA will always make the appropriate early interventions and will support families with safeguarding plans agreed. Residents have security of tenure as soon as they enter their flat (whether or not they have signed a licence agreement) and cannot be moved on unwillingly without formal eviction proceedings.

### **Safety and Security**

The self-contained nature of the accommodation gives the residents better security of tenure, with all residents having a non-excluded licence. There are some 'restrictive house rules' contained within the licences:

- SWA are able to move residents between flats to suit the resident's needs.
- SWA complete a physical check of each flat every week.
- SWA can access the flats without permission should we have any health, safety, security or safeguarding concerns.
- SWA has a strict 'no visitors' policy that is emphasised at the start of their journey into housing, as this is very hard for some people.

The refuges have a range of security measures and equipment in place, inside and outside the buildings. The buildings are also 'tagged' as vulnerable for a rapid response by South Yorkshire Police, Fire and Rescue and Ambulance Services, and the on-call number and the numbers of all paid Managers are held by these services as key-holders. There is a smoke and heat fire detection system in all flats and in the communal areas of the buildings.

SWA protects the confidentiality of the addresses by the use of forwarded PO Box addresses for the registered company address and for correspondence entered into by SWA staff or residents. New residents are required to keep the address confidential and residents are reminded about confidentiality at weekly residents' meetings. We have a confidentiality agreement that we require all contractors, taxi services or visitors to adhere to, and have a preferred taxi service whose drivers have enhanced Disclosure & Barring Service checks.

### **Support**

Support is provided to all families and is tailored to their particular needs and goals. Support Workers are on-site and accessible between the hours of 8.30am and 5.30pm, five days a week. Some SWA staff are also required to work outside of these hours, including at the weekend, and a Support Worker is on-call at all times, with a 24 hour concierge service at Refuge 2.

Each family is allocated a key-worker at referral and, where possible, this key-worker will be the person who supports the family at referral, admission and throughout their journey. In the absence of the key-worker, an alternative named worker is allocated with the skills needed to support that family.

SWA has a very experienced, well trained, diverse and multi-lingual staff team, who aim to meet the faith-based or cultural needs of our residents. Where we cannot meet the language needs of a family, we make full use of interpreters.

Significant religious and cultural events are celebrated and we often benefit from the generosity of our supporters to make these events as enjoyable as possible by providing treats and gifts.

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### **Moving on to independent living**

Throughout their stay in the refuges, service users are encouraged to identify their aspirations and supported to achieve their goals, including moving on into non-supported accommodation.

SWA will assist with this process along the way, to give service users the best possible chance of success in the future. Where support is still needed after moving into their new home, SWA help to ensure that referrals are made and appropriate support services are in place.

### ***The Charity Commission guidance on public benefit***

The Trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of our work in the reporting period.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

Approximately 37% of the organisation's total income is from rent and service charge relating to the tenancies. This income covers the rental of the buildings, expenditure required to stock and maintain the tenancies and also covers some of the staff costs associated with intensive housing management.

The remaining income comes from our contract with Sheffield City Council's Housing Independence Service (which covers the cost of the support service offered to residents) and other small grants and donations.

SWA continues to seek grant funding for other essential services (such as services to children affected by living with domestic abuse) over and above the childcare provided, for example to enable mothers to engage in the Power to Change and other group work programmes and family activities.

SWA also has a volunteering programme and activities that volunteers support or help to provide include:

- Accompanying clients to appointments and providing advocacy services
- Taking part in and leading family activities
- Playing with children
- Life skills such as cooking and cleaning
- Budget-friendly outings such as visits to the park and picnics
- Gardening and providing therapeutic outside areas
- Health and well-being activities

### **Achievements and performance**

The charity's main activities and who we help are described below. All our charitable activities focus on the provision of temporary accommodation and are undertaken to further SWA's charitable purposes for the public benefit.

Due to the Coronavirus pandemic, the number of families that moved through the refuge was much smaller than usual in the financial year, as there was no rehousing by Sheffield City Council for a long period. SWA provided temporary emergency accommodation to **78 women and 23 children** in the year. We consistently exceeded the occupancy target of 90% by between 6% and 10% each month.

**Adult service users** – of the 78 women resident in our refuges:

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**Age:** 3% were aged 16-20; 73% were aged 21-40; 24% were aged 41-65

**Ethnicity:** 40% were White British; 60% were from Black or minoritised communities, of which the largest category was 25% who were Pakistani; 20% required interpreting

**Disability:** 15% had a physical disability; 17% had a long term disability; 5% had accessibility requirements; 5% had a learning disability; 63% had mental health issues

**Support needs:** 21% had drug support needs; 20% had alcohol support needs; 72% had mental health support needs

### **Children & Young People**

68% of our adult residents had children and 8% were pregnant during their stay

**Children's ages:** 35% were aged 0-5; 30% were aged 6-10; 35% were aged 11-20

Of the residents that moved out of the refuges, the majority moved on to new settled accommodation and some moved to other accommodation such as alternative supported accommodation or went back to the family home. Where women have returned home, SWA's objective is that the women and children have gained more confidence and self-worth, and tools for safety planning, to better recognise abusive behaviours, including signs of escalation, and enable them to take early action. They also know more about their rights and how to access help and support.

### **Group Work Programmes**

69 women took part in group-work programmes. SWA staff deliver a women's programme called 'Power to Change' which includes:

- My Bill of Rights: understanding my rights
- What is abuse: understanding domestic abuse
- Why is it so hard to leave/stay away?
- Boundaries: understanding the link between lack of boundaries and domestic abuse
- Assertiveness skills and boundary setting: practicing assertiveness in relation to boundaries
- Healthy relationships: it's what we want and what we need
- Families and Children: understanding how domestic abuse affects children & young people
- Endings and new beginnings: what have we learnt, let's celebrate, let's graduate

What women who have attended Power to Change say:

- *To know that I am not the only one who has suffered and that what I am feeling is normal.*
- *Being able to talk openly and freely, without being judged.*
- *I felt I was believed for the first time.*
- *I don't feel as if I'm the only one.*
- *It has given me some hope.*
- *I now feel I've got the right to take action.*
- *I feel more confident in myself when I walk around.*
- *I now know I have the right to say NO and put myself first. I have become an assertive confident woman instead of a controlled suicidal wreck.*
- *I feel so much better since I did the Power to Change.*
- *I value myself more and I am better able to spot abusive behaviour.*

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## **Financial review**

SWA operates a person centred method of support that focuses on helping people to achieve independence. Expenditure on well trained and experienced staff remains the priority and we keep tight financial control of remaining expenditure items. SWA measures success in achieving objectives by a variety of methods, including setting performance targets and monitoring outcomes.

The accounts have been prepared to comply with current statutory requirements, the requirements of the charity's Memorandum & Articles of Association and the requirements of the Statement of Recommended Practice: Accounting and Reporting by Charities.

The financial statements have been prepared on the going concern basis, as the Board of Trustees is actively taking steps to reduce costs and maximise income, in particular Housing Benefit receipts, through rigorous systems and management controls.

The charity has a balanced budget for the coming year and is looking at ways to improve the level of unrestricted reserves so they are in line with its reserves policy. The contract with Sheffield City Council has reduced the financial uncertainty SWA had faced until its award and enables the charity to undertake further fundraising.

Total income for the year was £798,294 (2020 - £773,523) and total expenditure was £753,095 (2020 - £733,785). This led to a surplus for the year of £45,199 (2020 surplus - £39,738), leaving total reserves of £216,458 (2020 - £171,259).

All income and expenditure was unrestricted in the year, other than grants from Children in Need, for work with children and young people, and from the Violence Reduction Unit of the Police & Crime Commissioner's Office, to pilot a new role of Family Support Worker at each refuge. SWA also secured some small grants to help in responding to the Covid pandemic from: the Brelms Trust, JG Graves Trust, and the Smallwood Trust Women's Empowerment Fund.

Unrestricted reserves at the year end were £220,149 (2020 - £174,211) and restricted reserves were -£3,691 (compared to -£2,952 in 2020).

## **Going concern**

The Trustees confirm that the level of the charity's reserves is now equivalent to 3 months' expenditure in line with its stated Reserves Policy. They consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

Key judgements that the Trustees have made to support this consideration include the fact that the charity has an expected surplus budget for the year ending 2022.

The Sheffield City Council contract (effective from 1 October 2016) was extended to March 2022 so will go out to tender late in 2021. SWA Trustees are confident about retaining the contract – we have recruited a new Chief Executive and are working with her to strengthen our position in preparation, including applying for the Women's Aid National Standards as the recognised sector quality mark. The charity has a fundraising strategy in place, and is actively fundraising, with no assumptions about fundraising income included in the budget and cash flow forecasts for 2021-22. The charity will continue to maintain vigorous cost control and is seeking cost reductions where possible.

## **Reserves policy**

SWA aims to maintain a range of between two and three months' total expenditure as unrestricted reserves in order to meet its liabilities and unforeseen expenditure. Unrestricted reserves (that take into account only current assets) at the year-end represent 3 months of total expenditure.

The charity reviews its management accounts on a quarterly basis with the Treasurer and Board of Trustees against the current budget. It then takes action to mitigate any risks where there is a material variance that may affect the charity's ability to maintain current levels of reserves.

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The Trustees confirm that the level of the charity's reserves is now in line with its stated Reserves Policy.

### **Plans for the future**

SWA was successful in winning the OJEU tender issued by Sheffield City Council to continue to deliver the refuge services in Sheffield, initially for a three-year period commencing 1 October 2016, and extended twice. We have built on this success with further fundraising to deliver additional services to the women and children we support. Sheffield City Council have further extended the contract to October 2022, and are consulting on the future commissioning model and service specification.

Significant additional funding has been secured for the next financial year from the Ministry for Housing, Communities and Local Government via Sheffield City Council, resulting in a 50% increase in the value of the SCC contract for 2021-22.

SWA has also built on the grant from Children In Need, to fund direct work with children and young people in our refuges, with a successful reapplication for a further 3 year grant to continue the service, starting September 2021.

### **Structure, governance and management**

SWA is managed by a voluntary Management Committee [the Board], with paid staff undertaking the work of the organisation and dealing with the day to day administration. The Management Committee meets at least 10 times per annum. Task groups which report to the Management Committee, meet when necessary. The Management Committee considers Quarterly Management Accounts at quarterly meetings. The Management Committee and staff team together agree the forward strategy for the organisation, set out in the strategic and business plan. Progress is monitored against the plan, and the risk register, policies and procedures are reviewed in a regular cycle.

The organisation has been in existence since the 1970's, and is a charitable company limited by guarantee, incorporated on 12 July 2010 and registered once again as a charity on 18 October 2010. The company was established under a Memorandum of Association which establishes the objects and powers of the charitable company and is governed under its Articles of Association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31st March 2021 was 8 (2020: 7). The Trustees are members of the charity but this entitles them only to voting rights. The Trustees have no beneficial interest in the charity. All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 9 to the accounts.

### **Related parties and relationships with other organisations**

There are no related parties.

### **Remuneration policy for key management personnel**

SWA uses local and national benchmarking against similar organisations to ensure its salaries for key managers are fair and reflect the level of responsibility they hold.

### **Recruitment and appointment of Trustees**

All members of the Management Committee are elected each year at the Annual General Meeting and members may be re-elected or re-appointed. Positions on the Management Committee are advertised externally, and appointed after informal interview. Some are reserved for specific specialist roles.



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Trustees' annual report  
for the year ended 31 March 2021

### **Induction and training of Trustees**

The Director/CEO is responsible for the induction of new Trustees and identifying additional training needs, in consultation with the Chair of the Management Committee.

The induction process for new Management Committee members involves the Chair, or another Committee member appointed by her, ensuring that copies of the documentation listed below is made available and explained to the new member:

- The Memorandum of Association and Articles of Association.
- Supporting documentation - Aims & Objectives, Policies & Procedures etc.

### **Risk management**

The Trustees are responsible for identifying, assessing and managing risks, to the organisation, our staff and service users. The Risk Register and Business Plan identify the strategic aims, structure, activities, challenges, resources required and major risks to which the organisation is exposed. The Risk Register is approved by the Board of Trustees annually and reviewed as necessary.

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level that equates to approximately 2 months unrestricted expenditure. This provides sufficient funds to cover management and administration support costs and to respond to emergency applications for grants, which arise from time to time. Risk Assessment and Management is undertaken and recorded in relation to specific services delivered and in response to changes in legislation and funding available. The Finance Policy and Procedures outline those authorised to make payments, place orders and take other actions with financial consequences.

During the year to 31 March 2021, all major risks were reviewed, assessed and managed. These included additional risks related to the Covid-19 pandemic, working closely with senior managers, and in consultation with commissioners and public health leads within Sheffield City Council.

### **Coronavirus Response**

The Covid-19 pandemic created an impact for the organisation from an operational and governance perspective, which undoubtedly increased risks which required increased regular monitoring to mitigate or minimise. The organisational IT systems required a responsive and rapid change to move to more agile and remote working, which the organisation had not previously adopted. Increased oversight from commissioners was undertaken during this period to ensure risks to beneficiaries were understood and co-ordinated across the City. Revisions to Business Continuity Plans and risk assessments/risk maps were required regularly and swiftly to remain apprised of the often weekly changes that were taking place for the organisation.

### **Statement of responsibilities of the Trustees**

The Trustees (who are also directors of Sheffield Women's Aid 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 Trustees to prepare financial statements for each financial 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 charitable company for that period. In preparing these 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

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- State whether applicable UK Accounting Standards and statements of recommended practice 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 operation

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

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The Trustees' Annual Report has been approved by the Trustees on 09/12/2021 and signed on their behalf by:

Maureen Storey

Trustee

# Independent examiner's report

to the members of

Sheffield Women's Aid

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> March 2021 which are set out on pages 11 to 28.

## **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 company's accounts as 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**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 that in any material respect:

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.

Christy Lau FCCA CTA DChA

Slade & Cooper Limited  
Beehive Mill, Jersey Street  
Ancoats Manchester, M4 6JG

Date 17 December 2021

Sheffield Women's Aid  
Statement of Financial Activities  
(including Income and Expenditure account)  
for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Donations and legacies	3	32,438	-	32,438	12,591
Charitable activities	4	670,538	95,210	765,748	760,852
Investments	5	108	-	108	80
<b>Total income</b>		<b>703,084</b>	<b>95,210</b>	<b>798,294</b>	<b>773,523</b>
<b>Expenditure on:</b>					
Charitable activities	6	657,146	95,949	753,095	733,785
<b>Total expenditure</b>		<b>657,146</b>	<b>95,949</b>	<b>753,095</b>	<b>733,785</b>
<b>Net income/(expenditure) for the year</b>	7	<b>45,938</b>	<b>(739)</b>	<b>45,199</b>	<b>39,738</b>
<b>Net movement in funds for the year</b>		<b>45,938</b>	<b>(739)</b>	<b>45,199</b>	<b>39,738</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		174,211	(2,952)	171,259	131,521
<b>Total funds carried forward</b>		<b>220,149</b>	<b>(3,691)</b>	<b>216,458</b>	<b>171,259</b>

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

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Company number 7311689  
Balance sheet as at 31 March 2021

	Note	2021	2020
		£	£
<b>Fixed assets</b>			
Tangible assets	12	14,984	11,293
<b>Total fixed assets</b>		<b>14,984</b>	<b>11,293</b>
<b>Current assets</b>			
Debtors	13	203,257	193,313
Cash at bank and in hand	14	188,458	148,840
<b>Total current assets</b>		<b>391,715</b>	<b>342,153</b>
<b>Liabilities</b>			
Creditors: amounts falling due in less than one year	15	(190,241)	(182,187)
<b>Net current assets</b>		<b>201,474</b>	<b>159,966</b>
<b>Total assets less current liabilities</b>		<b>216,458</b>	<b>171,259</b>
<b>Net assets</b>		<b>216,458</b>	<b>171,259</b>
<b>The funds of the charity:</b>			
Restricted income funds	16	(3,691)	(2,952)
Unrestricted income funds	17	220,149	174,211
<b>Total charity funds</b>		<b>216,458</b>	<b>171,259</b>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS102 SORP, and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 14 to 28 form part of these accounts.

Approved by the Management Committee on 09/12/2021 and signed on their behalf by:

Maureen Storey (Trustee)

Sheffield Women's Aid  
Statement of Cash Flows  
for the year ending 31 March 2021

	Note	2021 £	2020 £
<b>Cash provided by/(used in) operating activities</b>	21	<b>48,196</b>	<b>16,346</b>
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		108	80
Purchase of tangible fixed assets		(8,686)	-
<b>Cash provided by/(used in) investing activities</b>		<b>(8,578)</b>	<b>80</b>
Increase/(decrease) in cash and cash equivalents in the year		39,618	16,426
Cash and cash equivalents at the beginning of the year		148,840	132,414
<b>Cash and cash equivalents at the end of the year</b>		<b>188,458</b>	<b>148,840</b>

# Sheffield Women's Aid

## Notes to the accounts for the year ended 31 March 2021

### **1 Accounting policies**

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

#### **a Basis of preparation**

The 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Sheffield Women's Aid meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

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

The financial statements have been prepared on the going concern basis, as the Board is confident that the charity will continue to be able to meet its liabilities as they fall due. The charity also continues to actively take steps to reduce costs and maximise income collection, in particular Housing Benefit receipts, through rigorous systems and management controls. The contract with Sheffield City Council is due to go out to tender during 2022 for the 3-year period commencing October 2022. The Board are confident that SWA will succeed in retaining the contract as the specialist refuge service provider in Sheffield.

The charity has a balanced budget for the forthcoming year and is looking at ways to

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Notes to the accounts for the year ended 31 March 2021 (continued)

**c Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

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.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

**d Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**e 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.



Notes to the accounts for the year ended 31 March 2021 (continued)

**f Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of 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 charity's work or for specific projects being undertaken by the charity.

**g Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

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

**h Operating leases**

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

**i Tangible fixed assets**

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures, fittings & furniture	25%	reducing balance
Office furniture and equipment	25%	reducing balance

Notes to the accounts for the year ended 31 March 2021 (continued)

**j Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**k Cash at bank and in hand**

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

**l Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**m Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

# Sheffield Women's Aid

## Notes to the accounts for the year ended 31 March 2021 (continued)

### n Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There no outstanding contributions at the year end (2020: £Nil).

The money purchase plan is managed by Standard Life Plc and the plan invests the contributions made by the employee and employer in an investment fund to build up over the term of the plan a pension fund which is then converted into a pension upon the employee's normal retirement year age when eligible for a state pension. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

### 2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

### 3 Income from donations and legacies

	Total 2021 £	Total 2020 £
Donations	22,438	12,591
Waitrose JL Donation	10,000	-
	<hr/>	<hr/>
<b>Total</b>	<b>32,438</b>	<b>12,591</b>
	<hr/> <hr/>	<hr/> <hr/>

All donations and legacies income is unrestricted.

# Sheffield Women's Aid

Notes to the accounts for the year ended 31 March 2021 (continued)

## 4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2021 £
<b>Contracts and grants</b>			
Sheffield City Council	349,758	-	349,758
Children in Need	-	36,400	36,400
Ministry for Housing, Communities & Local Govt	-	20,286	20,286
J G Graves Charitable Trust Grants	8,000	-	8,000
Violence Reduction Unit, South Yorkshire Police	-	15,000	15,000
Smallwood Trust	-	13,024	13,024
South Yorkshire Office of the Police & Crime Commissioner		8,500	8,500
The Brelms Trust	3,852		3,852
Voluntary Action Sheffield (VAS)	-	2,000	2,000
	<hr/>	<hr/>	<hr/>
	361,610	95,210	456,820
<b>Fees and other income</b>			
Health Education England	10,192	-	10,192
Other income	4,040	-	4,040
	<hr/>	<hr/>	<hr/>
	14,232	-	14,232
Rents receivable (Voids)	300,742 (6,046)	- -	300,742 (6,046)
	<hr/>	<hr/>	<hr/>
	294,696	-	294,696
	<hr/>	<hr/>	<hr/>
<b>Total</b>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	670,538	95,210	765,748

# Sheffield Women's Aid

Notes to the accounts for the year ended 31 March 2021 (continued)

## 4 Income from charitable activities (cont.)

<b>Previous Reporting Period</b>	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2020 £</i>
<b>Contracts and grants</b>			
Sheffield City Council	350,000	-	350,000
Children in Need	-	36,200	36,200
	<hr/>	<hr/>	<hr/>
	350,000	36,200	386,200
<b>Fees and other income</b>			
Other income	24,405	-	24,405
	<hr/>	<hr/>	<hr/>
	24,405	-	24,405
Rents receivable	359,361	-	359,361
(Voids)	(9,114)	-	(9,114)
	<hr/>	<hr/>	<hr/>
	350,247	-	350,247
	<hr/>	<hr/>	<hr/>
<b>Total</b>	724,652	36,200	760,852
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

# Sheffield Women's Aid

## Notes to the accounts for the year ended 31 March 2021 (continued)

### 5 Investment income

	2021 £	2020 £
Income from bank deposits	108	80
	<hr/>	<hr/>
	108	80
	<hr/>	<hr/>

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

### 6 Analysis of expenditure on charitable activities

	Total 2021 £	Total 2020 £
Staff costs	412,592	371,070
Bad debts	1,000	3,080
Refuge service costs	214,789	255,727
Travel and motor	1,492	3,820
General admin & welfare	100,359	69,610
Depreciation	4,995	3,764
Workshops & activities	17,868	25,624
Governance	-	1,090
	<hr/>	<hr/>
	753,095	733,785
	<hr/>	<hr/>
	2021 £	2020 £
Restricted expenditure	95,949	39,894
Unrestricted expenditure	657,146	693,891
	<hr/>	<hr/>
	753,095	733,785
	<hr/>	<hr/>

# Sheffield Women's Aid

## Notes to the accounts for the year ended 31 March 2021 (continued)

### 7 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2021 £	2020 £
Depreciation	4,995	3,764
Operating lease rentals:		
Property	130,000	130,000
Other	4,560	-
Independent examiner's fees		
Independent examination	750	1,500
Accountancy fees	1,250	-
Other	120	120
	<u>          </u>	<u>          </u>

### 8 Staff costs

Staff costs during the year were as follows:

	2021 £	2020 £
Wages and salaries	364,832	326,266
Social security costs	25,411	23,217
Pension costs	22,349	21,587
	<u>          </u>	<u>          </u>
	412,592	371,070
	<u>          </u>	<u>          </u>

No employees has employee benefits in excess of £60,000 (2020: Nil).

The average number of staff employed during the period was 18 (2020: 16).

The average full time equivalent number of staff employed during the period was 12.7 (2020: 12.19).

The key management personnel of the charity comprise the trustees, the Director, Interim Director and the Service Managers. The total employee benefits of the key management personnel of the charity were £122,141 (2020: £127,341).

### 9 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2020: Nil).

No members of the management committee received travel and subsistence expenses during the year (2020: £nil).

Aggregate donations from related parties were Nil (2020: Nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2020: nil).

# Sheffield Women's Aid

## Notes to the accounts for the year ended 31 March 2021 (continued)

### 10 Government grants

The government contracts and grants recognised in the accounts were as follows:

	2021 £	2020 £
Sheffield City Council	349,758	350,000
Ministry for Housing, Communities & Local Govt	20,286	-
South Yorkshire Office of the Police & Crime Commissioner	8,500	-
Violence Reduction Unit, South Yorkshire Police	15,000	-
	<u>349,758</u>	<u>350,000</u>

The unfulfilled conditions and contingencies attaching to the grants were to complete restricted projects (see note 16).

### 11 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

### 12 Fixed assets: tangible assets

Cost	Office furniture & equipment £	Fixtures & fittings Refuge £	Total £
At 1 April 2020	29,219	33,287	62,506
Additions	4,986	3,700	8,686
	<u>34,205</u>	<u>36,987</u>	<u>71,192</u>
At 31 March 2021	<u>34,205</u>	<u>36,987</u>	<u>71,192</u>
<b>Depreciation</b>			
At 1 April 2020	25,034	26,179	51,213
Charge for the year	3,763	1,232	4,995
	<u>28,797</u>	<u>27,411</u>	<u>56,208</u>
At 31 March 2021	<u>28,797</u>	<u>27,411</u>	<u>56,208</u>
<b>Net book value</b>			
At 31 March 2021	<u>5,408</u>	<u>9,576</u>	<u>14,984</u>
At 31 March 2020	<u>4,185</u>	<u>7,108</u>	<u>11,293</u>



# Sheffield Women's Aid

## Notes to the accounts for the year ended 31 March 2021 (continued)

### 13 Debtors

	2021 £	2020 £
Trade debtors (housing benefit due)	11,621	11,962
Other debtors	52,121	38,545
Prepayments and accrued income	139,515	142,806
	<hr/>	<hr/>
	203,257	193,313
	<hr/> <hr/>	<hr/> <hr/>

### 14 Cash at bank and in hand

	2021 £	2020 £
Cash at bank and on hand	188,458	148,840
	<hr/>	<hr/>
	188,458	148,840
	<hr/> <hr/>	<hr/> <hr/>

### 15 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors (housing benefit in advance)	2,045	3,018
Other creditors and accruals	183,158	172,293
Taxation and social security costs	5,038	6,876
	<hr/>	<hr/>
	190,241	182,187
	<hr/> <hr/>	<hr/> <hr/>

# Sheffield Women's Aid

## Notes to the accounts for the year ended 31 March 2021 (continued)

### 16 Analysis of movements in restricted funds

<b>Current reporting period</b>	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Children in Need	(2,952)	36,400	(38,714)	-	(5,266)
Ministry for Housing, Communities & Local Govt	-	20,286	(20,286)	-	-
Violence Reduction Unit, South Yorkshire Police	-	15,000	(14,147)	-	853
Smallwood (Women's Resilience Fund)	-	13,024	(13,024)	-	-
South Yorkshire Office of the Police & Crime Commissioner	-	8,500	(8,500)	-	-
VAS Grant - Move More	-	2,000	(1,278)	-	722
<b>Total</b>	<b>(2,952)</b>	<b>95,210</b>	<b>(95,949)</b>	<b>-</b>	<b>(3,691)</b>
<b>Previous Reporting Period</b>	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
Children in Need	742	36,200	(39,894)	-	(2,952)
<b>Total</b>	<b>742</b>	<b>36,200</b>	<b>(39,894)</b>	<b>-</b>	<b>(2,952)</b>

<b>Name of restricted fund</b>	<b>Description, nature and purposes of the fund</b>
Children In Need	Funds 2 x 16 hours Play-leaders, sessional play workers and activities
Ministry for Housing, Communities & Local Govt	To adapt to the Covid lockdown – IT, laptops, smart phones, VPN's for staff to work remotely
Violence Reduction Unit, South Yorkshire Police	Funding a pilot of new role 2 x 18.5 hours Parenting Support Workers
Smallwood (Women's Resilience Fund)	Additional cleaning, therapy sessions, interpreter fees, costs

# Sheffield Women's Aid

## Notes to the accounts for the year ended 31 March 2021 (continued)

### 16 Analysis of movements in restricted funds (cont.)

<b>Name of restricted fund</b>	<b>Description, nature and purposes of the fund</b>
South Yorkshire Office of the Police & Crime Commissioner	Covid costs, therapeutic work with women, children & y.p.
VAS Grant - Move More	Grant to pay for activity sessions with residents

### 17 Analysis of movement in unrestricted funds

<b>Current reporting period</b>	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	As at 31 March 2021 £
General fund	140,508	680,666	(652,382)	-	168,792
Designated Fund - building repairs	33,703	22,418	(4,764)	-	51,357
	<u>174,211</u>	<u>703,084</u>	<u>(657,146)</u>	<u>-</u>	<u>220,149</u>
<b>Previous Reporting Period</b>	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	As at 31 March 2020 £
General fund	119,278	714,905	(693,675)	-	140,508
Designated Fund - building repairs	11,501	22,418	(216)	-	33,703
	<u>130,779</u>	<u>737,323</u>	<u>(693,891)</u>	<u>-</u>	<u>174,211</u>

<b>Name of unrestricted fund</b>	<b>Description, nature and purposes of the fund</b>
General fund	The free reserves after allowing for all designated funds
Designated fund	The charity has designated £22,418 per annum towards a sinking fund to cover major repairs and insurance for Refuge 1 as its liability under the lease variation with the landlord.

# Sheffield Women's Aid

## Notes to the accounts for the year ended 31 March 2021 (continued)

### 18 Analysis of net assets between funds

<b>Current reporting period</b>	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	14,984	-	-	14,984
Net current assets/(liabilities)	153,808	51,357	(3,691)	201,474
<b>Total</b>	<b>168,792</b>	<b>51,357</b>	<b>(3,691)</b>	<b>216,458</b>
<b>Previous Reporting Period</b>	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	11,293	-	-	11,293
Net current assets/(liabilities)	129,215	33,703	(2,952)	159,966
<b>Total</b>	<b>140,508</b>	<b>33,703</b>	<b>(2,952)</b>	<b>171,259</b>

### 19 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is

	Property		Equipment	
	2021 £	2020 £	2021 £	2020 £
Less than one year	156,000	156,000	4,560	490
One to five years	117,000	273,000	7,980	-
	<b>273,000</b>	<b>429,000</b>	<b>12,540</b>	<b>490</b>

### 20 Contingent liability

The charity's trustees have written off £15,535 of potential rent creditors in 2017/18. They have done this because in their experience amounts over two years are rarely pursued further by the housing benefit agency despite the charity's best efforts to resolve these outstanding amounts. If the housing benefit agency changes their policy, the charity could face an obligation to pay back this amount. This is not considered probable and has therefore not been provided for in the accounts.

# Sheffield Women's Aid

Notes to the accounts for the year ended 31 March 2021 (continued)

## 21 Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
<b>Net income/(expenditure) for the year</b>	45,199	39,738
<b>Adjustments for:</b>		
Depreciation charge	4,995	3,764
Dividends, interest and rents from investments	(108)	(80)
Decrease/(increase) in debtors	(9,944)	(131,327)
Increase/(decrease) in creditors	8,054	104,251
	<hr/>	<hr/>
<b>Net cash provided by/(used in) operating</b>	48,196	16,346
	<hr/> <hr/>	<hr/> <hr/>