



The Homeless Period  
Wolverhampton

# **The Homeless Period - Wolverhampton (PeriodsMatter.)**

**Report and Financial Statements  
For the Year Ended 31st July 2021**

**Charity number 1183408**

**Report from the Board of Trustees**

**PERIODS  
MATTER.**

# Table of Contents

<b>Legal and Administrative Information.....</b>	<b>2</b>
<b>The Chair's Report.....</b>	<b>3</b>
<b>Our Aims and Objectives.....</b>	<b>4</b>
Purposes and Aims.....	4
Ensuring our work delivers our aims:.....	4
The focus of our work.....	4
How our activities deliver public benefit.....	4
Who used and benefited from our services?.....	4
Receipt of Donations.....	5
Provision of Period Products.....	5
Awareness Raising and Menstrual Equity.....	5
Menstrual Education.....	6
<b>Financial Review.....</b>	<b>7</b>
Investment Policy.....	7
Reserves Policy.....	7
Plans for Future Periods.....	7
<b>Structure, Governance and Management.....</b>	<b>8</b>
Governing Document.....	8
Trustee Induction and Training.....	8
Risk Management.....	8
Organisational Structure.....	9
Responsibilities of the Board.....	9
<b>Balance Sheet (Attached Separately).....</b>	<b>10</b>

# Legal and Administrative Information

The Board of Trustees are pleased to present their annual report along with the consolidated financial statements for the charity for the year ending 26<sup>th</sup> July 2020. The financial statements comply with the Charities Act 1993, the Constitution and Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005).

## Reference and Administrative Information

Charity Name: The Homeless Period - Wolverhampton

Working Name: PeriodsMatter.

Charity registration number: 1183408

## Registered Office and operational address:

Suite 202-204 Sunbeam Studios

Sunbeam Street,

Wolverhampton

WV2 4PF

## Board of Trustees:

Mrs C Roberts-Molloy Chair

Mrs Helen Kenny Treasurer

Miss Jessica Labhart Secretary

Mrs Khadijah Roberts-Molloy

# The Chair's Report

We have continued to face challenges to the COVID 19 pandemic and have adjusted the delivery of our services accordingly, ensuring we remain responsive and accessible to those who need us.

Despite the challenges faced we were successful in our application for COVID response funding from the National Lottery and the ROSA Fund, we assisted us to maintain our services and support the increased demand we experienced. We also received generous donations from organisations including Rotary Wolverhampton, The Inner Wheel of Tettenhall, Prattlers and Poets and the IGY Foundation who either raised funds on our behalf or following a grant funding application.

As well as providing income enabling us to continue our core activities, some funding was used to develop projects. The funding received from the Rotary Club Wolverhampton, was used to purchase sewing machines and material as part of our Seeing Red, Going Green Project, which will provide women and girls with the skills to create their own reusable pads. Unfortunately, due to the pandemic, our plans for the project have been put on hold, but we are planning the project launch for later in 2022.

In addition to the support, we provide to organisations and individuals, we were approached by Wolverhampton City Council and asked if we would assist with the distribution of funds to individuals and households via the Winter Grant Scheme. In total we distributed £3000 to support individuals with top-ups and payments for gas and electricity and provided small white goods and other essential items. While we didn't receive any direct financial support as an organisation for our involvement in the project, it was beneficial in helping us reach individuals we wouldn't normally have contact with and to raise awareness of our work across the city.

The Covid-19 Pandemic has not only resulted in additional demand for our services but has also impacted the way in which the community supports us. With our collection points closed across the city, we have experienced a shift in increased financial donations rather than the physical donation of pads and associated items. These financial donations have enabled us to purchase items directly before disseminating to those in need.

As Chair, I have represented the organisation in a number of media interviews and events celebrating International Women's Day in March 2021 and Menstrual Hygiene Day in May 2021. We have also been honoured to continue supporting Birmingham City University with their period poverty research and I have sat on the Periods in Pandemic advisory panel that directly informed the Period Poverty All Party Parliamentary Group.

In June 2021, we celebrated Volunteers Week and recognised Aminah Molloy as our Volunteer of the Year. When restrictions allowed Aminah has been supporting in our stock room and with sorting donations.

In October 2020 it no longer became viable for us to remain in our existing offices due to rent levels and, having found more affordable space, we moved offices. The new offices provide us with increased space at a lower rental fee and provide

us with more opportunities for future use.

As always, we have continued to be overwhelmed by the generosity and support we receive from across the city and look forward to supporting more individuals and families and continuing our fight against period poverty in the year ahead.

Clare Roberts-Molloy - Chair

# **Our Aims and Objectives**

## **Purposes and Aims**

Our charity's purposes as set out in the objects contained in the organisation's constitution. The aims of our charity are to reduce the levels of period poverty within Wolverhampton and to educate young people and the wider public around period poverty and menstruation.

Our aims fully reflect the purposes that the charity was set up to further.

## **Ensuring our work delivers our aims:**

We review our aims, objectives, and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help.

The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

## **The focus of our work**

Our main objectives for the year continued to be the reduction of period poverty in Wolverhampton, and menstrual education and awareness to young people and the wider public. The strategies we used to meet these objectives included:

- Raising funds and receiving donations of menstrual products from the public and supporters
- Delivery and provision of menstrual products, toiletries and underwear to individuals and charitable organisations for dissemination to their beneficiaries
- Delivery of educational workshops to schools and groups of young people
- Convening period packing sessions for the community
- Raise awareness around menstrual activity in partnership with period poverty organisations and charities regionally and nationally to combat ongoing menstrual stigma and inequality.

## **How our activities deliver public benefit**

Our main activities and who we try to help are described below. All our charitable activities focus on the relief of period poverty and delivery of menstrual education workshops and are undertaken to further our charitable purposes for the public benefit.

## **Who used and benefited from our services?**

Our objects and funding limit the services we provide to residents in Wolverhampton. While specific data relating to the extent of period poverty across the city is lacking, the demand for our services and provision of products has continued to increase.

We currently regularly support more than 20 local organisations who support women and girls experiencing period poverty. We estimate that via these organisations we support more than 2000 individuals and families per year. We also provide support and products to individuals and families who contact us directly. On average, we provide 200 packs of menstrual products per month.

We raise awareness of menstrual issues via online campaigns, the delivery of menstrual workshops, community packing sessions and by participating in regional research projects and supporting national and regional campaigns alongside other period poverty charities and organisations.

## **Receipt of Donations**

Prior to the COVID-19 Pandemic we had a number of active donation points across the city, predominantly located in public spaces and small businesses. We also regularly received donations of products directly to our offices or our volunteers would collect directly from organisations that had fundraised on our behalf. However, as the pandemic has continued many of our donation points are still restricted and physical donations have remained limited.

To ensure we continued to support individuals and families as demand grew, we switched our activities so we could receive financial donations online and requested donors supported us this way. This then enabled us to order products directly to our offices.

## **Provision of Period Products**

Over the past 12 months we have provided period products on a regular basis to:

- The Well Food Bank
- P3 – Homeless Accommodation and Support
- Solace Community – Homeless Accommodation and Support
- The Haven Wolverhampton – Domestic Abuse Services
- King's School
- Wolverhampton College
- Wolverhampton Student Union
- The Good Shepherd Centre – Homeless Provision
- Colton Hills School
- Refugee and Migrant Centre

- Elias Mattu Foundation – Food Bank
- Excel Church Food Bank
- Peer Support Services – Young Mothers
- City of Sanctuary
- Jericho House

In addition, we supported the Winter Grant Fund administered by Wolverhampton Council.

## **Awareness Raising and Menstrual Equity**

To raise further awareness around the issue of period poverty, which has gained increasing media coverage and several high profile petitions and campaigns to introduce free period products in schools, we have participated in a number of regional and national research projects and events

We have supported Birmingham City University with their period poverty research and have been an active member of the Menstrual Activist Network founded by Bloody Good Period.

We have been active in raising the issues of period poverty and period inequity across social media and have participated in several media interviews. We have supported key events celebrating Menstrual Hygiene Day and our founder Clare Roberts-Molloy has been asked to represent the charity and speak about period poverty at a number of online conferences and events.

## **Menstrual Education**

Due to the Pandemic our Menstrual Education Workshop could not take place, however we remain fully committed to the continued development and delivery of these activities in the near future.

# Financial Review

The accounting period covers 13 months from 1st July 2020 to 31st July 2021 because The Homeless Period-Wolverhampton changed from being a not for profit organisation to a Charitable Incorporated Organisation (CIO) in 2019 and the new financial year end date falls in line with the Charity Commission requirements. Moving forward, future financial years will run from 1st August to 31st July.

Total income for the year to 31<sup>st</sup> July 2021 totalled £26,564. This is a substantial increase compared with our last financial year and is mainly due to the receipt of grants from Rosa £5,000 and £8,000, the National Lottery Community Fund £5,000 and the Rotary Club of the City of Wolverhampton £750. All of these funds were restricted income for use on specific projects. Donations also increased totalling £7,814 for the year which included a £5,000 donation from the IGY Foundation.

Total expenditure for the year was £15,709. £11,689 of this was from restricted funds and £4,020 from unrestricted funds. The bulk of expenditure was rent and service charge £6,932, purchase of stock £2,589, publicity and marketing £1,225, website costs £904, office furniture £809, project activities £750 and telecoms £636.

Total income for the year exceeded expenditure leaving a surplus of £10,855. Of this £7,141 is restricted funds for use on specific projects. The remaining £3,714 will be used for the purchase of stock and general running costs.

Looking forward and as the charity has no regular source of income, the focus will be on fundraising and applying for various grants that are available.

## Investment Policy

Aside from retaining a prudent amount in reserves each year the charity's funds are spent in the short term so there are no funds for long term investment. If the financial situation of the charity changes, the Board will reconsider investments in the future.

## Reserves Policy

As the charity relies solely on income from grants and donations, the level of reserves is set at a level equivalent to three months essential running costs including rent, rates and utility costs. This period of time will allow us to apply for grants and to appeal for funding should an unexpected drop in income occur.

As the charity moves forward and if income streams become more assured, the aim is to move to a six months' cost reserves policy.

## Plans for Future Periods

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.



Report and Financial Statements from the Board of Trustees for year ending 30<sup>th</sup>  
July 2020

We will continue to apply for grant funding to support our activities and enable us to expand those we support as well as delivering further projects for the benefits of the individuals and communities we serve.

# Structure, Governance and Management

## Governing Document

The organisation is a Charitable Incorporated Organisation (CIO), registered as a charity on 14<sup>th</sup> May 2019. The organisation was established under a constitution which established the aims and objects of the CIO.

## Recruitment and Appointment of Trustees

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

While the Board currently consists of the first charity trustees, recruitment of additional trustees may take place in the coming years to further support the work of the organisation.

## Trustee Induction and Training

Upon appointment, new trustees will be invited and encouraged to attend a series of short training sessions covering:

- The obligations of Board Trustees
- Safeguarding Vulnerable Adults and Children
- The main documents which set out the operational framework for the charity including the Constitution.
- Resourcing, fundraising and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

A Question & Answer pack is being prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow up to these sessions. This is distributed to all new trustees along with the Constitution and the latest financial statements. We are also members of NCVO and make their various training and publications available to trustees as appropriate.

Feedback from new trustees will be collected to ensure we continuously improve our processes.

## Risk Management

The Management Committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients, and visitors to the centre. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

## **Organisational Structure**

The Homeless Period – Wolverhampton has four Trustees, whom all have voting rights and are responsible for the strategic direction and policy of the charity. At present the Board has four members from a variety of professional backgrounds relevant to the work of the charity.

The members of the CIO are the charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else. Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

The organisation does not currently employ any staff and therefore all decisions are undertaken by the Board of Trustees along with all operational and activities. However, funding allowing, it is the future aim of the organisation to employ a CEO, at least on a part-time basis to purposefully drive the organisation forward, beyond the resources of the current Board.

## **Responsibilities of the Board**

The Charity Commission requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the CIO as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the organisation will continue on that basis.

The Board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985.

The Board is 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 Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies

Report and Financial Statements from the Board of Trustees for year ending 30<sup>th</sup> July 2020

Act 1985 relating to small entities.

Approved by the Board on 25<sup>th</sup> May 2022 and signed on its behalf by:

**Mrs C Roberts-Molloy (Chair)**

## **Balance Sheet (Attached Separately)**

Income and Expenditure for The Homeless Period-Wolverhampton charity for the year ended 31/07/2021 (13 months)

	Unrestricted Income and Expenditure £ £		2019 Big Lottery Fund Income and Expenditure £ £		Rosa 1 Restricted Income and Expenditure £ £		Lottery Grant Restricted Income and Expenditure £ £		Rotary Restricted Income and Expenditure £ £		Rosa 2 Restricted Income and Expenditure £ £		Total Income and Expenditure £ £	
<b>Income</b>														
2019 Big Lottery Fund				0.00										0.00
Rosa 1 Funding						5,000.00								5,000.00
Lottery Covid Grant								5,000.00						5,000.00
Rotary/James Beattie									750.00					750.00
Rosa 2 Funding											8,000.00			8,000.00
Donations		6,851.88												6,851.88
Sundry Income		962.28												962.28
<b>Total Income</b>		<b>7,814.16</b>				<b>5,000.00</b>		<b>5,000.00</b>		<b>750.00</b>		<b>8,000.00</b>		<b>26,564.16</b>
<b>Expenditure</b>														
Publicity	775.17													775.17
Telecoms	279.30				225.04		132.05							636.39
Stock	88.61				1,500.00		1,000.00							2,588.61
Travel Expenses	1.50													1.50
Sundry Costs	48.21													48.21
Fees	536.98													536.98
Website	204.14				71.75		628.73							904.62
Insurance	4.46				200.48									204.94
Rent and Service Charge	1,129.46				2,752.73		2,000.00				1,050.00			6,932.19
Electricity	56.73						39.22							95.95
Postage	69.09													69.09
Volunteer Costs					250.00									250.00
Marketing							450.00							450.00
Project Activities							750.00							750.00
Sewing Materials									10.00					10.00
Sewing Machines									540.00					540.00
Office Furniture	809.00													809.00
Computer Equipment														0.00
Refreshments														0.00
Depreciation for year	17.57			80.17					9.00					106.74
<b>Total Expenditure</b>		<b>4,020.22</b>		<b>80.17</b>		<b>5,000.00</b>		<b>5,000.00</b>		<b>559.00</b>		<b>1,050.00</b>		<b>15,709.39</b>
<b>Surplus/(Deficit)</b>		<b>3,793.94</b>		<b>-80.17</b>		<b>0.00</b>		<b>0.00</b>		<b>191.00</b>		<b>6,950.00</b>		<b>10,854.77</b>
<i>Funds brought forward</i>		2,298.49		-208.08										
<b>Funds carried forward</b>		<b>6,092.43</b>		<b>-288.25</b>		<b>0.00</b>		<b>0.00</b>		<b>191.00</b>		<b>6,950.00</b>		<b>12,945.18</b>

Statement of Assets and Liabilities for The Homeless Period-Wolverhampton as at 31/07/2021

	£	£
<b>Assets</b>		
Computers	177.65	
Less Depreciation to date	96.23	
Net value		81.42
Office Equipment	688.01	
Less Depreciation to date	140.27	
Net value		547.74
Office Furniture	1,079.00	
Less Depreciation to date	78.32	
Net value		1,000.68
Cash in Bank		13,260.00
<b>Total Assets</b>		<b>14,889.84</b>
<b>Liabilities</b>		<b>0.00</b>
<b>Total Net Assets</b>		<b>14,889.84</b>
<b>Funded by</b>		
Unrestricted Funds		6,092.43
Restricted Funds		6,852.75
<b>Total Funds</b>		<b>12,945.18</b>

Notes to the Financial Statements

The accounting period covers 13 months from 1<sup>st</sup> July 2020 to 31<sup>st</sup> July 2021 because The Homeless Period-Wolverhampton changed from being a not for profit organisation to a Charitable Incorporated Organisation (CIO) in 2019 and the new financial year end date falls in line with the Charity Commission requirements. Moving forward, future financial years will run from 1<sup>st</sup> August to 31<sup>st</sup> July.

Figures agreed  
24/5/22 Lorie

Income and Expenditure for The Homeless Period-Wolverhampton charity for the year ended 31/07/2021 (13 months)

	Unrestricted Income and Expenditure £ £		2019 Big Lottery Fund Income and Expenditure £ £		Rosa 1 Restricted Income and Expenditure £ £		Lottery Grant Restricted Income and Expenditure £ £		Rotary Restricted Income and Expenditure £ £		Rosa 2 Restricted Income and Expenditure £ £		Total Income and Expenditure £ £	
<b>Income</b>														
2019 Big Lottery Fund				0.00										0.00
Rosa 1 Funding						5,000.00								5,000.00
Lottery Covid Grant							5,000.00							5,000.00
Rotary/James Beattie									750.00					750.00
Rosa 2 Funding												8,000.00		8,000.00
Donations		6,851.88												6,851.88
Sundry Income		962.28												962.28
<b>Total Income</b>		<b>7,814.16</b>				<b>5,000.00</b>	<b>5,000.00</b>		<b>750.00</b>			<b>8,000.00</b>		<b>26,564.16</b>
<b>Expenditure</b>														
Publicity	775.17												775.17	
Telecoms	279.30				225.04		132.05						636.39	
Stock	88.61				1,500.00		1,000.00						2,588.61	
Travel Expenses	1.50												1.50	
Sundry Costs	48.21												48.21	
Fees	536.98												536.98	
Website	204.14				71.75		628.73						904.62	
Insurance	4.46				200.48								204.94	
Rent and Service Charge	1,129.46				2,752.73		2,000.00				1,050.00		6,932.19	
Electricity	56.73						39.22						95.95	
Postage	69.09												69.09	
Volunteer Costs					250.00								250.00	
Marketing							450.00						450.00	
Project Activities							750.00						750.00	
Sewing Materials									10.00				10.00	
Sewing Machines									540.00				540.00	
Office Furniture	809.00												809.00	
Computer Equipment													0.00	
Refreshments													0.00	
Depreciation for year	17.57		80.17					9.00					106.74	
<b>Total Expenditure</b>		<b>4,020.22</b>		<b>80.17</b>		<b>5,000.00</b>	<b>5,000.00</b>		<b>559.00</b>		<b>1,050.00</b>		<b>15,709.39</b>	
<b>Surplus/(Deficit)</b>		<b>3,793.94</b>		<b>-80.17</b>		<b>0.00</b>	<b>0.00</b>		<b>191.00</b>		<b>6,950.00</b>		<b>10,854.77</b>	
<b>Funds brought forward</b>		<b>2,298.49</b>		<b>-208.08</b>										
<b>Funds carried forward</b>		<b>6,092.43</b>		<b>-288.25</b>		<b>0.00</b>	<b>0.00</b>		<b>191.00</b>		<b>6,950.00</b>		<b>12,945.18</b>	

Statement of Assets and Liabilities for The Homeless Period-  
Wolverhampton as at 31/07/2021

	£	£
<b>Assets</b>		
Computers	177.65	
Less Depreciation to date	96.23	
Net value		81.42
Office Equipment	688.01	
Less Depreciation to date	140.27	
Net value		547.74
Office Furniture	1,079.00	
Less Depreciation to date	78.32	
Net value		1,000.68
Cash in Bank		13,260.00
<b>Total Assets</b>		<b>14,889.84</b>
<b>Liabilities</b>		<b>0.00</b>
<b>Total Net Assets</b>		<b>14,889.84</b>
<b>Funded by</b>		
Unrestricted Funds		6,092.43
Restricted Funds		6,852.75
<b>Total Funds</b>		<b>12,945.18</b>

Notes to the Financial Statements

The accounting period covers 13 months from 1<sup>st</sup> July 2020 to 31<sup>st</sup> July 2021 because The Homeless Period-Wolverhampton changed from being a not for profit organisation to a Charitable Incorporated Organisation (CIO) in 2019 and the new year end date falls in line with the Charity Commission requirements. Moving forward, future financial years will run from 1<sup>st</sup> August to 31<sup>st</sup> July.

I have checked bank statements against this sheet plus the Financial Analysis sheet, cross-referenced to monthly report sheets and all invoices. All questions have been answered satisfactorily and minor changes made before finalising. I find them to be a true and correct record.

Lorie (MRS LORIE) Independent Financial Reviewer