

MY SISTERS' HOUSE CIO

England & Wales · Charity number 1188070

Details

Status Registered

Legal form CIO

Registered 2020-02-20

Register [View on the Charity Commission register](#)

Contact

Address 108bc LONDON ROAD
Bognor Regis
PO21 1BD

Phone 01243 697800

Email office@mysistershouse.info

Website www.mysistershouse.info

Activities

Objects: TO RELIEVE THE NEEDS OF WOMEN IN WEST SUSSEX AND THE SURROUNDING AREAS WHO HAVE COMPLEX NEEDS, IN PARTICULAR BUT NOT EXCLUSIVELY WHO HAVE SUFFERED DOMESTIC AND/OR CHILD ABUSE THROUGH THE PROVISION OF INFORMATION, WORKSHOPS AND SUPPORT GROUPS.

Activities: Embedded in the Bognor Regis community, My Sisters' House Women's Centre works across the coastal area of West Sussex. We provide a range of services to women from all backgrounds facing all kinds of issues, including individual work with specialist support workers, peer groups, counselling, and support for women to access training and employment.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£975,637	£760,916	£563,251	28
2024-02-29	£734,449	£633,637	£348,530	32
2023-02-28	£490,167	£522,015	-	-
2022-02-28	£499,304	£534,074	-	-
2021-02-28	£403,961	£337,579	-	-

Trustees

Name	Role	Appointed
Allison Galbraith		2025-06-30
Anya Roberts-Blake		2025-06-24
Dianne Smith		2020-02-20
Joanna McSweeney		2025-06-24
Joy Elizabeth Garbett		2025-10-21
Louise Rigglesford		2025-06-30
Stephanie Emery		2023-02-08

MY SISTERS' HOUSE CIO

England & Wales - Charity number 1188070

Accounts



**LIFE CHANGING
SERVICES**
by Women, for *women*

Unaudited Trustees' Report and Financial Statements

for the period ended
31 March 2025



Charity Number. 1188070

www.mysistershouse.info |

office@mysistershouse.info | 01243 697800

MY SISTERS' HOUSE

WOMEN'S CENTRE

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Charity Number. 1188070

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Bognor Regis Office, 108b/c London Road Bognor Regis, PO21 1BD

Reference and Administrative Details of the Charity, Trustees and Advisers

For the period ended 31 March 2025

Trustees



Chair of Trustees - Dianne Smith

Sylvie Collier (Resigned 21 October 2025)

Louise Hastings (Resigned 21 October 2025)

Stephanie Emery

Kim Hosier

Anya Roberts-Blake (Appointed 24 June 2025)

Joanna McSweeney (Appointed 24 June 2025)

Allison Galbraith (Appointed 30 June 2025)

Louise Rigglesford (Appointed 30 June 2025)

Joy Garbett (Appointed 21 October 2025)

Chief Executive Officer



Lucy Budge (Resigned 30 September 2024)

Avril Robinson (Appointed 31 December 2024)

Registered Charity No.

1188070

Principal office

108b/c London Road, Bognor Regis

West Sussex PO21 1BD

Telephone

01243 697800

Website

www.mysistershouse.info

Accountants

Kreston Reeves

9 Donnington Park, Chichester

West Sussex PO20 7AJ

Bankers The Co-operative Bank

164/165 Western Road

Brighton, East Sussex BN1 2BB

CAF Bank

25 Kings Hill Avenue

Kings Hill, West Malling

Kent ME19 4JQ

Trustees Report for the period ended 31 March 2025

The Trustees are proud to present their report and the unaudited financial statements for the thirteen-month period ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 2 to the financial statements and comply with the “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)” (as amended for accounting periods commencing from 1 January 2019) and the Charities Act 2011.



My Sisters' House

OUR CORE VALUES



Woman Focused

Working from a feminist perspective through tailored support

Professional

Delivering quality and excellence in everything we do



Compassionate

Responding empathetically and without judgement

Having Integrity

Acting with responsibility in an authentic way



Collaborative

Working in respectful partnership and cooperation with others

Inclusive

Delivering safe, equitable and accessible service



Organisational Purpose

The purpose of My Sisters' House CIO, as set out in our governing document, is to relieve the needs of women in West Sussex who have complex needs - in particular, but not exclusively, who have suffered domestic and/or child abuse - through the provision of information, workshops and support groups.



Objectives and Activities

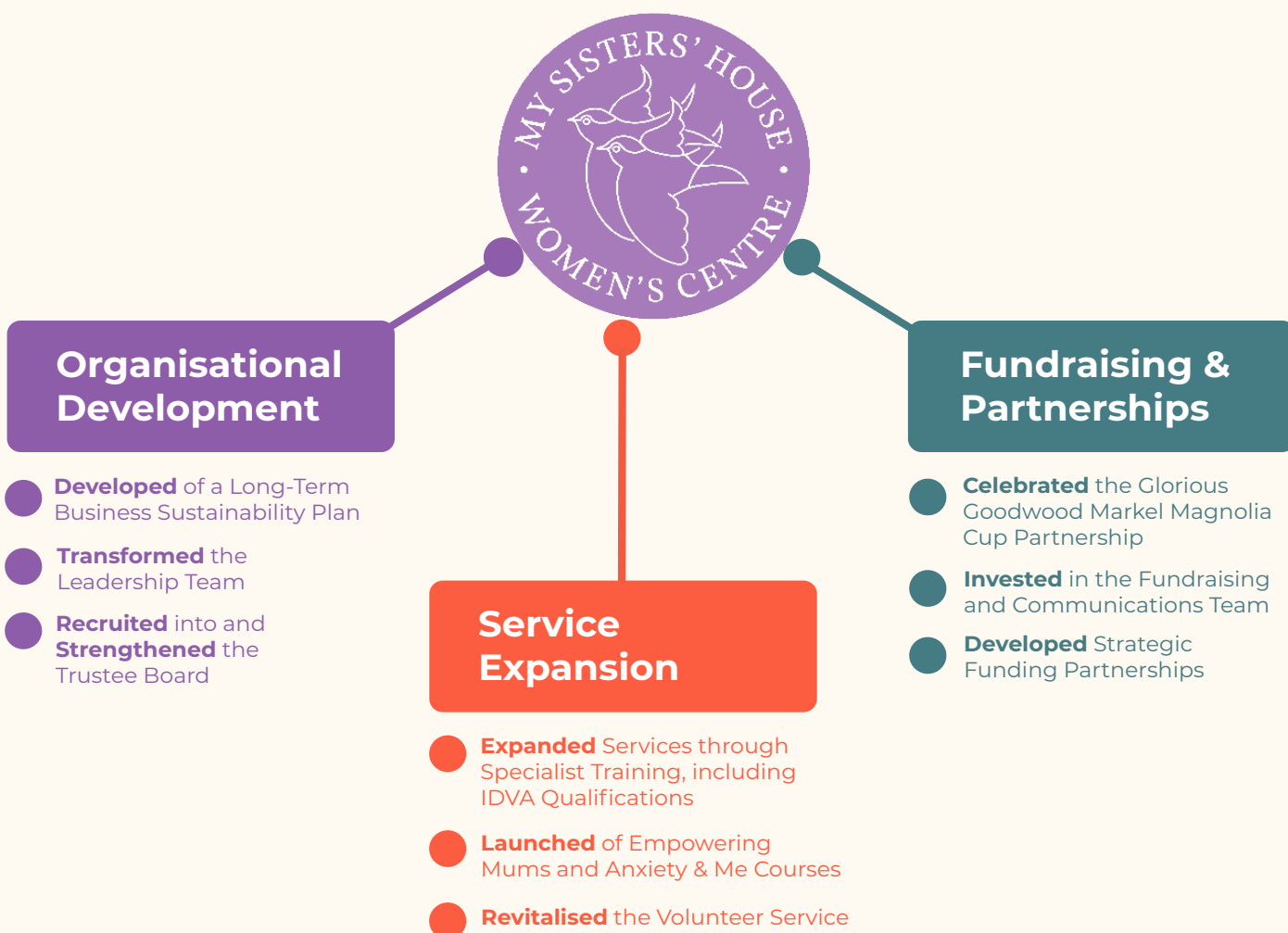
Our Vision and Purpose

Our vision is simple but powerful: that no woman in our community should face abuse, poverty, or poor mental health without access to the support she needs to live a safe, fulfilling life.

We work to make this vision a reality by providing free of charge, accessible, high-quality services, and by raising awareness of the challenges women face - often behind closed doors. We also campaign locally and nationally to help shape a society where all women can thrive.

My Sisters' House Women's Centre (MSH) are committed to creating a community in which every woman feels safe, valued and supported-regardless of her background, circumstances or stage in life.

Top Achievements in 2024-2025



How We Work

Our approach is rooted in a feminist, women-centred perspective. We understand that many of the issues women face are interconnected and shaped by wider social inequalities. We tailor our support to each individual, focusing on choice, empowerment and trust.

We are guided by six core values that underpin everything we do:

- We are proud to be a lifeline for approximately 2,000 women every year and - with the support of our community, partners and patrons - we are continuing to grow our reach and deepen our impact.
- We support women in the Arun and Chichester Districts who are experiencing multiple disadvantage due to a combination of complex and overlapping problems, including histories of physical, emotional, sexual and economic abuse, addiction, social isolation, unemployment, homelessness, trauma and mental health problems.
- Reducing the barriers that prevent women from accessing and benefiting from community support is a central part of our work. These barriers can include shame, fear of not being believed, negative perceptions of support services, feelings of hopelessness, or not yet feeling ready to seek help.



What do we do?

Operating from premises in Bognor Regis and Chichester, My Sisters' House Women's Centre offers the confidential support of specialist staff with knowledge and experience of first response, domestic abuse, resettlement, housing and finance, skills and employability, and mental and emotional well-being.

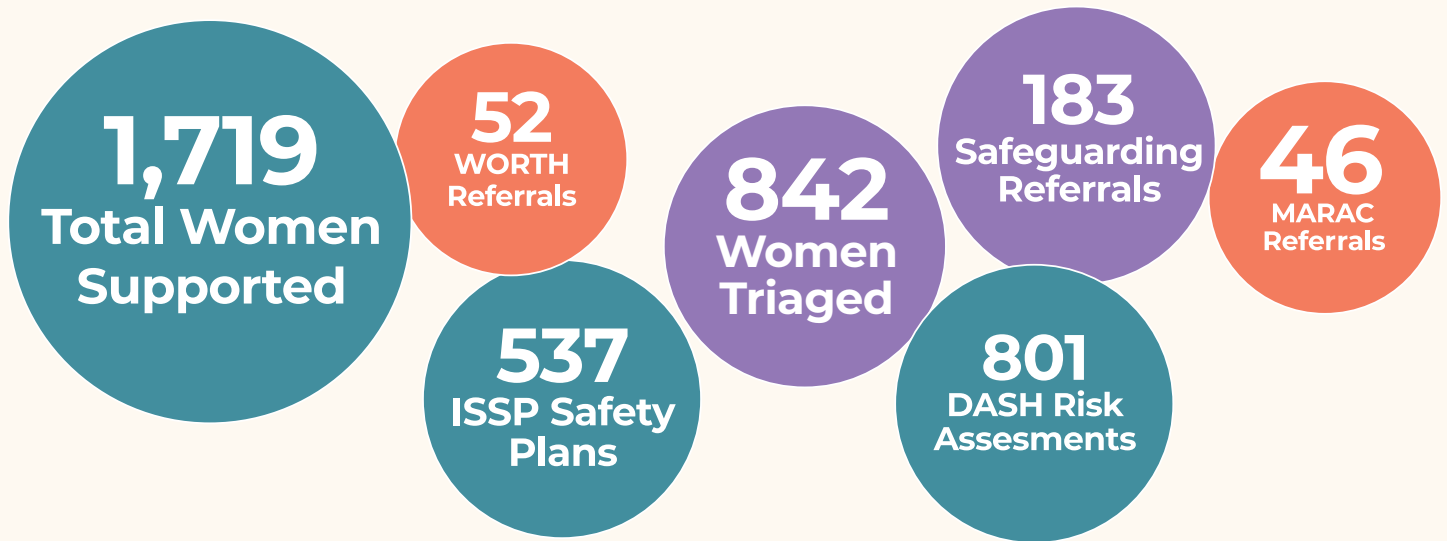
The team of staff helps and supports by providing one-to-one key work and coaching, counselling, peer support groups, courses and workshops, creative and holistic well-being and welfare support, and practical support.

Our varied programme of activities and events provides a vital sense of safety and community, which, in turn, reduces isolation, improves women's confidence and well-being, and increases the ability to feel empowered to effect real change. Through our domestic abuse support, we aim to improve safety and break cycles, including inter-generational cycles of trauma and abuse.



Our Core and Wraparound Services

Achievements and Performance



Safety & Welfare Support:

- 56 clients received items of safety equipment - door-jammers, ring doorbells and personal alarms
- 600 food bank vouchers were issued to 287 clients
- 462 toiletry bags were issued to 245 clients
- 82 bundles of children's clothing were issued to 50 clients (Little Bundles Arun & Chichester)
- 17 clients were provided with money from our Crisis Fund
- 4 clients were issued with a laptop



First Response and Domestic Abuse

We are currently facing several significant challenges that affect service delivery and capacity. Transformative measures have been put in place, including a revised model of service provision and support, to improve the safety and well-being of women – our clients, our staff and our volunteers. Demand for domestic abuse (DA) support continues to outstrip our capacity, with waiting times for key worker support steadily increasing. Training requirements for Independent Domestic Violence Advisors (IDVAs) also create temporary staffing gaps, with team members spending up to four months in reduced front-line roles. At the same time, we are seeing both higher numbers of domestic abuse cases and greater severity of risk, alongside more clients presenting with unmanaged mental health needs. Legal barriers also remain a concern, with rising complexity and reduced access to legal aid slowing clients' progress.

Despite these pressures, we have achieved **strong progress**. Our First Response Team Lead qualified as both an IDVA and an Independent Sexual Violence Advisor (ISVA). Three more team members are currently training as IDVAs, with further staff due to begin training later this year, bringing us to a total of eight qualified IDVAs by the end of 2025.

Our safeguarding work has also strengthened. New MARAC (Multi-Agency Risk Assessment Conference) protocols have been introduced to increase perpetrator accountability and improve recording of domestic abuse crimes. We have contributed actively to Pan Sussex Domestic Abuse Related Death Reviews (DARDR), including producing an Independent Management Report.

Service improvements have included:

- Establishing a Senior IDVA role and integrating the Resettlement post into the DA team, now comprising seven staff.
- Enhancing triage with a revised form and prioritisation system, ensuring those at highest risk are reached more quickly and supported with Individual Safety and Support Plans (ISSP) where needed.
- Providing suicide prevention training and safety planning, recognising the rising risk of suicide among those we support.
- Introducing a risk allocation matrix to ensure high-risk cases are prioritised effectively.
- Maintaining strong feedback from our group programmes, with Healthy Relationships and Boundaries and Stronger Futures continuing to be in high demand.

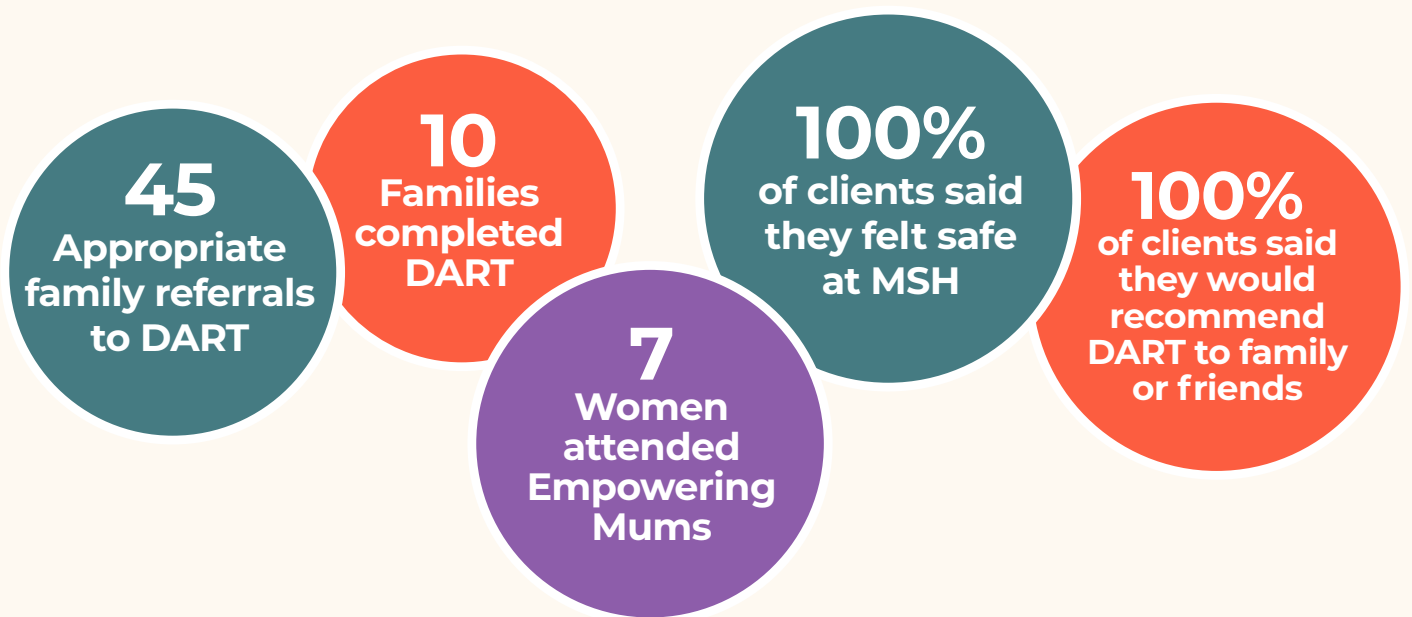
Looking ahead

Our priorities for the year ahead include:

- Expanding IDVA training to further increase front-line capacity.
- Continuing to strengthen our multi-agency partnerships and safeguarding work.
- Reducing waiting times for support through improved triage and prioritisation.
- Building on suicide prevention measures to better respond to clients at acute risk



Domestic Abuse Recovering Together (DART)



Challenges

The DART Service faced several significant challenges over the last year. Referrals from external agencies increased substantially, and while not all referrals are always appropriate, each requires careful assessment. Clients and their children (aged 7-14 years) are presenting with increasingly complex needs, requiring more intensive management within courses and ongoing follow-up, including collaboration with external agencies, Team Around the Family (TAF) meetings, and support with child contact or court-related matters.

Achievements

Despite these challenges, the DART Service has made significant progress over the past year. The launch of the Empowering Mothers course has helped to reduce waiting lists, streamline applications, and provide participants with greater empowerment and knowledge. We have improved the quality of our data and impact reporting through new feedback forms aligned with outcome measures. Service delivery has also been adapted pro actively, including the introduction of the Empowering Mums course to help manage case-loads while expanding client support.

Cost efficiencies were achieved without impacting service quality, and engagement with volunteers and social work students continues to provide valuable, no-cost support.

Rising referrals demonstrate the growing reputation of DART as a first-class service. We have effectively managed the increasing complexity of children's needs, including improvements in school attendance following involvement, and updated DART criteria and outcomes to reflect the evolving scope of the service.

Future Plans

Looking ahead to 2025–2026, we have several key plans to enhance and expand the DART Service:

- Launch the Younger Futures pilot in September 2025, providing targeted support to individuals aged 15–19 and strengthening early intervention.
- Two DART team members will complete Safe Lives Young Persons IDVA training, expanding our capacity to support young people affected by domestic abuse.
- Hold DART reunions over the summer, reconnecting with past participants and gathering feedback to inform future service development and impact measurement.
- Renaming our DART services to RISE Together, reflecting the extension of services provided.

DART Testimonial

Sarah's* Story (*name changed for confidentiality)

In November 2021, Sarah was referred to My Sisters' House by her solicitor after experiencing coercive control, and emotional and physical abuse. She had already left the relationship but was struggling to rebuild her confidence and support her children.

After raising concerns about her children's safety, MSH made safeguarding referrals and continued to provide emotional and practical support. In 2023, Sarah and her daughter joined the DART programme. Sarah describes this as "life-changing": her daughter became happier and more confident, and Sarah's own self-esteem grew significantly. Friends and staff alike noticed the positive changes in both mother and child.

The ongoing support from MSH - including a DART reunion and well-being check-ins during difficult court proceedings - helped Sarah to feel less alone and more resilient. She told us:

"When I first came to MSH, I was broken. I was scared, unable to make decisions, and felt completely alone. MSH listened, didn't judge, and cared when I felt no-one else did. The DART programme gave my daughter and me the strength to move forward. I'm now proud of who I am, my children are safe, and I've found the courage to pursue my dream job. I'll always be grateful for the support I've received."



Wraparound Services - Finance & Housing, Counselling, Thrive and Legal



Challenges

This year has brought several challenges affecting operations and service delivery. Staffing pressures have been significant, with the loss of three team members across the Resettlement, Thrive, and Counselling teams. Recruitment for these roles has been difficult, placing additional pressure on existing staff and limiting service capacity. Staff sickness has further reduced resilience within teams, affecting the consistency of support. At the end of 2023–2024, a dip in staff motivation and trust required attention and support from leadership.

The availability of suitable, private spaces at our Chichester Hub continues to be a concern, limiting confidential client sessions and contributing to operational strain. Across the organisation, client needs have grown both in volume and complexity, prompting a wider review of structures, processes, and policies - a necessary step forward despite the pressures faced. Services, particularly Thrive, have undergone critical review and development, reflecting both challenges and our commitment to continuous improvement.

Achievements

Despite these pressures, all services have continued to provide high-quality, client-focused support. Improvements in data collection and reporting have strengthened our ability to measure impact and inform service development.

Thrive has undergone a comprehensive review, introduced the Anxiety & Me Group and recruited a full-time Thrive Complex Needs Worker to meet increasing client demand. The Finance and Housing service has been strengthened with a full-time Complex Needs Worker role and a Team Lead position, creating more structured and consistent

support. The recruitment of a dedicated Counselling Coordinator has improved leadership and cohesion within the counselling team.

We have expanded our Chichester Hub service offering, making My Sisters' House more accessible to women across a wider geographical area. The review and development of internal structures, processes, and policies have been crucial in future proofing the organisation and ensuring we are equipped to meet the evolving needs of the women we support.

Future Plans

Looking ahead, we will continue to build on these achievements by:

- Strengthening recruitment and retention strategies to ensure consistent staffing across all wraparound services.
- Expanding Thrive and Counselling support to respond to growing mental health and complex needs among clients.
- Continuing to develop Finance & Housing provision, improving accessibility and capacity to meet rising demand.
- Reviewing and optimising service delivery spaces at Chichester to enhance privacy and operational efficiency.
- is undertaking a comprehensive review of the Counselling Service, including its processes, eligibility criteria, objectives, and alignment with BACP standards.

All our core and wraparound services are offered free of charge.

Operations

Challenges

While progress has been made across our operational systems and facilities, challenges remain. Office space continues to be limited, particularly as our client-facing teams have expanded. This restricts capacity and puts pressure on our ability to provide confidential meeting areas. The Chichester Hub requires refurbishment and the creation of additional private spaces to ensure client safety and comfort.

Achievements

We have made significant strides in improving data collection and service efficiency through the introduction of new online forms and templates. Key developments include the creation of integrated forms within Modus, our CRM system, for triage, counselling assessments and evaluations, case reviews, exit forms, suicide safety plans, and goal setting within the Thrive programme. These forms now feed directly into client records, replacing manual processes and enabling the generation of detailed management reports for service analysis and development.

The use of Microsoft Forms has further enhanced operations, supporting online referrals into services such as DART, counselling, and group programmes, while also capturing valuable feedback. These tools have improved monitoring of clinical supervisions and staff training, enabling us to produce higher-quality monthly reports, stronger impact reports for funders, and ad-hoc analysis to inform strategic decision-making.

Facilities have also been upgraded. At the Bognor Regis Hub, a dedicated training room has been created, complete with a large-screen monitor to support group sessions. The reception area and counselling rooms were refurbished with new flooring, modern furnishings, and a refreshed colour scheme, creating a welcoming and professional environment. A new kitchenette was installed, providing added comfort for staff, volunteers, and clients. Windows were fitted with thermal film and blinds, helping create a warm, welcoming and safe space for all.



Future Plans

Looking ahead to 2025–2026, our priorities include:

- Evaluating and addressing the shortage of office and meeting space across our Hubs.
- Refurbishing the Chichester Hub, with a focus on creating additional private client meeting rooms.
- Continuing to enhance our CRM and reporting systems to ensure high-quality data supports service development and strategic planning.
- Building on recent facility upgrades to maintain safe, welcoming, and professional environments for staff, volunteers, and clients.

Fundraising and Communications

Challenges

This year has been one of transition for our fundraising and communications work. The arrival of new staff into key roles meant that much of the focus was on settling in to newly-created posts and building the systems needed to support future growth. Alongside this, MSH faced the ongoing challenge of diversifying its income streams to ensure long-term sustainability. Balancing these priorities while maintaining existing activity has required careful management and planning.

Achievements

2024 began with the exciting news that My Sisters' House had been selected as the chosen charity for the Glorious Goodwood Markel Magnolia Cup 2024. The MSH team is extremely grateful to the Duke and Duchess of Richmond, the corporate sponsors, the jockeys, and the Goodwood staff for their generous support.

The week-long event was a tremendous success. Daily bucket collections raised £9,077, while the 11 female jockeys collectively raised £96,415. Corporate sponsors contributed £110,000, and the Regency Ball raffle generated a further £53,260. In total, the event raised a gross income of £313,172—the second-highest fundraising total in its twelve-year history. Our proximity to Goodwood has helped us nurture these relationships and secure ongoing donations of raffle prizes for future fundraising activities.

This vital funding stabilised our income following a challenging 2023–2024 and enabled us to diversify our fundraising streams. In August, we welcomed a new Senior Fundraiser and Communications Manager to lead the development of the Fundraising and Communications Team, followed shortly by the creation of a Trusts and Grants Fundraising Officer and a Community Fundraising Officer. Over the next several months, these positions enabled applications and community activities aimed at securing both restricted and unrestricted income for 2025–2026.

We also participated in the Big Give Women and Girls Campaign, raising £8,000 from public donations—matched by the Big Give Foundation to double the impact of our campaign. We remain deeply grateful to all our supporters, including Winter's Moon, The Roddick Foundation, National Lottery Community Fund, People's Postcode Lottery, Inner Wheel, Another Way Foundation, Sussex Community Foundation, and other extremely generous funders.

Alongside this incredible fundraising, we were also the grateful recipients of generous in-kind donations from our community and local businesses. Toiletry donations, with a value of £23,472, provided a direct and practical lifeline for the women we support. These gifts not only eased financial pressure on the charity but also reminded the women receiving them that their community cares. We are so thankful for this continued kindness and solidarity.



Our Communications Team has strengthened engagement with supporters through a twice-monthly e-newsletter, providing updates on activities, service impact, donor acknowledgements, and organisational developments. Our website received a visual refresh, including improved content and navigation to enhance accessibility.

We took part in key awareness-raising campaigns, including 16 Days of Activism and International Women's Day, which provided valuable insight into audience engagement and will guide future awareness and fundraising initiatives.

Future Plans

Looking ahead, the team plans to:

- Continue diversifying our fundraising streams to secure sustainable income for core and project activities.
- Expand digital communications, exploring new platforms and technologies to engage supporters (and future supporters) more effectively.
- Build on relationships with corporate partners and trusts to maximise long-term relationships and fundraising potential.
- Increase public awareness campaigns to enhance visibility and promote our services to women in need.



Volunteers

100+
Groups
Supported

24
Active
Volunteers

688
DA Wellbeing
Calls Made

Challenges

As with many charities, sustaining a large and varied volunteer base brings challenges. Balancing training needs, supervision, and ensuring volunteers feel supported requires ongoing investment of staff time and resources. In a year of high demand and organisational change, maintaining this balance has been essential but sometimes difficult.

Achievements

Volunteers remain integral to the work of My Sisters' House Women's Centre. This year, we have had between 40 and 50 active volunteers at any given time, collectively contributing thousands of hours and creating significant social value.

Our volunteer-facilitated Wellbeing Team has provided a vital "step-down" support service, ensuring clients continue to feel held and supported once their main programme of work has concluded. Volunteers have also supported staff in the facilitation of groups, courses, and workshops, as well as providing vital administrative and event support.

We are particularly proud that several volunteers have successfully moved into paid employment at MSH, demonstrating both the strength of our volunteer programme and the skills and confidence it helps to build.



Future Plans

Looking ahead, our focus will be on:

- Expanding training and development opportunities to better equip volunteers for their roles.
- Strengthening volunteer supervision and well-being support, ensuring volunteers feel valued and sustained.
- Growing our volunteer base to meet increased service demand, while continuing to nurture pathways into employment.
- We are enormously grateful to all our volunteers for their commitment, loyalty, and kindness, and for the difference they make every day in the lives of women across our community.



Structure, Governance and Management

My Sisters' House has been a Charitable Incorporated Organisation (CIO) since February 2020 and is governed by a Board of Trustees.

The Board of Trustees

The Chair of Trustees is an experienced and skilled Chair, and the other Trustees have been recruited for their range of professional skills and experience. We have Trustees with expertise in safeguarding, delivering women's services, business, and finance. Our trustee recruitment process is a three-part process:

- Initial discussion with the CEO who will review the candidate's CV or résumé and ask them to complete a skills audit
- Invitation to meet with the Chair to discuss more fully the role and responsibilities of trusteeship and governance matters
- Observation of a Board meeting followed by Trustees discussions as to the candidate's suitability before inviting them to join the Board.

Following recruitment, all new Trustees will be invited to attend a Senior Management Team meeting, and to join a Committee, which is appropriate to their skill set and areas of expertise and interest.

Senior Leadership Team

Day-to-day management of My Sisters' House Women's Centre is the responsibility of the CEO.

The CEO commenced maternity leave in February 2024 and, upon appointment in March 2024, the Deputy CEO assumed immediate responsibility as Acting CEO.

During this financial year a re-structuring of the Senior Management Team (SLT) led to a more integrated approach to communications and decision-making at both strategic and operational levels. The purpose of the organisation was re-stated and the entire MSH team of staff was involved in developing MSH's organisational values. A three-year strategic plan was developed jointly by the Board and SLT, and the plan's five strategic

priorities continue to inform MSH's operational matters, which are monitored and reviewed at regular intervals by the relevant Committees.

A small number of new roles were created this year, with internal progression and recognition taking priority. A new Head of Services role was introduced to ensure the highest rigour in all areas of service provision, and to ensure that governance structures were improved for the continued safety and satisfaction of clients, staff and volunteers. Work towards achieving the Safe Lives Leading Light Accreditation was commenced in this financial year and it is anticipated that MSH will be awarded accreditation in 2025-2026.

A Senior Operations Manager post was created to ensure improved management and maintenance of estates and facilities across both MSH sites, and a Front of House First Response post was approved by the Board to further streamline triage and professionalise all reception activities to ensure accessibility to services is as straightforward as possible.

Reviewing staff-to-client ratios was another important focus of our work this year with a move towards a more sustainable model of delivery. Primarily this was to safeguard the well-being of our staff. Where possible, additional hours were offered to existing staff before being channelled into new key worker roles to buttress service delivery.

A review of all training and development (T&D) was also undertaken this year to ensure that staff and volunteers feel supported, motivated, safe and well equipped to perform in their roles. A T&D matrix was created to monitor and review all areas of CPD, and, for the first time, a modest budget of unrestricted expenditure was allocated to T&D to enable colleagues to consider courses and workshops external to MSH. This investment was actioned in tandem with a drive to increase the number of qualified Independent Domestic Violence Advisors (IDVAs) within the Domestic Abuse Team. This was made possible by securing restricted funding for Safe Lives Foundation courses and we are grateful to our extremely generous donor who has enabled us to further professionalise our services and strengthen our delivery.

This year, the Board recognised the importance and timeliness of investing in the Fundraising Team to ensure that diversification of funding can be realised over the next three-year period. A strategic fundraising plan is now in place to develop a portfolio approach to income generation, and a communications plan informs work to further raise the profile of MSH, strengthen its reputation and, importantly, engage with the local community to garner greater support.

Due to the financial challenges in 2023-2024, no salary increase was awarded for the current financial year, and the pay scale remained at the NJC 2021 level plus 3%. During the budgeting process for 2025-2026, the Board agreed a 5% increase in salaries and tasked the CEO to undertake a benchmarking exercise to aid budgeting discussions for financial year 2026-2027.

Financial Review

The financial period ending 31 March 2025 has been one of resilience for the Charity. Despite ongoing uncertainties, the charity continued to deliver impact across all its core programmes.

Income

Total income for the year was £975,637 (2024: £734,449), representing a 33% increase on the previous year. This growth was primarily due to the fact that My Sisters' House was the official charity for the 2024 Markel Magnolia Cup at the Qatar Goodwood Festival. Total income from this event amounted to 32% of total annual income.

The income comprised both restricted and unrestricted funds, with:

- £453,091 (46%) (2024: £493,924) received as restricted income, and
- £522,546 (54%) (2024: £240,525) received as unrestricted income.

Restricted income was primarily received from key funders and was designated for specific projects.

Unrestricted income included individual donations and general fundraising activities. These funds are crucial in enabling the charity to respond flexibly to emerging needs and to support core operational costs not covered by project-specific grants.

Income diversification remains a strategic priority for the charity, and we continue to explore new income streams and donor relationships to ensure long-term financial sustainability.

Expenditure

Total expenditure for the year amounted to £760,916 (2024: £633,637), and, of this, 99% was spent directly on charitable activities, reflecting the charity's commitment to delivering its mission. Costs were carefully managed, and unrestricted funds were used judiciously to support areas where restricted funding was not available.

Of the total expenditure:

£576,829 (76%) (2024: £458,690) was funded through restricted income, which was applied in accordance with donor conditions and grant agreements. These funds supported specific programmes including Domestic Abuse Recovery, First Response and Domestic Abuse, Employability, Finance and Resettlement to name but a few.

£184,087 (24%) (2024: £174,947) was covered by unrestricted funds, which provided essential flexibility to cover core costs, administrative support, and project elements not eligible for restricted funding. This included management and support services, fundraising and unrestricted elements of programme delivery.

The Trustees are satisfied that all restricted funds were appropriately spent in line with the funders' intentions, and unrestricted funds were applied in a targeted manner to maximise impact

and ensure financial sustainability. No transfers between funds were made during the year without donor consent.

There was net movement in funds during the year of £214,721 (2024: £100,812). At the end of the year, net movement in restricted funds was (£124,168) (2024: £28,081), making net movement in unrestricted funds at the end of the year £338,889 (2024: £72,731).

Risk

The Board is currently undertaking a review of the MSH Risk Register. Once completed, all areas of risk will be continually reviewed, and systems and procedures updated to manage and mitigate those risks. The Risk Register will be reviewed bi-annually by the Board following intensive interrogation by Committees on a quarterly basis.

Reserves Policy

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Charity to continue to deliver its range of services during periods of lower income and meet all responsibilities in the case of closure.

My Sisters' House CIO has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need based on the review of each of our current services and the flow of funds.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six months' expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services.

The view of the Trustees for the year of the overall position of the charity at the year-end was the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied, as necessary.

The total funds held at the balance sheet date were £563,251 (2024: £348,530) which includes £63,652 (2024: £187,820) held in restricted funds

and £13,240 (2024: £25,464) held as tangible fixed assets. This gives free reserves of £486,359 (2024: £135,246).

Going Concern

The Trustees have considered whether it is appropriate to prepare the financial statements on a going concern basis. This includes assessing whether there are any material uncertainties arising from events or conditions that could cast significant doubt on the charity's ability to continue operating. In making this assessment, the Trustees have reviewed a period of at least twelve months from the date the financial statements are authorised for issue. They are satisfied that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the Trustees consider it appropriate to adopt the going concern basis of accounting in preparing these financial statements.

Plans for the Future

During 2024–2025, we set a bold new ambition and shifted our culture.

Looking ahead, our priorities will include:

- Investing in income-generation programmes to fuel sustainable growth
- Enhancing service delivery through rigorous financial discipline
- Strengthening team resilience and well-being

These steps will move us from reactive challenge management to proactive, goal-driven strategies that deliver lasting impact.

Continuous review and agile development remain at the heart of our approach. We will adapt our services to the evolving needs of women, letting their complex, multifaceted experiences shape our decisions. Listening to those with lived experience, we shall continue to sharpen our impact and move closer to our mission: ensuring every woman and girl feels safe, supported, and empowered.

Public Benefit

The Trustees confirm that they have followed the Charity Commission's guidance on public benefit when reviewing the charity's aims, objectives and activities. They are satisfied that the charity's work continues to deliver meaningful public benefit in line with these requirements.

Conclusion

The Board of Trustees wishes to express thanks to all staff and volunteers who consistently work so hard to provide such high-quality support to our clients in the face of challenges and an unpredictable broader landscape. We are also ever grateful to our funders, large and small, for invaluable resources, which enable us to remain responsive in meeting the changing and increasing needs of the women we have been called to serve.

Approved by order of the members of the Board of Trustees on and signed on their behalf by:

Dianne Smith

Chair of Trustees



Date: 21 October 2025



Statement of Trustees' responsibilities

For the Period Ended 31 March 2025

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:



21 October 2025

D Smith

Date:

Independent Examiner's Report

For the Period Ended 31 March 2025

Independent Examiner's Report to the Trustees of My Sisters' House CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the period ended 31 March 2025.

Responsibilities and Basis of Report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Charity'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's

Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed: 

Dated: 3 December 2025

Lucy Hammond BSc FCA

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester, West Sussex PO20 7AJ

Statement of Financial Activities For the Period Ended 31 March 2025

		Restricted Funds 13 months ended 31 March 2025	Unrestricted Funds 13 months ended 31 March 2025	Total Funds 13 months ended 31 March 2025	Total Funds 2024
	Note	£	£	£	£
Income from:					
Donations and legacies	3	-	480,254	480,254	83,483
Charitable Activities	4	453,091	38,718	491,809	648,959
Other Income	5	-	3,574	3,574	2,007
Total Income		453,091	522,546	975,637	734,449
Expenditure on:					
Raising Funds		-	7,399	7,399	1,263
Charitable Activities	6	576,829	176,688	753,517	632,374
Total Expenditure		576,829	184,087	760,916	633,637
Net (Expenditure) / Income					
Transfers between funds					
		(123,738)	338,459	214,721	100,812
		(430)	430	-	-
Net Movement in Funds		(124,168)	338,889	214,721	100,812
Reconciliation of Funds:					
Total Funds Brought Forward		187,820	160,710	348,530	247,718
Net Movement in Funds		(124,168)	338,889	214,721	100,812
Total Funds carried forward		63,652	499,599	563,251	348,530

The Statement of Financial Activities includes all gains and losses recognised in the period. The notes on pages 27 to 40 form part of these financial statements.

Balance Sheet As at 31 March 2025

	Note		31 March 2025 £		29 February 2024 £
Fixed assets					
Tangible assets	10		13,240 13,240		15,660 15,660
Current assets					
Debtors	11	280,887		11,810	
Cash at Bank and in hand		594,840 875,727		345,632 357,442	
Creditors: Amounts falling due within one year	12	(325,716)		(24,572)	
Net Current Assets			550,011		332,870
Total assets less current liabilities			563,251		348,530
Total Net Assets			563,251		348,530
Restricted funds			63,652		187,820
Unrestricted funds			499,599		160,710
Total funds			563,251		348,530

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

D Smith
Trustee



Date: 21 October 2025

The notes on pages 27 to 40 form part of these financial statements.

Statement of Cash Flows For the Period Ended 31 March 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash used in operating activities	15	255,243	115,249
Cash flows from investing activities			
Purchase of tangible fixed assets		(6,055)	(2,399)
Net cash used in investing activities		(6,055)	(2,399)
Change in cash and cash equivalents in the period		249,188	112,850
Cash and cash equivalents at the beginning of the period		345,632	232,782
Cash and cash equivalents at the end of the period	16	594,820	345,632

The notes on pages 27 to 40 form part of these financial statements.

Notes to the Financial Statements

For the Period Ended 31 March 2025

1. General information

My Sisters' House CIO is a charitable incorporated organisation.

The figures in the financial statements are presented in sterling and have been rounded to the nearest £1.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

My Sisters' House CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate ie whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue

in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings - 20% Straight line

Computer equipment - 20% Straight line

2.6 Debtors

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

2.7 Cash at bank and in hand

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

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.9 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.

2.10 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Notes to the Financial Statements For the Period Ended 31 March 2025

3. Income from donations and legacies

	Restricted Funds 2025 £	Unrestricted Funds 2025 £	Total Funds 2025 £
Donations	-	480,254	480,254

	Restricted Funds 2024 £	Unrestricted Funds 2024 £	Total Funds 2024 £
Donations	6,119	77,364	83,483

4. Income from charitable activities

	Restricted Funds 2025 £	Unrestricted Funds 2025 £	Total Funds 2025 £
Income from charitable activities - Trading	-	101	101
Income from charitable activities - Grants	453,091 453,091	38,617 38,718	491,708 491,809

	Restricted Funds 2024 £	Unrestricted Funds 2024 £	Total Funds 2024 £
Income from charitable activities - Trading	-	-	-
Income from charitable activities - Grants	- 487,805 487,805	2,000 159,154 161,154	2,000 646,959 648,959

Notes to the Financial Statements For the Period Ended 31 March 2025

5. Other incoming resources

	Unrestricted Funds 2025 £	Total Funds 2025 £
Bank interest received	3,574	3,574

	Unrestricted Funds 2024 £	Total Funds 2024 £
Bank interest received	2,007	2,007

6. Analysis of expenditure by activities

	Activities undertaken directly 2025 £	Support costs 2025 £	Total Funds 2025 £
Services to support women	728,811	24,706	753,517

	Activities undertaken directly 2024 £	Support costs 2024 £	Total Funds 2024 £
Services to support women	627,595	4,779	632,374

Notes to the Financial Statements For the Period Ended 31 March 2025

6. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Services to Support women 2025 £	Total funds 2025 £
Staff costs	545,527	545,527
Depreciation	8,475	8,475
Staff training	6,586	6,586
Staff/Volunteer Welfare	2,322	2,322
Rent	37,334	37,334
Light and heat	7,783	7,783
Equipment	5,468	5,468
IT costs	8,983	8,983
Travel costs	425	425
Legal fees	6,721	6,721
Consulting fees	18,190	18,190
Advertising, marketing and website	2,809	2,809
Telephone and internet	7,831	7,831
Subscriptions	2,080	2,080
Postage	404	404
Printing and stationery	1,864	1,864
Facilitator and client welfare costs	52,458	52,458
Cleaning	5,126	5,126
General expenses	6,488	6,488
Insurance	1,937	1,937
	728,811	728,811

Included within direct costs is expenditure from restricted funds of £576,829 (2024: £458,608).

**Notes to the Financial Statements
For the Period Ended 31 March 2025**

6. Analysis of direct costs (continued)

	Services to Support Women 2024 £	Total funds 2024 £
Staff costs	508,946	508,946
Depreciation	6,947	6,947
Staff training	3,205	3,205
Staff/Volunteer Welfare	6,431	6,431
Rent	30,165	30,165
Light and heat	2,347	2,347
Equipment	3,041	3,041
IT costs	10,415	10,415
Travel costs	871	871
Legal fees	8,500	8,500
Consulting fees	1,584	1,584
Advertising, marketing and web	2,039	2,039
Telephone and internet	10,882	10,882
Subscriptions	409	409
Postage	9	9
Printing and stationery	1,316	1,316
Facilitator and client welfare cost	21,971	21,971
Cleaning	3,933	3,933
General expenses	2,206	2,206
Insurance	2,378	2,378
	627,595	627,595

Analysis of support costs

	Services to support women 2025 £	Total funds 2025 £
Accountancy Fees (including Independent Examiner's fees & consultancy fees in CFO's absence)	24,706	24,706

	Services to support women 2024 £	Total funds 2024 £
Accountancy fees (including Independent Examiner's fees)	4,779	4,779

Notes to the Financial Statements For the Period Ended 31 March 2025

7. Independent examiner's remuneration

	2025 £	2024 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	1,200	1,200
Fees payable to the Charity's independent examiner in respect of: Accounts preparation and Corporation Tax services	1,800	2,220

8. Staff costs

	2025 £	2024 £
Wages and salaries	504,810	494,278
Social security costs	31,794	6,219
Contribution to defined Contribution pension schemes	8,923	8,449
	545,527	508,946

The average number of persons employed by the Charity during the period was as follows:

	2025 No.	2024 No.
Employees	28	32

No employee received remuneration amounting to more than £60,000 in either year. The total remuneration paid to key management personnel during the year was £121,543 (2024: £142,482).

Notes to the Financial Statements For the Period Ended 31 March 2025

9. Trustees' remuneration and expenses

During the period, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the period ended 31 March 2025, no Trustee expenses have been incurred (2024 - £NIL).

10. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation			
At 1 March 2024	12,497	22,689	35,186
Additions	-	6,055	6,055
At 31 March 2025	12,497	28,744	41,241
Depreciation			
At 1 March 2024	7,338	12,188	19,526
Charge for the period	2,708	5,767	8,475
At 31 March 2025	10,046	17,955	28,001
Net book value			
At 31 March 2025	2,451	10,789	13,240
At 29 February 2024	5,159	10,501	15,660

11. Debtors

	31 March 2025 £	29 February 2024 £
Due within one year		
Trade debtors	268,082	-
Other debtors	4,545	4,648
Prepayments and accrued income	8,260	7,162
	280,887	11,810

Notes to the Financial Statements
For the Period Ended 31 March 2025

12. Creditors: Amounts falling due within one year

	31 March 2025	29 February 2024
	£	£
Trade creditors	17,592	2,617
Other taxation and social security	8,796	5,116
Other creditors	2,546	1,809
Accruals and deferred income	296,782	15,030
	325,716	24,572

Notes to the Financial Statements
For the Period Ended 31 March 2025

13. Statement of funds

Statement of funds - current period

	Balance at 1 March 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2025 £
Unrestricted funds					
General funds	160,710	522,546	(184,087)	430	499,599
Restricted Funds					
25/26 Counselling	-	5,000	(22)	-	4,978
25/26 DART	-	-	-	8,829	8,829
25/26 EE IDVA	-	-	-	905	905
BHM 365	238	-	(238)	-	-
Chi: Hyde 23/24	2,156	-	(2,156)	-	-
Chi: SCF Rent	8,000	-	(8,000)	-	-
Chi: Settlement ADC	692	9,333	(9,030)	-	995
Chi: Settlement CDC	692	9,333	(8,533)	-	1,492
Core: Counselling	(669)	10,000	(8,231)	-	1,100
Probation	16,053	87,551	(103,604)	-	-
Gmelich	-	4,617	-	-	4,617
Holy Jesus	-	15,000	-	-	15,000
IDVA Training	-	16,773	-	-	16,773
Lions Dream Scheme	700	-	(700)	-	-
Littlehampton Town Council	700	-	(700)	-	-
S&W: P Routledge	3,000	-	-	(3,000)	-
Sara Charlton	7,805	-	(7,805)	-	-
SF DART 22-25	52,590	64,697	(108,458)	(8,829)	-
Eastern European IDVA	37,879	51,070	(88,043)	(906)	-
Stronger Futures: Safe Space	18,477	-	(18,477)	-	-
SL Rader	-	7,695	-	-	7,695
Supp: Artswork	145	-	(145)	-	-
Supp: Live Chat	4,965	-	(4,965)	-	-
Supp: NLCF 22-25	3,980	170,021	(174,001)	-	-
Supp: SCF Crisis Fund	354	-	-	(354)	-
Supp: Suicide Prevention	75	-	-	(75)	-
Thrive	28,720	2,001	(33,721)	3,000	-
Chi: Greggs	1,268	-	-	-	1,268
	187,820	453,091	(576,829)	(430)	63,652
Total of funds	348,530	975,637	(760,916)	-	563,251

Notes to the Financial Statements For the Period Ended 31 March 2025

The purpose of material individual funds are:

25/26 Counselling

Funding from Sussex Community Foundation (SCF) to cover costs for our Counselling Services.

25/26 DART & SF DART 22-25

Funding from Sussex Police and Crime Commissioner to cover costs of our NSPCC Domestic Abuse Recovering Together (DART) Course.

25/26 EE IDVA & Eastern European IDVA

Funding from Sussex Police and Crime Commissioner to cover our Domestic Abuse recovery support for the Eastern European Community.

BHM 365

Funding to cover costs of a project associated with Black History Month 365.

Chi: Hyde 23/24

Funding from The Hyde Group to cover rent costs for our Chichester premises.

Chi: SCF Rent

Funding to cover rent costs for our Chichester premises.

Chi: Settlement ADC & CDC

Funding for a Complex Needs Worker: Resettlement, who works with women who have fled domestic abuse and been housed in the Arun and Chichester Districts.

Core: Counselling

St James Place Fund £10,000 and Big Give £5,000 to cover costs for our Counselling services.

Probation

Funds from Ministry of Justice to cover Senior Leadership Team salaries.

Gmelich

Funding from Goldman Sachs towards the costs of the First Response and Domestic Abuse Services.

Society of The Holy Jesus

Funds to cover costs of our Thrive Programme.

IDVA Training

Private donation to cover several IDVA Courses over a two year period.

Lions Dream Scheme

Funds to help cover the costs of Anxiety Workshops.

Littlehampton Town Council

Funds to help cover the costs of Anxiety Workshops.

S&W: P Routledge

Funding used to help cover the costs of Anxiety Workshops and Confidence Courses.

Sara Charlton

Funding to cover Domestic Abuse Team Lead salary.

Stronger Futures: Safe Space

Funding to cover medium risk Domestic Abuse Peer Recovery Group support.

SL Rader

Funding from Goldman Sachs towards the costs of the in-house Counselling Service.

Supp: Artswork

Funds to cover the costs of a Creative Therapy Project.

Supp: Live Chat

Live Chat instant messaging support service, available via our website, during and out of office hours.

Supp: NLCF 22-25

Funding to cover salary costs of the First Response Team.

Supp: SCF Crisis Fund

Funding used to cover costs of security equipment for clients in need, e.g. door jammers, window locks, video ring doorbells, personal safety alarms, etc.

Supp: Suicide Prevention

Funds received to cover the costs of the Mind Matters Suicide Prevention Project.

Thrive

Funding to cover costs of our Thrive Programme: one-to-one and group coaching in skills and employability.

Chi: Greggs

Used to cover the costs of Chichester Peer Group support.

Stronger Futures: Eastern European IDVA (Independent Domestic Abuse Advocate)

One-to-one medium risk domestic abuse and domestic abuse recovery group support delivered on a 'by and for' basis by members of the Eastern European community, for the Eastern European community. Delivered in Polish, Lithuanian, Latvian, Russian and Ukrainian.

Notes to the Financial Statements
For the Period Ended 31 March 2025

Statement of funds - prior period

	Balance at 1 March 2023	Income	Expenditure	Transfers In / Out	Balance at 29 February 2024
	£	£	£	£	£
Unrestricted funds					
General Funds	87,979	240,525	(174,947)	7,153	160,710
Restricted Funds					
BHM 365	-	500	(262)	-	238
Chi: Hyde 23/24	56	10,000	(7,900)	-	2,156
Chi: SCF Rent	-	8,000	-	-	8,000
Chi: Settlement ADC	7,798	1,867	(8,973)	-	692
Chi: Settlement CDC	7,798	1,867	(8,973)	-	692
Core: Counselling	-	9,819	(10,488)	-	(669)
Core: Probation	6,956	94,988	(85,891)	-	16,053
Lions Dream Scheme	-	700	-	-	700
Littlehampton Town Council	-	700	-	-	700
S&W: P Routledge	-	3,000	-	-	3,000
Sara Charlton	-	10,000	(2,195)	-	7,805
SF DART 22-25	50,924	64,697	(63,031)	-	52,590
SF: Eastern European IDVA	37,738	51,070	(50,929)	-	37,879
SF: Safe Space	15,957	20,237	(17,717)	-	18,477
Step: Aspire	4,565	5,586	(10,151)	-	-
Supp: Artswork	145	-	-	-	145
Supp: Empowerment Fund	657	-	-	(657)	-
Supp: Live Chat	-	10,000	(5,035)	-	4,965
Supp: NLCF 22-25	12,289	154,453	(162,762)	-	3,980
Supp: Rotary Club	1,000	-	(1,000)	-	-
Supp: SCF Crisis Fund	925	-	(571)	-	354
Supp: SCF Wills Fund	517	-	(517)	-	-
Supp: St James' Place	4,575	-	(4,575)	-	-
Supp: Suicide Prevention	75	-	-	-	75
Supp: Toiletries	6,496	-	-	(6,496)	-
Thrive	-	46,440	(17,720)	-	28,720
Chi: Greggs	1,268	-	-	-	1,268
	159,739	493,924	(458,690)	(7,153)	187,820
Total of funds	247,718	734,449	(633,637)	-	348,530

Notes to the Financial Statements
For the Period Ended 31 March 2025

14. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 31 March 2025	Unrestricted funds 31 March 2025	Total funds 31 March 2025
	£	£	£
Tangible fixed assets	-	13,240	13,240
Current assets	63,652	812,075	875,727
Creditors due within one year	-	(325,716)	(325,716)
Total	63,652	499,599	563,251

Analysis of net assets between funds - prior period

	Restricted funds 29 February 2024	Unrestricted funds 29 February 2024	Total funds 29 February 2024
	£	£	£
Tangible fixed assets	-	15,660	15,660
Current assets	189,949	167,493	357,442
Creditors due within one year	(2,129)	(22,443)	(24,572)
Total	187,820	160,710	348,530

15. Reconciliation of net movement in funds to net cash flow from operating activities

	31 March 2025 £	29 February 2024 £
Net income for the period (as per Statement of Financial Activities)	214,721	100,812
Adjustments for:		
Depreciation charges	8,474	6,947
(Increase) / Decrease in debtors	(269,097)	7,593
(Decrease) / Increase in creditors	301,144	(103)
Net cash provided by operating activities	255,242	115,249

Notes to the Financial Statements For the Period Ended 31 March 2025

16. Analysis of cash and cash equivalents

	31 March 2025 £	29 February 2024 £
Cash in hand	594,820	345,632
Total cash and cash equivalents	594,820	345,632

17. Analysis of changes in net debt

	At 1 March 2024 £	Cash flows £	At 31 March 2025 £
Cash at bank and in hand	345,632	249,213	594,845
	345,632	249,213	594,845

18. Operating lease commitments

At 31 March 2025 the Charity had commitments to make future minimum lease payments under noncancellable operating leases as follows:

	31 March 2025 Land and buildings £	29 February 2024 Land and buildings £
Not later than 1 year	34,140	22,035
Later than 1 year and not later than 5 years	26,952	28,500
	61,092	50,535

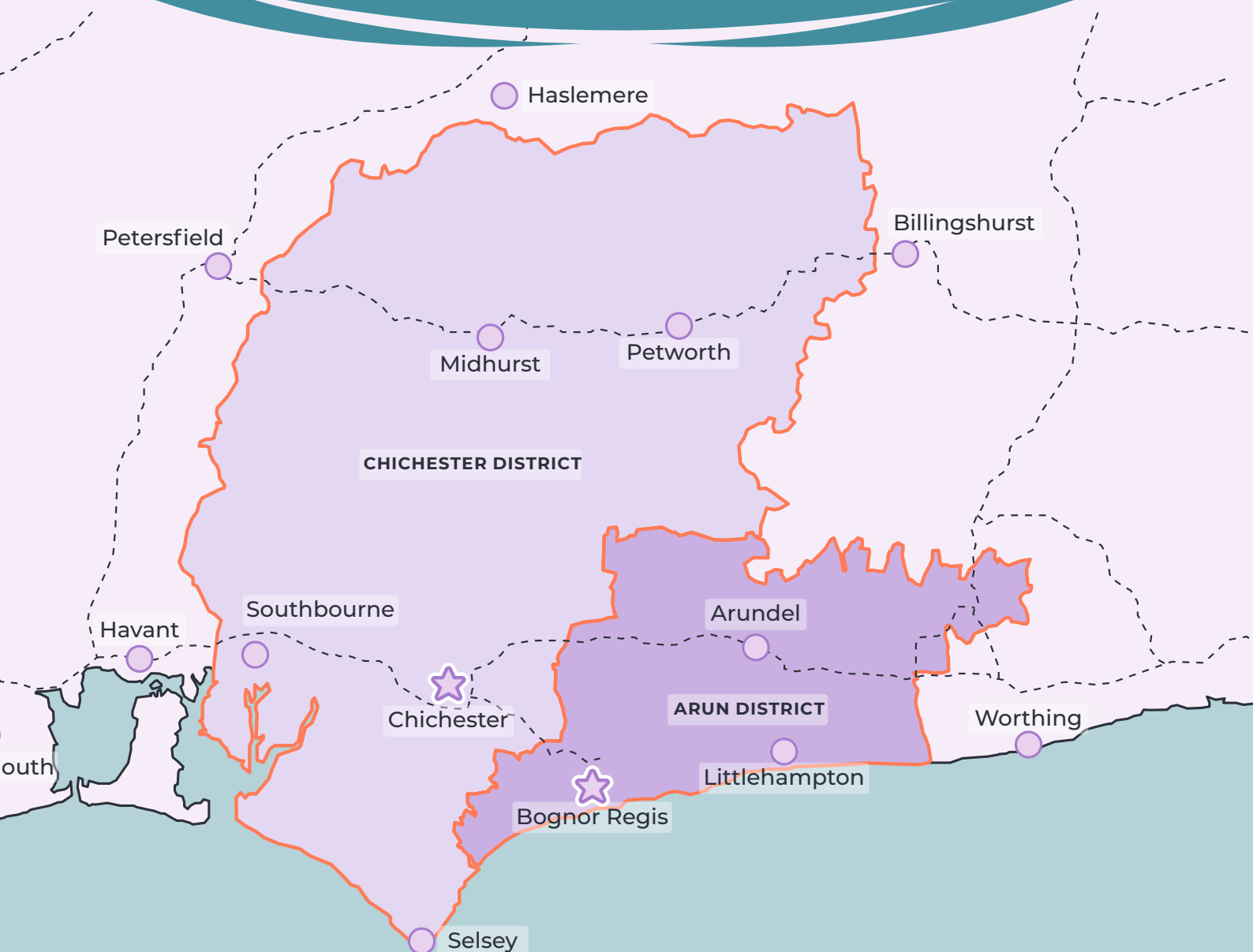
19. Related party transactions

During the year, the Charity received a donation of £20 (2024: £Nil) from a Trustee. There were no conditions attached to this.

There were no other related party transactions during the current or prior year requiring disclosure.



Life changing services by women, for *women.*



★ Our Hubs □ Chichester District □ Arun District --- A roads

Charity Number. 1188070

www.mysistershouse.info | office@mysistershouse.info | 01243 697800

MY SISTERS' HOUSE CIO

England & Wales - Charity number 1188070

Accounts

Charity number: 1188070

My Sisters' House CIO
Unaudited Trustees' Report and Financial Statements
For the Year Ended 29 February 2024



My Sister's House CIO



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My Sisters' House CIO
Reference and Administrative Details of the Charity, its Trustees and Advisers
For the Year ended 29 February 2024

Trustees	Chair of Trustees - Dianne Smith Sylvie Collier Heather Prescott Louise Hastings Stephanie Emery Kim Hosier (Appointed August 2023)
Chief Executive Officer	Lucy Budge
Acting Chief Executive Officer	Avril Robinson (from February 2024)
Registered Charity no.	1188070
Principal office	108b/c London Road Bognor Regis PO21 1BD
Accountants	Kreston Reeves 9 Donnington Park Chichester PO20 7AJ
Bankers	The Co-operative Bank 164/165 Western Road Brighton BN1 2BB CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

My Sisters' House CIO



TRUSTEES REPORT FOR THE YEAR ENDED 29 FEBRUARY 2024

The Trustees present their report and the unaudited financial statements for the year ended 29 February 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 2 to the financial statements and comply with the “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)” (as amended for accounting periods commencing from 1 January 2019) and the Charities Act 2011.

Organisational purpose

The CIO’s purpose, as set out in our governing document is to relieve the needs of women in West Sussex who have complex needs - in particular, but not exclusively, who have suffered domestic and/or child abuse - through the provision of information, workshops and support groups.

Objectives and Activities

Our Vision

That no woman within our community should experience abuse, poverty, mental illness or other disadvantages without the support that will help them to live healthy lives and realise their full potential.

Our Mission

“Helping women to thrive, not just survive.”

To provide a range of support to women from all backgrounds facing all kinds of issues, where their strengths are recognised, their difficulties acknowledged and where they can achieve positive change, they are proud of.

Our Objectives

- To provide specialist facilities for vulnerable and disadvantaged women
- To provide a safe development environment for women to grow both professionally and personally
- To be recognised as a centre of knowledge in understanding the needs of disadvantaged and vulnerable women
- To be an effective, efficient and sustainable organisation

We support vulnerable women in the Arun and Chichester Districts who experience multiple disadvantage due to a combination of complex and overlapping problems, including histories of physical, emotional and sexual abuse, addiction, social isolation, trauma and mental health problems.

We support women who may be having a difficult time in their lives; for example, a recent loss such as bereavement, suffering poverty from unemployment, experiencing relationship breakdown, having been the victim of crime or living with the impact of accident or illness/disability.

We support women with complex needs who may lead chaotic lives, and experience repeated crises. They often lack social confidence, have low self-worth, and feel isolated and outcast from society. This frequently means that they are unable or unwilling to sustain engagement with statutory support agencies.

We work to reduce the factors which affect the ability of women to benefit from the support available to them. This can include an unwillingness to seek help, distrust of helping organisations, perceptions of services as irrelevant, and feelings of hopelessness or not being 'ready' for change or support.

What do we do?

In premises in Bognor Regis and Chichester, we offer the confidential support of specialist staff with knowledge and experience in the fields of domestic abuse, housing and finance, skills and employability, mental health and emotional wellbeing, and welfare.

We help by providing one-to-one keywork and coaching, free counselling, peer support groups, courses and workshops, creative and holistic wellbeing and welfare support and practical support.

Our varied programme of activities and events provides a vital sense of safety and community, which in turn, reduces isolation, improves women's confidence, wellbeing and ability to feel empowered to effect real change. Through our domestic abuse support, we aim to improve safety and break cycles, including inter-generational cycles of trauma and abuse.

We are now open 30+ hours per week (including evenings and weekends) across our two sites. In addition, we offer out-of-hours live messaging support in English and Eastern European languages via our website.

All services are free of charge to clients.

The support we have offered in the past year includes:

General support

- All clients are 'triaged' at the point of entry into our service. This includes risk, safeguarding and needs assessment, referral and signposting to in-house and/ or external services. Clients can be triaged face-to-face or over the phone.
- We hold up to 10 open drop-ins per week across both our sites. (This includes a drop-in for the Eastern European community).
- Our Live Chat online messaging service was available during and outside working hours, in English, Polish and Lithuanian.

Welfare and Wellbeing Support

- Housing & finance advocacy and support, include budgeting, support with benefits claims, rent arrears, housing and accommodation issues.
- One-to-one support.

- Counselling service using qualified (and student) in-house volunteer counsellors.
- Art group.
- Tea & Chat social group.
- Online and in-person externally facilitated groups and courses, including the Confidence Course, Anxiety & Me course, and the Being Me peer support mental health toolkit group.
- We work with other organisations, as well as through in-house campaigns, to provide practical support. We give out foodbank vouchers and toiletry packs. We liaise with the local baby bank to facilitate the receipt of baby goods by our clients. We are able to offer client crisis funds, for clients in urgent need of financial support to facilitate their health or safety. We run a monthly clothing bank utilised by approximately 100 women each month. We work closely with other agencies to source and provide household goods.
- We host an annual Christmas gifting event. This year, due to staffing and resources, this was held in-house, solely for My Sisters' House clients.

Domestic Abuse Support

- One-to-one keywork (including risk assessment and review, safety and support, planning, exploring options, advocacy, multi-agency working, signposting and referral) for those at medium risk of serious harm. This is available in English and Polish, Lithuanian and now Russian.
- Re-designed Stronger Futures peer support group for those recovering from the effects of domestic abuse.
- The NSPCC Domestic Abuse Recovering Together (DART) programme for mothers and their children to rebuild their relationships, when there has been domestic abuse at home.
- Healthy Relationships and Boundaries course.
- One-to-one resettlement support for those clients who have been accommodated in the Arun and Chichester Districts, having fled domestic abuse.

Skills and Employability

- One-to-one coaching sessions.
- Skills and self-esteem building course.
- Employability course.
- Job Club.
- Family holiday club sessions.

Partner Agencies

We host, and are supported by, a number of external agencies to support our clients. This year, these have included:

- Chichester Forest School, who facilitate a weekly Wellbeing Walk for our clients, in the South Downs National Park.
- Pregnancy Options, who facilitate monthly drop-ins from our premises.
- Narcotics Anonymous who run a weekly group from our premises.
- Yada, The Esther Project, who support women working in the sex industry, hold monthly drop-ins in our premises.
- Two local firms of solicitors who offer our clients free consultations in relation to family law/domestic abuse.
- The local NCT baby bank who provide our clients with 'baby bundles' to support them and their children.

- Bognor Regis and Chichester Food Banks, who provide our clients with food bank vouchers.
- Chichester Harbour Rotary Club, who provide our clients with homewares and furniture.
- The Probation Service, whose monthly women's 'hub' we have been attending.
- UK Harvest, whose community food hubs we have attended, in different locations across the Chichester District.

Volunteers

As well as 32 paid members of staff, through this year, we have had between 40 and 50 volunteers at any given time, representing thousands of hours of volunteer time each year, and providing the organisation with enormous social value. Volunteers are integral to the work of My Sisters' House. We have a volunteer facilitated Wellbeing Team, who offer a step-down support service for our clients once they have finished their main pieces of work with our staff. Volunteers support our staff to facilitate our groups, courses and workshops, as well as drop-ins. We have volunteer administrators, and volunteers who support the organisation and the running of events.

We are proud that a number of our volunteers have been successful in obtaining paid roles within the organisation.

Structure, Governance and Management

On 1st March 2020, My Sisters' House converted from a CIC (Community Interest Company) to a CIO (Charitable Incorporated Organisation). We adopted our Memorandum and Articles of Association as My Sisters' House CIO's Constitution on this date. In addition, the existing Directors of My Sisters' House CIC became the Charity Trustees of My Sisters' House CIO.

Our Chair is an experienced and skilled Chair, who is also involved with another trust, and our other Trustees are recruited for their range of professional skills and experience. We have Trustees with expertise in safeguarding, delivering women's services, HR, business, media, and finance. Our trustee recruitment process is a three-part process: firstly, we would welcome a CV from an interested party. We then invite them for discussions with our Chair of Trustees and the prospective Trustee would be asked to complete a skills audit. They would be invited to meet the CEO, in person and view the centre/s. Thirdly, we would invite them to observe one of our Board meetings. Following the Board meeting, existing Trustees would discuss the candidate's suitability before welcoming them to join the Board.

Following recruitment, our Trustees are invited to attend a Senior Management Team meeting, and to join a sub-committee which is appropriate to their skill set.

Day-to-day management of My Sisters' House is the responsibility of CEO, Lucy Budge, who is assisted in her duties by a Chief Operations Officer (appointed in March 2022), a Business Manager (appointed in May 2022), a Chief Finance Officer who is a chartered accountant (appointed in September 2022) and a Senior Fundraiser (appointed in November 2022). During this financial year we undertook a re-structuring of our Senior Management Team (SMT) replacing the Chief Operations Officer and the Business Manager with the appointment of a Deputy CEO who would assume responsibility as Acting CEO with the forthcoming maternity leave of the CEO from February 2024.

There are currently three Service Managers, and three Team Leads. This structure allows for more professional progression through the organisation. Fortnightly SMT meetings and weekly

Operational Management meetings are held, with key information escalated to the Board and SMT meetings, respectively.

The SMT and other staff salaries were originally set using the NJC pay scales from 2021. In January 2023, all staff were awarded a 3% pay rise, in recognition of the increased cost of living, and having been awarded this 3% by one of our major funders. Staff are not guaranteed annual pay increases and, unfortunately, we were not able to award pay increases in this financial year. Going forward any SMT pay reviews will occur in line with performance review, and in conjunction with reviews of the cost of living, and charity finances. The CEO will make recommendations to the Board for SMT and staff salary reviews.

The Chair of the Board of Trustees will make recommendations to the Board for CEO salary reviews.

Staff all receive a comprehensive induction and safeguarding training, as well as any additional training relevant to their roles. All staff currently attend staff training and regular staff meetings.

Financial Review

The Charity are currently holding unrestricted funds at the year-end totalling £160,710. Details of our reserves policy are below.

As in previous years, restricted funding for some of the job roles has now come to an end. However, the requirement for the posts has not. In fact, the roles are more important than ever, as demand for our services is higher than ever. Whilst we hope that funding can be obtained to secure these roles into the future, the Board recognises that a break in client services whilst seeking funding would be detrimental to the charity's objectives. The Board has therefore agreed that certain roles can continue to be funded from unrestricted funding until such time as dedicated funding is secured for these roles. This is regularly reviewed at Board and Finance & Human Resources Committee meetings to ensure the necessity of critical roles. We now have a dedicated Fundraising Team, whose primary focus is on generating revenue for My Sisters' House, in line with our strategic aims.

The Board recognises the importance of the generation of unrestricted funds which will allow the Board to be more risk averse as they make longer-term decisions around staff recruitment and premises, without the need for a break in client services. Generating unrestricted funds is a priority for the Board going forward.

Risk

The Board are currently undertaking a review of the risk register. Once completed, all areas of risk will be continually reviewed and systems and procedures updated to manage those risks. The risk register will be reviewed quarterly by the Board following intensive interrogation by the Finance and Human Resources Committee.

Reserves Policy

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Charity to continue to deliver its range of services during periods of lower income and meet all responsibilities in the case of closure.

My Sisters' House CIO has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need based on the review of each of our current services and the flow of funds.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six month's expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services.

The view of the Trustees for the year of the overall position of the charity at the year-end was the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied, as necessary.

The total funds held at the balance sheet date were £348,530 (2023: £247,718) which includes £187,820 (2023: £159,739) held in restricted funds and £15,660 (2023: £20,208) held as tangible fixed assets. This gives free reserves of £145,050 (2023: £67,771).

Going Concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Achievements and performance

Criteria and measures used to assess our success during this financial year include the end of month, and end of year statistics, produced by our Office Manager. These measure our progress and growth against previous years, in terms of client numbers, activities, outcomes and recording.

The Housing and Finance Team also record their monthly and annual financial gain, illustrating the financial difference they make to clients in real terms.

Our Domestic Abuse Team measures change/ reduction in domestic abuse risk using the Domestic Abuse Stalking and Harassment Risk Indicator Checklist (DASH) risk assessment, a nationally recognised tool.

Other teams within the organisation measure client progress using the Triangle Outcomes Stars; most notably the Pathways and Empowerment Stars.

More qualitatively, we also record all client feedback and testimonials, and these are collated monthly.

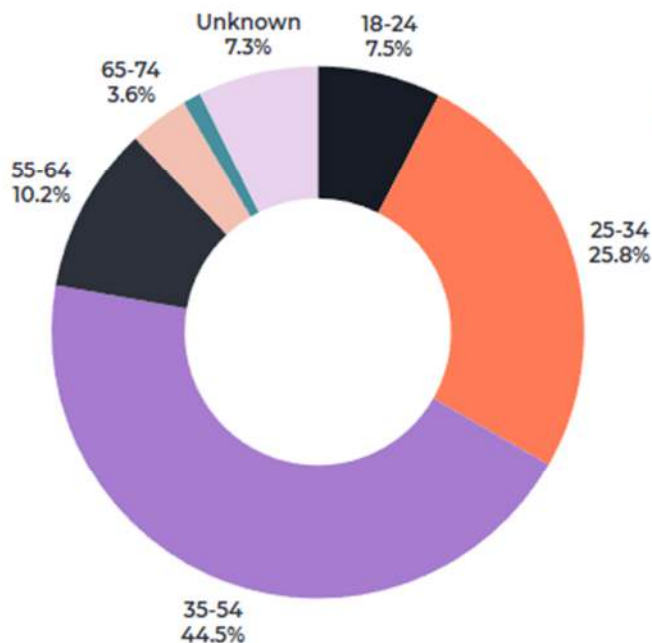
As stated below, we continue to develop our client feedback process, and are working to increase the voice of the client in our service development.

Achievements and performance

1 March 2023 until 29 February 24



1,822 new clients accessed our services or re-engaged with us



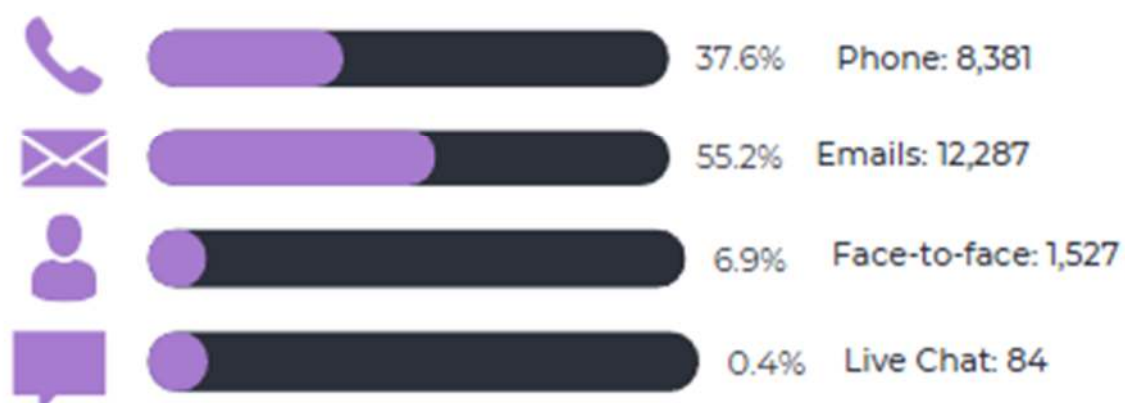
Age range of women accessing our services 2023-24

601 (average)
LIVE clients per month
15% Chichester
85% Bognor



48%
suffering or recovering
from domestic abuse

How women interact with our services

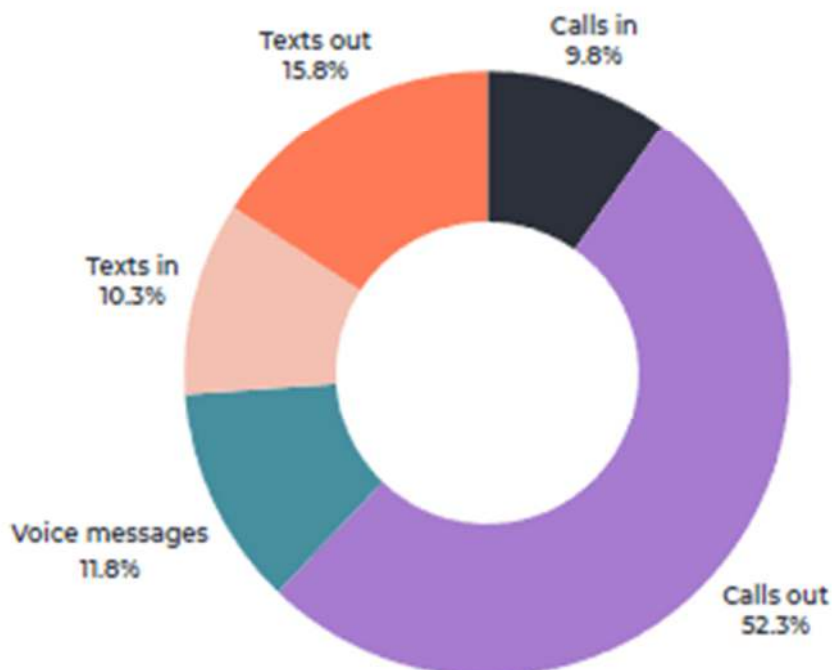


1,460
Clients Triaged

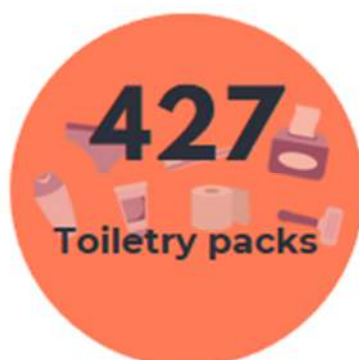


639
Drop-ins

Breakdown of phone interactions



Welfare Support



Type of support provided

138 IFD Safeguarding Referrals

483 Safety Planning sessions

DASH/ISSP	1,196
MARAC	27
IFD Child	126

183
Housing Advocacy

45
PIP Advocacy

£322K
Benefit gain

157
Solicitor appointments

Glossary

DASH	Domestic abuse, stalking and 'Honour'-based violence (Risk indicator check)
ISSP	Individual support and safety plan
IFD Child	Integrated Front Door (Safeguarding)
MARAC	Multi agency risk assessment conference
PIP	Personal Independence Payment

Client Feedback

"I finally left my abusive relationship, thanks to the support of MSH. You have supported me in many ways from emotionally helping me recover, to helping me sort out my finances, and getting out of debt. You have always been there whenever I just needed to chat."

Client – Thrive Employability and Wellbeing Programme

"Without you I would never be where I am today. I am so much more confident, and I can do anything. You have made me realise I don't need to ask permission, I can just do things for me, because I deserve it."

Client – Thrive, Counselling and Wellbeing support

"Dear MSH, I just want to thank you all for your support. I needed help with my disability forms for universal credit. Without MSH staff, I wouldn't have managed my forms, and I received £390 p/m disability help for 5 years. This really helps my day-to-day living."

Client – Financial and Wellbeing support

The Past 12 Months and Moving Forwards

The past 12 months have seen another period of great change and development for My Sisters' House. We have also continued to see exponential growth in terms of our new client numbers, whilst navigating a cost-of-living crisis, where the voluntary sector is notoriously under unprecedented pressure, and recruitment in the sector is anecdotally harder across the board.

We have also seen in line with other charities a significant drop in our success rate of applications for funding from trusts and other grant-making organisations.

We have continued to be responsive to the needs of our clients, and are developing our services increasingly in line with client, volunteer and staff feedback. We have improved our client feedback processes and have developed an improved client evaluation form.

We have been lucky enough to be supported this year, by a number of funds, from statutory agencies such as the Sussex Police and Crime Commissioner, West Sussex County Council, Arun and Chichester District Councils, and larger funders such as The National Lottery, together with local fundraisers such as the Chichester Inner Wheeland and our ever-invaluable individual donors.

Our Chichester 'hub' has seen rapidly growing need, and awareness of our support provision in Chichester has grown and thanks to funding from Hyde Charitable Trust we were able to move to new, larger premises in Chichester in Summer 2023. This enabled us to bring all groups in-house, and facilitate drop-ins and groups, as well as staff meetings and support in more private spaces. From here, we continue to grow and develop our Chichester programme of services, with more staff facilitating more drop-in provision.

We have increased our number of partnerships and sponsors. Following liaison and networking, we are now working more closely in partnership with UK Harvest, the Probation Service, Survivors' Network and Safe in Sussex.

We were privileged and proud that we have been selected as the chosen charity for the Market Magnolia Cup 2024 on Ladies Day at the Qatar Goodwood festival.

Being mindful of the critical need to increase our fundraising capacity to secure sustainable unrestricted funds for the future we aim to use some of the proceeds from this sponsorship to build our fundraising capacity.

In line with our strategic aims, we wish to reach a higher number of clients in the more rural/isolated areas of the districts we cover, including Midhurst, Selsey, Petworth and The Wittering's in the Chichester District, and Arundel and Littlehampton in the Arun District. We hope that partnership working with organisations such as the Probation Service and UK Harvest will enable us to do this, as well as improving other local links such as the WI.

We have increased our Eastern European domestic abuse support provision to include a second team member, speaking additional languages to those already available, and expanding our support provision to include a recovery group.

We continue to provide training for relevant staff members to undergo their Safe Lives IDVA (Independent Domestic Violence Advocate) training. We now have 5 qualified IDVAs on the team.

We have identified the IT infra-structure needs we now have, as befit a growing organisation, and subject to future funding we plan to address this need going forward.

Public Benefit

The Trustees confirm that they have had regard for the Charity Commission's guidance on public benefit when reviewing their aims, objectives and activities, and are satisfied that they fully meet it.

Conclusion

The Board of Trustees wishes to express thanks to all staff and volunteers who consistently work so hard to provide such high quality support to our clients, in the face of challenges and an unpredictable broader landscape. We are also ever grateful to our funders, large and small, for invaluable resources, which enable us to remain responsive in meeting changing and increasing need.

Approved by order of the members of the Board of Trustees on and signed on their behalf by:

A handwritten signature in blue ink, appearing to read 'D Smith', with a stylized flourish at the end.**D Smith**

Trustee

Date: 10th December 2024

My Sisters' House CIO

Statement of Trustees' responsibilities For the Year Ended 29 February 2024

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 Charity and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:



.....
D Smith

Date: 10th December 2024

My Sisters' House CIO

Independent Examiner's Report For the Year Ended 29 February 2024

Independent Examiner's Report to the Trustees of My Sisters' House CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 29 February 2024.

Responsibilities and Basis of Report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Charity'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

**Independent Examiner's Report (continued)
For the Year Ended 29 February 2024**

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed: *Kreston Reeves LLP*

Dated: 16 December 2024

Lucy Hammond

BSc FCA

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex
PO20 7AJ

My Sisters' House CIO

Statement of financial activities For the Year Ended 29 February 2024

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	6,119	77,364	83,483	61,998
Charitable activities	4	487,805	161,154	648,959	427,783
Other income	5	-	2,007	2,007	386
Total income		493,924	240,525	734,449	490,167
Expenditure on:					
Raising funds		82	1,181	1,263	2,490
Charitable activities	6	458,608	173,766	632,374	519,525
Total expenditure		458,690	174,947	633,637	522,015
Net income/(expenditure)		35,234	65,578	100,812	(31,848)
Transfers between funds	13	(7,153)	7,153	-	-
Net movement in funds		28,081	72,731	100,812	(31,848)
Reconciliation of funds:					
Total funds brought forward		159,739	87,979	247,718	279,566
Net movement in funds		28,081	72,731	100,812	(31,848)
Total funds carried forward		187,820	160,710	348,530	247,718

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 20 to 34 form part of these financial statements.

My Sisters' House CIO

Balance Sheet As at 29 February 2024

	Note	29 February 2024 £	28 February 2023 £
Fixed assets			
Tangible assets	10	15,660	20,208
		<u>15,660</u>	<u>20,208</u>
Current assets			
Debtors	11	11,810	19,403
Cash at bank and in hand		345,632	232,782
		<u>357,442</u>	<u>252,185</u>
Creditors: amounts falling due within one year	12	(24,572)	(24,675)
Net current assets		<u>332,870</u>	<u>227,510</u>
Total assets less current liabilities		<u>348,530</u>	<u>247,718</u>
Total net assets		<u><u>348,530</u></u>	<u><u>247,718</u></u>
Restricted funds	13	187,820	159,739
Unrestricted funds	13	160,710	87,979
Total funds		<u><u>348,530</u></u>	<u><u>247,718</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



D Smith

Trustee

Date: 10th December 2024

The notes on pages 20 to 34 form part of these financial statements.

My Sisters' House CIO

Statement of Cash Flows For the Year Ended 29 February 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash used in operating activities	15	115,249	56,830
Cash flows from investing activities			
Purchase of tangible fixed assets		(2,399)	(3,582)
Net cash used in investing activities		(2,399)	(3,582)
Change in cash and cash equivalents in the year		112,850	53,248
Cash and cash equivalents at the beginning of the year		232,782	179,534
Cash and cash equivalents at the end of the year	16	345,632	232,782

The notes on pages 20 to 34 form part of these financial statements

My Sisters' House CIO

Notes to the Financial Statements For the Year Ended 29 February 2024

1. General information

My Sisters' House CIO is a charitable incorporated organisation.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

My Sisters' House CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate ie whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	20% Straight line
Computer equipment	-	20% Straight line

2.6 Debtors

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

2.7 Cash at bank and in hand

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

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

2. Accounting policies (continued)

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.9 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.

2.10 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Notes to the Financial Statements
For the Year Ended 29 February 2024

3. Income from donations and legacies

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Donations	6,119	77,364	83,483

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Donations	5,273	56,725	61,998
	5,273	56,725	61,998

4. Income from charitable activities

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Income from charitable activities - Trading	-	2,000	2,000
Income from charitable activities - Grants	487,805	159,154	646,959
	487,805	161,154	648,959

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Income from charitable activities - Trading	-	1,980	1,980
Income from charitable activities - Grants	388,422	37,381	425,803
	388,422	39,361	427,783

Notes to the Financial Statements
For the Year Ended 29 February 2024

5. Other incoming resources

	Unrestricted funds 2024 £	Total funds 2024 £
Bank interest received	2,007	2,007

	Unrestricted funds 2023 £	Total funds 2023 £
Bank interest received	386	386

6. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Services to support women	627,595	4,779	632,374

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Services to support women	513,530	5,995	519,525

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

6. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Services to support women 2024 £	Total funds 2024 £
Staff costs	508,946	508,946
Depreciation	6,947	6,947
Staff training	3,205	3,205
Staff/Volunteer Welfare	6,431	6,431
Rent	30,165	30,165
Light and heat	2,347	2,347
Equipment	3,041	3,041
IT costs	10,415	10,415
Travel costs	871	871
Legal fees	8,500	8,500
Consulting fees	1,584	1,584
Advertising, marketing and website	2,039	2,039
Telephone and internet	10,882	10,882
Subscriptions	409	409
Postage	9	9
Printing and stationery	1,316	1,316
Facilitator and client welfare costs	21,971	21,971
Cleaning	3,933	3,933
General expenses	2,206	2,206
Insurance	2,378	2,378
	627,595	627,595

Included within direct costs is expenditure from restricted funds of £458,608 (2023: £338,996).

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

6. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	Services to support women 2023 £	Total funds 2023 £
Staff costs	404,059	404,059
Depreciation	6,050	6,050
Staff training	3,319	3,319
Staff/Volunteer Welfare	5,895	5,895
Rent	31,456	31,456
Light and heat	2,830	2,830
Equipment	3,314	3,314
IT costs	10,910	10,910
Travel costs	143	143
Legal fees	5,448	5,448
Consulting fees	3,292	3,292
Advertising, marketing and website	3,345	3,345
Telephone and internet	7,762	7,762
Subscriptions	447	447
Postage	25	25
Printing and stationery	1,485	1,485
Facilitator and client welfare costs	16,590	16,590
Cleaning	3,213	3,213
General expenses	2,142	2,142
Insurance	1,805	1,805
	<u>513,530</u>	<u>513,530</u>

Analysis of support costs

	Services to support women 2024 £	Total funds 2024 £
Accountancy fees (including Independent Examiner's fees)	<u>4,779</u>	<u>4,779</u>

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

6. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	Services to support women 2023 £	Total funds 2023 £
Accountancy fees (including Independent Examiner's fees)	5,995	5,995

7. Independent examiner's remuneration

	2024 £	2023 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	1,200	1,200
Fees payable to the Charity's independent examiner in respect of: Accounts preparation and Corporation Tax services	2,220	1,980

8. Staff costs

	2024 £	2023 £
Wages and salaries	494,278	381,349
Social security costs	6,219	17,153
Contribution to defined contribution pension schemes	8,449	5,557
	508,946	404,059

The average number of persons employed by the Charity during the year was as follows:

	2024 No.	2023 No.
Employees	32	27

No employee received remuneration amounting to more than £60,000 in either year.

The total remuneration paid to key management personnel during the year was £142,482 (2023: £99,583).

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 29 February 2024, no Trustee expenses have been incurred (2023 - £NIL).

10. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation			
At 1 March 2023	12,497	20,290	32,787
Additions	-	2,399	2,399
At 29 February 2024	12,497	22,689	35,186
Depreciation			
At 1 March 2023	4,838	7,741	12,579
Charge for the year	2,500	4,447	6,947
At 29 February 2024	7,338	12,188	19,526
Net book value			
At 29 February 2024	5,159	10,501	15,660
At 28 February 2023	7,659	12,549	20,208

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

11. Debtors

	29 February 2024 £	28 February 2023 £
Due within one year		
Trade debtors	-	200
Other debtors	4,648	6,313
Prepayments and accrued income	7,162	12,890
	11,810	19,403

12. Creditors: Amounts falling due within one year

	29 February 2024 £	28 February 2023 £
Trade creditors	2,617	5,976
Other taxation and social security	5,116	6,767
Other creditors	1,809	227
Accruals and deferred income	15,030	11,705
	24,572	24,675

Notes to the Financial Statements
For the Year Ended 29 February 2024

13. Statement of funds

Statement of funds - current year

	Balance at 1 March 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 29 February 2024 £
Unrestricted funds					
General funds	87,979	240,525	(174,947)	7,153	160,710
Restricted funds					
Aspire	4,565	5,586	(10,151)	-	-
Probation	6,956	94,988	(85,891)	-	16,053
Stronger Futures: Safe Space	15,957	20,237	(17,716)	-	18,478
SF DART 22-25	50,924	64,697	(63,031)	-	52,590
Thrive	-	46,440	(17,720)	-	28,720
Support: Empowerment Fund	657	-	-	(657)	-
Domestic abuse/IDVA role	-	10,000	(2,195)	-	7,805
Supp: Live Chat	-	10,000	(5,035)	-	4,965
SCF Crisis fund	925	-	(571)	-	354
Supp: Rotary Club	1,000	-	(1,000)	-	-
Supp: St James' Place	4,575	-	(4,575)	-	-
SCF Wills fund	517	-	(517)	-	-
Support: Toiletries	6,496	-	-	(6,496)	-
Chi: Settlement ADC	7,798	1,867	(8,973)	-	692
Chi: Settlement CDC	7,798	1,867	(8,973)	-	692
NLCF 22-25	12,289	154,453	(162,762)	-	3,980
Eastern European IDVA	37,738	51,070	(50,929)	-	37,879
Restricted - other	1,544	32,719	(18,651)	-	15,612
	159,739	493,924	(458,690)	(7,153)	187,820
Total of funds	247,718	734,449	(633,637)	-	348,530

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

13. Statement of funds (continued)

Restricted funds

Restricted funds - Other is made up of a variety of individual funds that are being tracked by the Charity.

The brought forward balances of the Support: Toiletries and Support: Empowerment funds have been transferred to unrestricted funds in line with the terms of the original donations. These projects have been funded from unrestricted funds during the year.

The purpose of material individual funds are:

Aspire

One-to-one and group coaching in skills and employability, as well as regular 'jog club'.

Probation

Ministry Of Justice Core costs funding covering CEO, COO and Senior Fundraiser posts.

Stronger Futures: Safe Space

One-to-one, medium risk domestic abuse and domestic abuse peer recovery group support.

Stronger Futures: DART 2022 – 2025

NSPCC Domestic Abuse Recovering Together course for mothers and their children (age 7 – 14) to rebuild relationships after there has been domestic abuse in the home. 6 x 10 week course run annually in Bognor, Chichester and Littlehampton.

Thrive

One-to-one and group coaching in skills and employability, as well as a regular "job club".

Support: Empowerment Fund

This client crisis fund provides practical support for clients and covers the cost of toiletries and safety devices (including mobile phones).

Domestic abuse/IDVA role

Funding for our frontline domestic abuse/IDVA role for a year.

Support: Live Chat

Live Chat instant messaging support service, available via our website, during and out of office hours.

SCF Crisis Fund

Used to cover a Complex Needs Workers post.

Support: Rotary Club

A facilitated craft club based in Bognor Regis.

Support: St James' Place

Facilitated anxiety and confidence courses, in-person and via Zoom, and venue hire for these.

Sussex Community Foundation Wills Fund

Covered room hire costs for peer groups.

Support and Wellbeing: Toiletries

Client toiletries purchased for free toiletries we give to our clients.

Chichester: Settlement ADC and CDC

Funding Complex Needs Worker: Resettlement, who works with women who have fled domestic abuse and been housed in the Arun and Chichester Districts.

National Lottery Community Fund (NLCF) 22 - 25

Funding First Response Team (reception, triage and drop-in staff), as well as those staff facilitating

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

13. Statement of funds (continued)

services in Chichester (Service Manager, domestic abuse and welfare).

Stronger Futures: Eastern European IDVA (Independent Domestic Abuse Advocate)

One-to-one medium risk domestic abuse and domestic abuse recovery group support delivered on a 'by and for' basis by members of the Eastern European community, for the Eastern European community. Delivered in Polish, Lithuanian, Latvian, Russian and Ukrainian.

Statement of funds - prior year

	Balance at 1 March 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2023 £
Unrestricted funds					
General funds	174,422	96,472	(183,021)	106	87,979
Restricted funds					
Aspire	808	40,019	(36,262)	-	4,565
Probation	-	6,956	-	-	6,956
Stronger Futures: Safe Space	3,439	40,000	(77,696)	50,214	15,957
SF DART 22-25	-	64,697	(13,773)	-	50,924
Thrive	-	3,181	(3,181)	-	-
Support: Empowerment Fund	1,982	750	(2,075)	-	657
Support: Suicide Prevention	7,815	-	(7,741)	-	74
NLCF	10,598	-	(10,551)	(47)	-
SF: DART	40,961	-	(1,230)	(39,731)	-
SCF Crisis fund	5,998	965	(6,038)	-	925
Supp: Rotary Club	-	1,000	-	-	1,000
Supp: St James' Place	-	4,575	-	-	4,575
SCF Wills fund	3,691	596	(3,770)	-	517
Support: Toiletries	1,762	5,858	(1,124)	-	6,496
Chi: Settlement ADC	-	12,500	(4,702)	-	7,798
Chi: Settlement CDC	-	12,500	(4,702)	-	7,798
Chi: CDC	-	5,801	(5,842)	41	-
NLCF 22-25	-	142,987	(130,744)	46	12,289
Eastern European IDVA	-	51,070	(13,332)	-	37,738
Restricted - other	28,090	240	(16,231)	(10,629)	1,470
	105,144	393,695	(338,994)	(106)	159,739
Total of funds	279,566	490,167	(522,015)	-	247,718

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

14. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 29 February 2024 £	Unrestricted funds 29 February 2024 £	Total funds 29 February 2024 £
Tangible fixed assets	-	15,660	15,660
Current assets	189,949	167,493	357,442
Creditors due within one year	(2,129)	(22,443)	(24,572)
Total	187,820	160,710	348,530

Analysis of net assets between funds - prior period

	Restricted funds 28 February 2023 £	Unrestricted funds 28 February 2023 £	Total funds 28 February 2023 £
Tangible fixed assets	-	20,208	20,208
Current assets	164,414	87,771	252,185
Creditors due within one year	(4,675)	(20,000)	(24,675)
Total	159,739	87,979	247,718

15. Reconciliation of net movement in funds to net cash flow from operating activities

	29 February 2024 £	28 February 2023 £
Net income/expenditure for the period (as per Statement of Financial Activities)	100,812	(31,848)
Adjustments for:		
Depreciation charges	6,947	6,050
Decrease in debtors	7,593	71,195
(Decrease) / Increase in creditors	(103)	11,433
Net cash provided by operating activities	115,249	56,830

**Notes to the Financial Statements
For the Year Ended 29 February 2024**

16. Analysis of cash and cash equivalents

	29 February 2024	28 February 2023
	£	£
Cash in hand	345,632	232,782
Total cash and cash equivalents	345,632	232,782

17. Analysis of changes in net debt

	At 1 March 2023	Cash flows	At 29 February 2024
	£	£	£
Cash at bank and in hand	232,782	112,850	345,632
	232,782	112,850	345,632

18. Operating lease commitments

At 29 February 2024 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	29 February Land and buildings 2024	28 February Land and buildings 2023
	£	£
Not later than 1 year	22,035	21,512
Later than 1 year and not later than 5 years	28,500	4,035
	50,535	25,547

19. Related party transactions

There were no related party transactions during the year requiring disclosure.

MY SISTERS' HOUSE CIO

England & Wales - Charity number 1188070

Accounts

Charity number: 1188070

My Sisters' House CIO
Unaudited Trustees' Report and Financial Statements
for the year ended 28 February 2023



My Sister's House CIO



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My Sisters' House CIO



REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

FOR THE YEAR ENDED 28 FEBRUARY 2023

Trustees

Chair of Trustees - D Smith (Appointed February 2020)

S Collier (Appointed February 2020)

J Hooton (Appointed May 2021 – Resigned December 2022)

H Prescott (Appointed May 2021)

L Hastings (Appointed October 2021)

S Emery (Appointed February 2023)

Registered Charity no. 1188070

Principal office

108b/c London Road
Bognor Regis
PO21 1BD

Accountants

Kreston Reeves
9 Donnington Park
Chichester
PO20 7AJ

The trustees, present their report and the unaudited financial statements for the year ended 28 February 2023.

My Sister's House CIO

Trustees' Report For the year ended 28 February 2023

The financial statements have been prepared in accordance with the accounting policies set out in note 2 to the financial statements and comply with the "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)" (as amended for accounting periods commencing from 1 January 2019) and the Charities Act 2011.

Organisational purpose

The CIO's purpose, as set out in our governing document is to relieve the needs of women in West Sussex who have complex needs - in particular, but not exclusively, who have suffered domestic and/or child abuse -through the provision of information, workshops and support groups.

Objectives and Activities

Our Vision

That no woman within our community should experience abuse, poverty, mental health or other disadvantages without the support that will help them to live healthy lives and realise their full potential.

Our Mission

"Helping women to thrive, not just survive."

To provide a range of support to women from all backgrounds facing all kinds of issues, where their strengths are recognised, their difficulties acknowledged and where they can achieve positive change, they are proud of.

Our Objectives

- To provide specialist facilities for vulnerable and disadvantaged women
- To provide a safe development environment for women to grow both professionally and personally
- To be recognised as a centre of knowledge in understanding the needs of disadvantaged and vulnerable women
- To be an effective, efficient and sustainable organisation

We support vulnerable women in the Arun and Chichester districts, who experience multiple disadvantage due to a combination of complex and overlapping problems, including histories of physical, emotional and sexual abuse, addiction, social isolation, trauma and mental health problems.

We support women who may be having a difficult time in their lives; for example, a recent loss such as bereavement, suffering poverty from unemployment, experiencing relationship breakdown, having been the victim of crime or living with the impact of accident or illness/disability.

We support women with complex needs who may lead chaotic lives, and experience repeated crises. They often lack social confidence, have low self-worth, and feel isolated and outcast from society. This frequently means that they are unable or unwilling to sustain engagement with statutory support agencies.

We work to reduce the factors which affect the ability of women to benefit from the support available to them. This can include an unwillingness to seek help, distrust of helping organisations, perceptions of services as irrelevant, and feelings of hopelessness or not being 'ready' for change or support.

What do we do?

In premises in Bognor Regis and Chichester, we offer the confidential support of specialist staff with knowledge and experience in the fields of domestic abuse, housing and finance, skills and employability, mental health and emotional wellbeing, and welfare.

We help by providing one-to-one keywork and coaching, free counselling, peer support groups, courses and workshops, creative and holistic wellbeing and welfare support and practical support.

Our varied programme of activities and events provides a vital sense of safety and community, which in turn, reduces isolation, improves women's confidence, wellbeing and ability to feel empowered to effect real change. Through our domestic abuse support, we aim to improve safety and break cycles, including inter-generational cycles of trauma and abuse.

My Sister's House CIO

Trustees' Report For the year ended 28 February 2023

We are now open 33+ hours per week (including evenings and weekends) across our two sites. In addition, we offer out-of-hours live messaging support in English and Eastern European languages, via our website.

All services are free of charge to clients.

The support we have offered, in the past year includes:

General support

- All clients are 'triaged' at the point of entry into our service. This includes risk, safeguarding and needs assessment, referral and signposting to in-house and/ or external services. Clients can be triaged face-to-face or over the phone.
- We hold up to 10 open drop-ins per week, across both our sites. (This includes a drop-in for the Eastern European community).
- Our Live Chat online messaging service is available during and outside working hours, in English, Polish and Lithuanian.

Welfare and Wellbeing Support

- Housing & finance advocacy and support, include budgeting, support with benefits claims, rent arrears, housing and accommodation issues.
- One-to-one support.
- Counselling service using qualified and student, in-house volunteer counsellors.
- Art group.
- Craft group.
- Tea & Chat/ social group.
- Online and in-person externally facilitated groups and courses, including the Confidence Course, Anxiety & Me course, and the Being Me peer support mental health toolkit group.
- We work with other organisations, as well as through in-house campaigns, to provide practical support. We give out foodbank vouchers and toiletry packs. We liaise with the local baby bank, to facilitate the receipt of baby goods by our clients. We are able to offer client crisis funds, for clients in urgent need of financial support to facilitate their health or safety. We run a monthly clothing bank, utilised by c. 100 women and girls each month. We work closely with other agencies to source and provide household goods.
- We host an annual Christmas gifting event.

Domestic Abuse Support

- One-to-one keywork (including risk assessment and review, safety planning, exploring options, advocacy, multi-agency working, signposting and referral) for those at medium risk of serious harm. This is available in English and Polish.
- Stronger Futures peer support group for those recovering from the effects of domestic abuse.
- The NSPCC Domestic Abuse Recovering Together (DART) programme, for mothers and their children to rebuild their relationships, when there has been domestic abuse at home.
- Healthy Relationships and Boundaries course.
- One-to-one resettlement support for those clients who have been accommodated in the area, having fled domestic abuse.

Skills and Employability

- One-to-one coaching sessions.
- Skills and self-esteem building course.
- Employability course.
- Job Club.
- Family holiday club sessions.

My Sister's House CIO

Trustees' Report For the year ended 28 February 2023

Partner agencies

We host, and are supported by, a number of external agencies to support our clients. This year, these have included:

- Chichester Forest School, who facilitate a weekly Wellbeing Walk for our clients, in the Southdowns National Park.
- Pregnancy Options, who facilitate monthly drop-ins from our premises.
- Narcotics Anonymous who run a weekly group from our premises.
- NHS Sexual Health clinic, who facilitate monthly drop-ins in our premises.
- Yada, The Esther Project, who support women working in the sex industry, hold monthly drop-ins in our premises.
- A local solicitors' firm who offer our clients' free consultations in relation to family law/ domestic abuse.
- The local NCT baby bank who provide our clients with 'baby bundles' to support them and their children.
- Bognor Regis and Chichester Food Banks, who provide our clients with food bank vouchers.
- Chichester Harbour Rotary Club, who provide our clients with homewares and furniture.

Volunteers

As well as 31 paid members of staff, we now have approximately 45 volunteers, representing thousands of hours of volunteer time, each year, and providing the organisation with enormous social value. Volunteers are integral to the work of My Sisters' House. We have a volunteer facilitated Wellbeing Team, who offer a step-down support service for our clients, once they have finished their main pieces of work with our staff. Volunteers support our staff to facilitate our groups, courses and workshops, as well as drop-ins. We have volunteer administrators, and volunteers who support the organisation and running of events. We are proud that a number of our volunteers have been successful in obtaining paid roles within the organisation.

Structure, Governance and Management

On 1st March 2020, My Sisters' House converted from a CIC (Community Interest Company) to a CIO (Charitable Incorporated Organisation). We adopted our memorandum and articles of association as My Sisters' House CIO on this date. In addition, the existing Directors of My Sisters' House CIC became the Trustees of My Sisters House CIO.

Our Chair is an experienced and skilled Chair, who is also involved with another trust, and our other Trustees are recruited for their range of professional skills and experience. (We have Trustees with expertise in HR, business, media, and finance). Our trustee recruitment process is a three-part process: firstly, we would welcome a CV from an interested party. We then invite them for discussions with both our CEO and Chair of Trustees and the prospective Trustee would be asked to complete a skills audit. They would be invited to meet the CEO, in person and view the centre/s. Thirdly, we would invite them to attend one of our board meetings. Following the board meeting, existing Trustees would discuss their suitability before welcoming them to join the Board.

Following recruitment, our Trustees are invited to attend a Senior Management Team meeting, and to join a sub-committee which is appropriate to their skill set.

The Board of Trustees delegates day-to-day management of My Sisters' House to the CEO. Our Founder CEO, Julie Budge left in February 2022, whilst retaining certain duties until such time as a suitable replacement was recruited. Lucy Budge (no relation to Julie) took over as CEO in June 2022.

The Senior Management and Management Teams were further re-structured in June 2022, to reflect the continued organisational growth, and strategic development of the charity. Lucy is now assisted in her duties by a Chief Operations Officer (appointed in March 2022), a Business Manager (appointed in May 2022), a Chief Finance Officer who is a chartered accountant (appointed in September 2022) and a Senior Fundraiser (appointed in November 2022).

There are currently three Service Managers, and three Team Leads. This restructure also allows for more professional progression through the organisation. Fortnightly Senior Management Team meetings and weekly Operational Management meetings are held, with key information escalated to the SMT and Board meetings, respectively.

My Sister's House CIO

Trustees' Report For the year ended 28 February 2023

The Senior Management Team salaries were originally set using the NJC pay scales from 2021. In January 2023, all staff were awarded a 3% pay rise, in recognition of the increased cost of living, and having been awarded this 3% by one of our major funders. Staff are not guaranteed annual pay increases. Any Senior Management Team (SMT) pay reviews will occur in line with performance review, and in conjunction with reviews of the cost of living, and charity finances. The CEO will make recommendations to the Board for SMT salary review.

The Chair of the Board of Trustees will make recommendations to the Board for CEO salary review.

Staff all receive a comprehensive induction, and safeguarding training, as well as any additional training relevant to their roles. All staff attend a twice-yearly whole staff training day and staff meeting, in

Financial Review

The Charity are currently holding unrestricted funds at the year-end totalling £87,979. Details of our reserves policy are below.

As last year, restricted funding for some of the job roles has now come to an end. However, the requirement for the posts has not. In fact, the roles are more important than ever, as demand for our services is higher than ever. Whilst we hope that funding can be obtained to secure these roles into the future, the Board recognise that a break in client services whilst seeking funding would be detrimental to the charity's objectives. The Board has therefore agreed that certain roles can continue to be funded from unrestricted funding, until such time as dedicated funding is secured for these roles. This is regularly reviewed at Board and Finance & HR sub-committee meetings, to ensure the necessity of critical roles.

We now have a dedicated fundraising team, whose primary focus is on generating revenue for My Sisters' House, in line with our fundraising strategy and strategic aims.

Three Senior Management roles within the organisation (CEO, COO, Senior Fundraiser) are currently funded by Ministry of Justice Funding until October 2025. Other core roles including the Business Manager, Chief Finance Officer, Marketing and Communications Officer, Domestic Abuse Service Manager, Volunteer Coordinator and Community Fundraiser and Events Officer are funded through unrestricted funds.

Holding unrestricted funds allows the Board to be more risk averse as it allows us to make long term decisions (such as around staff recruitment and premises), without the need for a break in client services whilst further funding is obtained.

Risk

We have recently undertaken a full review of the risk register, to reflect the growth of the charity, and the context of the cost-of-living crisis. All areas of risk have been reviewed, and systems and procedures are in place to manage those risks. The risk register will be reviewed quarterly, by the Board.

A newly reviewed financial procedures manual also takes financial risk management into consideration. This will be reviewed annually by the Chief Finance Officer and the Finance and Human Resources Sub-Committee.

Reserves Policy

"It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Charity to continue to deliver its range of services during periods of lower income and meet all responsibilities in the case of closure.

My Sisters' House CIO has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six month's expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services.

My Sister's House CIO

Trustees' Report For the year ended 28 February 2023

The view of the Trustees for the year is that the overall position of the charity and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as necessary.

This level of reserves had been achieved at the year end. The total funds held at the balance sheet date were £247,718 (2022: £279,565) which includes £159,739 (2022: £105,144) held in restricted funds and £20,208 (2022: £22,676) held as tangible fixed assets. This gives free reserves of £67,771 (2022: £151,745)."

Achievements and performance

Criteria and measures used to assess our success during this financial year include the end of month, and end of year statistics, produced by our Business Manager. These measure our progress and growth against previous years, in terms of client numbers, activities, outcomes and recording.

The Housing and Finance Team also record their monthly and annual financial gain, illustrating the financial difference they make to clients in real terms.

Our domestic abuse team measures change/ reduction in domestic abuse risk using the Domestic Abuse Stalking and Harassment Risk Indicator Checklist (DASH RIC) nationally recognised tool.

Other teams within the organisation measure client progress using the Triangle Outcomes Stars; most notably the Pathways and Empowerment Stars.

More qualitatively, we also record all client feedback and testimonials, and these are collated monthly. As stated below, we are developing our client feedback process, and are working to increase the voice of the client in our service development.

Glossary

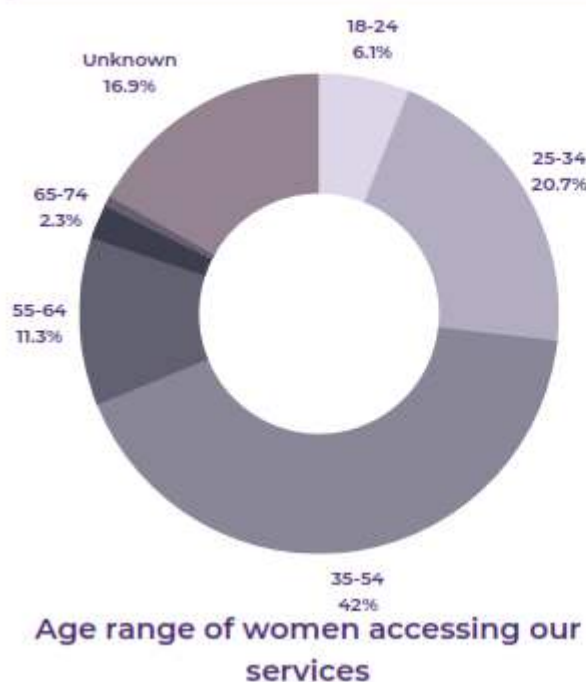
DASH	Domestic abuse, stalking and 'Honour'-based violence (Risk indicator check)
ISSP	Individual support and safety plan
IFD Child	Integrated Front Door
MARAC	Multi agency risk assessment conference
PIP	Personal Independence Payment

Achievements and performance

1 March 2022 until 28 February 23



1387 new clients accessed our services or reengaged with us

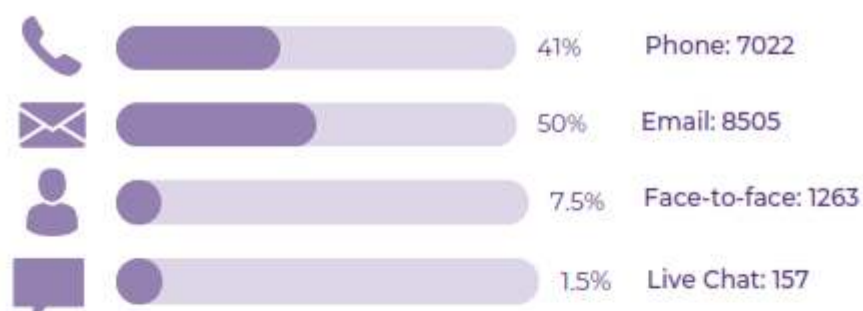


471 (average)
LIVE clients per month
13% Chichester
87% Bognor



36%
suffering or recovering
from domestic abuse

How women access our services

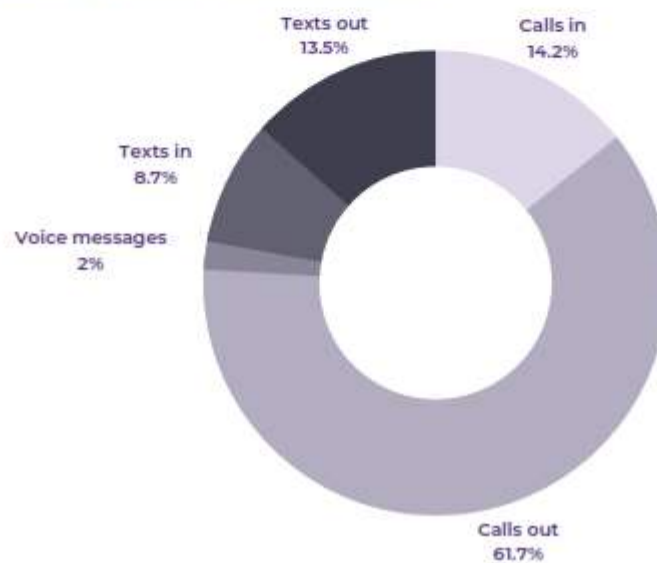


1512
Clients Triaged



949
Drop-ins

Breakdown of phone interactions:



Type of support provided

435 Safeguarding Referrals

DASH/ISSP	349
MARAC	72
IFD Child	14

71 Safety Planning sessions

244

Housing
Advocacy

139

PIP
Advocacy

£511K

Benefit
gain

84

Solicitor
appointments

115

Employability
Sessions



My Sister's House CIO

Trustees' Report For the year ended 28 February 2023

"The group and the women I have met are amazing - listening to their stories makes me want to try harder to get better."

"All the work I have done with you made me ready for this wonderful clarity of direction. I recall the image of the Elephant with the rope and that helps me steady my doubt instantly. So, thank you for that. In fact, thank you for everything."

"You are the key to opening up the door without you we wouldn't be where we are as a family."



The past 12 months and moving forwards

The past 12 months have seen another period of great change and development for My Sisters' House. The stepping down of our Founder CEO was a milestone in the life of the organisation. We have also continued to see exponential growth in terms of our new client numbers, whilst navigating a cost-of-living crisis, where the voluntary sector is notoriously under unprecedented pressure, and recruitment in the sector is anecdotally harder across the board. We have continued to be responsive to the needs of our clients, and are developing our services increasingly in line with client, volunteer and staff feedback. We are developing our client feedback processes and are working on a client evaluation form.

We have been lucky enough to be supported this year, by a number of funds, from statutory agencies such as the Sussex Police and Crime Commissioner and Arun and Chichester District Council, and larger funders such as Aspire, National Lottery Fund, St James' Place and Garfield Weston Foundation, to smaller funders such as Charity Job, and our ever-invaluable donors.

Our Chichester 'hub' has seen rapidly growing need, and awareness of our support provision in Chichester is growing. Further funding from Hyde will enable us to move to new, larger premises in Chichester, when our current lease expires in summer 2023. We will then be able to bring all groups in-house, and facilitate drop-ins and groups, as well as staff meetings and support in more private spaces. From here, we hope to be able to grow and develop our Chichester provision, with more staff facilitating more drop-ins. We hope that having the new premises will help us to secure the funding to do this.

We have expanded our training offer and have delivered training to students at Chichester University, Nature's Way Foods (these are both part of a regular programme of training with these organisations, now), and Arun District Council.

My Sister's House CIO

Trustees' Report

For the year ended 28 February 2023

We are increasing our number of partnerships and sponsors. Following liaison and networking, we have plans in place to work more closely in partnership with UK Harvest, the Probation Service, Survivors' Network and Safe in Sussex. Our Stronger Futures domestic abuse peer support recovery group is now being facilitated monthly within a local refuge. We hope that having created the new role of 'Community Fundraising and Events Coordinator', we can increase our community and corporate profile, and the opportunities therein.

In line with our strategic aims, we wish to reach more of those clients in the more rural/ isolated areas of the districts we cover, including Midhurst, Selsey, Petworth, the Wittering's in the Chichester District and Arundel and Littlehampton in the Arun District. We hope that partnership working with organisations such as the Probation Service and UK Harvest will enable us to do this, as well as improving other local links with community organisations and provisions, in these areas.

We also hope to increase our Eastern European domestic abuse support provision, to include a second team member, speaking additional languages to those already available, and expanding our support provision to include a recovery group.

Two more of our staff team are currently undergoing their Safe Lives IDVA (Independent Domestic Violence Advocate) training. Once completed, we will have 5 qualified IDVAS on the team.

We have identified the IT infra-structure needs we now have, as befit a growing organisation, and following a period of research and consultation, have identified the company who will provide these, subject to funding.

Public Benefit

The Trustees confirm that they have had regard for the Charity Commission's guidance on public benefit when reviewing their aims, objectives and activities, and are satisfied that they fully meet it.

Conclusion

The Board of Trustees wishes to express thanks to all staff and volunteers who consistently work so hard to provide such high quality support to our clients, in the face of challenges and an unpredictable broader landscape. We are also ever grateful to our funders, large and small, for invaluable resources, which enable us to remain responsive in meet changing and increasing need.

Approved by order of the members of the board of Trustees on and signed on their behalf by:



D Smith
Trustee

12 December 2023

My Sisters' House CIO

Independent Examiner's Report For the Year Ended 28 February 2023

Independent Examiner's Report to the Trustees of My Sisters' House CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 28 February 2023.

Responsibilities and Basis of Report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Charity'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

**Independent Examiner's Report (continued)
For the Year Ended 28 February 2023**

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:  Dated: 13 December 2023
Lucy Hammond BSc FCA

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex
PO20 7AJ

Statement of financial activities
For the Year Ended 28 February 2023

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	5,273	56,725	61,998	81,133
Charitable activities	4	388,422	39,361	427,783	418,170
Other income	5	-	386	386	1
Total income		393,695	96,472	490,167	499,304
Expenditure on:					
Raising funds		-	2,490	2,490	2,359
Charitable activities	6	338,994	180,531	519,525	531,715
Total expenditure		338,994	183,021	522,015	534,074
Net income/(expenditure)		54,701	(86,549)	(31,848)	(34,770)
Transfers between funds	13	(106)	106	-	-
Net movement in funds		54,595	(86,443)	(31,848)	(34,770)
Reconciliation of funds:					
Total funds brought forward		105,144	174,422	279,566	314,336
Net movement in funds		54,595	(86,443)	(31,848)	(34,770)
Total funds carried forward		159,739	87,979	247,718	279,566

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 17 to 31 form part of these financial statements.

My Sisters' House CIO

Balance Sheet As at 28 February 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	10	20,208	22,676
		<u>20,208</u>	<u>22,676</u>
Current assets			
Debtors	11	19,403	90,598
Cash at bank and in hand		232,782	179,534
		<u>252,185</u>	<u>270,132</u>
Creditors: amounts falling due within one year	12	(24,675)	(13,242)
		<u>227,510</u>	<u>256,890</u>
Net current assets			
		<u>247,718</u>	<u>279,566</u>
Total assets less current liabilities			
		<u>247,718</u>	<u>279,566</u>
Total net assets			
		<u>247,718</u>	<u>279,566</u>
Restricted funds	13	159,739	105,144
Unrestricted funds	13	87,979	174,422
		<u>247,718</u>	<u>279,566</u>
Total funds			
		<u>247,718</u>	<u>279,566</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



D Smith
Trustee
Date: 12/12/2023

The notes on pages 17 to 31 form part of these financial statements.

My Sisters' House CIO

Statement of Cash Flows For the Year Ended 28 February 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash used in operating activities	16	56,830	(126,641)
Cash flows from investing activities			
Purchase of tangible fixed assets		(3,582)	(15,766)
Net cash used in investing activities		(3,582)	(15,766)
Change in cash and cash equivalents in the year		53,248	(142,407)
Cash and cash equivalents at the beginning of the year		179,534	321,941
Cash and cash equivalents at the end of the year	17	232,782	179,534

The notes on pages 17 to 31 form part of these financial statements

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

1. General information

My Sisters' House CIO is a charitable incorporated organisation.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

My Sisters' House CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate ie whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	20% Straight line
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2.6 Debtors

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

2.7 Cash at bank and in hand

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

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

2. Accounting policies (continued)

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.9 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.

2.10 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Notes to the Financial Statements
For the Year Ended 28 February 2023

3. Income from donations and legacies

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Donations	5,273	56,725	61,998
	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Donations	4,128	74,600	78,728
Legacies	-	2,405	2,405
	4,128	77,005	81,133

4. Income from charitable activities

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Income from charitable activities - Trading	-	1,980	1,980
Income from charitable activities - Grants	388,422	37,381	425,803
	388,422	39,361	427,783
	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Income from charitable activities - Trading	-	4,660	4,660
Income from charitable activities - Grants	404,285	9,225	413,510
	404,285	13,885	418,170

Notes to the Financial Statements
For the Year Ended 28 February 2023

5. Other incoming resources

	Unrestricted funds 2023 £	Total funds 2023 £
Bank interest received	386	386

	Unrestricted funds 2022 £	Total funds 2022 £
Bank interest received	1	1

6. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Direct costs	513,530	5,995	519,525

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Direct costs	524,841	6,874	531,715

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

6. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Activities 2023 £	Total funds 2023 £
Staff costs	404,059	404,059
Depreciation	6,050	6,050
Staff training	3,319	3,319
Staff/Volunteer Welfare	5,895	5,895
Rent	31,456	31,456
Light and heat	2,830	2,830
Equipment	3,314	3,314
IT costs	10,910	10,910
Travel costs	143	143
Legal fees	5,448	5,448
Consulting fees	3,292	3,292
Advertising, marketing and website	3,345	3,345
Telephone and internet	7,762	7,762
Subscriptions	447	447
Postage	25	25
Printing and stationery	1,485	1,485
Facilitator and client welfare costs	16,590	16,590
Cleaning	3,213	3,213
General expenses	2,142	2,142
Insurance	1,805	1,805
	513,530	513,530

Included within direct costs is expenditure from restricted funds of £338,996 (2022: £384,242).

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

6. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	Activities 2022 £	Total funds 2022 £
Staff costs	388,254	388,254
Depreciation	4,731	4,731
Staff training	3,821	3,821
Staff/Volunteer Welfare	2,042	2,042
Rent	23,339	23,339
Light and heat	3,257	3,257
Equipment	1,090	1,090
IT costs	11,454	11,454
Travel costs	45	45
Legal fees	7,843	7,843
Consulting fees	2,223	2,223
Advertising, marketing and website	2,705	2,705
Telephone and internet	7,200	7,200
Subscriptions	35	35
Postage	103	103
Printing and stationery	1,642	1,642
Facilitator and client welfare costs	20,987	20,987
Cleaning	2,761	2,761
General expenses	18,988	18,988
Full Cost Recovery Contribution	20,155	20,155
Insurance	2,166	2,166
	<u>524,841</u>	<u>524,841</u>

Analysis of support costs

	Activities 2023 £	Total funds 2023 £
Accountancy fees	<u>5,995</u>	<u>5,995</u>

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

6. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	Activities 2022 £	Total funds 2022 £
Accountancy fees	6,874	6,874

7. Independent examiner's remuneration

	2023 £	2022 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	1,200	2,400
Fees payable to the Charity's independent examiner in respect of:		
Accounts preparation services	1,980	1,200
All other services not included above	-	2,384

8. Staff costs

	2023 £	2022 £
Wages and salaries	381,349	362,210
Social security costs	17,153	20,255
Contribution to defined contribution pension schemes	5,557	5,789
	404,059	388,254

The average number of persons employed by the Charity during the year was as follows:

	2023 No.	2022 No.
Employees	27	22

No employee received remuneration amounting to more than £60,000 in either year.

The total remuneration paid to key management personnel during the year was £99,583 (2022: £59,334).

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 28 February 2023, no Trustee expenses have been incurred (2022 - £NIL).

10. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation			
At 1 March 2022	12,497	16,708	29,205
Additions	-	3,582	3,582
At 28 February 2023	12,497	20,290	32,787
Depreciation			
At 1 March 2022	2,339	4,190	6,529
Charge for the year	2,499	3,551	6,050
At 28 February 2023	4,838	7,741	12,579
Net book value			
At 28 February 2023	7,659	12,549	20,208
At 28 February 2022	10,158	12,518	22,676

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

11. Debtors

	2023	2022
	£	£
Due within one year		
Trade debtors	200	10,019
Other debtors	6,313	3,226
Prepayments and accrued income	12,890	77,353
	<u>19,403</u>	<u>90,598</u>

12. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	5,976	3,326
Other taxation and social security	6,767	4,961
Other creditors	227	69
Accruals and deferred income	11,705	4,886
	<u>24,675</u>	<u>13,242</u>

Notes to the Financial Statements
For the Year Ended 28 February 2023

13. Statement of funds

Statement of funds - current year

	Balance at 1 March 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2023 £
Unrestricted funds					
General funds	174,422	96,472	(183,021)	106	87,979
Restricted funds					
Aspire	808	40,019	(36,262)	-	4,565
Probation	-	6,956	-	-	6,956
Stronger Futures: Safe Space	3,439	40,000	(77,696)	50,214	15,957
SF DART 22-25	-	64,697	(13,773)	-	50,924
Support: PWC SPF	-	3,181	(3,181)	-	-
Support: Empowerment Fund	1,982	750	(2,075)	-	657
Support: Suicide Prevention	7,815	-	(7,741)	-	74
National Lottery Community Fund	10,598	-	(10,551)	(47)	-
SF: DART	40,961	-	(1,230)	(39,731)	-
SCF Crisis fund	5,998	965	(6,038)	-	925
Supp: Rotary Club	-	1,000	-	-	1,000
Supp: St James' Place	-	4,575	-	-	4,575
SCF Wills fund	3,691	596	(3,770)	-	517
Support: Toiletries	1,762	5,858	(1,124)	-	6,496
Chi: Settlement ADC	-	12,500	(4,702)	-	7,798
Chi: Settlement CDC	-	12,500	(4,702)	-	7,798
Chi: CDC	-	5,801	(5,842)	41	-
NLCF 22-25	-	142,987	(130,744)	46	12,289
Eastern European IDVA	-	51,070	(13,332)	-	37,738
Restricted - other	28,090	240	(16,231)	(10,629)	1,470
	105,144	393,695	(338,994)	(106)	159,739
Total of funds	279,566	490,167	(522,015)	-	247,718

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

13. Statement of funds (continued)

Restricted funds

Restricted funds - Other is made up of a variety of individual funds that are being tracked by the Charity.

Transfers have been made between the DART, Sussex Police and Crime Commissioner and Ministry of Justice Covid funds to correct the allocation of expenditure between restricted funds in previous periods.

Transfers have been made between restricted funds and general funds to reflect expenditure incurred in previous periods from those restricted funds.

The purpose of material individual funds are:

Aspire

One-to-one and group coaching in skills and employability, as well as regular 'jog club'.

Probation

Ministry Of Justice Core costs funding covering CEO, COO and Senior Fundraiser posts.

Stronger Futures: Safe Space

One-to-one, medium risk domestic abuse and domestic abuse peer recovery group support.

Stronger Futures: DART 2022 – 2025

NSPCC Domestic Abuse Recovering Together course for mothers and their children (age 7 – 14) to rebuild relationships after there has been domestic abuse in the home. 6 x 10 week course run annually in Bognor, Chichester and Littlehampton.

Support: Empowerment Fund

This client crisis fund provides practical support for clients and covers the cost of toiletries and safety devices (including mobile phones).

Support and Wellbeing: Suicide Prevention

Live Chat instant messaging support service, available via our website, during and out of office

Support and Wellbeing: National Lottery Community Fund 2022 – 2025 Funding First Response Team (reception, triage and drop-in staff), as well as those staff facilitating services in Chichester (Service Manager, domestic abuse and welfare.)

SCF Crisis Fund

Used to cover a Complex Needs Workers post.

Support: Rotary Club

A facilitated craft club based in Bognor Regis.

Support and Wellbeing: St James' Place

Facilitated anxiety and confidence courses, in-person and via Zoom, and venue hire for these.

Sussex Community Foundation Willis Fund

Covered room hire costs for peer groups.

Support and Wellbeing: Toiletries

Client toiletries purchased for free toiletries we give to our clients.

Chichester: Settlement ADC and CDC

Funding Complex Needs Worker: Resettlement, who works with women who have fled domestic abuse and been housed in the Arun and Chichester Districts.

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

13. Statement of funds (continued)

Chichester: CDC

Grant received to cover the cost of courses and peer groups.

Stronger Futures: Eastern European IDVA (Independent Domestic Abuse Advocate)

One-to-one medium risk domestic abuse and domestic abuse recovery group support delivered on a 'by and for' basis by members of the Eastern European community, for the Eastern European community. Delivered in Polish, Lithuanian, Latvian, Russian and Ukrainian.

14. Summary of funds

Summary of funds - current year

	Balance at 1 March 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2023 £
General funds	174,422	96,472	(183,021)	106	87,979
Restricted funds	105,144	393,695	(338,994)	(106)	159,739
	<u>279,566</u>	<u>490,167</u>	<u>(522,015)</u>	<u>-</u>	<u>247,718</u>

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	20,208	20,208
Current assets	164,414	87,771	252,185
Creditors due within one year	(4,675)	(20,000)	(24,675)
Total	<u>159,739</u>	<u>87,979</u>	<u>247,718</u>

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

15. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	22,676	22,676
Current assets	111,521	158,611	270,132
Creditors due within one year	(6,377)	(6,865)	(13,242)
Total	105,144	174,422	279,566

16. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net expenditure for the year (as per Statement of Financial Activities)	(31,848)	(34,770)
Adjustments for:		
Depreciation charges	6,050	4,731
(Increase) / Decrease in debtors	71,195	(89,128)
Increase / (Decrease) in creditors	11,433	(7,474)
Net cash provided by/(used in) operating activities	56,830	(126,641)

17. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	232,782	179,534
Total cash and cash equivalents	232,782	179,534

**Notes to the Financial Statements
For the Year Ended 28 February 2023**

18. Analysis of changes in net debt

	At 1 March 2022	Cash flows	At 28 February 2023
	£	£	£
Cash at bank and in hand	179,534	53,248	232,782
	179,534	53,248	232,782

19. Operating lease commitments

At 28 February 2023 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Land and buildings 2023 £	Land and buildings 2022 £
Not later than 1 year	21,512	16,140
Later than 1 year and not later than 5 years	4,035	20,175
	25,547	36,315

20. Related party transactions

There were no related party transactions during the year requiring disclosure.

MY SISTERS' HOUSE CIO

England & Wales - Charity number 1188070

Accounts

MY SISTERS' HOUSE CIO

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2022

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MY SISTERS' HOUSE CIO

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 28 FEBRUARY 2022

Trustees	D Smith G Austin-Hogg (resigned 6 October 2021) S Collier J Hooton (appointed 26 May 2021) S Beeby (appointed 21 July 2021, resigned 11 May 2022) H Prescott (appointed 26 May 2021) L Hastings (appointed 6 October 2021)
Charity registered number	1188070
Principal office	108bc London Road Bognor Regis PO21 1BD
Accountants	MHA MacIntyre Hudson Chartered Accountants Moorgate House 201 Silbury Boulevard Milton Keynes Buckinghamshire MK9 1LZ

**TRUSTEES' REPORT
FOR THE YEAR ENDED 28 FEBRUARY 2022**

The trustees, present their report and the unaudited financial statements for the year ended 28 February 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 2 to the financial statements and comply with the "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)" (as amended for accounting periods commencing from 1 January 2019) and the Charities Act 2011.

Structure, Governance and Management

On 1st March 2020, My Sisters' House converted from a CIC (Community Interest Company) to a CIO (Charitable Incorporated Organisation). We adopted our memorandum and articles of association as My Sisters' House CIO on this date. In addition, the existing Directors of My Sisters' House CIC became the Trustees of My Sisters House CIO.

The Chair of the Board of Trustees is an extremely experienced Chair, who is also a Trustee of other charities. We have a Trustee who has a wealth of experience in services to women and a Trustee who is a qualified accountant. Our HR Trustee had to resign from her position in May 2022, due to a professional conflict of interest. We have identified gaps in HR, legal and IT, which we are seeking to fill. We feel that the support we get from our external IT consultant is currently sufficient, however, we are still actively seeking Trustees with skills in HR and legal. Our trustee recruitment process is a three part process: firstly we would welcome a CV from an interested party, we would then invite them for discussions with both our CEO and Chair of Trustees. Thirdly, we would invite them to attend one of our board meetings. Following the board meeting, existing Trustees would discuss their suitability before welcoming them to join the Board.

The Board of Trustees delegates day-to-day management of My Sisters' House to the CEO. During the latter part of 2021, the Founder CEO, Julie Budge announced her intention to retire from the organisation. She left in February 2022, whilst retaining certain duties until such time as a suitable replacement was recruited. Following a management restructure, and organisational growth, Julie has been assisted in her role this year by a Chief Operations Officer (COO), an Office Manager and three Service Managers.

Financial Review

The Charity are currently holding unrestricted funds at the year end totalling £193,045.

This is higher than we would expect to hold in unrestricted reserves (which we would expect to be around three months of running costs - currently in the region of £125,000).

The £100,000 donated to us in the last financial year by our Patron, Dame Julie Walters has enabled us to fund and open our second premises in Chichester, as hoped, and in line with our strategic aims.

Restricted funding for some of the job roles has now come to an end, however the requirement for the posts has not. In fact, the roles are more important than ever, as demand for our services continues to grow. Whilst we hope that funding can be obtained to secure these roles into the future, the Board recognise that a break in client services whilst seeking funding would be detrimental to the charities objectives. The Board has therefore agreed that certain roles can continue to be funded from unrestricted funding, until such time as dedicated funding is secured for these roles. This is regularly reviewed at Board and Finance & HR sub-committee meetings, to ensure the necessity of critical roles.

The Senior Management roles within the organisation (CEO, COO, Office Manager) are currently funded through unrestricted funds.

Holding unrestricted funds allows the Board to be risk averse as it allows us to make long term decisions (such as around staff recruitment and premises), without the need for a break in client services whilst further funding is obtained.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022**

Reserves Policy

"It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Charity to continue to deliver its range of services during periods of lower income and meet all responsibilities in the case of closure.

My Sisters' House CIO has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six month's expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services.

The view of the Trustees for the year is that the overall position of the charity and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as necessary.

This level of reserves had been achieved at the year end. The total funds held at the balance sheet date were £279,566 (2021: £314,336) which includes £86,521 (2021: £122,497) held in restricted funds and £22,676 (2021: £11,641) held as tangible fixed assets. This gives free reserves of £193,045 (2021: £191,839)."

Objectives and Activities

Our Vision

That no woman within our community should experience abuse, poverty, mental health or other disadvantages without the support that will help them to live healthy lives and realise their full potential.

Our Mission

"Helping women to thrive, not just survive."

To provide a range of support to women from all backgrounds facing all kinds of issues, where their strengths are recognised, their difficulties acknowledged and where they can achieve positive change they are proud of.

Our Objectives

- To provide specialist facilities for vulnerable and disadvantaged women
- To provide a safe development environment for women to grow both professionally and personally
- To be recognised as a centre of knowledge in understanding the needs of disadvantaged and vulnerable women
- To be an effective, efficient and sustainable organisation

We support vulnerable women who experience multiple disadvantage due to a combination of complex and overlapping problems including histories of physical, emotional and sexual abuse, drug and alcohol addiction, trauma, and mental health problems.

We support women who may be having a difficult time in their lives – a recent loss such as bereavement, suffering poverty from unemployment, relationship breakdown, are the victim of crime, or living with the impact of accident or illness/disability.

We support women with complex needs who may lead chaotic lives, and 'move from one crisis to another.' They often lack social confidence, have low self-worth, and feel isolated and outcast from society. This frequently means that they are unable or unwilling to sustain engagement with mainstream support agencies.

We work to reduce the factors which affect the ability of women to benefit from the support available to them. This can include an unwillingness to seek help, distrust of helping organisations, perceptions of services as irrelevant, and feelings of hopelessness or 'not being ready.'

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022**

WHAT DO WE DO?

We offer the support of specialist staff with knowledge and experience in the fields of domestic abuse, employment support and training, and benefit applications and other financial appeals.

We help by providing one-to-one keyworking, peer groups, courses in building confidence and skills, and dealing with anxiety, and we offer counselling to those who need it.

We run a course for mothers and children to help them recognise and overcome the lasting effects of domestic abuse.

We give out foodbank vouchers, clothing vouchers and bags of toiletries. We liaise with the local baby bank, to facilitate the receipt of baby goods by our clients. We are able to offer client crisis funds, for clients in urgent need of financial support to facilitate their health or safety. We now run a monthly clothing bank, utilised by c. 100 women and girls each month.

Our varied programme of activities and events provides a vital sense of safety and community, which in turn, improves women's confidence, wellbeing and ability to feel empowered to effect real change.

We continue to offer both group and one-to-one support in person, online and via the telephone.

We are now open 30+ hours per week (including evenings and weekends) across our two sites.

GENERAL SERVICES: advice, support, training and workshops for all women

- Triage at point of entry into service, for all women (including risk and needs assessment, referral and signposting, externally or 'in-house')
- Drop-in sessions/live chat for advice on any issues and to self-refer to our services
- Confidence courses, Overcoming Anxiety Together programme, Breathwork sessions.
- Financial advocacy and support with benefits claims
- Crafternoon peer group
- Tea and Talk sessions for any woman isolated and in need of company
- Counselling using qualified in-house volunteer counsellors
- Free toiletries/sanitary products, foodbank vouchers, clothing vouchers
- Other support eg Christmas gifting, emergency funding, baby bank liaison, clothing bank, supermarket vouchers

STRONGER FUTURES: support for women who are living with or are in recovery of domestic abuse

- Drop-in support (risk assessment, referral and immediate safety planning)
- One-to-one sessions and casework (for as long as required, no time limit.)
- Stronger Futures peer group
- DART (Domestic Abuse Recovery Together): 10-week programme for mum and child

STEP FORWARD: increasing women's employability with mentoring and support

- One-to-one sessions and life coaching
- Employability workshops
- Visualisation, mindfulness and creativity sessions
- Family 'Play and Learn' sessions

To date, 135 women have completed their programme of work with us, 56 of whom have moved into employment, 27 into education and 8 were job searching and we continue to support 29 women currently. Many of the women who seek our support are those who are furthest from the job market, having experienced extended periods of unemployment, low levels of educational attainment, and low levels of basic skills.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

Achievements and performance

Achievements and performance

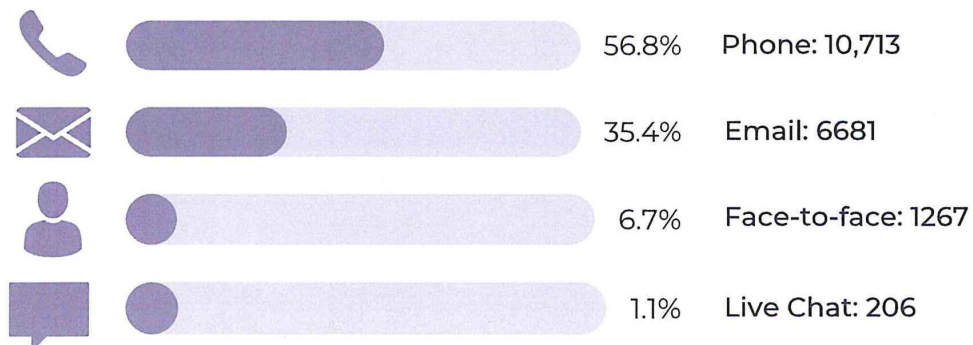
1 March 2021 until 28 February 22



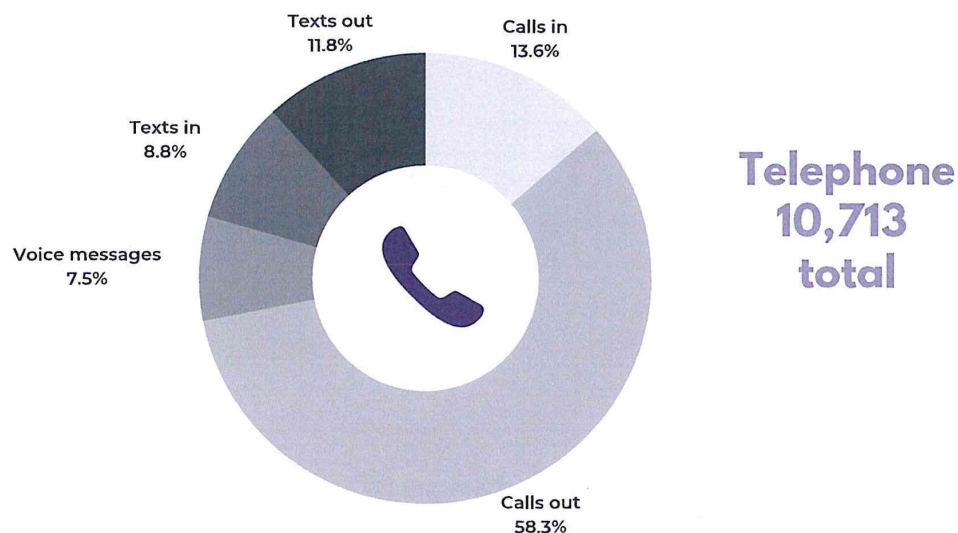
1378

new clients accessed
our services

How women access our services

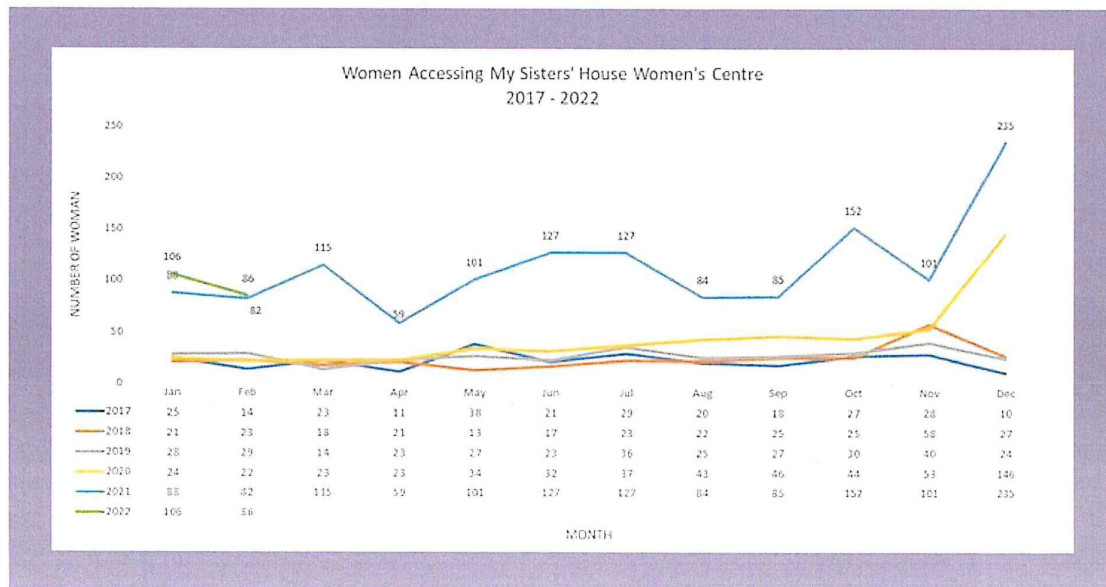


Breakdown of phone interactions:



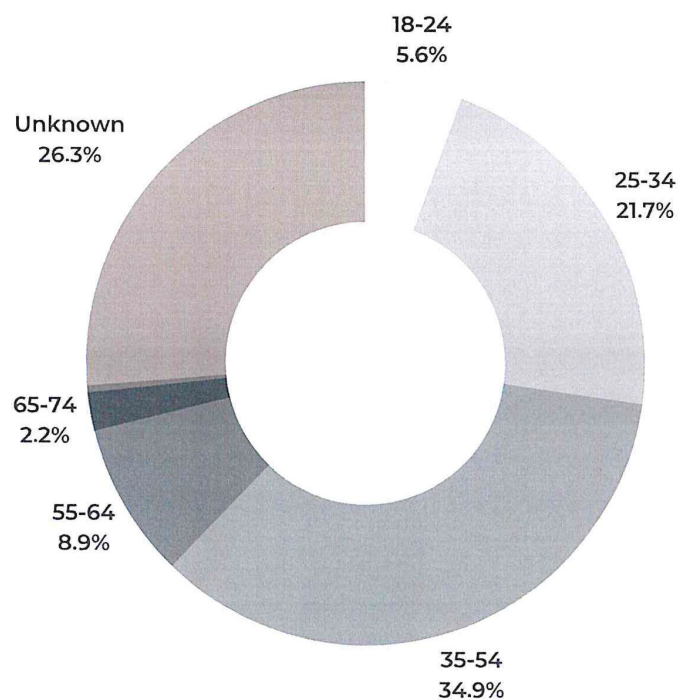
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

Who uses our services?



39%

suffering or
recovering
from domestic
abuse



Age range of women accessing our
services

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

Type of support provided

171

PIP assessments

53

Universal credit

84

Solicitor appointments



507 children received
Christmas presents through
our Christmas Gifting event

The past 12 months:

Despite the ongoing challenges presented by Covid and its legacy, we have continued to grow and develop our services and provision. We have continued to benefit from short-term Covid funding, and have supported an unprecedented 1378 new clients in this financial year, which truly represents the growing scale of local need. October and December were our busiest months, as Covid restrictions were lifted in October and December saw our large-scale Christmas gifting event.

In September 2021, we were awarded funding by the Ministry of Justice (Office for the Sussex Police Crime Commissioner) to fund a Complex Needs Worker for the Eastern European Community, in response to a recognised unmet need, for the large local Eastern European Community. We were quickly able to recruit a tri-lingual Complex Needs Worker to fill this post.

In October 2021, we made the decision – in consultation with our key stakeholders – to close our services for two weeks, to enable us to catch up with the triage and waiting list backlogs, and ensure that we were continuing to offer the best possible service to those women accessing our support.

In response to the need, and to the demand placed upon our services, we created a client eligibility criteria pathway, to ensure that we were supporting clients within our funding remit and, otherwise, signposting and referring effectively, to more appropriate sources of support.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022**

We have continued to offer support in person, online, and via the telephone, and increased our drop-in offer in our Bognor centre to 6 days (and 2 evenings) per week. Our volunteer numbers have increased from 5, before the pandemic, to in excess of 30, and we now offer a 'Wellbeing Hub' with step-down support for those clients who benefit from some wellbeing input. Our volunteer support now represents hundreds of hours, weekly, which has increased the social value of My Sisters' House exponentially.

Our Chichester satellite 'hub' was opened by our Patron, Dame Julie Walters, in December 2021, and we began to offer drop-in and group support there, by the end of the financial year. This was thanks to her generous donation, in the previous financial year, as well as to funding, and 'in person' support from Hyde Housing Association.

We were joined, towards the end of the financial year, by a Finance Officer who is a Chartered Accountant, with the aim of further improving our financial processes, procedures and controls.

We have been lucky enough to be supported this year, by a number of funders, from statutory agencies such as the Ministry of Justice and the National Suicide Prevention Fund, and larger funders such as Aspire and the National Lottery Community Fund, to smaller funds such as the Sussex Community Foundation, and our ever invaluable individual donors.

Conclusion

The Board of Trustees wishes to express thanks to all staff and volunteers who consistently work so hard to provide such high quality support to our clients, in the face of challenges and an unpredictable broader landscape. We are also ever grateful to our funders, large and small, for invaluable resources, which enable us to remain responsive in meet changing and increasing need.

Approved by order of the members of the board of Trustees on 13th December 2022
and signed on their behalf by:



D Smith
Trustee

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 28 FEBRUARY 2022**

Independent examiner's report to the Trustees of My Sisters' House CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 28 February 2022.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity'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 Institute of Chartered accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

MY SISTERS' HOUSE CIO

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

Signed:



Dated: 14/12/2022 .

Elizabeth Newell BA (Hons) FCA

MHA MacIntyre Hudson
Chartered Accountants
Moorgate House
201 Silbury Boulevard
Milton Keynes
MK9 1LZ

MY SISTERS' HOUSE CIO

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 28 FEBRUARY 2022

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	4,128	77,005	81,133	123,140
Charitable activities	4	404,285	13,885	418,170	427,384
Other income	5	-	1	1	-
Total income		408,413	90,891	499,304	550,524
Expenditure on:					
Raising funds		103	2,256	2,359	2,290
Charitable activities		419,286	112,429	531,715	361,001
Total expenditure		419,389	114,685	534,074	363,291
Net (expenditure)/income		(10,976)	(23,794)	(34,770)	187,233
Transfers between funds	13	(6,377)	6,377	-	46,978
Net movement in funds		(17,353)	(17,417)	(34,770)	234,211
Reconciliation of funds:					
Total funds brought forward		122,497	191,839	314,336	80,125
Net movement in funds		(17,353)	(17,417)	(34,770)	234,211
Total funds carried forward		105,144	174,422	279,566	314,336

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 13 to 25 form part of these financial statements.

MY SISTERS' HOUSE CIO

BALANCE SHEET
AS AT 28 FEBRUARY 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	9	22,676	11,641
		<u>22,676</u>	<u>11,641</u>
Current assets			
Debtors	10	90,598	1,470
Cash at bank and in hand		179,534	321,941
		<u>270,132</u>	<u>323,411</u>
Creditors: amounts falling due within one year	11	(13,242)	(20,716)
Net current assets		<u>256,890</u>	<u>302,695</u>
Total assets less current liabilities		<u>279,566</u>	<u>314,336</u>
Net assets excluding pension asset		<u>279,566</u>	<u>314,336</u>
Total net assets		<u><u>279,566</u></u>	<u><u>314,336</u></u>
Charity funds			
Restricted funds	13	105,144	122,497
Unrestricted funds	13	174,422	191,839
Total funds		<u><u>279,566</u></u>	<u><u>314,336</u></u>

The financial statements were approved and authorised for issue by the Trustees on
13th December 2022 and signed on their behalf by:

D Smith
Trustee

The notes on pages 13 to 25 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022**

1. General information

My Sisters' House CIO is a charitable incorporated organisation.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

My Sisters' House CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

2. Accounting policies (continued)

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	20% straight line
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2.5 Debtors

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

2.6 Cash at bank and in hand

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

2. Accounting policies (continued)

2.7 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.8 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.

2.9 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

MY SISTERS' HOUSE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

3. Income from donations and legacies

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Donations	4,128	74,600	78,728
Legacies	-	2,405	2,405
	<u>4,128</u>	<u>77,005</u>	<u>81,133</u>
		<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Donations		123,140	123,140

4. Income from charitable activities

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Income from charitable activities - Trading	-	4,660	4,660
Income from charitable activities - Grants	404,285	9,225	413,510
	<u>404,285</u>	<u>13,885</u>	<u>418,170</u>
	<i>Restricted funds 2021 £</i>	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Income from charitable activities - Trading	-	1,304	1,304
Income from charitable activities - Grants	420,732	5,348	426,080
	<u>420,732</u>	<u>6,652</u>	<u>427,384</u>

MY SISTERS' HOUSE CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022**

5. Other incoming resources

	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Bank interest received	1	1	-
	<u>1</u>	<u>1</u>	<u>-</u>

6. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Total funds 2022 £
Direct costs	531,715	531,715
	<u>531,715</u>	<u>531,715</u>

	<i>Activities undertaken directly 2021 £</i>	<i>Total funds 2021 £</i>
Direct costs	361,001	361,001
	<u>361,001</u>	<u>361,001</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

6. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Direct costs 2022 £	Total funds 2022 £
Staff costs	388,254	388,254
Depreciation	4,731	4,731
Staff training	3,821	3,821
Staff/Volunteer Welfare	2,042	2,042
Rent	23,339	23,339
Light and heat	3,257	3,257
Equipment	1,090	1,090
IT costs	11,454	11,454
Travel costs	45	45
Legal fees	7,843	7,843
Consulting fees	2,223	2,223
Accountancy fees	6,874	6,874
Advertising, marketing and website	2,705	2,705
Telephone and internet	7,200	7,200
Subscriptions	35	35
Postage	103	103
Printing and stationery	1,642	1,642
Facilitator and client welfare costs	20,987	20,987
Cleaning	4,927	4,927
General expenses	18,988	18,988
Full Cost Recovery Contribution	20,155	20,155
	531,715	531,715

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

6. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	<i>Direct costs</i> 2021 £	<i>Total funds</i> 2021 £
Staff costs	270,133	270,133
Depreciation	1,902	1,902
Staff training	2,159	2,159
Staff/Volunteer Welfare	703	703
Rent	16,717	16,717
Light and heat	1,559	1,559
Equipment	776	776
IT costs	10,390	10,390
Travel costs	180	180
Legal fees	2,745	2,745
Consulting fees	2,640	2,640
Accountancy fees	3,574	3,574
Advertising, marketing and website	3,083	3,083
Telephone and internet	4,936	4,936
Subscriptions	35	35
Postage	20	20
Printing and stationery	842	842
Facilitator and client welfare costs	7,895	7,895
Cleaning	2,136	2,136
General expenses	5,153	5,153
Full Cost Recovery Contribution	23,423	23,423
	<u>361,001</u>	<u>361,001</u>

7. Staff costs

	2022 £	2021 £
Wages and salaries	362,210	253,100
Social security costs	20,255	12,823
Contribution to defined contribution pension schemes	5,789	4,210
	<u>388,254</u>	<u>270,133</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

7. Staff costs (continued)

The average number of persons employed by the Charity during the year was as follows:

	2022	<i>2021</i>
	No.	<i>No.</i>
Employees	22	<i>16</i>

No employee received remuneration amounting to more than £60,000 in either year.

Key management personnel salaries were £59,334 during the year (2021: £54,471).

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 28 February 2022, no Trustee expenses have been incurred (2021 - £NIL).

MY SISTERS' HOUSE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

9. Tangible fixed assets

	Fixtures and fittings £
Cost or valuation	
At 1 March 2021	13,439
Additions	15,766
At 28 February 2022	29,205
Depreciation	
At 1 March 2021	1,798
Charge for the year	4,731
At 28 February 2022	6,529
Net book value	
At 28 February 2022	22,676
At 28 February 2021	11,641

10. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	10,019	-
Other debtors	3,226	1,235
Prepayments and accrued income	77,353	235
	90,598	1,470

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

11. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	3,326	4,432
Other taxation and social security	4,961	5,501
Other creditors	69	-
Accruals and deferred income	4,886	10,783
	<u>13,242</u>	<u>20,716</u>

12. Financial instruments

	2022 £	2021 £
Financial assets		
Financial assets measured at fair value through income and expenditure	<u>179,534</u>	<u>321,941</u>

MY SISTERS' HOUSE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

13. Statement of funds

Statement of funds - current year

	Balance at 1 March 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2022 £
Unrestricted funds					
General Funds	191,839	90,891	(114,685)	6,377	174,422
Restricted funds					
Restricted Funds - Other	26,847	8,036	(1,524)	(33,359)	-
Aspire	14,534	36,411	(50,137)	-	808
DART	27,530	-	(11,569)	25,000	40,961
Sussex Police and Crime Commissioner	6	51,310	(47,877)	-	3,439
Ministry of Justice Covid Fund	8,026	45,516	(43,058)	-	10,484
London Learning Consortium	1,819	889	(2,708)	-	-
Supp: PWC SPF	-	59,556	(59,556)	-	-
Sussex Community Foundation (Tampon Tax)	6,330	-	(6,330)	-	-
Supp: Empowerment Fund	-	-	-	1,982	1,982
Sussex Community Foundation (Winter Covid Fund)	2,382	-	(2,382)	-	-
Sussex Health and Social Care Partnership	3,824	26,890	(22,899)	-	7,815
National Lottery Community Fund	24,091	125,150	(138,643)	-	10,598
NLCF Covid Emergency Fund	5	-	-	-	5
SCF Crisis fund	-	9,962	(3,964)	-	5,998
Greggs Foundation	1,269	-	-	-	1,269
Hyde Group	5,000	15,000	(10,330)	-	9,670
SCF Wills fund	-	4,437	(746)	-	3,691
Sussex Masonic Charitable Foundation	694	3,095	(2,027)	-	1,762
Localgiving Magic Little Grants	140	-	-	-	140
Roddick	-	20,000	(13,883)	-	6,117
Artworks	-	2,161	(1,756)	-	405
	122,497	408,413	(419,389)	(6,377)	105,144
Total of funds	314,336	499,304	(534,074)	-	279,566

MY SISTERS' HOUSE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

13. Statement of funds (continued)

Restricted funds

Restricted funds - Other is made up of a variety of individual funds that are being tracked by the Charity.

14. Summary of funds

Summary of funds - current year

	Balance at 1 March 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2022 £
General funds	191,839	90,891	(114,685)	6,377	174,422
Restricted funds	122,497	408,413	(419,389)	(6,377)	105,144
	<u>314,336</u>	<u>499,304</u>	<u>(534,074)</u>	<u>-</u>	<u>279,566</u>

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	22,676	22,676
Current assets	111,521	158,611	270,132
Creditors due within one year	-	(13,242)	(13,242)
Difference	(6,377)	6,377	-
Total	<u>105,144</u>	<u>174,422</u>	<u>279,566</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2022

16. Operating lease commitments

At 28 February 2022 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	16,140	16,140
Later than 1 year and not later than 5 years	20,175	36,315
	36,315	52,455

MY SISTERS' HOUSE CIO

England & Wales - Charity number 1188070

Accounts

MY SISTERS' HOUSE CIO

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2021

MY SISTERS' HOUSE CIO

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MY SISTERS' HOUSE CIO

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 28 FEBRUARY 2021

Trustees

D Smith (appointed 20 February 2020)
G Austin-Hogg (appointed 20 February 2020)
S Collier (appointed 20 February 2020)
J Hooton (appointed 26 May 2021)
S Beeby (appointed 28 July 2021)
H Prescott (appointed 26 May 2021)

**Charity registered
number**

1188070

Principal office

108bc London Road
Bognor Regis
PO21 1BD

Accountants

MHA MacIntyre Hudson
Chartered Accountants
Moorgate House
201 Silbury Boulevard
Milton Keynes
Buckinghamshire
MK9 1LZ

MY SISTERS' HOUSE CIO

TRUSTEES' REPORT FOR THE YEAR ENDED 28 FEBRUARY 2021

The trustees, present their report and the unaudited financial statements for the year ended 28 February 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 2 to the financial statements and comply with the "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)" (as amended for accounting periods commencing from 1 January 2019) and the Charities Act 2011.

Structure, Governance and Management

On 1st March 2020, My Sisters' House converted from a CIC (Community Interest Company) to a CIO (Charitable Incorporated Organisation). We adopted our memorandum and articles of association as My Sisters' House CIO on this date.

The existing Directors of My Sisters' House CIC became the Trustees of My Sisters House CIO with the exception of Julie Budge who, as a paid member of staff of the CIC, could not become a Trustee to comply with Charity Commission law (that paid CEO's could not also be a Trustee). We felt that Julie's role as CEO rather than a Trustee, would be the most beneficial for the Charity.

During the year the Trustees carried out an audit to identify any skill gaps on the Board. We identified gaps in HR, legal and IT. We have an experienced Chair who is also a Trustee of other charities and has vast Chair experience. We have a Trustee who has a wealth of experience in services to women and a Trustee who is a qualified accountant. We identified gaps in HR, legal and IT. We felt that the support we get from our external IT consultant was sufficient, however, we are still seeking Trustees with skills in HR and legal. Our trustee recruitment process is a three part process: firstly we would welcome a CV from an interested party, we would then invite them for discussions with both our CEO and Chair of Trustees. Thirdly, we would invite them to attend one of our board meetings. Following the board meeting, existing Trustees would discuss their suitability before welcoming them to join the Board.

The Board of Trustees has delegated the day to day managing and supervision of the Charity's resources to the CEO. The CEO carries out this function successfully with the support of her two team service leads and back office staff. As the report below on achievements and performance show, the Charity and its staff are at full capacity.

Financial Review

The Charity are currently holding unrestricted funds at the year end totalling £192,512.

This is higher than we would expect to hold in unrestricted reserves (which we would expect to be around three months of running costs - currently in the region of £125,000).

We received a donation of £100,000 from Marks and Spencer's towards the end of the financial year, as Dame Julie Walters, our patron donated her voice-over fees for a Christmas advert. The Board, along with the CEO have made the decision to ring fence £50,000 to open a second drop-in centre in the Chichester area. This is a key part of our growth strategy and integral to supporting our clients - both current and future. The funds will allow us to fund the second centre for two years whilst we secure further funds to continue its operation. In years to come. We hope to secure the second premises in the first half of the financial year ending February 2022.

Restricted funding for some of the job roles has now come to an end, however the requirement for the posts have not. In fact, the roles are more important than ever as demand for our services have increased. Whilst we hope that funding can be obtained to secure these roles into the future, the Board recognise that a break in client services whilst seeking funding would be detrimental to the charities objectives. The Board have therefore agreed that £116,000 can be used to cover the cost of these roles and the increased demand on our services.

Holding unrestricted funds allows the Board to be risk averse as it allows us to make long term decisions (such

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2021**

as around staff recruitment and premises), without the need for a break in client services whilst further funding is obtained.

Objectives and Activities

Our Vision

That no woman within our community should experience abuse, poverty, mental health or other disadvantages without the support that will help them to live healthy lives and realise their full potential.

Our Mission

"Helping women to thrive, not just survive."

To provide a range of support to women from all backgrounds facing all kinds of issues, where their strengths are recognised, their difficulties acknowledged and where they can achieve positive change they are proud of.

Our Objectives

- To provide specialist facilities for vulnerable and disadvantaged women
- To provide a safe development environment for women to grow both professionally and personally
- To be recognised as a centre of knowledge in understanding the needs of disadvantaged and vulnerable women
- To be an effective, efficient and sustainable organisation

We support vulnerable women who experience multiple disadvantage due to a combination of complex and overlapping problems including histories of physical, emotional and sexual abuse, drug and alcohol addiction, trauma, and mental health problems.

We support women who may be having a difficult time in their lives – a recent loss such as bereavement, suffering poverty from unemployment, relationship breakdown, are the victim of crime, or living with the impact of accident or illness/disability.

We support women with complex needs who may lead chaotic lives, and 'move from one crisis to another.' They often lack social confidence, have low self-worth, and feel isolated and outcast from society. This frequently means that they are unable or unwilling to sustain engagement with mainstream support agencies.

We work to reduce the factors which affect the ability of women to benefit from the support available to them. This can include an unwillingness to seek help, distrust of helping organisations, perceptions of services as irrelevant, and feelings of hopelessness or 'not being ready.'

WHAT DO WE DO?

We offer the support of specialist staff with knowledge and experience in the fields of domestic abuse, employment support and training, and benefit applications and other financial appeals.

We help by providing one-to-one keyworking, peer groups, courses in building confidence and skills, and dealing with anxiety, and we offer counselling to those who need it.

We run a course for mothers and children to help them recognise and overcome the lasting effects of domestic abuse.

We give out foodbank vouchers, clothing vouchers and bags of toiletries.

Our varied programme of activities and events provides a vital sense of safety and community, which in turn, improves women's confidence, wellbeing and ability to feel empowered to effect real change.

During the lockdowns and other restrictions of the previous year, we have continued to provide almost all of our services by utilising Zoom, phone, web chat, and offering face-to-face appointments when permitted.

Open 30+ hours per week including evenings and weekends.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2021**

All services are free to clients

GENERAL SERVICES: advice, support, training and workshops for all women

- Drop-in sessions/live chat for advice on any issues and to self-refer to our services
- Confidence courses, Overcoming Anxiety Together programme, Breathwork sessions.
- Financial advocacy and support with benefits claims
- Crafternoon peer group
- Tea and Talk sessions for any woman isolated and in need of company
- Counselling using qualified in-house volunteer counsellors
- Free toiletries/sanitary products, foodbank vouchers, clothing vouchers
- Other support eg Christmas gifting, emergency funding.

STRONGER FUTURES: support for women who are living with or are in recovery of domestic abuse

- Domestic abuse advice Clinics
- One-to-one sessions and casework (for as long as required, no time limit.)
- Stronger Futures peer group
- DART (Domestic Abuse Recovery Together): 10-week programme for mum and child

STEP FORWARD: increasing women's employability with mentoring and support

- One-to-one sessions and life coaching
- Employability workshops
- Visualisation, mindfulness and creativity sessions
- Family 'Play and Learn' sessions

To date, 109 women have completed their programme of work with us, 26 of whom have moved into employment and 10 into education, and we continue to support 34 women currently. Many of the women who seek our support are those who are furthest from the job market, having experienced extended periods of unemployment, low levels of educational attainment, and low levels of basic skills.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2021

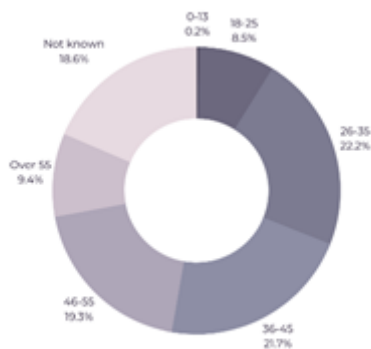
Achievements and performance

The percentage of women accessing our services and making contact through...



544
Women accessed services March 2020 - February 2021

98 women made their first contact through live chat



Age range of women accessing our services

56%
Suffering or recovering from domestic abuse

60
PIP Assessment

19
Universal Credit

58
Safety Plans

29
Solicitor Visits

253 families received Christmas presents through our Christmas Gifting Day

253
Families

211
Toiletry Packs

321
Foodbank Vouchers



The number of women accessing our services each year from 2017



The number of women accessing our services each month between 01/03/2020 - 28/02/2021

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2021**

The past 12 months:

We have seen a massive rise in both volume of self-referrals and complexity of need, resulting in greater time spent with each client, whilst juggling with unprecedented times.

During this last year we have had many challenges but have continued throughout to provide a service offer. This includes launching a very successful 'Live Chat' provision of 28hrs a week including 5 evenings and Saturday morning. We have made literally hundreds of weekly welfare calls. During periods of national lockdown we also transitioned all our peer support groups into Zoom meetings, as well as providing emergency collection of toiletries, hygiene products and food / clothing vouchers.

In November 2020 we made the hard decision to not take any new key working clients and open a waiting list. We also stopped taking external referrals. To do this we had to provide a more rigorous triage system to ensure risk assessments were made, and we refer women who are high risk to the appropriate agencies. We did this because all our staff were at overwhelm with the dramatic rise in women approaching us for help. 157hrs of domestic abuse workers pw were between them looking after 223 women. This is more than the recommended caseload (which is 1hr = 1 case), similarly the non-domestic abuse but women with multiple issues; 128.5hr pw supporting 135 women.

In March this year the number of women accessing the service reached 100. That is 3 x the number in previous years for the same month.

- In March 2020, with the help of an additional lottery grant and emergency Covid funding from other funders, we purchased laptops and mobile phones so that all staff could work from home. Fortunately, the modus database had already been embedded and over this last year all past cases since the beginning of MSH have been entered on the database. So, staff were able to contact and update client nfo remotely.
- We launched three telephone support lines, and live chat provision via our website within two weeks of lockdown. We have now secured repeat funding to continue this until Sept 21.
- We tightened financial procedures and processes, improved the tracking of donors and funders, and increased the number of individual donations. We improved the financial management systems and financial records and controls.
- We secured various emergency grants and a Christmas Wishing Tree campaign that enabled us to provide a Client Crisis Fund, this has had dramatic impact in being able to target financial support to women most at need.
- We set up Microsoft Teams so that all staff had remote access to documents they needed and online daily briefings.
- We staffed our reception throughout the whole year - with an Office Manager presence at the Centre enabling a coordinated approach, despite the challenges of remote working. Distributing food vouchers remotely happened within weeks as the foodbanks came on-line too with new processes. This allowed emergency collections at the centre for toiletries/ hygiene products as the poverty increased as the year progressed.
- We increased clinical supervision of frontline staff to every three weeks to help avoid vicarious trauma from homeworking trauma-informed work with clients.
- In January 2021 we purchased the Empowerment and Pathway Outcome Star license which is now an integral part of our Modus Database. We completed staff training to enable this to be fully embedded in our client contact work. This was completed in March 2021 and from April 2021 we have begun utilising this tool across all new & active clients.

MY SISTERS' HOUSE CIO

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2021

- We tightened up on the DBS process. All staff frontline or accessing modus now have an up-to-date DBS
- We had some amazing high profile promotion: Nationally on GMTV Lorraine with Dame Julie Walters DBE; 6minute video coverage on ITV Meridian; various Radio interviews
- We were a major part of a BBC Panorama Documentary 'Escaping my Abuser'



- CEO and Founder Julie Budge received The Women of the Year 2020 - Woman in the Community Award in November 2020



- During lockdown Julie Budge wrote the story of the My Sisters' House journey in a book which launched on 10th December 2020. This has a foreword by Dame Julie Walters, with a few high profile readers promoting the book including Brighton-based crime author Peter James and BBC reporter Victoria Derbyshire.



MY SISTERS' HOUSE CIO

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2021

- We received a £100k donation from Marks & Spencer as Dame Julie Walters donated her voice-over fees for a Christmas advert.
- See <https://www.mysistershouse.info/press> to see all the videos.
- We utilised our unrestricted funds to provide a receptionist, drop-in complex needs worker and triage roles so that we could manage the large increase in women referring to our services in late 2020. We also have two student social workers as part of the triage team – and so we have devised a triage script / information pack for those staff.
- We secured emergency MOJ / other funding to increase the number of staff hours. Our reputation / credibility has enabled us to access various short-term repeat / extra funding.
- We have made some radical changes to the Centre building. Having doubled our staff numbers in the last 18mths, and anticipating that when we open the drop-in, in May we will have more women dropping in, we used £10K of our own funds, with £10K of donated time to open what was two smaller offices into a large open plan one with new smaller desks. We have converted 300 sq ft of space into 3 more client interview rooms and a staff room area, as well as a large store cupboard for the toiletries/supplies.

Approved by order of the members of the board of Trustees on
and signed on their behalf by:

D Smith
Trustee

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 28 FEBRUARY 2021**

Independent examiner's report to the Trustees of My Sisters' House CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 28 February 2021.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity'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 Institute of Chartered accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

MY SISTERS' HOUSE CIO

**INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2021**

Signed:

Dated:

Elizabeth Newell BA (Hons) FCA

MHA MacIntyre Hudson
Chartered Accountants
Moorgate House
201 Silbury Boulevard
Milton Keynes
MK9 1LZ

MY SISTERS' HOUSE CIO

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 28 FEBRUARY 2021

	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Income from:				
Donations and legacies	3	219	122,921	123,140
Charitable activities	4	397,309	6,652	403,961
		<u>397,528</u>	<u>129,573</u>	<u>527,101</u>
Total income				
Expenditure on:				
Raising funds		-	2,290	2,290
Charitable activities		322,008	15,571	337,579
		<u>322,008</u>	<u>17,861</u>	<u>339,869</u>
Total expenditure				
Net income		75,520	111,712	187,232
Transfers between funds	12	46,978	80,126	127,104
		<u>122,498</u>	<u>191,838</u>	<u>314,336</u>
Net movement in funds				
Reconciliation of funds:				
Net movement in funds		122,498	191,838	314,336
		<u>122,498</u>	<u>191,838</u>	<u>314,336</u>
Total funds carried forward				
		<u>122,498</u>	<u>191,838</u>	<u>314,336</u>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 13 to 22 form part of these financial statements.

MY SISTERS' HOUSE CIO

**BALANCE SHEET
AS AT 28 FEBRUARY 2021**

	Note	28 February 2021 £
Fixed assets		
Tangible assets	8	11,641
		11,641
Current assets		
Debtors	9	1,470
Cash at bank and in hand		321,941
		323,411
Creditors: amounts falling due within one year	10	(20,716)
Net current assets		302,695
Total assets less current liabilities		314,336
Net assets excluding pension asset		314,336
Total net assets		314,336
Charity funds		
Restricted funds	12	122,498
Unrestricted funds	12	191,838
Total funds		314,336

The financial statements were approved and authorised for issue by the Trustees on
and signed on their behalf by:

D Smith
Trustee

The notes on pages 13 to 22 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021

1. General information

My Sisters' House CIO is a charitable incorporated organisation.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

My Sisters' House CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021

2. Accounting policies (continued)

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	20% straight line
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2.5 Debtors

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

2.6 Cash at bank and in hand

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021**

2. Accounting policies (continued)**2.7 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.8 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.

2.9 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Donations	219	122,921	123,140

MY SISTERS' HOUSE CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021**

4. Income from charitable activities

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Income from charitable activities - Trading	-	1,304	1,304
Income from charitable activities -Grants	397,309	5,348	402,657
	<u>397,309</u>	<u>6,652</u>	<u>403,961</u>

	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Income from charitable activities - Direct costs - Activity 2	<u>341,860</u>	<u>341,860</u>

5. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Total funds 2021 £
Direct costs	<u>337,579</u>	<u>337,579</u>

MY SISTERS' HOUSE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021

5. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Direct costs 2021 £	Total funds 2021 £
Staff costs	270,133	270,133
Depreciation	1,902	1,902
Staff training	2,159	2,159
Staff/Volunteer Welfare	703	703
Rent	16,717	16,717
Light and heat	1,559	1,559
Equipment	776	776
IT costs	10,390	10,390
Travel costs	180	180
Legal fees	2,745	2,745
Consulting fees	2,640	2,640
Accountancy fees	3,574	3,574
Advertising, marketing and website	3,083	3,083
Telephone and internet	4,936	4,936
Subscriptions	35	35
Postage	20	20
Printing and stationery	842	842
Facilitator and client welfare costs	7,895	7,895
Cleaning	2,137	2,137
General expenses	5,153	5,153
	<u>337,579</u>	<u>337,579</u>

6. Staff costs

	2021 £
Wages and salaries	253,100
Social security costs	12,823
Contribution to defined contribution pension schemes	4,210
	<u>270,133</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021

6. Staff costs (continued)

The average number of persons employed by the Charity during the year was as follows:

	2021 No.
Employees	16

No employee received remuneration amounting to more than £60,000 in either year.

7. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 28 February 2021, no Trustee expenses have been incurred (2020 - £NIL).

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021

8. Tangible fixed assets

	Fixtures and fittings £
Cost or valuation	
Additions	13,838
Disposals	(399)
At 28 February 2021	<u>13,439</u>
Depreciation	
Charge for the year	1,902
On disposals	(104)
At 28 February 2021	<u>1,798</u>
Net book value	
At 28 February 2021	<u><u>11,641</u></u>

9. Debtors

	28 February 2021 £
Due within one year	
Other debtors	1,235
Prepayments and accrued income	235
	<u>1,470</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021

10. Creditors: Amounts falling due within one year

	28 February 2021 £
Trade creditors	4,432
Other taxation and social security	5,501
Accruals and deferred income	10,783
	20,716

11. Financial instruments

	28 February 2021 £
Financial assets	
Financial assets measured at fair value through income and expenditure	321,941

MY SISTERS' HOUSE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021

12. Statement of funds

Statement of funds - current year

	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2021 £
Unrestricted funds				
General Funds - all funds	129,573	(17,861)	80,126	191,838
Restricted funds				
Restricted Funds - other	18,380	4,966	3,501	26,847
Aspire	55,230	(49,855)	9,159	14,534
DART	25,000	(7,744)	10,274	27,530
Sussex Police and Crime Commissioner	51,310	(58,600)	7,297	7
Ministry of Justice Covid Fund	65,404	(57,378)	-	8,026
London Learning Consortium	9,778	(10,959)	3,000	1,819
People's Postcode Lottery	2,000	(2,000)	-	-
Sussex Community Foundation (Tampon Tax)	-	(780)	7,110	6,330
Sussex Community Foundation (Covid Emergency Fund)	4,980	(4,980)	-	-
Sussex Community Foundation (Winter Covid Fund)	4,235	(1,853)	-	2,382
Sussex Health and Social Care Partnership	13,769	(9,945)	-	3,824
National Lottery Community Fund	122,250	(102,728)	4,569	24,091
NLCF Covid Emergency Fund	5,107	(5,102)	-	5
CAF Covid Emergency Fund	8,087	(8,087)	-	-
Greggs Foundation	-	(168)	1,437	1,269
Hyde Group	5,000	-	-	5,000
Tesco Covid Fund	500	(500)	-	-
Sussex Masonic Charitable Foundation	1,000	(306)	-	694
Localgiving Magic Little Grants	-	(300)	440	140
Police Property Act Fund	-	(191)	191	-
Spacehive	5,498	(5,498)	-	-
	397,528	(322,008)	46,978	122,498
Total of funds	527,101	(339,869)	127,104	314,336

MY SISTERS' HOUSE CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021**

13. Charitable status and funds

The Charity was set up in February 2020 and the funds transferred into the charity were the reserves from My Sisters' House CIC, all the assets were transferred to the charity on 1 March 2020.

14. Summary of funds**Summary of funds - current year**

	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2021 £
General funds	129,573	(17,861)	80,126	191,838
Restricted funds	397,528	(322,008)	46,978	122,498
	<u>527,101</u>	<u>(339,869)</u>	<u>127,104</u>	<u>314,336</u>

15. Analysis of net assets between funds**Analysis of net assets between funds - current year**

	Restricted funds 28 February 2021 £	Unrestricted funds 28 February 2021 £	Total funds 28 February 2021 £
Tangible fixed assets	-	11,641	11,641
Current assets	130,899	192,512	323,411
Creditors due within one year	(8,401)	(12,315)	(20,716)
Total	<u>122,498</u>	<u>191,838</u>	<u>314,336</u>