

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

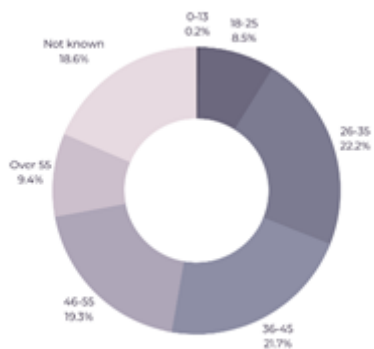
Achievements and performance

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

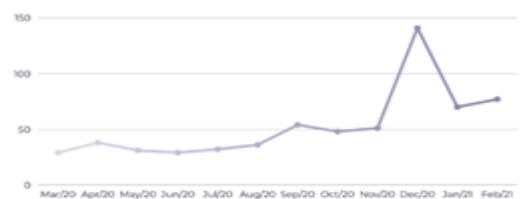
253
Families

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

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
	<hr/>
	20,716
	<hr/>

11. Financial instruments

	28 February 2021 £
Financial assets	
Financial assets measured at fair value through income and expenditure	321,941
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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>