

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

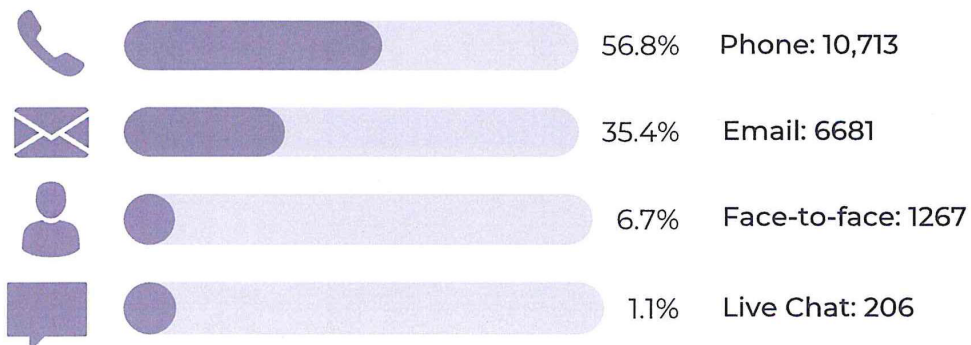
1 March 2021 until 28 February 22



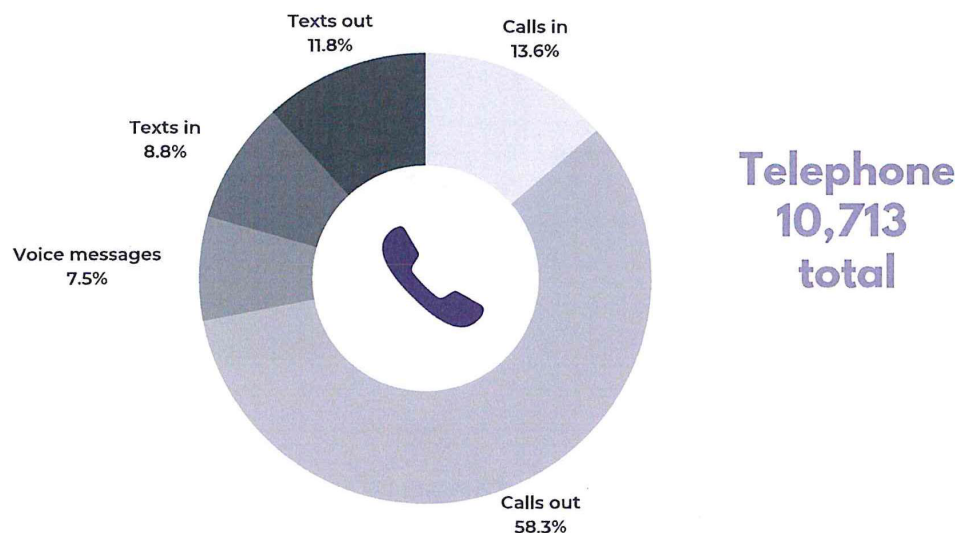
1378

new clients accessed
our services

How women access our services

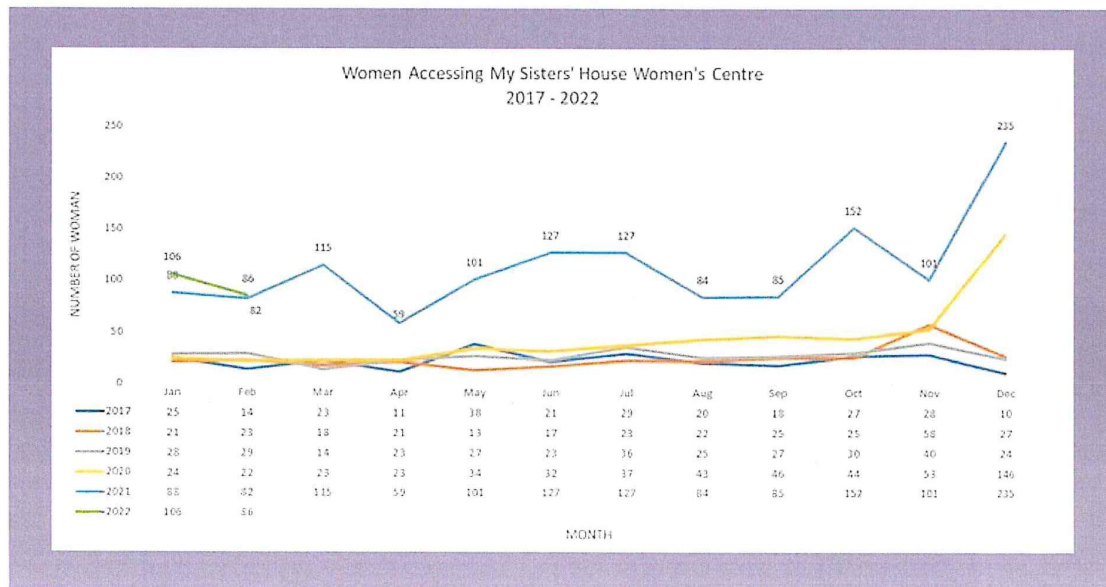


Breakdown of phone interactions:



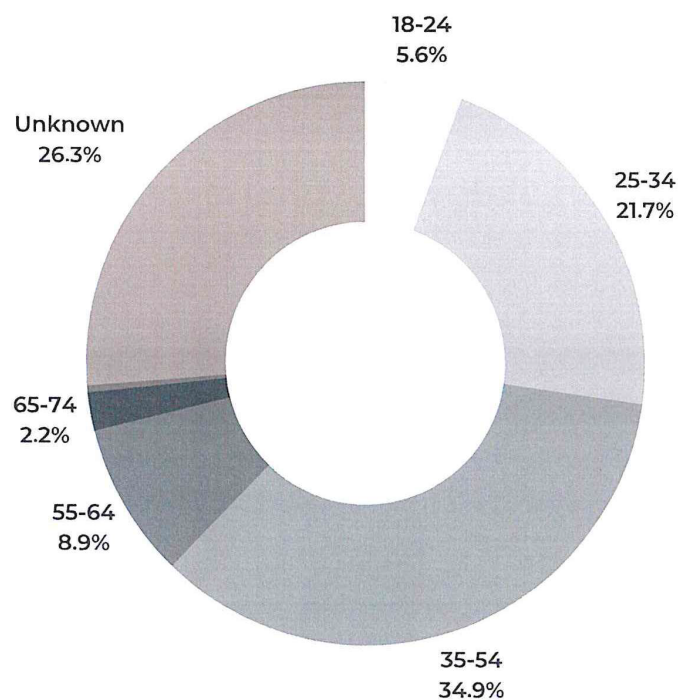
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 28 FEBRUARY 2022

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
	<hr/>
At 28 February 2022	29,205
	<hr/>
Depreciation	
At 1 March 2021	1,798
Charge for the year	4,731
	<hr/>
At 28 February 2022	6,529
	<hr/>
Net book value	
At 28 February 2022	22,676
	<hr/> <hr/>
At 28 February 2021	11,641
	<hr/> <hr/>

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
	<hr/>	<hr/>
	90,598	1,470
	<hr/> <hr/>	<hr/> <hr/>

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

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