

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.

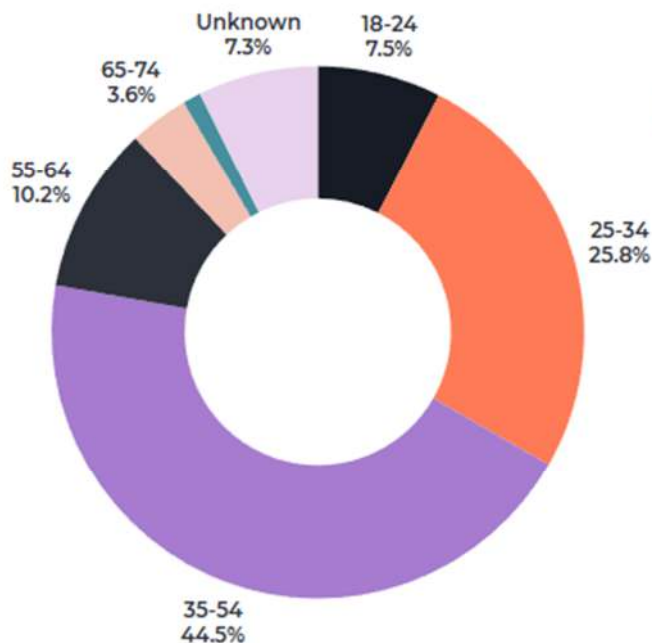
As stated below, we continue to develop our client feedback process, and are working to increase the voice of the client in our service development.

Achievements and performance

1 March 2023 until 29 February 24



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



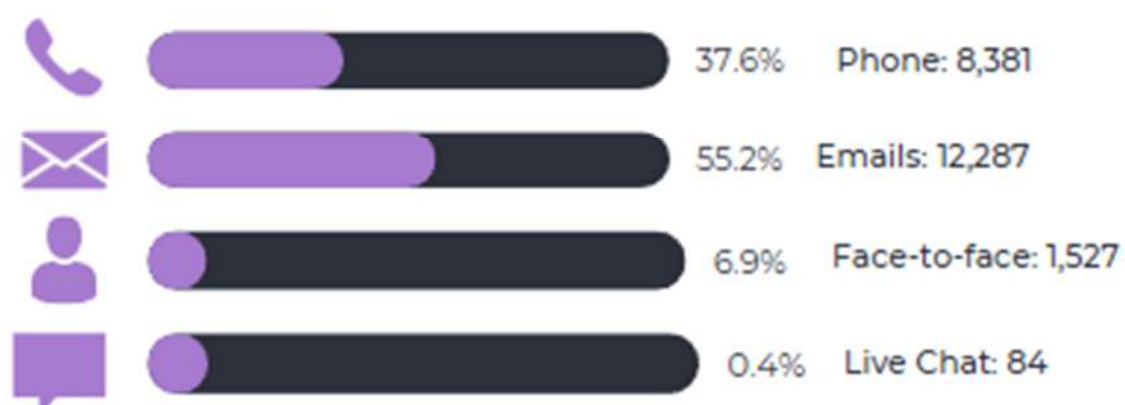
Age range of women accessing our services 2023-24

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



48%
suffering or recovering
from domestic abuse

How women interact with our services

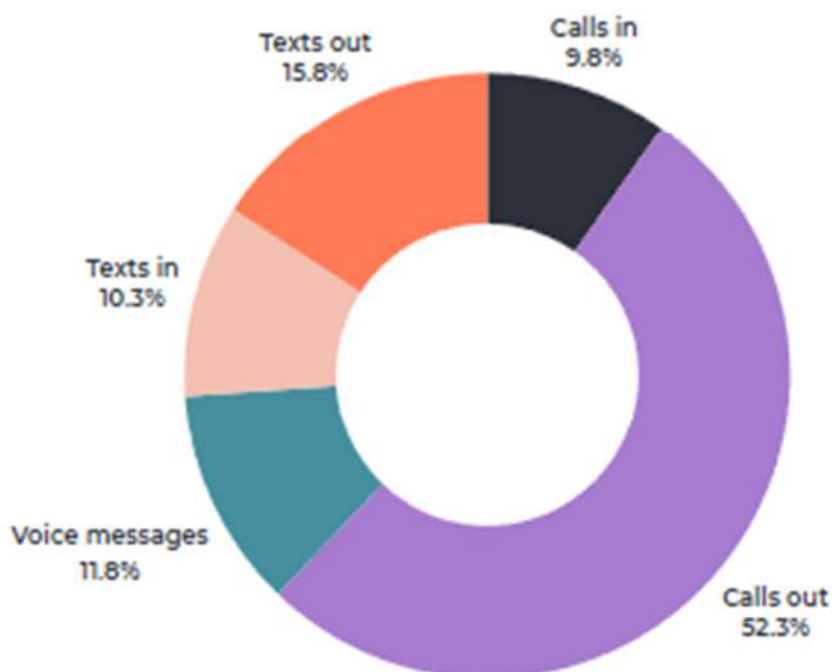


1,460
Clients Triaged

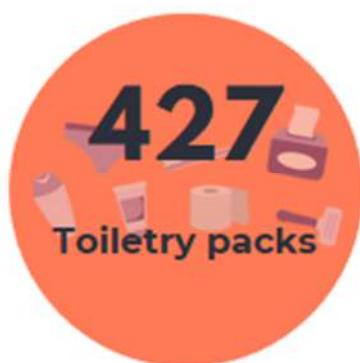


639
Drop-ins

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:

**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
	<hr/> 627,595 <hr/>	<hr/> 627,595 <hr/>

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.