

Charity Registration Number: 1189008  
Company Registration Number: 11320319

**BEING WOMAN**  
**A COMPANY LIMITED BY GUARANTEE WITH NO SHARE CAPITAL**  
**(A registered charity)**

**DIRECTORS AND TRUSTEES REPORT**  
**AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**  
**From 09 April 2020 to 30 April 2021**

## BEING WOMAN

### Legal and Administrative Information

**Company Number:** 11320319 (ENGLAND AND WALES)

**Registered Charity Number:** 1189008

**Trustees:** Shakirah Mustapha Tahir  
Dr. Edna Corredor Vega  
Mohammad Shakir Qureshi  
Keeleigh Scriven  
Hira Usman  
Ghazala Yousaf  
Imran Zahid

**Principal Office:** Being Woman  
Office 1  
YMCA Northumberland  
North View, Ashington  
Northumberland, England  
NE63 9XQ

**BEING WOMAN  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 30 APRIL 2021**

The trustees who are also directors of the charity for the purpose of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance to Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

1. The promotion of equality and diversity for the public benefit by:
  - (a) the elimination of discrimination on the grounds of race, gender, disability , sexual orientation or religion;
  - (b) advancing education and raising awareness in equality and diversity;
  - (c) promoting activities to foster understanding between people from diverse backgrounds;
  - (d) conducting or commissioning research on equality and diversity issues and publishing the results to the public;
  - (e) cultivating a sentiment in favour of equality and diversity.
2. To advance the education of, in particular but not exclusively, women by the provision of:
  - (a) 1:1 sessions and workshops, in particular but not exclusively, in the subject of basic digital skills that results in a qualification being obtained that assists with improving the beneficiaries chances of securing future employment.

Our services are based on five key values to support our community in the best possible way:

- 1. Delight our community - We put our service users first**
- 2. Innovate to Grow - We embrace change**
- 3. Collaborate to Win - We are stronger together**
- 4. Safeguard our future - We care**
- 5. Value each other - We work as one team**

The organisation fulfils its charitable objects through its action and activities by:

**Our model of work:**

Our work and activities are based purely on the HCD - Human Centred Design model where the focus is on people participating in the activity. Through this model we have kept our community and users at the heart of everything we do. We promote an active inclusion of disadvantaged and underrepresented groups of people from ethnically diverse communities who are furthest away from engaging in the community. We want to assure that their voice

and experience is their authentic self speaking. They feel safe and supported to engage in our activities and build positive lifestyle changes. It will help us to remove barriers to work in a holistic and integrated way, including through supporting early action, outreach activities and access to local services.

**Our Vision is to make sure everyone gets the support and skills they need today to succeed in a fair, inclusive society, thriving economy and digital world tomorrow.**

**Our aim is to promote good mental health, self-esteem and emotional resilience of women, girls and the wider community through supportive interventions.**

We regularly hold surveys and focus groups to involve the service users to reflect on the project activity and to find areas of improvement. This follows through feedback forms collected regularly and then collated into statistics and to evaluate the impact.

The directors of the charity meet regularly to review the activities of each area of work and to review the progress being made. The Board is responsible for the strategic direction of the organization.

#### **Performance and Achievements:**

Plans for the 2020- 2021 financial year had included:

- Continued recruitment to the Board of Trustees
- Further developing earned and unrestricted income
- Securing funds to devise and plan projects aimed to create a sustainable response to the current challenges and building resilience in our community.
- Securing funds to rent the premises to run our services and activities
- Securing funds to continue with our services to reach to a wider community
- Growing public awareness around our work around Equality, Diversity and Inclusion
- Strengthening partnership relationships with organizations focussed on improving the lives of digitally excluded underrepresented groups and ethnically diverse communities in Northumberland.

Our projects and activities have modelled how to do inclusion, diversity and empowerment during the most difficult and challenging times of the year.

**BEING WOMAN  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 30 APRIL 2021**

**FINANCIAL REVIEW**

**Transactions and financial position**

The statement of financial activities shows a net surplus of £33,458. At the balance sheet date, reserves amounted to £39,395 of which £39,049 was subject to restriction.

**Grants, donations and other financial support**

The Charity receives grant income from a variety of sources that supports the delivery of its work. The principal sources are:

- CCSF(Coronavirus Community Support Fund) distributed by The National lottery Community Fund
- The Tudor Trust
- PCC (Police Crime Commissioner) -MOJ (Ministry of Justice) Funding
- Good Things Foundation
- NPS-National Probation Services
- The North of Tyne Combined Authority Funding for VCS - Employability & Skills
- Northumberland County Council
- CRT- Coalfield Regeneration Trust
- Girl Dreamer
- NHCT - Northumbria Healthcare Trust
- Ashington Town Council
- Healthwatch Northumberland
- RISE NE - Sports England Targeting Inequalities funding



**BEING WOMAN  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 30 APRIL 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is constituted as a company limited by guarantee and is, therefore, governed by a Memorandum and Articles of Association and governed by Constitution of a Charitable Incorporated Organisation.

**Appointment of trustees**

Appointment of trustees is governed by the Memorandum and Articles of Association, which authorize the committee to appoint new members to fill vacancies that arise during the year and to appoint individuals to the Board who are sympathetic to the Aims and Purposes of the Being Woman and who have professional and personal skills that will contribute to the life, work and development of the organization. Directors /Trustees make sure that charities Safeguarding policy, Tone of voice policy , Code of conduct , conflict of interest policy to be followed by Board members, Staff and Volunteer.

**Organization and management**

On 30th April 2021 there were 7 employees of the Association. Of these one was full time paid staff and six were part time. There were also 47 volunteers attached to the Charity. The trustees review all policies and procedures adopted by the organization on a cyclical basis.

During the year they have paid specific attention to the following and have Peninsula HR and Health and safety services on Board to support the charity in implementation of the below:

Staff supervision, Recruitment, Lone Working, ICT, Safeguarding children, young people & vulnerable adults, Safeguarding and Incident management flow chart, holiday entitlements, personnel, safety, harassment, disability, smoking in the workplace, health and safety, salaries, redundancy, confidentiality, use of illegal drugs and substances, equal opportunities, volunteers, staff code of conduct, financial protocols, grievance and discipline. Coronavirus Tool Kits and Risk assessments, physical security policy, Conflicts of interest policy, GDPR regulations Policy followed by a Health and Safety Audit. The charity is also registered with ICO for Data handling and protection.

**BEING WOMAN  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 30 APRIL 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate Being Woman's exposure to major risk. This follows through with the robust Safeguarding and Incident management procedure in place.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Charity name:** Being Woman

**Charity registration number:** 11320319

**Company registration number:** 1189008

**Registered office and Operational address:** Being Woman, Office 1, YMCA Northumberland, North View, Ashington, Northumberland, England, NE63 9XQ

**Trustees**

The trustees who served during the year were:-

Shakirah Mustapha Tahir  
Dr Edna Corredor Vega  
Mohammad Shakir Qureshi  
Keeleigh Scriven  
Hira Usman  
Ghazala Yousaf  
Imran Zahid

**Resignations**

Donna Herdsman  
Rituja Ravikiran Rao  
John Stenhouse  
Sherzad Vatndost  
Marianne Elizabeth Whitfield

Approved by order of the board of trustees on 07 December 2021 and signed on its behalf by:

Name: Imran Zahid (Trustee)

Signature: [Signature]

Date: 18-01-2022

**BEING WOMAN**

**STATEMENT OF FINANCIAL ACTIVITIES**

**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**

**FOR THE YEAR ENDED 30 APRIL 2021**

| <b>INCOME</b>                                     | <b>Unrestricted Funds</b> | <b>Restricted Funds</b> | <b>2021 Total Funds</b> |
|---|---------------------------|-------------------------|-------------------------|
|   | £                         | £                       | £                       |
| Grants & Donations                                | 8,525                     | 144,363                 | 152,888                 |
|   |                           |                         |                         |
|   |                           |                         |                         |
| <b>Total Grants &amp; Donations</b>               | <b>8,525</b>              | <b>144,363</b>          | <b>152,888</b>          |
|   |                           |                         |                         |
| <b>Expenditure on Charitable Activities</b>       |                           |                         |                         |
| Volunteer Cost, Delivery Cost, App Development    | 4,146                     | 12,211                  | 16,357                  |
| Premises and Administration                       | 2,149                     | 21,541                  | 23,690                  |
| Salaries and Wages                                | 0                         | 50,926                  | 50,926                  |
| Marketing and Promotions                          | 0                         | 1,375                   | 1,375                   |
| Legal and Professional Fees                       | 1,064                     | 4,448                   | 5,512                   |
| Project Expenditure                               | 939                       | 18,028                  | 18,967                  |
| Membership & Subscription                         | 120                       | 2,482                   | 2,602                   |
| <b>Total Expenditure on Charitable Activities</b> | <b>8,418</b>              | <b>111,012</b>          | <b>119,430</b>          |
|   |                           |                         |                         |
| <b>Net Income (Expenditure)</b>                   | <b>107</b>                | <b>33,351</b>           | <b>33,458</b>           |
|   |                           |                         |                         |
|   |                           |                         |                         |
| <b>Reconciliation of Funds</b>                    |                           |                         |                         |
|   |                           |                         |                         |
| <b>Total Funds Brought Forward</b>                | <b>239</b>                | <b>5,698</b>            | <b>5,937</b>            |
|   |                           |                         |                         |
| <b>Total Funds Carried Forward</b>                | <b>346</b>                | <b>39,049</b>           | <b>39,395</b>           |



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/DIRECTORS OF BEING WOMAN  
FOR THE YEAR ENDED 30 APRIL 2021**

I report on the accounts of the charity for the year ended 30 April 2021, which are set out on pages 10 to 15.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such accounts;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or ~~are~~ not consistent with the Charities SORP (FRS 102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Signed: Salim Date: 21/01/2022

Salim Javed (FCCA)  
S&Y Accountants Ltd  
146A Cranbrook Road, Ilford, Essex, IG1 4LZ



**BEING WOMAN (Charity Registration Number: 1189008)**  
**BALANCE SHEET**  
**FOR THE YEAR ENDED 30 APRIL 2021**

|   |       | Year 2021      |
|---|-------|----------------|
|   | Notes |                |
| <b>FIXED ASSETS</b>                       |       |                |
| Tangible assets                           |       | £0             |
|   |       |                |
|   |       | <b>£0</b>      |
|   |       |                |
| <b>CURRENT ASSETS</b>                     |       |                |
| Other debtors                             |       | £0             |
| Cash at bank                              |       | £39,395        |
|   |       |                |
| <b>TOTAL CURRENT ASSETS</b>               |       | <b>£39,395</b> |
|   |       |                |
| <b>CREDITORS</b>                          |       |                |
| <b>Amount falling due within one year</b> |       |                |
| Accruals                                  |       | £0             |
|   |       |                |
| <b>TOTAL ASSETS LESS LIABILITIES</b>      |       | <b>£39,395</b> |
|   |       |                |
| <b>FUNDS</b>                              |       |                |
| Restricted                                |       | £39,049        |
| Unrestricted                              |       | £346           |
|   |       |                |
| <b>TOTAL FUNDS</b>                        |       | <b>£39,395</b> |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2021 in accordance with Section 476 of the Companies Act 2006.

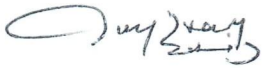
The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394

and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 07 December 2021 and were signed on its behalf by:

Name: (Director)  
Imran Zahid  
Signature:   
Date: 18-01-2022



## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2021.**

### **1. ACCOUNTING POLICIES:**

#### **Basis of preparing the financial statements:**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

#### **Income**

All income is recognized in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognized as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

#### **Taxation**

All the charity's income is charitable and is applied for charitable purpose, and therefore the income of the charity is not chargeable to corporation tax.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### **Trustees**

No trustee received any remuneration in the period under review.



**NOTES TO THE FINANCIAL STATEMENTS – continued**  
**FOR THE YEAR ENDED 30 APRIL 2021.**

**2. GRANTS & DONATIONS**

|                                  | Incoming<br>resources | Resources<br>expenses | Movement in<br>funds |
|----------------------------------|-----------------------|-----------------------|----------------------|
|                                  | £                     | £                     | £                    |
| <b>Donations</b>                 |                       |                       |                      |
| Paypal                           | 365                   | 258.24                | 107                  |
| <b>Unrestricted Funds</b>        |                       |                       |                      |
| Good Things Foundation           | 3,200                 | 3200                  | 0                    |
| Ashington Town Council           | 2,000                 | 2000                  | 0                    |
| Girl Dreamer                     | 500                   | 500                   | 0                    |
| GTF-Connected Families           | 2,250                 | 2250                  | 0                    |
| Other Income                     | 210                   | 210                   | 0                    |
| <b>Total</b>                     | <b>8,160</b>          | <b>8,160</b>          | <b>0</b>             |
|                                  |                       |                       |                      |
| <b>Totals Unrestricted Funds</b> | <b>8,525</b>          | <b>8,418</b>          | <b>107</b>           |

|  |                |                |               |
|--|----------------|----------------|---------------|
| <b>Restricted Funds</b>                                |                |                |               |
| CCSF - The National Lottery                            | 45,000         | 45,000         | 0             |
| PCC-Moj Covid19 Extraordinary Ministry Of Justice      | 12,492         | 12,492         | 0             |
| RISE NE  | 7,000          | 5,958          | 1,042         |
| The Tudor Trust  | 37,000         | 15,400         | 21,600        |
| Northumberland County Council - VCS                    | 7,000          | 7,000          | 0             |
| NHCT Northumbria Healthcare Trust                      | 2,000          | 1,852          | 148           |
| NCT - Northumberland Communities Together              | 500            | 500            | 0             |
| Income ( Census Support Centre) Good Things Foundation | 10,411         | 8,454          | 1,957         |
| Northumberland County Council                          | 500            | 500            | 0             |
| The Coalfield Regeneration Trust                       | 3,560          | 3,560          | 0             |
| Bt-Skills For Tomorrow                                 | 7,500          | 7,500          | 0             |
| GTF - Grant For Data                                   | 400            | 400            | 0             |
| GTF - NE LEP   | 1,000          | 1,000          | 0             |
| NPS-National Probation Services                        | 10,000         | 1,396          | 8,604         |
| <b>Total Restricted Funds</b>                          | <b>144,363</b> | <b>111,012</b> | <b>33,351</b> |

|                    |                |                |               |
|--------------------|----------------|----------------|---------------|
| <b>Total Funds</b> | <b>152,888</b> | <b>119,430</b> | <b>33,458</b> |
|--------------------|----------------|----------------|---------------|

### 3. SUPPORTS COST

|  |                 |
|--|-----------------|
|  | Governance cost |
|  | £               |
| Legal, accountancy and professional fees | 3,840           |

### 4. TRUSTEE'S REMUNERATION AND BENEFITS

There were no trustee's remuneration or the other benefits for the year ended 30 April 2021 nor for the year ending 30 April 2019. However, an employee connected to trustee was full time employee of the company. Total salary paid during the year was £23,589 for period ending 30 April 2021.

#### Trustee's expenses

There were no trustee's expenses paid for the year ended 30 April 2021 nor for the year ending 30 April 2019.

### 5. STAFF COSTS

|             |               |
|-------------|---------------|
|             | 30 April 2021 |
|             | £             |
| Staff costs | 53,072        |

The average monthly number of employees during the year was as follows:

|                 |               |
|-----------------|---------------|
|                 | 30 April 2021 |
| Operation staff | <u>7</u>      |

No employees received emoluments in excess of £60,000.

### 6. RELATED PARTY DISCLOSURE

An employee connected to trustee was full time employee of the company. Total salary paid during the year was £23,589 for period ending 30 April 2021. Legal consent has been obtained from Charity Commission.

### 7. LEGAL STATUS

Being Women is a company limited by guarantee, registered in England and Wales and has no share capital. The company's registered number and registered office address can be found within the Reference and Administrative Details.

The liability of each member in the even of winding-up is limited to £1.

**BEING WOMAN****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 APRIL 2021**

|                                       |                 |
|---------------------------------------|-----------------|
| Total Grants Received                 | Year 2021       |
| Total Grants                          | £152,523        |
| Donations                             | £365            |
|                                       |                 |
| <b>Totals Received</b>                | <b>£152,888</b> |
|                                       |                 |
| less expenses                         |                 |
| Accountancy                           | £984            |
| Travel by Service user and Volunteers | £1,822          |
| Equipment purchase                    | £10,554         |
| General expenses                      | £2,986          |
| Insurance                             | £1,506          |
| Marketing                             | £1,375          |
| Sundry expenses                       | £1,961          |
| Phone/data/Wifi                       | £1,787          |
| Professional / Legal / HR             | £2,856          |
| Project and activity costs            | £7,297          |
| Rent                                  | £15,970         |
| Stationary                            | £992            |
| Subscription                          | £2,602          |
| Training                              | £3,965          |
| Salaries and Wages                    | £53,072         |
| Food & Emergency Food Supply          | £2,415          |
| Bank charges                          | £97             |
| Volunteer Expense & Delivery Cost     | £7,126          |
| Help Line                             | £62             |
|                                       |                 |
|                                       |                 |
|                                       |                 |
| <b>Total Expenses</b>                 | <b>£119,430</b> |
|                                       |                 |
|                                       |                 |
| <b>Total Surplus</b>                  | <b>£33,458</b>  |

**RESTRICTED FUNDS AND SURPLUS BALANCE**

|  |         |
|--|---------|
| Restricted balance as at 30 April 2021 | £39,049 |
| Surplus as at 30 April 2021            | £346    |
| Total Restricted and surplus balance   | £39,395 |