

RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)

England & Wales · Charity number 1189311

Details

Other names	RAPE CRISIS AND SEXUAL ABUSE SUPPORT CENTRE (SOUTH BUCKINGHAMSHIRE)
Status	Registered
Legal form	CIO
Registered	2020-05-04
Register	View on the Charity Commission register

Contact

Address	Rsass Queen Victoria Road High Wycombe Bucks ---
Phone	01494 358486
Email	office@rsass.uk
Website	www.rsass.uk

Activities

Objects: TO RELIEVE THE MENTAL AND PHYSICAL DISTRESS OF INDIVIDUALS, RESIDENT IN THE DISTRICT COUNCIL AREAS OF SOUTH BUCKINGHAMSHIRE, WHO SUFFER THE PHYSICAL, MENTAL AND EMOTIONAL DISTRESS OF SEXUAL VIOLENCE AT ANY TIME IN THEIR LIVES BY PROVIDING COUNSELLING AND OTHER SUPPORT SERVICES FOR THE PUBLIC BENEFIT.(2) TO ADVANCE THE EDUCATION AND RAISE AWARENESS ABOUT SEXUAL VIOLENCE, EQUALITY AND DIVERSITY FOR THE PUBLIC BENEFIT, IN PARTICULAR BUT NOT EXCLUSIVELY THROUGH GIVING TALKS, RUNNING TRAINING SESSIONS AND USING FUNDRAISING ACTIVITIES TO RAISE AWARENESS OF SEXUAL VIOLENCE AND ITS CONTEXT.

Activities: TO OFFER COUNSELLING, ADVICE AND SUPPORT TO THOSE WHO ARE AFFECTED BY OR SUFFER THE PHYSICAL, MENTAL AND EMOTIONAL DISTRESS OF SEXUAL ABUSE, SEXUAL VIOLENCE AND RAPE AT ANYTIME IN THEIR LIFE. TO PROMOTE EDUCATION AND RESEARCH AND RAISE AWARENESS ON THE SUBJECT OF SEXUAL ABUSE, SEXUAL VIOLENCE AND RAPE, ITS EFFECTS WHETHER MENTAL, PHYSICAL, EMOTIONAL OR SOCIAL FOR THE BENEFIT OF THE PUBLIC GOOD

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Other Charitable Purposes
- **Who:** The General Public/mankind

Geography

- Buckinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£198,537	£232,293	-	-
2024-03-31	£183,673	£197,115	-	-
2023-03-31	£186,369	£189,881	-	-
2022-03-31	£226,100	£151,206	-	-
2021-03-31	£58,000	£52,000	-	-

Trustees

Name	Role	Appointed
Alison Joyce		2023-12-13
Catriona Cliffe		2026-03-18
Hamaaida Khan		2025-08-03
Joanne Norman		2023-04-18
Keshia Mellis		2023-12-13
Oladele Osinnowo		2024-06-19
Phyllida Swift		2023-12-13
Stacey Carmichael		2022-06-16

RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)

England & Wales - Charity number 1189311

Accounts



**Rape & Sexual Abuse
Support Service**
South Buckinghamshire

OUR IMPACT

ANNUAL IMPACT REPORT 2024-2025

Thank you to the ever-persistent strength of our service users, the dedication of our staff and volunteers, and the generosity of our supporters.

2024 has been a year of growth, resilience, and renewed hope.

Read through our latest report to discover the milestones RSASS has reached this year — and how your support has helped make it all possible.

www.rsass.uk



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INTRODUCTION



WelcometotheRSASSAnnualImpactReport 2024.

Thisyear,we'vesupportedover135 survivors across SouthBuckinghamshire, delivered more than 1500 counsellinghours,and responded to135 new referrals — all while continuing to campaign forchange through the VAWG Alliance.

In 2024/25, RSASS expanded access to counselling, advocacy, and helpline support, reducing wait times for survivors. We developed a new workplace training programme on sexual harassment, aimed at raising awareness and generating income. Strengthened partnerships and deeper community engagement continued to shape our inclusive, survivor-centred approach and support long-term sustainability.



Donna Millar
CEO

REFERENCE & ADMINISTRATIVE INFORMATION

CHARITY NAME:

Rape& SexualAbuseSupportService(SouthBuckinghamshire) Registered as a CIO 4th May2020,amended1stOctober2020

REGISTERED CIO NUMBER:

1189311

PRINCIPAL ADDRESS:

PO Box 1448, High Wycombe, Buckinghamshire, HP11 9GW

TRUSTEES:

For the period ending 31 March 2025:

Trustees at date of signing the financial statements and Trustees' Report:

Jane Allen (appointed 15 February 2022) Stacey Carmichael (appointed 16 June 2022) Amy Moore (appointed 6 July 2022) Siana Ahmed (resigned 12th March 2025) Jo Norman (appointed 18 April 2023) Alison Joyce (appointed 13 December 2023) Ola Osinnowo (appointed 19 June 2024) Phyllida Swift (appointed 13 December 2023) Keshia Mellis (appointed 13 December 2023)

Jane Allen (appointed 15 February 2022) Stacey Carmichael (appointed 16 June 2022) Amy Moore (appointed 6 July 2022) Siana Ahmed (resigned 12th March 2025) Jo Norman (appointed 18 April 2023) Alison Joyce (appointed 13 December 2023) Ola Osinnowo (appointed 19 June 2024) Phyllida Swift (appointed 13 December 2023) Keshia Mellis (appointed 13 December 2023)

RSASS trustee board membership is by approval of the trustee board members on the submission of an application form signed by the applicant or by written invitation from the board and written acceptance. References and DBS checks are made for all new Trustees. Trustees consider each application for membership at the AGM or first board meeting held after its receipt. Membership is renewed at the annual AGM when Trustees will stand down for re-election every 3 years.

EXECUTIVE DIRECTOR (at the date of signing report):

Donna Millar

BANKERS:

The Co-Operative Bank, 59-62 Abingdon Street, Northampton, NN1 2AW

SOLICITORS:

Blaser Mills Law, 40 Oxford Road, High Wycombe, HP1 2EE

INDEPENDENT EXAMINERS:

Anthony Davies



ACTIVITY

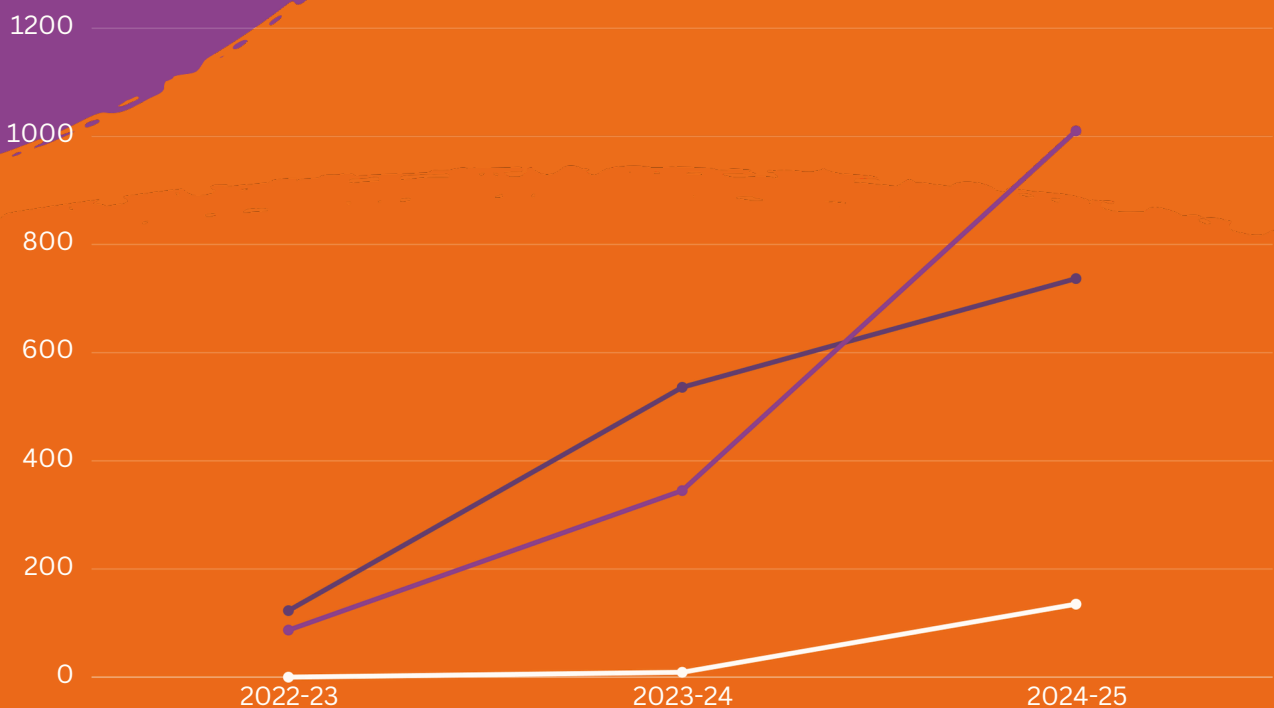
Provided Support to



Individuals

In 2024–25, RSASS supported 135 individuals through trauma-informed services.

We delivered 1,010 counselling sessions and 737 helpline contacts, with 126 people reporting improved wellbeing. Our ISVA services supported 7 survivors through the criminal justice system. We also partnered with Brook to deliver sexual education and bystander training — continuing our mission to support all survivors of rape and sexual abuse, regardless of gender.



Service User Growth Telephone Sessions Counselling Sessions

OUR OBJECTIVES

The objectives of the charity, which are set out in its governing constitution (last amended 13th December 2023), are:

1 Provide Specialist Support for Survivors of Sexual Violence

We aim to reduce the mental, emotional, and physical impact of sexual violence by offering accessible, trauma-informed counselling and support. Our services are open to anyone in South Buckinghamshire affected by sexual abuse, at any stage of their life, helping survivors move toward healing and recovery.

2 Raise Awareness in the Community

We work to increase public understanding of sexual violence, equality, and diversity through education and outreach. This includes talks, training sessions, and awareness campaigns — often delivered alongside our fundraising activities — to challenge stigma and promote prevention.

The constitution of RSASS was amended to a CIO where the only members are trustees on 13 December 2023

Further awareness of sexual violence has been raised via campaigns and fundraising events including the London 10Km run.

During last year's 16 days of action, RSASS led and hosted the formation of a VAWG alliance which incorporates 11 organisations.

RSASS has worked alongside the Cranfield Trust to develop a three year strategic plan taking us to 2027. Working with the Lloyds Bank Foundation RSASS is building on this with a resilience project.



GOVERNANCE &

MANAGEMENT

In 2024, RSASS became a Charitable Incorporated Organisation (CIO) with no voting members other than trustees.

Trustees meet quarterly to review progress against our strategic objectives, supported by subgroups on finance, governance, and development. At the AGM on 11th December 2024, Jane Allen, Phyllida Swift, and Jo Norman retired and were reappointed in line with the constitution. Alison Joyce and Keshia Mellis stepped down and were reappointed in March 2025. Trustee details are listed in Section 1.

RSASS is a member of NCVO and BACP, and adheres to BACP's Ethical Framework. We support the White Ribbon campaign, with several staff serving as domestic abuse champions.

We are currently working towards accreditation with The Survivors Trust, expected by the end of 2025.

Constitution

The constitution was adopted and last amended 13th December, 2023.

OUR SERVICES



135
Referrals

RSASS provides specialist support for survivors of sexual violence aged 16+ in Buckinghamshire, regardless of whether the abuse happened recently or in the past. Our services include counselling, trauma therapy, ISVA support, wellbeing coaching, and pre-trial therapy—offered both face-to-face and online.

We also deliver community training and awareness sessions to challenge sexual violence and improve understanding.

In 2024–2025, we strengthened and expanded our services through work with the Lloyds Bank Foundation and our strategic plan. Our team, led by the Executive and Operations Directors, includes clinical, wellbeing, and communications staff, supported by over 50 trained volunteers across functions such as HR, social media, and bid writing.

Our High Wycombe hub includes counselling, training, and admin spaces, used by RSASS and partner organisations. We've grown our partnerships locally—particularly with Women's Aid and education and mental health services.



Ministry
of Justice

This year, we received 135 referrals, reflecting growing trust in our services. We also diversified our income through grants, fundraising, donations, and paid work, alongside MoJ and council funding. Sharing resources with partners continues to help us reduce costs and maximise impact.



FUTURE PLANS

This year has shown RSASS to be an organised, accessible and dynamic support service. Building on this embedded foundation, we will continue to drive growth in all areas to increase our support offer to anyone affected by sexual violence. Next year, working with the Lloyds Bank Foundation we will progress our organisational resilience project and start financial and governance reviews. RSASS will continue to access diverse funding streams through bids and grant applications. Our fundraising strategy is in progress and will be supported by a board subgroup. Fundraising through events, campaigns and donations will be increased. We are developing a new income stream in training and wellbeing, which will be marketed to corporate partners and businesses to improve the charities sustainability and resilience. Wycombe Women's Aid will share our premises next year which will extend our reach, avoid duplication and improve survivor outcomes.



**Rape & Sexual Abuse
Support Service**
South Buckinghamshire

PERFORMANCE

Funds Received

The trustees would like to express gratitude to all organisations and individuals who have contributed to the organisation's funding throughout the period. Throughout the financial year ending 31 March 2025 RSASS received funds from the following:

- Ministry of Justice
- Lotto
- Buckinghamshire Council
- Lloyds Bank Foundation

RSASS also received donations and raised money through events and campaigns.

The total income for the period was £198,537 for the period to 31 March 2025.



FINANCIAL PERFORMANCE

The total income for the period was £198,537 for the period to 31 March 2025.

The total P&L expenditure for the period was £232,293, which was split between expenditure on charitable activities £230,989 and support and governance costs £1,303. A depreciation charge of £908 has been recognised.

Financial Reserves

The Trustees keep a minimum of three months expenses as reserves but ideally aim to accumulate reserves equivalent to at least 6 months expenditure, to provide the ability to meet unforeseen expenditure and support growing local demand. This is a key focus for future financial periods.

Fund balances as at 31st March 2025 were at £38,572 with cash at bank of £37,863 as at 31st March 2025 which satisfies the RSASS reserves policy.

The trustees review this policy in accordance with the Charity Commission's guidelines on a regular basis, at least once a year.





RESERVES & OPERATIONAL RESILLIENCE

We have a designated reserves policy where there is a minimum level of reserves necessary to fund working capital requirements, contingencies and to safeguard the continuing activities of the organisation. The policy and the reserves position are monitored and reviewed annually.

Funding has remained static over the past three years, creating challenges and making sustainability a key priority for the future.

With the continued support of the Lloyds Bank Foundation, 2025–2026 will be a year of growth. We are developing new income streams and attracting fresh investment to strengthen our financial position and ensure long-term stability.

As at the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.



SIGNATURE & DECLARATION

I declare, in my capacity of charity trustee, that:

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf

Name of Trustee: Jane Allen

Signature: *J. L. Allen*

Date: 01/10/2025

I declare, in my capacity of charity treasurer, that:

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf

Name of Treasurer: Oladele Osinnowo

Signature: *Oladele Osinnowo*

Date: 01/10/2025



**Rape & Sexual Abuse
Support Service**
South Buckinghamshire

INDEPENDENT EXAMINERS REPORT

**REGISTERED
CHARITY NUMBER:
1189311**

2024-2025

**TO THE TRUSTEES OF RAPE AND SEXUAL ABUSE SUPPORT SERVICE
(SOUTH BUCKINGHAMSHIRE)**

www.rsass.uk



I report to the Trustees on my examination of the financial statements of The Rape and Sexual Abuse Support Service South Buckinghamshire (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

Independent examiner's statement

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:

- Accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- The financial statements do not accord with those records; or
- The financial statements 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 financial statements to be reached.

Anthony Davies MA MBA FIC CMC



52 Purlewent Drive
Weston
Bath
BA1 4AZ

Dated: 01/10/2025

Statement of Financial Activities
For the Year Ended 31 March 2025



**Rape & Sexual Abuse
Support Service**
South Buckinghamshire



**Rape & Sexual Abuse
Support Service**
South Buckinghamshire

FINANCIAL

REPORT

2024-2025

REGISTERED CHARITY NUMBER: 1189311

www.rsass.uk



The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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 2016). The charity is a Public Entity as defined by FRS 102. The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement Cash Flows. The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Continued on next page

Incoming Resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received. Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation unless performance conditions require deferral of the amount. Intangible Income in the form of donated facilities and voluntary help etc, is not included in the financial statements since it is not considered able to quantify such income.

Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight-line basis over the term of the relevant lease.

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both cost that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity. All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of resources.



**Rape & Sexual Abuse
Support Service**
South Buckinghamshire

Continued on next page

Pensions

The CIO operates a NEST pension scheme.

Reserves

The current reserve policy is to maintain a minimum of 3-6 months average running costs.

Tangible Fixed Assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Tangible fixed assets are stated at cost less depreciation. Assets costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Equipment 25% Reducing Balance

Furniture 25% Reducing Balance

Risk

The trustees do not believe the CIO is subject to any substantial risk beyond the liabilities disclosed in its Annual Report and Accounts. The organisation has public, employer liability insurance to protect the CIO in case of a claim.

Ultimate Controlling Party

Rape and Sexual Abuse Support Service (South Buckinghamshire) is a registered Charitable Incorporated Organisation controlled and managed by the Trustees individually named in the Annual Report.



Fund Reconciliation	Unrestricted	Restricted	2025 Total	2024 Total
Fund balances brought forward	13,984	58,344	72,328	86,770
Funds Received	43,535	155,002	198,537	182,673
Funds Spent	-50,873	-181,419	-232,293	-197,115
Fund balances carried forward	6,645	31,927	38,572	72,328

The financial statements were approved by the Trustees on

Name of Trustee: Jane Allen

Signature: *J. L. Allen*

Date: 01/10/2025



BALANCE SHEET

		2025	2024
1	Tangible Fixed Assets	2,724	2,112
	Debtors and Prepayments	807.5	1,052
	Cash at bank and in hand	37,863	72,440
	Total Current Assets	38,671	73,492
2	Creditors: Amounts falling due within one year	(4,134.31)	-3,276
	Net current assets/ (liabilities)	34,536	70,216
	Total assets less current liabilities	37,261	72,328
	Creditors: amounts falling due after one year		
	Provisions for liabilities and charges	-	
		-	-
3	Net Assets	37,261	72,328
	Funds		
	Unrestricted Funds	6,645	13,984
	Designated Funds		-
	Total Unrestricted Funds	6,645	13,984
	Restricted Funds	31,927	58,344
	Endowment Funds		-
	Total Funds	38,572	72,328

INCOME STATEMENT

2024-2025

	From Bank Stm	Unrestricted	Restricted	2025 Total	2024 Total
Transfer from Rape Crises (Wycombe, Chiltern and South Buckinghamshire)	0	-	-	-	613
Total Income from Other Trading Activities	0	-	-	-	613
Ministry of Justice	155,002.00	-	155,002	155,002	159,449
Bucks County Council	12,996.00	12,996	-	12,996	12,996
Wycombe Abbey	-	-	-	-	8,491
LOTTO	234.00	234	-	234	-
Other Income: Refund (BNP Paribas, Harris Hill)	30,282.73	30,283	-	30,283	1,124
CCLA - Interest Earned	22.33	22	-	22	-
Total Donations, legacies and grants	198,514.73	43,513	155,002	198,515	182,060
Total Incoming Resources	198,537	43,535	155,002	198,537	182,673

EXPENDITURE

2024-2025

	Notes	Unrestricted	Restricted	2025 Total	2024 Total
Transfer from Rape Crises (Wycombe, Chiltern and South Buckinghamshire)		-	-		
Total Donations, legacies & grants		43,535	155,002	198,537	182,060
Total Income		43,535	155,002	198,537	182,060

Support & Governance Costs

Accountancy Fees		203	901	1,103	1,390
Legal and Professional Fees		11	189	200	
Total Expenditure on Support and Governance Costs		213	1,090	1,303	1,390

Funds brought forward		13,984	58,344	72,328.09	86,770
Net Funds carried forward		-7,338	-26,417	-33,755	-14,442
Total Funds carried forward		6,645	31,927	38,572	72,328

Expenditures on	Notes	Unrestricted	Restricted	2025 Total
Employment Costs <i>Inc.Salaries,HMRC,NIcontributions, pension % contributions</i>		38,700	137,787	176,486
Consultancy Fees		942	3,353	4,295
Staff/ Trustee Expenses <i>Inc= Events,sundries</i>		321	1,144	1,466
Rent		4,578	16,301	20,879
Supervision Expenses		934	3,326	4,260
Property Expenses		-	-	-
Depreciation		199	709	908
Computer Software/IT Expenses <i>Inc=DPMS,Millstream,365,3XC,sage,IThardware / tech)</i>		2,984	10,626	13,610
Telephone & Internet		96	340	436
Volunteer Expenses		173	615	787
Insurance		432	1,539	1,971
Training		395	1,405	1,800
Postage, Printing & Stationary <i>Inc = PO Box</i>		235	836	1,071
Advertising (General Marketing)		403	1,434	1,837
Other Employment Costs <i>Inc= professionalbodysubscriptionfees,DBS, Pension Costs</i>		231	821	1,052
Office Maintenance, Utilities, Travelling etc		29	102	130
Total Expenditure on Charitable Activities		50,651	180,338	230,989
Total Resources Expended		50,873	181,419	232,293

Bank Balances

	2025	2024	2023
CO-OP -65983162 00	37,403	72,056	0
CCLA - C03076125-001	384	384	0
CCLA - C03076124-001	77		0
	37,863	72,440	0

Fixed Assets Schedule

	Equipment	Fixtures and Fittings	Total
Cost			
Balance B/Fwd	569	3,435	4,004
Additions	816	-	816
Disposals	-	-	-
C/fwd	1,385	3,435	4,820
Depreciation			
Balance B/Fwd	-329	-859	-1,188
Depreciation Charge	-264	-644	-908
Disposals	-	-	-
C/fwd	-593	-1,503	-2,096
Net Book Value			
B/fwd C/fwd	240	2,576	2,816
	792	1,932	2,724

* A depreciation rate of 25% was used (on reducing balance), following the format used in previous accounts

Intangible Assets Schedule

	Visia Software	Visia Software	Total
Cost			
Balance B/Fwd	-	-	-
Additions	2280	-	2,280
Disposals	-	-	-
C/fwd	2,280	-	2,280
Depreciation			
Balance B/Fwd	-	-	-
Depreciation Charge *	-285	-	-285
Disposals	-	-	-
C/fwd	-285	-	-285
Net Book Value			
B/fwd C/fwd	-	-	-
	1,995	-	1,995

***Visia Software, bought in July 2025. Depreciation prorated for half year Consortium is the training software used for all standard training courses for all staff & volunteers**

VISIA: 12 months support, hosting and ongoing development for DPMS web based system commencing July 2023 (including 5 users)

Debtors and Prepayments

	2025	2024	2023
Rent Prepayment	0	0	0
Other Prepayments	808	1,052	240
Total Prepayments	808	1,052	240
Consortium*	0	1,800.00	2,280.00
DPMS x2 month prepayment	380		
Skyline Skydive	427.5		
Prorated for the year (290/396)	-	(1,318.18)	(1,710.00)
Prepaid Amount C/f	807.5	481.82	570
		*Charity Learning Consortium Subscription: Access for up to 50 Users	
		Year 1: 16.06.2023 to 15.07.2024	

Creditors

	2025	2024	2023
Accountancy (Ind Exm Fees)	n/a	250	3,320
Consultancy Fees*	0	347	0
HMRC and Pension**	4,110	0	315
Other Creditors (clarity copiers)	24		
Total Accrued Expenses	4,134	597	3,635
		* Provision for March book keeping service ** Provision for HMRC and Pension for March payroll	

Net Movement in Funds

This is stated after charging:

	2025	2024	2023
Depreciation		1,193	939
Trustees Remuneration	-	-	-
Independent Examiner's Remuneration		250	500

Staff Costs

	2025	2024	2023
Salaries and wages	134,837	141,041	107,903
Employers National Insurance & PAYE	28,747	0	7,031
Pension costs	12,902	0	764
Total Staff costs	176,486	141,041	115,698

Refunds

	2025
ALIBABA	187
SOLICITORS	1,806
TESCO	2
AMAZON	34
Total Received	2,030





**Rape & Sexual Abuse
Support Service**
South Buckinghamshire

THANK

YOU!

CONTACT US:



01494 358 486



office@rsass.uk



www.rsass.uk



RSASS, Queen Victoria Road, High
Wycombe, HP11 9GW

REGISTERED CHARITY NUMBER: 1189311

www.rsass.uk



RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)

England & Wales - Charity number 1189311

Accounts

ANNUAL REPORT

2023 – 2024

REGISTERED CHARITY NUMBER: 1189311

**TRUSTEES REPORT AND
UNAUDITED FINANCIAL
STATEMENTS**

**FOR THE YEAR ENDED 31
MARCH 2024**



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REFERENCE & ADMINISTRATIVE INFORMATION

CHARITY NAME:

Rape & Sexual Abuse Support Service (South Buckinghamshire) Registered as a CIO 4th May 2020, amended 1st October 2020

REGISTERED CIO NUMBER:

1189311

PRINCIPAL ADDRESS:

PO Box 1448, High Wycombe, Buckinghamshire, HP11 9GW

TRUSTEES:

For the period ending 31 March 2024:

Jane Allen (*appointed 15 February 2022*)
Stacey Carmichael (*appointed 16 June 2022*)
Amy Moore (*appointed 6 July 2022*)
Siama Ahmed (*appointed 18 April 2023*)
Jo Norman (*appointed 18 April 2023*)
Alison Joyce (*appointed 13 December 2023*)
Phyllida Swift (*appointed 13 December 2023*)
Keshia Mellis (*appointed 13 December 2023*)
Adam Sandelson (*appointed 18 April 2023 and resigned 13.12.23*)
James Senior (*appointed 18 April 2023 and resigned 19.9.23*)

Trustees at date of signing the financial statements and Trustees' Report:

Jane Allen (*appointed 15 February 2022*)
Stacey Carmichael (*appointed 16 June 2022*)
Amy Moore (*appointed 6 July 2022*)
Siama Ahmed (*appointed 18 April 2023*)
Jo Norman (*appointed 18 April 2023*)
Alison Joyce (*appointed 13 December 2023*)
Phyllida Swift (*appointed 13 December 2023*)
Keshia Mellis (*appointed 13 December 2023*)
Oladele Osinnowo (*appointed 19 June 2024*)

Membership is by approval of the trustee board members on the submission of a request in writing, or by submission of an application form signed by the applicant, or by written invitation from the board and written acceptance. Reference and DBS checks are made for all new Trustees. Trustees consider each application for membership at the AGM, or first board meeting held after its receipt. Membership is renewed at each AGM where one third of the Trustees will stand down for re-election.

EXECUTIVE DIRECTOR (AT THE DATE OF SIGNING REPORT):

Donna Millar

BANKERS:

The Co-Operative Bank, 59-62 Abingdon Street, Northampton, NN1 2AW

SOLICITORS:

Blaser Mills Law, 40 Oxford Road, High Wycombe, HP1 2EE

INDEPENDENT EXAMINER:

Anthony Davies

OBJECTIVES AND ACTIVITY OF THE CHARITY

The objectives of the charity, which are set out in its governing constitution (last amended 13th December 2023), are:

- To relieve the mental and physical distress of individuals, resident in the district council areas of South Buckinghamshire, who suffer the physical, mental and emotional distress of sexual violence at any time in their lives by providing counselling and other support services for the public benefit.
- To advance the education and raise awareness about sexual violence, equality and diversity for the public benefit, in particular but not exclusively through giving talks, running training sessions and using fundraising activities to raise awareness of sexual violence and its context.

The constitution of RSASS is currently with the Charities Commission for ratification as the constitution is being amended to a CIO where the only members are trustees.

Throughout 2023–2024 Rape & Sexual Abuse Support Service South Buckinghamshire (RSASS) developed the counselling service provided by volunteer and paid counsellors to provide face to face, virtual and telephone support. The helpline and listening service to support women and girls in South Buckinghamshire who had experienced sexual violence has continued. An ISVA service has been established and a well-being service implemented. RSASS helps and supports anyone who has experienced recent or historical sexual abuse, regardless of their gender.

GOVERNANCE AND MANAGEMENT

- RSASS was registered as a CIO (Charitable Incorporated Organisation) on 4th May, 2020 originally as Rape Crisis & Sexual Abuse Support Centre (South Buckinghamshire). On 1st October, 2020 a resolution was agreed and passed by the board of trustees to change the name to Rape & Sexual Abuse Support Service (South Buckinghamshire) (RSASS). The CIO is the Charity Commission's Association model where there are voting members other than its trustees as stated in the Constitution. The constitution is currently with the Charities Commission to be amended to a CIO with no voting membership other than Trustees, a process which will be completed during 2024.
- At the annual general meeting of the CIO (13th December 2023) Stacey Carmichael and Amy Moore retired from office as required in clause 13.1 of the constitution and were both reappointed. Jo Norman and Siana Ahmed remained as trustees having been appointed within year. Alison Joyce, Keshia Mellis and Phyllida Swift were appointed as new trustees. Details of the current trustees are as in Section 1 above.

The charity trustees manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO as stated in 12.1 of the Constitution.

TRUSTEES' ANNUAL REPORT FOR THE PERIOD ENDING 31 MARCH 2024.

The trustees consistently monitor the charity's objectives and activities throughout the year, conducting reviews during board meetings held at least every three months. These meetings are supported by three subgroups focusing on finance, governance, and development. In 2023-2024, RSASS experienced significant development and change. The leadership team, staff, and volunteers have built a comprehensive support service from our office in High Wycombe. Our team, managed by the Executive Director and Operational Director, includes Clinical and Volunteering leads, a Communications Manager, Wellbeing Coordinator, and ISVA. Together, they ensure our services are highly accessible and quality monitored.

Our office, equipped with counselling, meeting, training, and administration rooms, is regularly used not only by RSASS but also by partners, including the police, who provide complementary support to our service users. Over 40 volunteers contribute to various roles, such as website creation, social media management, bid writing, HR functions, training, and marketing. All staff and volunteers receive accredited essential and specialised training, including that provided by The Survivors Trust.

The RSASS model of support is underpinned by best practice policies and procedures and is offered face-to-face, online, via text, or telephone. We have developed outreach options through networking with partners on county borders and in the local area, including Women's Aid, young people's education, and mental health services. This year, we have also starting working with the Hollie Gazzard Trust and Urban, aiming to become partners in delivering RSASS services.

RSASS has organisational membership of the NCVO and British Association for Counselling and Psychotherapy (BACP) and adheres to the Ethical Framework for Good Practice in counselling and psychotherapy. RSASS members of staff are domestic abuse champions having trained to use DASH and attend the local MARAC.

FUTURE PLANS

RSASS is an organised, accessible, and dynamic support service. We plan to build on this sound foundation to grow our support offer to anyone affected by sexual violence. Driving growth will be a key aspect of work as we strive to reach more individuals who have experienced sexual violence. Next year working with the Cranfield Trust we will complete our strategic plan and develop a long term financial plan to secure the resilience of the charity. RSASS will continue to access diverse funding streams, including working with partners to bid for money and share joint resources. We plan to extend our membership of recognised organisations within the field including with The Survivors Trust.

ACHIEVEMENT AND PERFORMANCE

During 2023–2024 RSASS became more accessible and grew all of the services provided to people in South Buckinghamshire who have experienced sexual violence. RSASS support throughout 2023–24 included a minimum of volunteer and paid counsellors offering counselling sessions a week. At year end there were unique individuals who had accessed the support service utilising sessions of support per week.

FINANCIAL PERFORMANCE

Funds Received

The trustees would like to express gratitude to all organisations and individuals who have contributed to the organisation's funding throughout the period. Throughout the financial year ending 31 March 2024 RSASS received funds from the following:

- Ministry of Justice
- Lotto
- Buckinghamshire Council

RSASS also received donations, including from Wycombe Abbey School.

The total income for the period was £226,100 for the period to 31 March 2023.

The total P&L expenditure for the period was £151,206, which was split between expenditure on charitable activities £133,769 and support and governance costs £17,438. A depreciation charge of £107 has been recognised. There was additionally a capital expense on a carpet for £3,435 which has been capitalised.

Financial Reserves

The Trustees keep a minimum of three months expenses as reserves but ideally aim to accumulate reserves equivalent to at least 6 months expenditure, to provide the ability to meet unforeseen expenditure and support growing local demand. This is a key focus for future financial periods.

Fund balances as at 31 March 2024 were at £90,282 with cash at bank of £75,774 as at 31 March 2024 which satisfies the reserves policy set out below.

The trustees plan to review this policy in accordance with the Charity Commission's guidelines on a regular basis, at least once a year.

OUR SERVICES

Currently RSASS services are available to individuals who are survivors of sexual violence, who are 16 years or over and who live in the council areas of Wycombe, Chiltern and South Buckinghamshire, whether the assault happened recently or in the past, including as a child. During 2025 RSASS will provide services to any individual affected by sexual violence.

RSASS provides a range of support services including counselling, well-being and coaching, ISVA and which are available face to face and virtually.

RSASS has and will continue to expand national and local partnerships.

POLICIES

Constitution

The constitution was adopted and last amended 1st October, 2020.

RESERVES

We have a designated reserves policy where there is a minimum level of reserves necessary to fund working capital requirements, contingencies and to safeguard the continuing activities of the organisation. The policy and the reserves position are monitored and reviewed annually.

GOING CONCERN

As at the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparation of the accounts.

SIGNATURE & DECLARATION

I declare, in my capacity of charity trustee, that:

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf

Name of Trustee: Jane Allen

Signature: *J. L. Allen*

Date: 09/01/2025

I declare, in my capacity of charity treasurer, that:

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf

Name of Treasurer: Oladele Osinnowo

Signature: *[Handwritten Signature]*

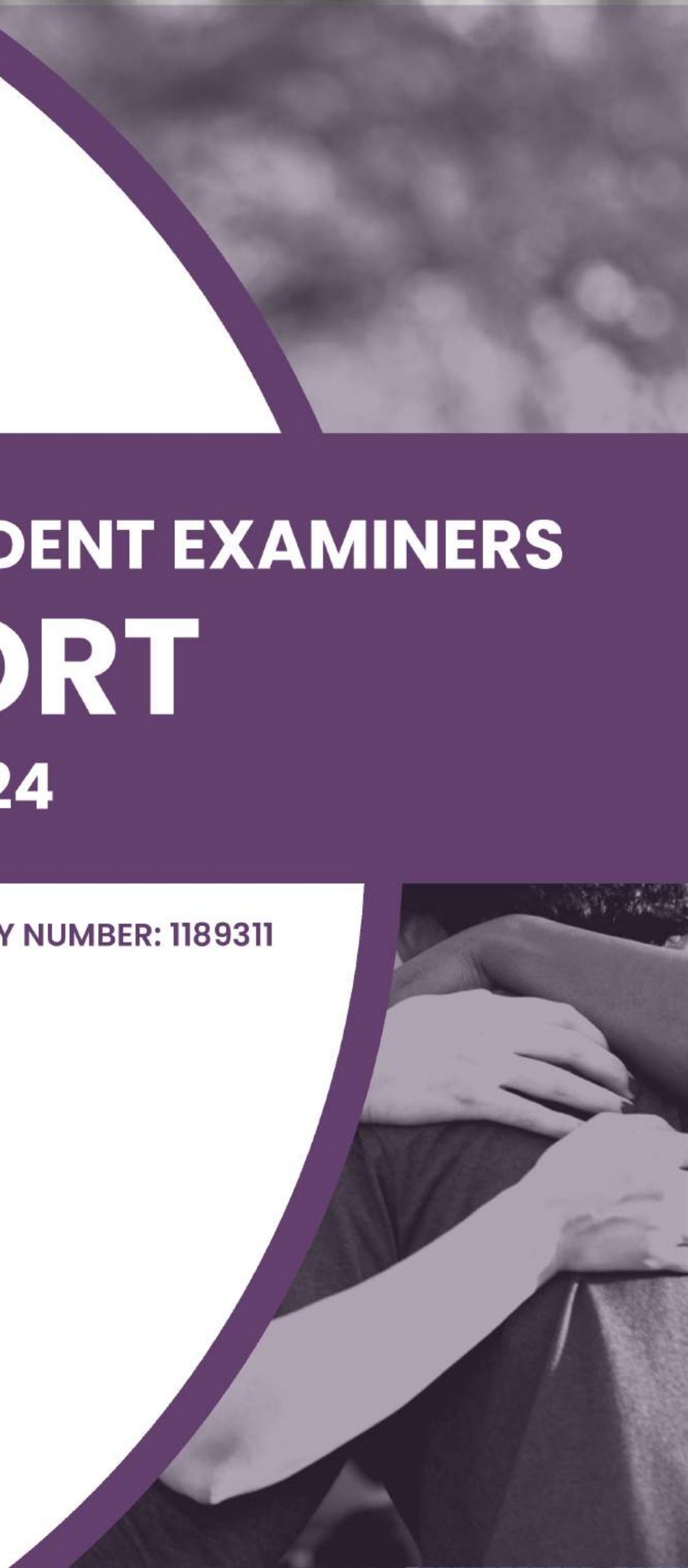
Date: 09/01/2025

INDEPENDENT EXAMINERS REPORT

2023 – 2024

REGISTERED CHARITY NUMBER: 1189311

TO THE TRUSTEES OF
RAPE AND SEXUAL
ABUSE SUPPORT
SERVICE (SOUTH
BUCKINGHAMSHIRE)



I report to the Trustees on my examination of the financial statements of The Rape and Sexual Abuse Support Service South Buckinghamshire (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

Independent examiner's statement

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:

- Accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- The financial statements do not accord with those records; or
- The financial statements 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 financial statements to be reached.

Anthony Davies MA MBA FIC CMC



52 Purlewent Drive
Weston
Bath
BA1 4AZ

Dated: 07/01/2025

Statement of Financial Activities
For the Year Ended 31 March 2024

FINANCIAL REPORT

2023 – 2024

REGISTERED CHARITY NUMBER: 1189311

FOR THE YEAR ENDED 31
MARCH 2024



The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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 2016). The charity is a Public Entity as defined by FRS 102. The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement Cash Flows. The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Incoming Resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received. Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation unless performance conditions require deferral of the amount. Intangible Income in the form of donated facilities and voluntary help etc, is not included in the financial statements since it is not considered able to quantify such income

Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight-line basis over the term of the relevant lease.

Notes to the accounts **Accounting Policies continued**

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both cost that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity. All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of resources.

Pensions

The CIO operates a NEST pension scheme.

Reserves

The current reserve policy is to maintain a minimum of 3-6 months average running costs.

Tangible Fixed Assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Tangible fixed assets are stated at cost less depreciation. Assets costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Equipment	25% Reducing Balance
Furniture	25% Reducing Balance

Risk

The trustees do not believe the CIO is subject to any substantial risk beyond the liabilities disclosed in its Annual Report and Accounts. The organisation has public, employer liability insurance to protect the CIO in case of a claim.

Ultimate Controlling Party

Rape and Sexual Abuse Support Service (South Buckinghamshire) is a registered Charitable Incorporated Organisation controlled and managed by the Trustees individually named in the Annual Report.

BALANCE SHEET

For the Year Ended 31 March 2023

	NOTES	UNRESTRICTED	RESTRICTED	2024	2023 TOTAL
INCOME FROM					
OTHER TRADING ACTIVITIES	2	613	0	613	0
DONATIONS, LEGACIES AND GRANTS	2	22,611	159,449	182,060	186,369
TOTAL RESOURCES EXPENDED		23,224	159,449	182,673	186,369
EXPENDITURE ON:					
CHARITABLE ACTIVITIES	3	24,884	170,841	195,725	-159,224
SUPPORT AND GOVERNANCE COSTS	3	145	1,245	1,390	-30,657
TOTAL RESOURCES EXPENDED		-25,029	-172,086	-197,115	-189,881
NET INCOMING (OUTGOING) RESOURCES		-1,804	-12,638	-14,442	-3,512
FUND BALANCES BROUGHT FORWARD	4	15,788	70,982	86,770	90,282
NET INCOMING RESOURCES	4	-1,804	-12,638	-14,442	-3,512
FUND BALANCES CARRIED FORWARD		13,984	58,344	72,328	86,770

		2023	2024
TANGIBLE FIXED ASSETS	8	2,112	2,816
DEBTORS AND PREPAYMENTS	9	1,052	240
CASH AT BANK AND IN HAND		72,440	87,348
TOTAL CURRENT ASSETS		73,492	87,588
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	10	-3,276	-3,635
NET CURRENT ASSETS/(LIABILITIES)		70,216	83,953
TOTAL ASSETS LESS CURRENT LIABILITIES		72,328	86,770
CREDITORS: AMOUNTS FALLING SUE AFTER ONE YEAR		-	-
PROVISIONS FOR LIABILITIES AND CHARGES		-	-
NET ASSETS		72,328	86,770

FUNDS	2023	2024
UNRESTRICTED FUNDS	13,984	15,788
DESIGNATED FUNDS	-	-
TOTAL UNRESTRICTED FUNDS	13,984	15,788
RESTRICTED FUNDS	58,344	70,982
ENDOWMENT FUNDS	-	-
TOTAL FUNDS	72,328	86,770

The financial statements were approved by the Trustees on

Name of Trustee: Jane Allen

Signature: *J. L. Allen*

Date: 09/01/2025

INCOMING RESOURCES

	UNRESTRICTED	RESTRICTED	2024 TOTAL	2023 TOTAL
TRANSFER FOR RAPE CRISIS (WYCOMBE, CHILTERN AND SOUTH BUCKINGHAMSHIRE)	613	-	613	-
TOTAL INCOME FROM OTHER TRADING ACTIVITIES	613	-	613	-
MINISTRY OF JUSTICE	-	159,449	159,449	168,305
BUCKS COUNTY COUNCIL	12,996	-	12,996	12,996
WYCOMBE ABBEY	8,491	-	8,491	4,683
OTHER INCOME: REFUND (BNP PARIBAS, HARRIS HILL)	1,124	-	1,124	385
TOTAL DONATIONS, LEGACIES AND GRANTS	22,611	159,449	182,060	186,369
TOTAL INCOMING RESOURCES	23,224	159,449	182,673	186,369

There are no unfulfilled conditions or contingencies attached to the government grant from Ministry of Justice.

EXPENDITURE

EXPENDITURES ON	NOTES	UNRESTRICTED	RESTRICTED	2024 TOTAL	2023
EMPLOYMENT COSTS	6	17,931	123,109	141,041	115,698
CONSULTANCY FEES		520	3,572	4,093	-
STAFF EXPENSES		109	747	856	637
RENT		2,654	18,225	20,879	2-,879
SUPERVISION EXPENSES		492	3,378	3,871	4,923
PROPERTY EXPENSES		-	-	-	2,191
DEPRECIATION		90	615	704	939
COMPUTER SOFTWARE/IT EXPENSES		1,694	11,633	13,328	2,869
TELEPHONE & INTERNET		111	785	876	2,176
VOLUNTEER EXPENSES		39	271	310	-
INSURANCE		191	1,309	1,500	958
TRAINING		299	2,053	2,353	5,046
POSTAGE, PRINTING & STATIONARY		353	2,426	2,779	1,517
ADVERTISING		69	1,472	542	-
OTHER EMPLOYMENT COSTS		187	1,284	1,472	1,391
OFFICE MAINTENANCE, UTILITIES, TRAVELLING ETC.		143	980	1,123	-
TOTAL EXPENDITURE ON CHARITABLE ACTIVITIES		24,884	170,841	195,725	259,224

SUPPORT AND GOVERNANCE COSTS

EXPENDITURES ON	NOTES	UNRESTRICTED	RESTRICTED	2024 TOTAL	2023
ACCOUNTANCY FEES		145	1,245	1,390	9,618
LEGAL AND PROFESSIONAL FEES		-	-	-	21,039
TOTAL EXPENDITURE ON SUPPORT AND GOVERNANCE COSTS		145	1,245	1,390	30,657
TOTAL RESOURCES EXPENDED		25,029	172,086	197,115	189,881
FUNDS BROUGHT FORWARD		15,788	70,982	86,770	90,282
NET FUNDS CARRIED FORWARD		-1,804	-12,638	-14,442	-3512
TOTAL FUNDS CARRIED FORWARD		13,984	58,344	72,328	86,770

FUND RECONCILIATION

FUND RECONILIATION	UNRESTRICTED	RESTRICTED	2024 TOTAL
FUND BALANCES BROUGHT FORWARD	15,788	70,982	86,770
FUNDS RECEIVED	23,224	159,449	182,673
FUNDS SPENT	-25,029	-172,086	-197,115
FUND BALANCES CARRIED FORWARD	13,984	58,344	72,328

Remaining funds in restricted funds received from Ministry of Justice represent funds that are prepayments for activities in the following financial year and funds transferred in the prior year from Rape Crises (Wycombe, Chiltern and South Buckinghamshire) (note 2) that primarily relate to National Lottery funds, a portion of which were granted to enable a sufficient level of reserves.

NET MOVEMENT IN FUNDS

	2024	2023
DEPRECIATION	704	939
TRUSTEES REMUNERATION	-	-
INDEPENDENT EXAMINER'S REMUNERATION	250	250

STAFF COSTS

Number of employees

The average number of employees during the year was 4.
Staff costs were as follows:

	2024	2023
SALARIES AND WAGES	111,784	107,903
EMPLOYERS NATIONAL INSURANCE	22,284	7,031
PENSION COSTS	6,972	764
TOTAL STAFF COSTS	141,041	115,698

Trustees Remuneration

None of the trustees (or persons connected to them) received any remuneration during the period.

TANGIBLE FIXED ASSETS

	EQUIPMENT	PICTURES AND FITTINGS	TOTAL
COST			
BALANCE B/FWD	569	3,435	4,004
ADDITIONS	-	-	-
DISPOSALS	-	-	-
C/FWD	569	3,435	4,004
DEPRECIATION			
BALANCE B/FWD	-329	-859	-1,188
DEPRECIATION CHARGE	-60	-644	-704
DISPOSALS	-	-	-
C/FWD	-389	-1,503	-1,892
NET BOOK VALUE			
B/FWD	240	2,576	2,816
C/FWD	180	1,932	2,112

DEBTORS AND OTHER PREPAYMENTS

	2024	2023	
RENT PREPAYMENT	0	0	
OTHER PREPAYMENTS	1,052	240	
TOTAL PREPAYMENTS	1,052	240	
CONSORTIUM*	1,800	2,280	4,080
PRORATED FOR THE YEAR (290/396)	(1,318.18)	(1,710)	(3,028)
PREPAID AMOUNT C/F	481.82	570	1,052

*Charity Learning Consortium Subscription: Access for up to 50 Users

Year 1: 16.06.2023 to 15.07.2024

CREDITORS

	2024	2023
ACCOUNTANCY (IND EXM FEES)	250	3,320
CONSULTANCY FEES	347	0
HMRC AND PENSION**	2,680	315
TOTAL ACCRUED EXPENSES	3,276	3,635

* Provision for March bookkeeping service

** Provision for HMRC and Pension for March payroll

CASH AND CASH EQUIVALENT

	2024	2023
CO-OP -****6200	72,056	87,348
CCLA -C***-001	384	0
TOTAL STAFF COSTS	72,440	87,348

THANK YOU

REGISTERED CHARITY NUMBER: 1189311

CONTACT US :



01494 358 486



office@rsass.uk



www.rsass.uk



RSASS, Queen Victoria Road, High
Wycombe, HP11 9GW



RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)

England & Wales - Charity number 1189311

Accounts

Rape and Sexual Abuse Support Service (South Buckinghamshire)

Registered Number: 1189311

**RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)
TRUSTEES REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

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Balance Sheet	10
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Reference & Administrative information

Charity Name:

Rape & Sexual Abuse Support Service (South Buckinghamshire)
Registered as a CIO 4th May 2020

Registered CIO Number:

1189311

Principal Address:

PO Box 1448, High Wycombe, Buckinghamshire, HP11 9GW

Trustees:

For the period ending 31 March 2023:

Jacqui York (resigned 31 May 2022)
Mona Smith (resigned 12 September 2022)
Zoe Davies (resigned 6 March 2023)
Jane Allen (appointed 15 February 2022)
Stacey Carmichael (appointed 16 June 2022)
Amy Moore (appointed 6 July 2022)

Trustees at date of signing the financial statements and Trustees' Report:

Jane Allen (appointed 15 February 2022)
Stacey Carmichael (appointed 16 June 2022)
Amy Moore (appointed 6 July 2022)
Joanne Norman (appointed 18 April 2023)
Siama Ahmed (appointed 18 April 2023)

Membership is by approval of the trustee board members on the submission of a request in writing, or by submission of an application form signed by the applicant, or by written invitation from the board and written acceptance. Reference and DBS checks are made for all new Trustees. Trustees consider each application for membership at the AGM, or first board meeting held after its receipt. Membership is renewed at each AGM where one third of the Trustees will stand down for re-election.

Chief Executive (at the date of signing report):

Donna Millar

Bankers:

The Co-Operative Bank, 59-62 Abingdon Street, Northampton, NN1 2AW

Solicitors:

Blaser Mills Law, 40 Oxford Road, High Wycombe, HP1 2EE

Independent Examiner:

Anthony Davies MA MBA FIC CMC, 52 Purlewent Drive, Weston, Bath, BA1 4AZ

Trustees' Annual Report for the period ending 31 March 2023

The Trustees present their report and financial statements for the period ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Objectives and Activity of the Charity

The objectives of the charity, which are set out in its governing constitution (last amended 13th December 2023), are:

- (1) To relieve the mental and physical distress of individuals, resident in the district council areas of South Buckinghamshire, who suffer the physical, mental and emotional distress of sexual violence at any time in their lives by providing counselling and other support services for the public benefit.
- (2) To advance the education and raise awareness about sexual violence, equality and diversity for the public benefit, in particular but not exclusively through giving talks, running training sessions and using fundraising activities to raise awareness of sexual violence and its context.

The constitution of RSASS is currently with the Charities Commission for ratification as the constitution is being amended to a CIO where the only members are trustees.

Throughout 2022-2023 Rape & Sexual Abuse Support Service South Buckinghamshire (RSASS) maintained a counselling service provided by volunteer and paid counsellors which included virtual and telephone support, a helpline and listening service to support women and girls in South Buckinghamshire who had experienced sexual violence. The service has now changed in order to be able to help anyone who requires support for recent or historical sexual abuse, regardless of their gender.

Governance and Management

RSASS was registered as a CIO (Charitable Incorporated Organisation) on 4th May, 2020 originally as Rape Crisis & Sexual Abuse Support Centre (South Buckinghamshire). On 1st October, 2020 a resolution was agreed and passed by the board of trustees to change the name to Rape & Sexual Abuse Support Service (South Buckinghamshire) (RSASS). The CIO is the Charity Commission's Association model where there are voting members other than its trustees as stated in the Constitution. The constitution is currently with the Charities Commission to be amended to a CIO with no voting membership other than Trustees.

For the purpose of clarifying trustees at date of signing the financial statements and Trustees' Report; at the annual general meeting of the CIO (18th April 2023) Jane Allen retired from office as required in clause 13.1 of the constitution and was reappointed. Stacey Carmichael and Amy Moore remained as trustees having been appointed within year. Jo Norman, Adam Sandelson, James Senior and Siama Ahmed were appointed as new trustees. Details of the current trustees are as in Section 1 above.

Rape and Sexual Abuse Support Service (South Buckinghamshire)

Registered Number: 1189311

Adam Sandelson and James Senior have both now resigned as trustees.

The charity trustees manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO as stated in 12.1 of the Constitution.

Trustees' Annual Report for the period ending 31 March 2023.

The trustees monitor the objectives and activities of the charity throughout the year and review at board meetings held at a minimum of 3 monthly intervals. These board meetings are supported by three subgroups, finance, governance and development.

During 2022-2023 there were significant staff changes at RSASS with the employment of an Executive Director, Operations Director, Clinical and Volunteering leads, a Communication Manager and Counselling Coordinator as well as a new trainee ISVA role. This enabled the opening of the office base which includes counselling, meeting, training, and administration rooms. A new volunteer recruitment program was launched which successfully recruited over 40 volunteers. Volunteers took on different roles at RSASS including supporting website creation and social media management, bid writing, HR function, training and marketing. A new training program has been established to cover essential and specialised training which all staff and volunteers completed. The structure of the organisation has been embedded and a new operating model launched which is underpinned by sound policies and procedures. Face to face support services recommenced along with the maintenance of online and telephone support. Local partnerships were formed with for example the police and mental health.

We have organisational membership for the NCVO and British Association for Counselling and Psychotherapy (BACP) and adhere to the Ethical Framework for Good Practice in counselling and psychotherapy. We are also a supporting organisation of the White Ribbon Campaign and a member organisation of The Survivors Trust.

Future Plans

RSASS has settled over the last twelve months to become an organised, accessible, and dynamic support service. Future plans are to build on this sound foundation to provide a support service to anyone affected by sexual violence. Working with the Cranfield Trust a short-, medium- and long-term strategy is being developed. The charity has already and will continue to access diverse funding streams. Working with partners has proved successful in securing funding and sharing joint resources which RSASS will continue to grow. Striving for best practice and working towards relevant reaccreditation will be a priority in the next twelve months.

Achievement and Performance

During 2022-2023 RSASS maintained a counselling service provided by volunteer and paid counsellors, a support and listening service, telephone support, helpline to individuals in South Buckinghamshire who have experienced sexual violence.

RSASS support throughout 2022-23 included a minimum of 8 volunteer and paid counsellors offering 16 counselling sessions a week. At year end there were 138 unique individuals who had accessed the support service utilising 17 sessions of support per week.

Financial Performance

Funds Received

The trustees would like to express gratitude to all organisations and individuals who have contributed to the organisation's funding throughout the period. Throughout the financial year ending 31 March 2023 RSASS received funds from the following:

- Ministry of Justice
- Bucks County Council
- Wycombe Abbey
- Lotto

RSASS also received donations.

The total income for the period was £186,369 for the period to 31 March 2023.

The total P&L expenditure for the period was £189,881, which was split between expenditure on charitable activities £159,224 and support and governance costs £30,657. A depreciation charge of £939 has been recognised.

Financial Reserves

The Trustees keep a minimum of three months expenses as reserves but ideally aim to accumulate reserves equivalent to at least 6 months expenditure, to provide the ability to meet unforeseen expenditure and support growing local demand. This is a key focus for future financial periods.

Fund balances as at 31 March 2023 were at £86,770 with cash at bank of £87,348 as at 31 March 2023 which satisfies the reserves policy set out below.

The trustees plan to review this policy in accordance with the Charity Commission's guidelines on a regular basis, at least once a year.

Our Services

RSASS services are available to all women and girls who are survivors of sexual violence, who are 16 years or over and who live in the council areas of Wycombe, Chiltern and South Buckinghamshire, whether the assault happened recently or in the past, including as a child. Though the future aim is that RSASS is a service to any individual affected by sexual violence.

RSASS provides a range of support services including counselling, a well-being group and coaching, available face to face and virtually.

RSASS has and will continue to expand partnership working in the future with for example Women's Aid and other voluntary or statutory groups.

Policies

Constitution

The constitution was adopted and last amended 13th December 2023.

Reserves

We have a designated reserves policy where we there is a minimum level of reserves necessary to fund working capital requirements, contingencies and to safeguard the continuing activities of the organisation. The policy and the reserves position are monitored and reviewed annually.

Going Concern

As at the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparation of the accounts.

Signature and Declaration

I declare, in my capacity of charity trustee, that:

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf

Name of Trustee: JANE LOUISE ALLEN

Signature: J. Allen

Date: 15th January 2024

RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)

I report to the Trustees on my examination of the financial statements of The Educational & General Charitable Trust (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

Independent examiner's statement

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 financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Anthony Davies MA MBA FIC CMC


.....

52 Purlewent Drive
Weston
Bath
BA1 4AZ

Dated: 12th January 2024

Statement of Financial Activities

For the Year Ended 31 March 2023

	Notes	Unrestricted	Restricted	2023 Total	2022 Total
Income from:					
Other Trading Activities	2	-	-	-	73,041
Donations, legacies and grants	2	18,064	168,305	186,369	153,059
Total Incoming Resources		18,064	168,305	186,369	226,100
Expenditure on:					
Charitable Activities	3	(15,433)	(143,791)	(159,224)	(133,769)
Support and Governance Costs	3	(2,870)	(27,786)	(30,657)	(17,438)
Total Resources Expended		(18,303)	(171,578)	(189,881)	(151,206)
Net Incoming (Outgoing) Resources		(239)	(3,273)	(3,512)	74,894

	Notes	Unrestricted	Restricted	2023 Total	2022 Total
Fund balances brought forward	4	16,027	74,255	90,282	15,388
Net Incoming Resources		(239)	(3,273)	(3,512)	74,894
Fund balances carried forward	4	15,788	70,982	86,770	90,282

Rape and Sexual Abuse Support Service (South Buckinghamshire)

Registered Number: 1189311

Balance Sheet

For the Year Ended 31 March 2023

	Notes	2023	2022
Tangible Fixed Assets	8	2,816	3,755
Debtors and Prepayments	9	240	23,279
Cash at bank and in hand		87,348	75,774
Total Current Assets		87,588	99,053
Creditors: Amounts falling due within one year	10	(3,635)	(12,527)
Net current assets/ (liabilities)		83,953	86,526
Total assets less current liabilities		86,770	90,282
Creditors: amounts falling due after one year		-	-
Provisions for liabilities and charges		-	-
Net Assets		86,770	90,282
Funds			
Unrestricted Funds	4	15,788	16,027
Total Unrestricted Funds	4	15,788	16,027
Restricted Funds	4	70,982	74,255
Total Funds	4	86,770	90,282

The financial statements were approved by the Trustees on

Name of Trustee:

JANE LOUISE ALLEN

Signature:

JL Allen

DATE:

15th January 2024

Notes to the accounts

1 Accounting Policies

Basis of Preparation

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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 2016). The charity is a Public Entity as defined by FRS 102. The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement Cash Flows. The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Incoming Resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received. Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation unless performance conditions require deferral of the amount. Intangible Income in the form of donated facilities and voluntary help etc, is not included in the financial statements since it is not considered able to quantify such income.

Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

Notes to the accounts

1 Accounting Policies continued

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both cost that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity. All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of resources.

Pensions

The CIO operates a NEST pension scheme.

Reserves

The current reserve policy is to maintain a minimum of 3-6 months average running costs.

Tangible Fixed Assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Tangible fixed assets are stated at cost less depreciation. Assets costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Equipment 25% Reducing Balance

Furniture 25% Reducing Balance

Risk

The trustees do not believe the CIO is subject to any substantial risk beyond the liabilities disclosed in its Annual Report and Accounts. The organisation has public, employer liability insurance to protect the CIO in case of a claim.

Ultimate Controlling Party

Rape and Sexual Abuse Support Service (South Buckinghamshire) is a registered Charitable Incorporated Organisation controlled and managed by the Trustees individually named in the Annual Report.

Notes to the accounts**2 Incoming Resources**

	Unrestricted	Restricted	2023 Total	2022 Total
Transfer from Rape Crises (Wycombe, Chiltern and South Buckinghamshire)	-	-	-	73,041
Total Income from Other Trading Activities	-	-	-	73,041
Ministry of Justice	-	168,305	168,305	139,352
Bucks County Council	12,996	-	12,996	12,978
Wycombe Abbey	4,683	-	4,683	-
Other Donations	385	-	639	729
Total Donations, legacies and grants	18,064	168,305	186,369	153,059
Total Incoming Resources	18,064	168,305	186,369	226,100

There are no unfulfilled conditions or contingencies attached to the government grant from Ministry of Justice.

3 Expenditure

	Note	Unrestricted	Restricted	2023 Total	2022 Total
Expenditure on charitable activities:					
Employment Costs	6	(11,214)	(104,484)	(115,698)	(55,848)
Consultancy Fees		-	-	-	(27,139)
Staff Expenses		(62)	(576)	(637)	(877)
Rent		(2,024)	(18,855)	(20,879)	(20,879)
Supervision Expenses		(477)	(4,446)	(4,923)	(10,603)
Property Expenses	5	(303)	(2,827)	(3,130)	(1,953)
Computer Software		(278)	(2,591)	(2,869)	(2,570)
Telephone & Internet		(211)	(1,965)	(2,176)	(3,937)
Volunteer Expenses		-	-	-	(3,404)
Insurance		(93)	(866)	(958)	(1,989)
Training		(489)	(4,557)	(5,046)	(1,726)
Printing, Postage & Stationary		(147)	(1,370)	(1,517)	(1,062)
Advertising		-	-	-	(769)
Recruitment Costs		(135)	(1,256)	(1,391)	(635)
Removals		-	-	-	(376)
				2023 Total	2022 Total
Total Expenditure on Charitable Activities		(15,433)	(143,791)	(159,224)	(133,769)

Support and Governance Costs:					
Accountancy Fees	5	(932)	(8,685)	(9,618)	(5,020)
Legal and Professional Fees		(1,938)	(19,101)	(21,039)	(12,418)
Total Expenditure on Support and Governance Costs		(2,870)	(27,786)	(30,657)	(17,438)
Total Resources Expended		(18,303)	(171,578)	(189,881)	(151,206)

4 Fund Reconciliation

Fund Reconciliation	Unrestricted	Restricted	2023 Total
Fund balances brought forward	16,027	74,255	90,282
Funds Received	18,064	168,305	186,369
Funds Spent	(18,303)	(171,578)	(189,881)
Fund balances carried forward	15,788	70,982	86,770

Remaining funds in restricted funds received from Ministry of Justice represent funds that are prepayments for activities in the following financial year and funds transferred in the prior year from Rape Crises (Wycombe, Chiltern and South Buckinghamshire) (note 2) that primarily relate to National Lottery funds, a portion of which were granted to enable a sufficient level of reserves.

5 Net Movement in Funds

This is stated after charging:

	2023
Depreciation	939
Trustees Remuneration	-
Independent Examiner's Remuneration	500

Notes to the accounts**6 Staff Costs****Number of employees**

The average number of employees during the year was 4.

Staff costs were as follows:

	2023
Salaries and wages	107,903
Employers National Insurance	7,021
Pension costs	764
Total Staff costs	115,698

7 Trustees Remuneration

None of the trustees (or persons connected to them) received any remuneration during the period.

8 Tangible Fixed Assets

	Equipment	Fixtures and Fittings	Total
Cost			
Balance B/Fwd	569	3,435	4,004
Additions	-	-	-
Disposals	-	-	-
C/fwd	569	3,435	4,004
Depreciation			
Balance B/Fwd	(249)	-	(249)
Depreciation Charge	(80)	(859)	(939)
Disposals	-	-	-
C/fwd	(329)	(859)	(1,188)
Net Book Value			
B/fwd	320	3,435	3,755
C/fwd	240	2,576	2,816

Notes to the accounts**9 Debtors**

	2023	2022
Rent Prepayment	-	20,879
Other Prepayments	240	-
Total Prepayments	240	23,279

10 Creditors

	2023	2022
Accountancy Fees	3,320	2,120
Training	-	1,690
Property Expenses	-	3,435
Legal and Professional Fees	-	1,188
Consultancy Fees	-	3,107
Other	315	1,007
Total Accrued Expenses	3,635	12,527

RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)

England & Wales - Charity number 1189311

Accounts

Rape and Sexual Abuse Support Service (South Buckinghamshire)

Registered Number: 1189311

**RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)
TRUSTEES REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

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Reference & Administrative information

Charity Name:

Rape & Sexual Abuse Support Service (South Buckinghamshire)
Registered as a CIO 4th May 2020, amended 1st October 2020

Registered CIO Number:

1189311

Principal Address:

PO Box 1448, High Wycombe, Buckinghamshire, HP11 9GW

Trustees:

For the period ending 31 March 2022:

Jacqui York (resigned 31 May 2022)
Mona Smith (resigned 21 January 2022)
Wendy Prosser (resigned 21 January 2022)
Zoe Davies (appointed 15 February 2022)
Jane Allen (appointed 15 February 2022)

Trustees at date of signing the financial statements and Trustees' Report:

Jane Allen (appointed 15 February 2022)
Zoe Davies (appointed 15 February 2022)
Stacey Carmichael (appointed 16 June 2022)
Amy Moore (appointed 6 July 2022)

Membership is by approval of the trustee board members on the submission of a request in writing, or by submission of an application form signed by the applicant, or by written invitation from the board and written acceptance. Reference and DBS checks are made for all new Trustees. Trustees consider each application for membership at the AGM, or first board meeting held after its receipt. Membership is renewed at each AGM where one third of the Trustees will stand down for re-election.

Chief Executive (at the date of signing report):

Donna Millar

Bankers:

The Co-Operative Bank, 59-62 Abingdon Street, Northampton, NN1 2AW

Solicitors:

Blaser Mills Law, 40 Oxford Road, High Wycombe, HP1 2EE

Independent Examiner:

Rouse Partners LLP, 55 Station Rd, Beaconsfield, HP9 1QL

Trustees' Annual Report for the period ending 31 March 2022

The Trustees present their report and financial statements for the period ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Objectives and Activity of the Charity

The objectives of the charity, which are set out in its governing constitution (last amended 1st October, 2020), are:

- To relieve the mental and physical distress of women and girls in Wycombe, Chiltern and South Buckinghamshire who suffer the physical, mental and emotional distress of sexual violence at anytime in their lives by providing counselling and other support services for the public benefit.
- To advance education and raise awareness about sexual violence, equality and diversity for the public benefit, in particular but not exclusively through giving talks, running training sessions, and using fundraising activities to raise awareness of sexual violence and its context.

Throughout 2021-2022 Rape & Sexual Abuse Support Service (RSASS) maintained a virtual counselling service provided by volunteer counsellors which included an on-line support service, telephone support, helpline and group support to women and girls in South Buckinghamshire who had experienced sexual violence.

Governance and Management

RSASS (South Buckinghamshire) was registered as a CIO (Charitable Incorporated Organisation) on 4th May, 2020 originally as Rape Crisis & Sexual Abuse Support Centre (South Buckinghamshire). On 1st October, 2020 a resolution was agreed and passed by the board of trustees to change the name to Rape & Sexual Abuse Support Service (South Buckinghamshire) (RSASS). The CIO is the Charity Commission's Association model where there are voting members other than its trustees as stated in the Constitution.

At the first annual general meeting of the CIO (21st January 2022) the first trustees as detailed above retired from office as required in clause 13.1 of the constitution. Mona Smith and Jacqui York were reappointed and Jane Allen appointed as a new trustee. Since 31 March 2022 then the board of trustees has changed further and the current appointed trustees are detailed in Section 1 above.

The charity trustees manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO as stated in 12.1 of the Constitution.

Trustees' Annual Report for the period ending 31 March 2022

The trustees monitor the objectives and activities of the charity throughout the year and review at board meetings held at a minimum of 3 monthly intervals.

During 2021-2022 RSASS was led by a Director and staff team including Director of Support Services, Clinical leads and administrative support staff. Throughout the year the structure of the organisation was developed, new counsellors recruited and trained, support services provided and the office space organised. Thus continuing work to rebrand, review and update practices and policies in line with legal requirements and lay a strong foundation for the charity.

We have organisational membership for the British Association for Counselling and Psychotherapy (BACP) and adhere to the Ethical Framework for Good Practice in counselling and psychotherapy.

Future Plans

The organisation is still undergoing change and in the period after 31 March 2022, a new Executive Director and Service Director have been recruited to input into the organisation's continuous improvement, best practice and an improved operating model.

Achievement and Performance

The continuing impact of the pandemic into 2021 created some challenges for service delivery. During 2021-2022 this was overcome as RSASS maintained a virtual counselling service provided by volunteer counsellors, support service, telephone support, helpline and group support to women and girls in South Buckinghamshire who have experienced sexual violence.

RSASS support throughout 2021-22 included a minimum of 16 volunteer counsellors offering 48 counselling sessions a week. At year end there were 61 women accessing the support service utilising 54 sessions of support per week. The Phoenix Group found innovative ways to continue self help support including walks and taking refreshments in coffee shops to maintain their social support network.

Financial Performance

Funds Received

The trustees would like to express gratitude to all organisations and individuals who have contributed to the organisation's funding throughout the period.

Throughout the financial year ending 31 March 2022 RSASS received funds from the following funding bodies:

- Ministry of Justice
- Bucks County Council
- Lotto

On 11 April 2022 Rape Crises (Wycombe, Chiltern and South Buckinghamshire) dissolved and the remaining funds were transferred to RSASS which were received in the financial period to 31 March 2022.

Trustees' Annual Report for the period ending 31 March 2022

The total income for the period was £226,100 for the period to 31 March 2022 of which £153,059 was received from funding bodies and £73,041 from the funds transferred from Rape Crises (Wycombe, Chiltern and South Buckinghamshire). This occurred when the Rape Crises charity dissolved and they are unrestricted.

The total P&L expenditure for the period was £151,206, which was split between expenditure on charitable activities £133,769 and support and governance costs £17,438. A depreciation charge of £107 has been recognized. There was additionally a capital expense on a carpet for £3,435 which has been capitalised.

Financial Reserves

The Trustees keep a minimum of three months expenses as reserves and these financial reserves of the charity have been maintained by the fund transfer from Rape Crises (Wycombe, Chiltern and South Buckinghamshire). This is in addition to funds received in the previous financial period from the National Lottery, specifically provided to maintain reserve levels. The Trustees ideally aim to accumulate reserves equivalent to at least 6 months expenditure, to provide the ability to meet unforeseen expenditure and support growing local demand. This is a key focus for future financial periods.

Fund balances as at 31 March 2022 were at £90,282 with cash at bank of £75,774 as at 31 March 2022 which satisfies the reserves policy set out below.

The trustees plan to review this policy in accordance with the Charity Commission's guidelines on a regular basis, at least once a year.

Our Services

Our services are available to all women and girls who are survivors of sexual violence, who are 16 years or over and who live in the council areas of Wycombe, Chiltern and South Buckinghamshire, whether the assault happened recently or in the past, including as a child.

We provide Counselling, Telephone Support, Befriending and our support Group Phoenix for victims of CSA. All service users have access to the use of the Helpline & Pre Trial Therapy.

Our aim is to expand partnership working in the future e.g. through Police, Victim Support, Youth Service, Probation Service, Women's Aid and other voluntary or statutory groups.

Policies

Constitution

The constitution was adopted and last amended 1st October, 2020.

Reserves

We have a designated reserves policy where there is a minimum level of reserves necessary to fund working capital requirements, contingencies and to safeguard the continuing activities of the organisation. The policy and the reserves position are monitored and reviewed annually.

Trustees' Annual Report for the period ending 31 March 2022

Going Concern

As at the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparation of the accounts.

Signature and Declaration

I declare, in my capacity of charity trustee, that:


- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf

Name of Trustee:

Zoe Davies

.....

Signature:



.....

DATE:

27 January 2023

.....

RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)

I report to the Trustees on my examination of the financial statements of The Educational & General Charitable Trust (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

Independent examiner's statement

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 financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Majid Sadeghi FCCA

For and on behalf of Rouse Partners LLP

55 Station Road
Beaconsfield
Buckinghamshire
HP9 1QL

Dated: 27/01/2023

Statement of Financial Activities

For the Year Ended 31 March 2022

	Notes	Unrestricted	Restricted	2022 Total	Restated 2021*
Income from:					
Other Trading Activities	2	-	73,041	73,041	10,000
Donations, legacies and grants	2	13,707	139,352	153,059	58,019
Total Incoming Resources		13,707	212,393	226,100	68,019
Expenditure on:					
Charitable Activities	3	(11,571)	(122,197)	(133,769)	(51,108)
Support and Governance Costs	3	(1,497)	(15,941)	(17,438)	(1,523)
Total Resources Expended		(13,068)	(138,138)	(151,206)	(52,631)
Net Incoming (Outgoing) Resources		639	74,255	74,894	15,388
	Notes	Unrestricted	Restricted	2022 Total	Restated 2021* Total
Fund balances brought forward	4	15,388	-	15,388	-
Net Incoming Resources		639	74,255	74,894	15,388
Fund balances carried forward	4	16,027	74,255	90,282	15,388

Balance Sheet

For the Year Ended 31 March 2022

	Notes	2022	Restated 2021*
Tangible Fixed Assets	8	3,755	427
Debtors and Prepayments	9	23,279	-
Cash at bank and in hand		75,774	17,781
Total Current Assets		99,053	17,781
Creditors: Amounts falling due within one year	10	(12,527)	(2,820)
Net current assets/ (liabilities)		86,526	14,961
Total assets less current liabilities		90,282	15,388
Creditors: amounts falling due after one year		-	-
Provisions for liabilities and charges		-	-
Net Assets		90,282	15,388
Funds			
Unrestricted Funds	4	16,027	15,388
Designated Funds	4	-	-
Total Unrestricted Funds	4	16,027	15,388
Restricted Funds	4	74,255	-
Endowment Funds		-	-
Total Funds	4	90,282	15,388

*Restated 2021 relates to the period from 4th May 2020 to 31st May 2021 which was the first reporting period of the CIO. Please see note 10 for details of the prior period restatement.

The financial statements were approved by the Trustees on

Name of Trustee:

Zoe Davies

.....

Signature:


.....

DATE:

27 January 2023

.....

Notes to the accounts

1 Accounting Policies

Basis of Preparation

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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 2016). The charity is a Public Entity as defined by FRS 102. The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement Cash Flows. The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Incoming Resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received. Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation unless performance conditions require deferral of the amount. Intangible Income in the form of donated facilities and voluntary help etc, is not included in the financial statements since it is not considered able to quantify such income.

Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

Notes to the accounts

1 Accounting Policies continued

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both cost that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity. All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of resources.

Pensions

The CIO operates a NEST pension scheme.

Reserves

The current reserve policy is to maintain a minimum of 3-6 months average running costs.

Tangible Fixed Assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Tangible fixed assets are stated at cost less depreciation. Assets costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Equipment	25% Reducing Balance
Furniture	25% Reducing Balance

Risk

The trustees do not believe the CIO is subject to any substantial risk beyond the liabilities disclosed in its Annual Report and Accounts. The organisation has public, employer liability insurance to protect the CIO in case of a claim.

Ultimate Controlling Party

Rape and Sexual Abuse Support Service (South Buckinghamshire) is a registered Charitable Incorporated Organisation controlled and managed by the Trustees individually named in the Annual Report.

Notes to the accounts**2 Incoming Resources**

	Unrestricted	Restricted	2022 Total	Restated 2021*
Transfer from Rape Crises (Wycombe, Chiltern and South Buckinghamshire)	-	73,041	73,041	10,000
Total Income from Other Trading Activities	-	73,041	73,041	10,000
Ministry of Justice	-	139,352	139,352	57,639
Bucks County Council	12,978	-	12,978	
Lotto	90	-	90	
Other Donations	639	-	639	380
Total Donations, legacies and grants	13,707	139,352	153,059	58,019
Total Incoming Resources	13,707	212,393	226,100	68,019

There are no unfulfilled conditions or contingencies attached to the government grant from Ministry of Justice.

3 Expenditure

	Note	Unrestricted	Restricted	2022 Total	Restated 2021*
Expenditure on charitable activities:					
Employment Costs	6	(4,759)	(51,090)	(55,848)	(45,761)
Consultancy Fees		(2,329)	(24,810)	(27,139)	
Staff Expenses		(75)	(802)	(877)	
Rent		(1,792)	(19,087)	(20,879)	
Supervision Expenses		(910)	(9,693)	(10,603)	
Property Expenses	5	(292)	(1,660)	(1,953)	(922)
Computer Software		(221)	(2,350)	(2,570)	(3,689)
Telephone & Internet		(338)	(3,600)	(3,937)	
Volunteer Expenses		(292)	(3,112)	(3,404)	
Insurance		(171)	(1,818)	(1,989)	
Training		(148)	(1,578)	(1,726)	
Printing, Postage & Stationary		(91)	(971)	(1,062)	(736)
Advertising		(66)	(703)	(769)	
Recruitment Costs		(55)	(581)	(635)	
Removals		(32)	(344)	(376)	
		Unrestricted	Restricted	2022 Total	Restated 2021*

Total Expenditure on Charitable Activities		(11,571)	(122,197)	(133,769)	(51,108)
Support and Governance Costs:					
Accountancy Fees	5	(431)	(4,589)	(5,020)	
Legal and Professional Fees		(1,066)	(11,352)	(12,418)	(1,523)
Total Expenditure on Support and Governance Costs		(1,497)	(15,941)	(17,438)	(1,523)
Total Resources Expended		(13,068)	(138,138)	(151,206)	(52,631)

4 Fund Reconciliation

Fund Reconciliation	Unrestricted	Restricted	2022 Total
Fund balances brought forward	15,388	-	15,388
Funds Received	13,707	212,393	226,100
Funds Spent	(13,068)	(138,138)	(151,206)
Fund balances carried forward	16,027	74,255	90,282

Remaining funds in restricted funds received from Ministry of Justice represent funds that are prepayments for activities in the following financial year and funds transferred in the year from Rape Crises (Wycombe, Chiltern and South Buckinghamshire) (note 2) that primarily relate to National Lottery funds, a portion of which were granted to enable a sufficient level of reserves.

5 Net Movement in Funds

This is stated after charging:

	2022
Depreciation	107
Trustees Remuneration	-
Independent Examiner's Remuneration	1,800

Notes to the accounts**6 Staff Costs****Number of employees**

The average number of employees during the year was 4.

Staff costs were as follows:

	2022
Salaries and wages	53,972
Employers National Insurance	0
Pension costs	1,877
Total Staff costs	55,848

7 Trustees Remuneration

None of the trustees (or persons connected to them) received any remuneration during the period.

8 Tangible Fixed Assets

	Equipment	Fixtures and Fittings	Total
Cost			
Balance B/Fwd	569	-	569
Additions		3,435	3,435
Disposals	-	-	-
C/fwd	569	3,435	4,004
Depreciation			
Balance B/Fwd	(142)	-	(142)
Depreciation Charge	(107)	-	(107)
Disposals	-	-	-
C/fwd	(249)	-	(249)
Net Book Value			
B/fwd	427	-	427
C/fwd	320	3,435	3,755

Notes to the accounts**9 Debtors**

	2022
Rent Prepayment	20,879
Other Prepayments	2,400
Total Prepayments	23,279

10 Creditors

	2022
Accountancy Fees	2,120
Training	1,690
Property Expenses	3,435
Legal and Professional Fees	1,188
Consultancy Fees	3,107
Other	1,007
Total Accrued Expenses	12,527

11 Restatement

Prior year comparatives have been restated to re-classify £10,000 from other creditors from the Balance Sheet to Income from Other Trading Activities in the Statement of Financial Activities. This represents a transfer of funds from Rape Crises (Wycombe, Chiltern and South Buckinghamshire) in December 2020 into Rape and Sexual Abuse Support Service (South Buckinghamshire) as the Rape Crises charity was dissolved and the RSASS was formed. This has been recognized as income as the transfer was not repayable.

RAPE AND SEXUAL ABUSE SUPPORT SERVICE (SOUTH BUCKINGHAMSHIRE)

England & Wales - Charity number 1189311

Accounts



Trustees'
Annual Report
2020/2021

Section 1 - Legal & Administrative information

Charity name : Rape & Sexual Abuse Service
(South Buckinghamshire)
Registered as a CIO 4th May, 2020
amended 1st October, 2020
(formerly Rape Crisis (Wycombe, Chiltern & South Buckinghamshire))

Registration no: 1189311

Address: PO Box 1448, High Wycombe,
Buckinghamshire HP11 9GW

Charity Trustees: Jacqui Foyle-York - Chair
Mona Smith
Wendy Prosser - Treasurer
Jean White - resigned 22nd September, 2020
Jane Barker - resigned 25th February, 2021

Governing Document: Constitution (last amended) 1st October, 2020

Objectives of the Charity: To relieve the mental and physical distress of women and girls in South Buckinghamshire who suffer the physical, mental and emotional distress of sexual violence at anytime in their lives.

To advance education and raise awareness about sexual violence, equality and diversity for the public benefit, in particular but not exclusively through giving talks, running training sessions, and using fundraising activities to raise awareness of sexual violence and its context.

This being the first annual general meeting of RSASS and following the Clause 13.1 of the Constitution, the trustees as detailed above are required to retire from office.

Any woman who retires as a charity trustee is eligible for reappointment. As there must be a least three charity trustees all existing trustees are required to be re-elected should there not be adequate applications received to fulfill the number as stated in Clause 12.3 of the Constitution.

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO as stated in 12.1 of the Constitution.

The trustees monitor the aims, objectives and activities of the charity throughout the year and review when required.

Section 2 - Governance and Management

Background

RSASS (South Buckinghamshire) was formerly known as Rape Crisis (Wycombe, Chiltern & South Bucks) and was registered as a CIO (Charitable Incorporated Organisation) on 4th May, 2020 originally as Rape Crisis & Sexual Abuse Support Centre (South Buckinghamshire). On 1st October, 2020 a resolution was agreed and passed by the board of trustees to change the name to Rape & Sexual Abuse Support Service (South Buckinghamshire) (RSASS). The CIO is the Charity Commission's Association model where voting members other than it's trustees as stated in the Constitution.

Overview

In May 2020, due to difficult financial circumstances the charity made the decision to break the lease on offices at Easton Street. This worked out as lockdown started around that time and everyone was working from home. Services were able to continue via telephone and zoom. By September, all assets and employees were transferred over to the CIO. In July 2020 the interim Director left the organisation and it was decided to step up the restructuring of the organisation. In August 2020 the charity moved from their premises in Easton Street and were grateful to Buckinghamshire Council for offering them storage at Des Box. At this time there was no funding for office space and as everyone was locked down there was more time to consider what would be more suitable both operationally and financially. Between August and October the charity lost a trustee and recruited 2 new trustees. In August Helen Neighbour our Funding officer applied to the National Lottery Community Fund and were granted enough funding to employ a new charity

director and look for counselling rooms and office space. We advertised for a Charity Director and Natalie Fleming joined the organisation in December 2020 until May 2021 during that time Natalie made improvements to the structure of organisation, negotiated new counselling and office space and helped organise training for the new cohort of volunteers. In February 2021 we employed an SSVO Penny Matthews who has been an asset to the organisation. This was the start of rebranding, reviewing and updating all administrative processes and policies in line with legal requirements and laying a strong foundation for the charity.

Section 3 - Activities and Achievements

This year it has been difficult to plan activities due to the Covid restrictions. However, we have been able to continue offering women counselling via zoom, helpline support, befriending, advocacy and ISVA services and the self-help group Phoenix which was also via zoom.

We are grateful to our dedicated team and volunteers for supporting our service users, without them we would not be able to deliver on our promise. Below is a reflection of the services we have delivered over the last year.

Counselling Sessions	68
Telephone : one-off and/or assessment	114
Telephone : regular and ongoing contact	145
Email : regular ongoing contact	927
Text : regular and ongoing contact	2,057
Webchat / Whatsapp : regular and ongoing contact	24
Pheonix Group	270
Advocacy Service	56
ISVA Service	42
Pre-Trial Therapy	1

(NB The above figures are the total from RCWCSB April - Oct 20 and RSASS Oct - March 21)

A service user thanks to the charity.....

"Thank you for running the Phoenix Group. Having moved due to Domestic Abuse I lost contact with everyone I knew before. I am totally alone here now. If it wasn't for being able to chat with you and the rest of the group via Zoom I would have virtually no contact with anyone. It makes a huge difference to me as I suffer from feeling isolated, last and alone. Sometimes I feel frantic, as if my life is not worth living, then I self harm. I don't know where I would be without Phoenix."

RSASS were fortunate to have been granted further funding from the HO/ Ministry of Justice Rape Support Fund and they have also extended the payments for a further year, which will make a significant difference in helping the new organisation rebuild and develop the services further in the future. Our hardworking team continue to ensure that in the forthcoming year we will continue to find sufficient funds to continue the vital service that is RSASS (South Buckinghamshire).

We would like to thank all the organisations that fund RSASS for their continued financial help and enabling the charity to keep the services running, particularly through what has been an extremely difficult year with Covid.

Police Property Act Fund
Michel Shanly
Heart of Bucks
Ministry of Justice
Police Crime Commission

Additional Funding Received during this time

Lottery - Awards for All
Wycombe District Council
National Lottery Community Fund

We would like to thank all the volunteers who have been part of RSASS over the last 12 months for their continued hard work, loyalty and dedication. Thanks also to our counselling supervisors, trainers and facilitators for their continued support and dedication. Without your time, dedication and commitment we would not be able to deliver this much needed and essential service. This has been a very difficult year adapting to the Covid restrictions but, we have come through with resilience and determination.

Section 4 - Our Services

Our services are available to all women and girls survivors of sexual violence, who are 16 years or over and who live in the council areas of Wycombe, Chiltern and South Buckinghamshire, whether the assault happened recently or in the past, including as a child. Additionally, we work with non-abusing friends and relatives supporting them.

Other client groups we aim to work with are:

- Professionals working with female survivors of sexual assault, e.g. Social Services, Police, Victim Support, Youth Service, Probation Service, Women's Aid and other voluntary or statutory groups. Local authority Safeguarding Team and MASH.
- Young people from age 11 upwards whom we aim to educate about sexual violence and assault.
- The general public through awareness-raising events.
- We have maintained good relationships with the SARC's and before Covid restrictions have been able to use their rooms at times for some of our services.

Our aim is to widen this in the future.



Section 5 - Policies

Constitution

The constitution was adopted and last amended 1st October, 2020.

Reserves

We have a designated reserves policy where we aim to maintain a minimum level of reserves necessary to fund working capital requirements, contingencies and to safeguard the continuing activities of the organisation. The policy and the reserves position are monitored and reviewed annually.

Section 6 - Signature and Declaration

I declare, in my capacity of charity trustee, that:

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf.

Signature



Full name Jacqueline Grace Foyle-York

Position Chair - Trustee

Date 30th January, 2022

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Report to the trustees/
members of

Rape and Sexual Abuse Support Service (South Buckinghamshire)

On accounts for the year
ended

31st March 2021

Charity no
(if any)

1189311

Set out on pages

One to Fifteen (Fifteen pages in total)

Respective
responsibilities of
trustees and examiner

The charity's trustees 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. I am qualified to undertake the examination by being a qualified member of the Institute of Financial Accountants.

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

31st January 2022

Name:

Robin Lawrence

Relevant professional qualification(s) or body (if any):

AFA

Address:

Suite 1b, 18 Crendon Street

High Wycombe

Bucks, HP13 6LS

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

Give here brief details of any items that the examiner wishes to disclose.

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to provide details of items for disclosure as requested in the text above.