

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 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.

## **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

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

**Balance Sheet****For the Year Ended 31 March 2022**

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


\*Restated 2021 relates to the period from 4<sup>th</sup> May 2020 to 31<sup>st</sup> 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

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**Signature:**


.....

**DATE:**

27 January 2023

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## **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**

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

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

**3 Expenditure**

	<b>Note</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022 Total</b>	<b>Restated 2021*</b>
Expenditure on charitable activities:					
Employment Costs	<b>6</b>	(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	<b>5</b>	(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)	
		<b>Unrestricted</b>	<b>Restricted</b>	<b>2022 Total</b>	<b>Restated 2021*</b>

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

#### 4 Fund Reconciliation

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

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:

	<b>2022</b>
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:

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

**7 Trustees Remuneration**

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

**8 Tangible Fixed Assets**

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

**Notes to the accounts****9 Debtors**

	<b>2022</b>
Rent Prepayment	20,879
Other Prepayments	2,400
<b>Total Prepayments</b>	<b>23,279</b>

**10 Creditors**

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

**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.