

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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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.

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


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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
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Furniture	25% Reducing Balance
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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