

Registered number: 02245478  
Charity number: 299946

**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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**WYCOMBE WOMEN'S AID LIMITED**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2021**

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<b>Trustees</b>	Ali Smith Anne Bateman Christine Adames Claire Long Elaine Tranter (Resigned 7 October 2020) Meena Bhatia Michelle Vickers Sinead McNeill
<b>Company registered number</b>	02245478
<b>Charity registered number</b>	299946
<b>Registered office</b>	Abbey Place 24 - 28 Easton Street High Wycombe Buckinghamshire HP11 1NT
<b>Company secretary</b>	Claire Long
<b>Senior Staff</b>	Lisbeth Harvey Sara Britnell
<b>Independent examiner</b>	MHA MacIntyre Hudson Chartered Accountants Abbey Place 24-28 Easton Street High Wycombe Buckinghamshire HP11 1NT
<b>Bankers</b>	Lloyds TSB 27-31 White Hart Street High Wycombe Buckinghamshire HP11 2BD  Scottish Widows PO Box 12757 67 Morrison Street Edinburgh EH3 8YJ

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**WYCOMBE WOMEN'S AID LIMITED**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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The Trustees present their annual report together with the financial statements of the charity Wycombe Women's Aid (WWA) for the year 1 April 2020 to 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

This year has been very different from previous years because of the Covid-19 pandemic. Before the beginning of the financial year all workers were based from their homes using a variety of creative methods to support the women and children we work with which initially was an ever changing and scary landscape for all. Throughout the report mention is made of the various ways in which we tackled the challenges to enable us to support the women and children we work with. WWA is very adept at dealing with crisis situations. There was no break in service delivery during the transition from office to home based working. Workers adapted very quickly to working virtually and finding creative ways in which to support the women and children we work with.

At the WWA Annual General Meeting Elaine Tranter stepped down from being a Trustee after 6 years and she was thanked for her valued contribution to WWA.

### **Objectives and activities**

#### **a. Policies and objectives**

Wycombe Women's Aid's (WWA) objectives and activities are for the purposes of the relief of distress and suffering experienced by women and their children who have suffered physical, psychological, sexual or financial violence within an intimate or family type relationship. The Charity Commission's guidance on public benefit is kept in mind at all Management Committee meetings.

#### **b. Strategies for achieving objectives**

WWA exists to provide independent, specialist services for women and children experiencing the effects of domestic violence. We provide safe, temporary and emergency accommodation as well as practical and emotional support within the refuge and through outreach in the local community. Our services are underpinned by an intersectional feminist, trauma informed ethos. WWA collectively and regularly monitors and reviews its strategies.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Objectives and activities (continued)**

**b. Strategies for achieving objectives (continued)**

The support services WWA provides are for people living in the Wycombe, South Bucks and Chiltern areas of Buckinghamshire. In the interests of safety and confidentiality our refuge accommodation is for women and children who do not live in the immediate locality. Using the national UK Routes to Support service we find refuge space for local women in refuges away from the locality of the abuse. This informal reciprocal arrangement ensures risk reduction and safety. All our services support a survivor to become a thriver. The services WWA provides are:

Helpline  
Refuge  
Resettlement  
Counselling  
Clinical Supervision  
Outreach  
In-Reach in Bourne End  
Children and Young People  
IDVA (Independent Domestic Violence Advocacy) – this service covers Wycombe and South Bucks areas;  
Aylesbury Women's Aid (AWA) covers Aylesbury Vale and surrounding areas  
Administration of the Sanctuary scheme  
Training and Awareness Raising  
Student Placement

WWA's core values reflect our history and were compiled by the women we work with, employees and trustees. Our five core values are as follows:

**WOMEN'S POWER** - We believe in self-determination and women's power to take back control of their lives.

**LISTENING AND BELIEVING** - We listen to women and children and believe they are the experts in their own lives.

**EQUALITY** - We value equality of opportunity within our diverse community. We believe domestic violence is a contravention of our human rights.

**CHOICE** - Women and children are at the heart of everything we do and we respect their choices.

**RESPONSIVENESS** - We are responsive to the views of women and children to develop our provision of confidential and informed services.

Domestic violence is a gendered crime which is deeply rooted in the societal inequality between women and men. The UN (United Nations) describes VAWG (violence against women and girls) as 'any act of gender-based violence that is directed against a woman because she is a woman or that affects women disproportionately' (UN 2006:12). WWA is disappointed that the Government has chosen to exclude domestic violence from their VAWG strategy.

WWA defines domestic violence as an incident or pattern of incidents of controlling, coercive, threatening and degrading behaviour, including physical and sexual violence, which is perpetrated by a partner or ex-partner. The vast majority of domestic violence is experienced by women and is perpetrated by men. Domestic violence includes, but is not limited to, coercive control, psychological, emotional, physical, sexual and economic abuse, harassment and stalking and online or digital abuse.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Objectives and activities (continued)**

**b. Strategies for achieving objectives (continued)**

**Domestic Violence National Statistics:**

There is no reliable prevalence data on domestic abuse but the Crime Survey of England and Wales (CSEW) offers the best data available. According to this data, for the year ending 31 March 2019, an estimated 1.6 million women aged 16 to 74 years experienced domestic abuse (ONS, 2019). We work with many women who have not reported the domestic violence they experience to the police, or any other agency, and are therefore not included in the figure of 1.6 million.

**c. Activities undertaken to achieve objectives**

WWA has two support teams: family services and community services. Family services provide refuge and support for women, children and young people living in the refuge. Community services provide support for women, children and young people living in the community, with the exception of the IDVA service which also provides services for men. This is achieved by WWA buying in the service externally. From September 2020 the male service has been delivered by Aylesbury Vale & Milton Keynes Sexual Abuse Support Service (AVMKSASS). Prior to this Clive Lewis provided the service for men referred to IDVA and we thank him for the many years he provided this service. WWA has three principal activities: refuge services, children and young people's services and community services. A significant, positive and often 'life saving' difference is made for many people as a result of the support given by WWA. Women, children and young people's confidence and self-worth are heightened and they become emotionally stronger and more able to form strong and healthy boundaries in future relationships as well as becoming active and positive members of the community.

At the beginning of the Covid-19 pandemic our community outreach building and Playroom closed. All face to face work in both the community and in the refuge stopped. Only one worker was based at our refuge office and this worker liaised with her colleagues to ensure that families living in the refuge had the supplies and the support that they needed. Gradually as government directives became clearer we were able to adapt and develop our Covid-19 guidelines which continue to be live documents and are reviewed regularly. We were able to source sufficient PPE and adapt to these unprecedented times.

For the whole of this financial year we have been providing services during the Covid-19 pandemic. As mentioned in last year's report we very quickly adapted to this change and, without a break in service, continued to work with clients in different and creative ways. At the end of the financial year lockdowns and disruptions continue to dominate. We are mindful of the government's 'road map' out of the pandemic and have plans in place for returning to 'normality' which we are hoping will not be hampered by yet another lockdown.

As with all our services the Covid-19 pandemic has meant that our usual way of working has been disrupted. Support has been provided either virtually or on the phone. Outreach workers have also met women outside to 'walk and talk' which some women have preferred. For some women a session early in the morning while their children are asleep or later in the evening when children are in bed has suited them and our workers have been flexible in meeting this need. We erected a small marquee in the refuge office garden which meant that women living in the refuge could meet face to face with their key worker, complying with Covid-19 rules at all times. The Covid-19 pandemic completely prevented any face to face group work taking place.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Objectives and activities (continued)**

**c. Activities undertaken to achieve objectives (continued)**

**Helpline** – WWA provides a domestic violence helpline during office hours. The worker answering the call will provide support if the caller is in crisis, she may provide information if requested, signpost to the various services provided by WWA or to an outside agency, find refuge space for local women and their children, take referrals for women requesting refuge space, support an outside agency who is working with a client who is experiencing domestic violence or transfer calls to other workers. The 24 hour national domestic violence helpline is available and information about this service is provided on WWA's answerphone out of hours. Our sister organisation AWA provides an emergency out of hours service for women living in Bucks and when an emergency call comes through to them for the WWA area they contact us via our out of hours mobile number which is staffed by the WWA Leadership Team on a rotational basis. Due to the Covid-19 pandemic our helpline was transferred to mobile phones and workers were taking the calls on a rotational basis from their homes. This meant that there was no break in the helpline service.

**Refuge** – WWA's refuge offers a safe place to stay for women on their own and women with their children who are experiencing domestic violence and need to leave their homes. The service includes self-catering refuge accommodation, provision of emotional and practical support for women and children before, during and after their stay at the refuge, accompanying to court and other appointments, emergency provisions, risk management and support planning.

At the beginning of the Covid-19 pandemic we were unable to take new families into our refuge. This was for two reasons – our refuge is communal living and the families living in the refuge at the start of the pandemic were, like everyone else, scared of coming into contact with others for fear of contracting Covid-19. As new information became available we were able to ensure our refuge was Covid secure and the first new family came into refuge on 6 July 2020. The changes we made to ensure our refuges were safe with regard to the Covid-19 pandemic meant that we were unable to operate at full capacity. At the beginning of 2021 we had access to Lateral Flow Tests and this meant that we could then operate at full capacity and this continues to work well. During the financial year none of our guests tested positive for Covid-19.

**Resettlement** – Women and children moving on from refuge accommodation continue to receive practical support from their key worker, including moving into their new home. At the meeting before they leave refuge their key worker gives information about the various services and support outreach can provide and an appointment may be booked for an outreach worker to meet with the woman once the family has settled into their new home. If families relocate outside our area we provide contact information for the local domestic violence services in that area.

Moving families on from the refuge into their new homes has been more challenging during the Covid-19 pandemic. Our support workers, with help from our general assistant, have enabled the transition to happen as smoothly as possible for the families.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Objectives and activities (continued)**

**c. Activities undertaken to achieve objectives (continued)**

**Counselling** – WWA's counselling service is a self-referral service and provides person-centered counselling, cognitive behavioural therapy and time focused counselling delivered by qualified BACP (British Association of Counselling and Psychotherapy) registered counsellors for women living in the Wycombe, South Bucks and Chiltern areas of Buckinghamshire.

The first session is an assessment to make sure that counselling is right for the woman. Each session lasts for one hour and takes place once a week at our outreach centre. After 8 sessions the woman and her counsellor will re-assess together how things are and the progress that has been made. If it is agreed that more needs to be explored the counsellor may offer further sessions.

During the Covid-19 pandemic all assessment and counselling sessions have been provided virtually or on the telephone. Our counsellors have provided additional sessions for some women who had been re-traumatised by lockdowns because of the isolation they experienced when living with domestic violence. Some ex-clients also returned to the service for the same reason.

**Clinical Supervision** - WWA is privileged to have a qualified clinical supervisor who currently provides clinical supervision to all front line workers at WWA and the counselling service at AWA.

**Outreach** – The outreach services are self-referral services and available to women either living in a violent situation or who are working through the effects of past domestic violence and who are not living in refuge accommodation. Provision includes support and information in one-to-one support sessions which have all been either virtual or telephone during the Covid-19 pandemic. We have not been able to provide group work sessions during the Covid-19 pandemic and our regular 'drop-in' where women can receive free advice from local solicitors on legal issues and from the CAB, who support women with financial and debt issues, has also had to be put on hold because of the Covid-19 pandemic.

**In-Reach** – This service, based within a GP surgery in Bourne End, has not been operating during this financial year due to the Covid-19 pandemic. However, the worker has kept in regular contact with the GP surgery providing information about how their patients can contact WWA.

**Children and Young People** - Children who are living at the refuge with their mothers or female carers receive specialist interventions to allow them to work through their experiences of domestic violence. The service focuses on the safety, health and well-being of the children. WWA's work with children is OFSTED rated to be 'good'.

Initially the Covid-19 pandemic had a huge impact on the work we were able to provide for the children and young people living in refuge. Initially the majority of work was carried out on the phone or virtually. The child development workers found creative ways to engage the children and young people by setting fun tasks, delivering arts and crafts equipment, books and toys to the children and providing a list of useful websites. They also supported the women with home schooling. When schools reopened many of the children and young people living in refuge were able to attend school and for those who did not return to school the child development workers continued to support with home schooling.

The Playroom was made Covid secure and re-opened in September 2020 for limited time periods and for fewer children at a time.

We were unable to deliver any Helping Hands programmes throughout this financial year due to the Covid-19 pandemic.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Objectives and activities (continued)**

**c. Activities undertaken to achieve objectives (continued)**

**IDVA (Independent Domestic Violence Advocacy)** - The IDVA service is an independent domestic violence advocacy service that offers intensive support for a limited time until the risk is reduced and safety needs have been addressed. As mentioned earlier, in September 2020 AVMKSASS started delivering the male work. The IDVAs work within a multi-agency setting to ensure all agencies do their part to enable the safety of the referred client and any children s/he may have. An IDVA attends, and has a pivotal role on, the Multi Agency Risk Assessment Conference (MARAC) which has been held via conference call during the Covid-19 pandemic.

IDVAs continued to provide the 'medium risk' work for the Domestic Abuse Investigation Unit (DAIU). Due to government restrictions workers were unable to provide a service at the DAIU until safety measures were put in place. They returned to the DAIU on 4 May 2020 and then when the third lockdown came into place the workers were provided with the necessary equipment to enable them to work from their homes. This continued until the end of the financial year. Although this project was working extremely well and Aylesbury and Wycombe Women's Aids were commended for their excellent work, with effect from 1 April 2021 the 'medium risk' referrals to the police will be provided by Hestia across the whole of the Thames Valley. We have appreciated working closely with the DAIU and hope that the positive relationships fostered during this project will continue.

**Sanctuary Scheme** - WWA continues to administer the Sanctuary scheme, organising with Safe Partnership Limited to carry out the target hardening. Bucks Council provided the initial funding and any underspend is carried forward to a restricted fund for use in the following year. The number of families supported across Bucks during the year to March 2021 was two.

**Training and Awareness Raising** - WWA's domestic violence awareness raising and training aims to improve the understanding of the public and other agencies around the issues faced by women and children experiencing domestic violence and the appropriate support that they may need should they make a disclosure or ask for help. This year all sessions have been delivered virtually and have included Bucks New University social care students, MARAC and DASH training and local organisations. The number of sessions delivered has decreased considerably from last year due to the Covid-19 pandemic.

**Student Placements** - We have been unable to take on any new Social Care students this year due to the Covid-19 pandemic. The Bucks New University CBT student is still on placement with us and is working virtually and on the telephone.

**Workers' Wellbeing** - In order to deliver the services productively the wellbeing of workers is a high priority and more so during the unprecedented times of the Covid-19 pandemic. As stated in last year's report the mental and physical health of workers was a key priority. This remains the same as the Covid-19 pandemic continues. Clinical supervision and support for frontline workers increased and communication with each other was given high priority. Weekly virtual meditation sessions continue to be provided to workers and a motivational 'quote of the day' has been emailed to all workers by one of our counselling team throughout this financial year.

Virtual small team check-in meetings were introduced and whole team meetings continued to take place regularly. Very soon after workers started to work from home regular individual health and safety checks were carried out virtually. This was to ensure that workers were able to work productively in isolation from their homes. Where identified, equipment was provided and workers were encouraged to move around and take breaks rather than sit at their laptops; Zoom sessions can be extremely draining. White noise machines were provided where other members of a worker's family were in the home. This aided confidentiality.

Thanks to the support of Bucks Council the majority of our frontline workers received their first vaccination in February 2020 and will be receiving their second vaccination early in the next financial year.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Achievements and performance**

**a. Review of activities**

During this financial year the WWA management committee, employees and refuge guests reviewed policies, procedures and guidelines in accordance with the policy review timetable. Exit interviews with women leaving our services have fed into our business plan. We appreciate our refuge guests and counselling, outreach and IDVA clients giving their time to provide feedback which enables us to improve our services. It has been very encouraging to hear that, despite the Covid-19 pandemic, our clients have had very positive experiences. Overall they have valued the way we work and how the services operate.

The WAVE National Quality Standards (NQS) are specific to domestic violence and capture the complexity of delivering services in this challenging field. We submitted evidence to renew our NQS during this financial year and we expect the process to be completed during the beginning of the next financial year.

This year WWA has continued to offer its services to women and children experiencing domestic violence. The occupancy rate in the refuge was much lower this year because of the Covid-19 pandemic. Fortunately we were successful in securing funding to cover voids. Having voids during the Covid-19 pandemic was unavoidable because we had to reduce capacity to ensure safety within our refuges. Despite the Covid-19 pandemic all our four refuge houses were maintained to a high standard and complied with all relevant regulations. Emergency repairs were responded to immediately and the standard of accommodation remained high in all refuge houses. This was achieved by weekly health and safety checks which were held virtually during lockdowns.

WWA maintained its target of sensitively gaining essential information from all women in the first hour of their arrival at refuge and daily contact was made with each woman living in the refuge during the working week.

WWA worked closely with Bucks Council to ensure a continued good working relationship and a clear understanding and appreciation of the WWA services offered and provided. Monitoring reports and statistical information were provided and regular monitoring meetings were attended with Bucks Council which, during this year, were all held virtually.

The WWA counselling service has adhered to BACP guidelines at all times and all women entering the service were initially assessed to ensure the most appropriate form of counselling was provided.

The refuge support workers provided at least one support session per week to each guest and the child development workers met at least weekly with each child to ensure their needs were being met and that they were feeling safe. During this financial year the majority of this support was provided virtually. All school age children resident at the refuge were secured a school place. At the beginning of the Covid-19 pandemic the Playroom closed. Once Government directives changed our Playroom was opened with Covid secure restrictions in place. Unfortunately we were unable to provide a summer play scheme this year due to the Covid-19 pandemic.

This year was the second of three years of funding from Children in Need towards the Youth service. Our youth worker left WWA in September 2020 to return to University. Children in Need agreed that we could postpone recruiting a replacement until the next financial year. We are in the third year of three years of funding from the Lloyds Bank Foundation for England and Wales towards the outreach service. The Henry Smith Charity funding towards our counselling service came to an end in October 2020 and we continue to apply for replacement funding. We have been notified verbally that we will receive a further years funding from Bucks Council for the In-Reach project as well as verbal confirmation from AWA that a further years funding has been agreed for the Integrated Domestic Abuse Contract by Bucks Council. We anticipate that this will be confirmed in writing early in the next financial year.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Achievements and performance (continued)**

**a. Review of activities (continued)**

This year we have again linked in with a variety of organisations to further support the women and children we work with. We have been overwhelmed by the generosity of our community who have made financial donations to our organisation which have enabled us to continue to deliver our services to local women and children.

**b. Statistics for the year ended 31 March 2021**

WWA is committed to recording a range of information for statistical purposes. WWA gains this information supportively and assures the women and children we work with that information kept for statistical purposes is anonymous and cannot be traced to individuals. If clients choose for their information not to be used then this is respected.

In the past year WWA has shared statistical information with a variety of interested parties. These have included local and national agencies and organisations, individuals and organisations carrying out research about domestic violence and other Women's Aid organisations including WAFE (Women's Aid Federation of England).

Equal opportunity monitoring of all services is as follows: 4% - Black clients; 15% - Asian clients; 3% - mixed race clients; 63% - White clients; 2% - other ethnicity; 13% - did not disclose. Thirteen percent of the clients we worked with were disabled.

Across all services the ages of women who used our services this financial year were: 10% were between eighteen and twenty five; 72% were between twenty six and fifty five; 9% were fifty six and above and 9% were unknown.

We worked directly with a total of 81 children and young people during this period, much lower than previous years due to the Covid-19 pandemic. Fifty three percent lived in the refuge and 47% lived in the local community.

One hundred and ninety women received counselling support during the year and our outreach workers supported 239 women; both these figures are very similar to the previous year. There were no support groups provided during this financial year due to the Covid-19 pandemic. Our IDVA service supported 224 women which is a slight decrease on the previous year and 2 families were supported by the sanctuary scheme. Our outreach services facilitated 13 virtual training and awareness raising sessions. This is a considerable decrease from the previous year (38) and due to the Covid-19 pandemic.

During the year there were 2,927 calls to our helpline and 10 calls to the emergency out of hours service for the south of Bucks. These are similar figures to the previous year. We were unable to accommodate 19 women with 20 children who came through to our helpline looking for space. This is significantly lower than previous years and we are sure it is because of the Covid-19 pandemic.

During the year a total of 31 women with 43 dependent children were accommodated at our refuge. During the same period WWA was able to find safe alternative refuge accommodation for 35 local families away from their abuser. Of the 31 women WWA supported in our refuge, 5 had additional vulnerabilities.

After an initial few days in the refuge a woman has time to consider what she would like for her and her children's future. She may choose to settle in an area away from Wycombe and her support worker will then work with her and the refuge in that location to move her there. The woman may consider moving to an area where she has friends and family and choose to stay with them rather than go into the local refuge.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Achievements and performance (continued)**

**b. Statistics for the year ended 31 March 2021 (continued)**

During this period 13% of families moved to another refuge, 6% returned home with protection or reconciled, 16% moved to family or friends, 6% were accommodated by Bucks Council, 22% were accommodated by other local authorities, housing associations, private rent etc. and 35% were still in refuge at the end of the financial year.

Women and their children can stay in the refuge for up to 6 months, however, on a few occasions it has been agreed that for the benefit of the family they may stay for a few more weeks. Analysis of our refuge population in the year ending 31 March 2021 shows that 19% of the families stayed in the refuge up to 1 month; 13% stayed between 1 and 3 months; 20% stayed between 3 and 6 months; 13% stayed over 6 months and 35% were still living at the refuge at the end of the year. These time scales conform well with our experience of meeting the support needs of women and their children who have been subjected to domestic violence, and also to our responsibility to promote independence.

**Financial review**

**FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES**

Effective financial management is achieved through five types of activity:

**1. Business Plan**

WWA has a three year Business Plan that is reviewed and updated annually. The Business Plan includes a description of the main areas of change facing the organisation and a plan for managing these. It also includes detailed financial projections for the forthcoming year and a commentary of any significant implications for the financial stability of the organisation.

**2. Annual budget, reporting and monitoring income and expenditure**

A draft budget is presented to the management committee for the forthcoming financial year in September. It is re-presented, incorporating any agreed changes, in the final financial quarter in readiness for the new financial year.

Income and expenditure is reported by the treasurer to the management committee on a quarterly basis and agreement reached on how to manage any significant variance.

**3. System of delegated authorities regarding financial management**

The operation of financial management will be undertaken within a system of delegated authorities which is outlined in the management committee roles and responsibilities policy, procedure and guidelines. This details the level of authorities within the organisation in relation to financial matters. This provides a system of financial checks and is reviewed on an annual basis in order to ensure that it remains robust.

**4. The process of examining annual accounts**

The finances of the organisation are inspected on an annual basis. The management letter from the Accountant and any advice contained therein is discussed and agreed by the Committee, along with the examined accounts prior to presentation to the Annual General Meeting.

**5. Risk assessment of financial matters**

WWA has a risk register which contains financial information, giving an analysis of business risk and grading potential risks as low, medium or high. Action to be taken is recorded within a time-frame and the person responsible for the action is identified. Where sudden or unforeseeable areas emerge, which present a risk to the organisation, these will be reported to the management committee as soon as an employee or management committee member becomes aware of them, as will unplanned, unforeseen service development opportunities. The Leadership Team meet regularly to review the risk register and recommendations are made at the following management committee meeting. The risk register is managed, monitored and reviewed at every formal management committee meeting.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**RESERVES POLICY**

The Trustees believe that WWA should hold financial reserves in order to ensure that we can continue to provide a service in the event of an emergency and to meet our moral, legal and contractual obligations.

Reserves have been built up over the last twenty years to their current level. The Trustees will consider achievement of the appropriate levels of reserves on an annual basis and in line with WWA's Business Plan.

**Designated reserves**

Unrestricted funds have been designated for the following purposes:

**Equipment** - A reserve to ensure that there is sufficient money to replace equipment and furniture when it becomes obsolete or beyond economic repair. Balance at 31 March 2021: £8,000.

**Contractual Commitment** - A reserve to ensure our duties and obligations to employees such as redundancy, provision of locum maternity or sick cover and the costs of any disciplinary and or grievance procedures which may arise. Balance at 31 March 2021: £108,118.

**Premises** - A reserve to cover our contractual obligations to landlords and/or relocation to new premises. Balance at 31 March 2021: £30,000.

**Development** - A reserve to undertake new projects and explore options, including how to sustain service levels in face of cut backs, and to conduct feasibility studies on the advisability of such proposals. Balance at 31 March 2021: £15,000.

The financial results for the year are set out in the financial statements later in the report. The surplus for the year was £108,934 (2020: deficit £33,288) which when added to the reserves brought forward of £242,634 gives £351,568 to carry forward. As disclosed £161,118 (2020: £161,118) is allocated to designated funds whilst £284,333 (2020: £221,954) is carried forward in unrestricted general funds and £67,235 (2020: £20,680) in restricted funds.

**PRINCIPAL FUNDING**

Our principal funding source is Bucks Council via AWA (£238,753). WWA has a sub-contract with AWA for the new financial year. In addition unrestricted donations are received from organisations and individuals on an ad hoc basis.

**Structure, governance and management**

**a. Constitution**

Wycombe Women's Aid is a registered Charity and Company Limited by Guarantee and does not have a Share Capital. The date of Incorporation was 19 April 1988. The organisation is governed by its Memorandum and Articles of Association of Wycombe Women's Aid Limited which were last updated at the Annual General Meeting on 21 July 2004.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Structure, governance and management (continued)**

**b. Methods of appointment or election of Trustees**

WWA is committed to outlining the role of the committee in order that the activities of the organisation are clear and transparent. It is important that committee members have a clear expectation of their roles and the scope of their responsibilities. Likewise it is important that employees are aware of their own role and how it relates to the committee function.

The committee works towards ensuring that new trustees are recruited and elected on a systematic and continuous basis. This is in order that there is always a core of experienced members. The committee determines the approach taken to identify new members prior to the AGM each year.

Trustees are sought who have relevant experience and an understanding of domestic violence and the impact it has on women and children as well as one or more of the following areas:

The provision of supported housing; experience of working within or with statutory and/or charitable bodies; experience of working in or with services which aim to ensure the health and well-being of children; working with statutory bodies - particularly health, housing, education and social care; finance and financial planning; personnel and human resource management; general experience of running a business; legal experience; experience of participating in community services and meeting community needs; experience of being a client of Women's Aid services; monitoring and evaluation of services; equal opportunities and diversity.

Trustees avoid recommending people who are close colleagues, friends or relatives as this may affect the balance and objectivity of the committee as a whole.

**c. Policies adopted for the induction and training of Trustees**

Prospective trustees will attend at least two committee meetings prior to standing for election at the AGM. They will receive an induction that will involve a visit to the office, meetings with the Chair, Chief Executive Officer and Services Manager and an introduction to other employees. They will receive a copy of the Standing Orders and Delegated Authorities as well as information relating to a description of the service such as leaflets and the previous annual report.

**d. Pay policy for senior staff**

The remuneration for key management personnel is based on the salary scales set by the National Joint Council.



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**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Structure, governance and management (continued)**

**e. Organisational structure and decision making**

Board of Trustees – CEO – Community, Refuge, C&YP Services, Administration.

Currently WWA's Management Committee is made up of 7 trustees and 4 co-opted members. There are 14 paid employees. The leadership team is made up of the Chief Executive Officer, Services Manager, Counsellor/Clinical Supervisor and Operations Manager. The leadership team meets on a monthly basis to monitor, review and update the WWA action plan. During the Covid-19 pandemic the leadership team has met more frequently.

Decisions are made through discussion and consensus at quorate management committee meetings. Where there is no agreement through consensus, votes are cast and in the case of the numbers being even the Chair will have the casting vote. Decisions are recorded in minutes and circulated.

The Chair of the committee and the Chief Executive Officer of the organisation shall have power to discharge, as a matter of urgency, any function of the committee providing that in their reasonable opinion a delay in exercising the function would be seriously detrimental to the organisation and no such action would contradict a previous decision. Any action taken by the Chair and the Chief Executive Officer is reported to the next meeting of the committee, recorded in minutes and circulated.

**f. Related party relationships**

WWA is a full member of WAFE, the national domestic violence charity which works to end violence against women and children. WWA ensures that a positive relationship with WAFE is maintained by completing their questionnaires promptly to ensure that women who use WWA are visible within the statistics country-wide. WWA updates Routes to Support before 10.00 a.m. Monday to Friday in order to comply with the directive. WWA's Chief Executive Officer is a panel member of the WAFE quality assessment panel. WWA and AWA have a memorandum of understanding and a joint steering group which is made up of three trustees from each organisation. AWA has a contract with Bucks Council and WWA has a sub-contract with AWA to meet the contract which contributes towards some of the services provided in each agency. WWA and AWA have a joint development plan for the contract which is reviewed at Joint Steering Group meetings and at quarterly monitoring meetings with BC commissioners. WWA and AWA also have a joint business plan for the contract. WWA has a very close relationship with AWA, sharing good practice and discussing issues relating to domestic violence in Bucks as well as keeping up to date about the wider domestic violence agendas, particularly central government, via the WAFE website. WWA is a member of, and meets regularly with, the Thames Valley domestic violence services group.

WWA is also a member of various local Bucks groups and fora relating to domestic violence. This ensures that the needs of local women and children who use WWA services are conveyed and that WWA is well informed and part of the development of Bucks domestic violence initiatives and strategies. WWA liaises with local agencies and advocates on behalf of women and children using WWA services, promoting WWA services and supporting those working with women and children experiencing domestic violence. WWA often works closely and collaboratively with other agencies when clients have particular needs.

WWA has a close relationship with its funders and completes reports and provides monitoring and statistical information regularly and within timeframes specified. WWA fully engages with regular monitoring meetings with Bucks Council.

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**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Structure, governance and management (continued)**

**g. Risk management**

WWA is committed to ensuring effective management through a system of monitoring, checks and controls. The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems or procedures have been established to manage those risks. The WWA risk register is available and reviewed at all formal management committee meetings. WWA aims to ensure that financial matters are considered at a strategic level and that there is forward planning. This includes a managed approach to financial issues which may present a risk to the organisation. WWA has in place a system of business planning which includes an account of current and future operational activity and financial implications.

**Plans for future periods**

**FUTURE DEVELOPMENTS**

WWA will continue to adhere to the strategic aims contained within the business plan: offer our services and ensure that levels of income necessary to meet budgets and support reserves are maintained; work in close collaboration with AWA in order to meet the requirements of the Bucks Council contract and continue to work from the WWA Action Plan which will be added to and monitored throughout the year as well as being reviewed quarterly by the management committee at management committee meetings. We will continue to actively monitor sustainability as well as strengthening and developing the management committee. We will also continue to develop relationships across Bucks with our sister organisation, AWA. There have been many challenges, consequences and opportunities during the Covid-19 pandemic, some of which have been reported in this document. We plan to evaluate the full impact of the Covid-19 pandemic in the next financial year. We are hoping that the Government 'road map' out of the pandemic is successful.

Most importantly, WWA will continue to listen to what the women and children who use Wycombe Women's Aid's services need.



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**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 06 October 2021  
and signed on their behalf by:

  
.....  
**Christine Adames**  
Trustee

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**WYCOMBE WOMEN'S AID LIMITED**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Independent examiner's report to the Trustees of Wycombe Women's Aid Limited ('the Charity')**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the Trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

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**INDEPENDENT EXAMINER'S REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed: *BK Silva*

Dated: *14 October 2021*

B K Silva

ACA

MHA MacIntyre Hudson, Chartered Accountants, Abbey Place, 24-28 Easton Street, High Wycombe, Buckinghamshire, HP11 1NT

**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Donations and legacies	3	148,476	79,901	228,377	184,935
Charitable activities	4	419,135	97,624	516,759	427,694
Investments	5	269	-	269	398
<b>Total income</b>		<b>567,880</b>	<b>177,525</b>	<b>745,405</b>	<b>613,027</b>
<b>Expenditure on:</b>					
Charitable activities	6	585,317	51,154	636,471	646,315
<b>Total expenditure</b>		<b>585,317</b>	<b>51,154</b>	<b>636,471</b>	<b>646,315</b>
<b>Net (expenditure)/income</b>		<b>(17,437)</b>	<b>126,371</b>	<b>108,934</b>	<b>(33,288)</b>
Transfers between funds	13	79,816	(79,816)	-	-
<b>Net movement in funds</b>		<b>62,379</b>	<b>46,555</b>	<b>108,934</b>	<b>(33,288)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		221,954	20,680	242,634	275,922
Net movement in funds		62,379	46,555	108,934	(33,288)
<b>Total funds carried forward</b>		<b>284,333</b>	<b>67,235</b>	<b>351,568</b>	<b>242,634</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 21 to 35 form part of these financial statements.



**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)  
REGISTERED NUMBER: 02245478

**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
<b>Current assets</b>			
Debtors	11	26,031	30,930
Cash at bank and in hand		342,300	243,704
		<u>368,331</u>	<u>274,634</u>
Creditors: amounts falling due within one year	12	(16,763)	(32,000)
<b>Net current assets</b>		<u>351,568</u>	<u>242,634</u>
<b>Total assets less current liabilities</b>		<u>351,568</u>	<u>242,634</u>
<b>Total net assets</b>		<u>351,568</u>	<u>242,634</u>
<b>Charity funds</b>			
Restricted funds	13	67,235	20,680
Unrestricted funds	13	284,333	221,954
<b>Total funds</b>		<u>351,568</u>	<u>242,634</u>


The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on  
06 October 2021 and signed on their behalf by:

  
.....  
**Christine Adames**  
Trustee

The notes on pages 21 to 35 form part of these financial statements.

**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	2021 £	2020 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities (note 15)	<b>98,596</b>	<b>(32,412)</b>
<b>Change in cash and cash equivalents in the year</b>	<b>98,596</b>	<b>(32,412)</b>
Cash and cash equivalents at the beginning of the year	<b>243,704</b>	276,116
<b>Cash and cash equivalents at the end of the year (note 16)</b>	<b>342,300</b>	243,704

The notes on pages 21 to 35 form part of these financial statements



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**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**1. General information**

The Charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

Wycombe Women's Aid Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Going concern**

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements. As detailed in the Trustees report, the Trustees have made this assessment in light of the Covid-19 pandemic and do not consider there to be any material implications on the going concern status of the charity.

**2.3 Income**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

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**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**2. Accounting policies (continued)**

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Government grants**

Grants are credited to the Statement of financial activities as the related expenditure is incurred and in line with the funding terms and conditions.

**2.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.



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**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**2. Accounting policies (continued)**

**2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.10 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.11 Operating leases**

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

**2.12 Pensions**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

**2.13 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.



**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**3. Income from donations and legacies**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations	64,476	10,000	74,476
Grants	-	69,901	69,901
Buckinghamshire Council	66,000	-	66,000
Buckinghamshire Council	11,000	-	11,000
Buckinghamshire Council	7,000	-	7,000
	<u>148,476</u>	<u>79,901</u>	<u>228,377</u>
	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Donations	24,136	10,936	35,072
Grants	-	65,863	65,863
Wycombe District Council	66,000	-	66,000
Chiltern District Council	11,000	-	11,000
South Buckinghamshire District Council	7,000	-	7,000
	<u>108,136</u>	<u>76,799</u>	<u>184,935</u>

**4. Income from charitable activities**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Provision of refuge facilities	109,203	9,760	118,963
Community services: Buckinghamshire Council Integrated Domestic Violence Services	238,755	-	238,755
Other charitable income	71,177	87,864	159,041
	<u>419,135</u>	<u>97,624</u>	<u>516,759</u>

**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**4. Income from charitable activities (continued)**

	Unrestricted funds 2020 £	Total funds 2020 £
Provision of refuge facilities	151,388	151,388
Community services: Buckinghamshire Council Integrated Domestic Violence Services	238,755	238,755
Other	37,551	37,551
	<u>427,694</u>	<u>427,694</u>

**5. Investment income**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Interest receivable	269	269	398
	<u>269</u>	<u>269</u>	<u>398</u>

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Provision of refuge facilities	212,769	13,453	226,222
Community services	274,830	27,571	302,401
Children and young people services	97,718	10,130	107,848
	<u>585,317</u>	<u>51,154</u>	<u>636,471</u>

**WYCOMBE WOMEN'S AID LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**6. Analysis of expenditure on charitable activities (continued)**

**Summary by fund type (continued)**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Provision of refuge facilities	240,658	-	240,658
Community services	184,605	113,419	298,024
Children and young people services	107,633	-	107,633
	<u>532,896</u>	<u>113,419</u>	<u>646,315</u>

**7. Analysis of expenditure by activities**

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Provision of refuge facilities	205,726	20,496	<b>226,222</b>
Community services	288,569	13,832	<b>302,401</b>
Children and young people services	102,156	5,692	<b>107,848</b>
	<u>596,451</u>	<u>40,020</u>	<u><b>636,471</b></u>

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Provision of refuge facilities	217,054	23,604	240,658
Community services	283,230	14,794	298,024
Children and young people services	100,950	6,683	107,633
	<u>601,234</u>	<u>45,081</u>	<u>646,315</u>



**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**7. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	Provision of refuge facilities 2021 £	Community services 2021 £	Children and young people services 2021 £	Total funds 2021 £
Wages and salaries	131,523	248,866	98,860	479,249
Staff costs	3,670	3,482	1,104	8,256
Direct costs	2,194	-	17	2,211
Subscriptions	1,101	911	101	2,113
Premises	66,679	32,155	2,074	100,908
Bad and doubtful debts	559	-	-	559
Sanctuary scheme	-	530	-	530
Male IDVA	-	2,625	-	2,625
	<u>205,726</u>	<u>288,569</u>	<u>102,156</u>	<u>596,451</u>

	Provision of refuge facilities 2020 £	Community services 2020 £	Children and young people services 2020 £	Total funds 2020 £
Wages and salaries	142,658	237,764	95,105	475,527
Staff costs	5,349	8,900	2,341	16,590
Direct costs	1,123	-	1,053	2,176
Subscriptions	725	653	72	1,450
Premises	66,186	32,317	2,379	100,882
Bad and doubtful debts	1,013	-	-	1,013
Sanctuary scheme	-	1,946	-	1,946
Male IDVA	-	1,650	-	1,650
	<u>217,054</u>	<u>283,230</u>	<u>100,950</u>	<u>601,234</u>

**WYCOMBE WOMEN'S AID LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**7. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	Provision of refuge facilities 2021 £	Community services 2021 £	Children and young people services 2021 £	Total funds 2021 £
Telephone	3,852	2,801	350	7,003
Rent and rates	6,364	4,628	579	11,571
Printing, stationery and postage	1,544	1,052	131	2,727
Bookkeeping fees	3,932	1,967	1,967	7,866
Bank charges	80	41	41	162
Sundry expenses	(118)	882	882	1,646
IT costs	1,508	1,258	539	3,305
Independent examination and accountancy fees	3,314	1,193	1,193	5,700
Trustee expenses	20	10	10	40
	<u>20,496</u>	<u>13,832</u>	<u>5,692</u>	<u>40,020</u>

	Provision of refuge facilities 2020 £	Community services 2020 £	Children and young people services 2020 £	Total funds 2020 £
Telephone	3,521	2,560	320	6,401
Rent and rates	6,234	4,534	567	11,335
Printing, stationery and postage	1,950	1,418	177	3,545
Bookkeeping fees	3,768	1,884	1,884	7,536
Bank charges	88	44	44	176
Sundry expenses	1,128	564	564	2,256
IT costs	1,655	1,159	497	3,311
Independent examination and accountancy fees	2,160	1,080	1,080	4,320
Professional fees	3,100	1,551	1,550	6,201
	<u>23,604</u>	<u>14,794</u>	<u>6,683</u>	<u>45,081</u>

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**8. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £4,320 (2020 - £4,320).

**9. Staff costs**

	2021 £	2020 £
Wages and salaries	422,774	419,491
Social security costs	36,131	35,060
Contribution to defined contribution pension schemes	20,344	20,976
	<u>479,249</u>	<u>475,527</u>

The average number of persons employed by the Charity during the year was as follows:

	2021 No.	2020 No.
Number of staff	<u>15</u>	<u>16</u>

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the senior staff listed on page 1. The total amount of employee benefits (including employer pension and national insurance contributions) received by key management personnel for their services to the charity was £100,118 (2020: £96,807).

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, expenses totalling £40 were reimbursed or paid directly to 1 Trustee (2020: £NIL).

**11. Debtors**

	2021 £	2020 £
<b>Due within one year</b>		
Trade debtors	11,905	17,237
Prepayments and accrued income	14,126	13,693
	<u>26,031</u>	<u>30,930</u>



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**12. Creditors: Amounts falling due within one year**

	<b>2021</b>	2020
	£	£
Trade creditors	<b>2,518</b>	2,090
Other taxation and social security	<b>9,707</b>	10,662
Accruals and deferred income	<b>4,538</b>	19,248
	<u><b>16,763</b></u>	<u>32,000</u>
	<u><b>16,763</b></u>	<u>32,000</u>
	<b>2021</b>	2020
	£	£
Deferred income at 1 April 2020	<b>15,640</b>	-
Resources deferred during the year	-	15,640
Amounts released from previous periods	<b>(15,640)</b>	-
	<u>-</u>	<u>15,640</u>
	<u><b>-</b></u>	<u>15,640</u>

At the Balance Sheet date the charity was not holding any funds received in advance (2020: held for grants relating to staff expenditure).

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**13. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Equipment replacement	8,000	-	-	-	8,000
Contractual commitments	108,118	-	-	-	108,118
Premises	30,000	-	-	-	30,000
Development	15,000	-	-	-	15,000
	<u>161,118</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>161,118</u>
<b>General funds</b>					
General fund	60,836	567,880	(585,317)	79,816	123,215
	<u>60,836</u>	<u>567,880</u>	<u>(585,317)</u>	<u>79,816</u>	<u>123,215</u>
<b>Total Unrestricted funds</b>	<u>221,954</u>	<u>567,880</u>	<u>(585,317)</u>	<u>79,816</u>	<u>284,333</u>
<b>Restricted funds</b>					
Sanctuary scheme	12,000	-	(530)	-	11,470
The Henry Smith Charity	2,429	-	(2,429)	-	-
Lloyds Bank Foundation	-	48,362	(27,041)	-	21,321
Mulberry Trust	1,250	-	-	-	1,250
Morrisons	2,976	-	(2,976)	-	-
Children in Need	2,025	21,539	(10,130)	-	13,434
Red Kite	-	9,760	-	-	9,760
Vox Smart	-	10,000	-	-	10,000
MHCLG	-	41,453	-	(41,453)	-
MoJ (via PCC)	-	36,411	(8,048)	(28,363)	-
Heart of Bucks	-	10,000	-	(10,000)	-
	<u>20,680</u>	<u>177,525</u>	<u>(51,154)</u>	<u>(79,816)</u>	<u>67,235</u>
<b>Total of funds</b>	<u>242,634</u>	<u>745,405</u>	<u>(636,471)</u>	<u>-</u>	<u>351,568</u>

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**13. Statement of funds (continued)**

**Statement of funds - prior year**

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>				
<b>Designated funds</b>				
Equipment replacement	8,000	-	-	8,000
Contractual commitments	108,118	-	-	108,118
Premises	30,000	-	-	30,000
Development	15,000	-	-	15,000
	<u>161,118</u>	<u>-</u>	<u>-</u>	<u>161,118</u>
<b>General funds</b>				
General fund	<u>57,504</u>	<u>536,228</u>	<u>(532,896)</u>	<u>60,836</u>
<b>Total Unrestricted funds</b>	<u>218,622</u>	<u>-</u>	<u>(532,896)</u>	<u>221,954</u>
<b>Restricted funds</b>				
Sanctuary scheme	14,342	-	(2,342)	12,000
The Henry Smith Charity	16,742	29,700	(44,013)	2,429
Lloyds Bank Foundation	21,448	2,726	(24,174)	-
Last Resort Fund	344	-	(344)	-
Mulberry Trust	1,024	1,250	(1,024)	1,250
Kop Hill Climb Fund	3,400	-	(3,400)	-
Marlow Ward Budget	-	1,830	(1,830)	-
Morrisons	-	2,976	-	2,976
Guarding Cars Project	-	5,640	(5,640)	-
Children in Need	-	27,797	(25,772)	2,025
Red Kite	-	4,880	(4,880)	-
	<u>57,300</u>	<u>76,799</u>	<u>(113,419)</u>	<u>20,680</u>



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**13. Statement of funds (continued)**

<b>Total of funds</b>	275,922	76,799	(646,315)	242,634
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Unrestricted funds have been designated for the following purposes:

Equipment replacement – to ensure that there is sufficient money to replace equipment and furniture when it becomes obsolete or beyond economic repair.

Contractual commitments – to ensure our duties and obligations to employees such as redundancy; provision of locum maternity or sick cover and the costs of any disciplinary and or grievance procedures which may arise.

Premises – to cover our contractual obligations to landlords and/or relocation to new premises.

Development - to undertake new projects and explore options, including how to sustain service levels in face of cut backs, and to conduct feasibility studies on advisability of such proposals.

Restricted funds relate to amounts given by donors for specific purposes as follows:

Sanctuary Scheme enables households at risk of violence to remain safely in their own homes.

The Henry Smith Charity - to provide salary costs for one full time Counsellor post

Lloyds Bank Foundation - to provide salary costs for one full time Community Outreach Worker Post

BBC Children in Need - to fund the salary of a Youth Worker providing individual and group sessions to young people who been adversely affected by domestic violence.

Vox Smart - to build a garden structure.

MHCLG, MoJ (via PCC) and Heart of Bucks - to provide funds towards voids incurred as result of COVID-19 pandemic. The transfer of £79,816 from restricted to general funds represents the use of these funds to cover the reduction in income due to voids.

**14. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Current assets	301,096	67,235	368,331
Creditors due within one year	(16,763)	-	(16,763)
<b>Total</b>	<u>284,333</u>	<u>67,235</u>	<u>351,568</u>

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**14. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Current assets	253,954	20,680	274,634
Creditors due within one year	(32,000)	-	(32,000)
<b>Total</b>	<b>221,954</b>	<b>20,680</b>	<b>242,634</b>

**15. Reconciliation of net movement in funds to net cash flow from operating activities**

	2021 £	2020 £
Net income/expenditure for the year (as per Statement of Financial Activities)	108,934	(33,288)
<b>Adjustments for:</b>		
Decrease/(increase) in debtors	4,899	(14,874)
Increase/(decrease) in creditors	(15,237)	15,750
<b>Net cash provided by/(used in) operating activities</b>	<b>98,596</b>	<b>(32,412)</b>

**16. Analysis of cash and cash equivalents**

	2021 £	2020 £
Cash in hand	342,300	243,704
<b>Total cash and cash equivalents</b>	<b>342,300</b>	<b>243,704</b>

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**NOTES TO THE FINANCIAL STATEMENTS  
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**17. Analysis of changes in net debt**

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	243,704	98,596	342,300
	<u>243,704</u>	<u>98,596</u>	<u>342,300</u>

**18. Pension commitments**

The Charity operates a defined contributions pension scheme through the NEST scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £20,344 (2020 - £20,976) contributions totalling £NIL (2020 - £NIL) were payable to the fund at the balance sheet date and are included in creditors.

**19. Operating lease commitments**

At 31 March 2021 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	54,820	54,820
Later than 1 year and not later than 5 years	167,322	181,822
Later than 5 years	339,361	379,681
	<u>561,503</u>	<u>616,323</u>

**20. Related party transactions**

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2021.



