

# **Well Women Centre**

Charity number 1107523

A company limited by guarantee number 05206205

## **Annual Report and Financial Statements** **for the year ended 31 March 2020**



West Yorkshire Community Accounting Service

# **Well Women Centre**

## **Annual Report and Financial Statements for the year ended 31 March 2020**

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**Prepared by West Yorkshire Community Accounting Service**

# Well Women Centre

## Trustees' report for the year ended 31 March 2020

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Mary Roche	Chair	
Jane Bryant		
Katheryn Fisher		
Jane Walton		
Claire Woodhead		
Tolu Adedipe		
Rachel Massey		Appointed 20 May 2019
Leanne Evans		Appointed 1 July 2019
Sharon Dominey		Appointed 1 July 2019

**Company secretary** Lisa Kaye

**Charity number** 1107523 Registered in England and Wales

**Company number** 05206205 Registered in England and Wales

### Registered and principal address

24 Trinity Church Gate  
Wakefield  
West Yorkshire  
WF1 1TX

### Bankers

Unity Bank Plc	Julian Hodge Bank Ltd	Nationwide BS	Ecology BS
9 Brindley Place	29 Windsor Place	5-11 Georges Street	7 Belton Road
Birmingham	Cardiff	Douglas	Silsden
B1 2HB	CF10 3BZ	Isle of Man	Keighley
		IM99 1AS	DB20 0EE

### Independent examiner

E J Beverley FCCA

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity became a company limited by guarantee on 16 August 2004. It was registered as a charity in 1985 and re-registered following incorporation as a company on 10 January 2005. It is governed by a memorandum and articles of association as amended by special resolution dated 7 September 2011 and 31 January 2017. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

The charity is governed by the Board of trustees, working closely with the CEO and senior management team. The trustees have formed dedicated sub committees to address both finance and HR responsibilities and providing opportunity to share and utilise trustees' strengths. The finance committee meet 8 times a year to oversee the financial management of the centre, to ensure probity and security, to identify sources of funding to sustain and develop the organisation's charitable purpose and to support the CEO in securing these funds. The HR subgroup meet 8 times a year to support the CEO in oversight of staff management and development. Both groups form consensus and report to the whole board for ratification.

# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2020**

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

Day to day management of the centre is delegated to the CEO and senior team. We would like to thank our previous CEO Maddy Sutcliffe for her unfalteringly professional and effective leadership of the Well Women Centre. We would like to welcome the incoming Acting CEO Lisa Kaye for helping us to offer a seamless and effective transition for staff, volunteers, service users and our stakeholders. In Lisa's previous role of Head of Clinical Services, she was a senior team member, worked closely to support the CEO and had already established positive relationships with the board of trustees.

### **Method of recruitment and appointment of trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Group. Under the requirements of the Memorandum and Articles of Association the members of the Management Group are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

The Charity shall have at least three Trustees comprising:

- (a) the Honorary Officers elected at the Annual General Meeting;
- (b) up to nine Members of the Charity elected at the Annual General Meeting;
- (c) persons appointed in accordance with Article 31.

The company endeavours to maintain a balance of members both from internal volunteers/service users and women with relevant skills from external organisations. In an effort to maintain a broad skill mix, in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Management Committee. The Management Group also works with local consultants with relevant skills should existing trustees lack these skills.

### **Objectives and activities**

#### **The charity's objects**

The Well Women Centre continues to serve its core charitable objects which are:

To promote and protect the good health, both mental and physical of the women in Wakefield regardless of age, class, culture, race, religion, sexual orientation, or medico-social need.

Our Mission has been updated to:

To be the leading organisation in the Wakefield District tackling women's issues relating to mental health and wellbeing, violence and abuse and the associated trauma. Women will continue to be offered high quality, personalised support packages to aid their recovery. We will work collaboratively across sectors to influence policy and support strategic system change.

#### **The charity's main activities**

We offer a range of services for women in the Wakefield District which include:

##### **Twice weekly drop in service**

Women can self-refer into our drop in service where we listen to the needs of individual women and work with them to identify which service or services would be of most help for them.

##### **A range of counselling therapies**

This includes counselling for women with anxiety and depression, women with multiple complex needs or women who have experienced significant trauma. We also provide EMDR.

##### **Self-development and wellbeing groups and courses**

We provide rolling termly programmes offering a variety of groups and courses, which have been developed in direct response to the presenting needs of women.

# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2020**

### **The charity's main activities (continued)**

#### **Intensive support services for women with multiple disadvantage and complex needs**

We provide intensive 1 to 1 case worker support to women affected by the following issues: Domestic Abuse; Childhood Sexual Abuse; Women Apart from their Children; Offending

#### **A range of Complementary Therapies**

Our therapies work holistically to treat the whole person

#### **BAMER Women's Support**

The centre is proud to have developed this service in direct response to the voices of BAMER women across Wakefield.

#### **Support for young women**

This is delivered through our outreach programme offering group work and short term counselling to young women who are at risk of sexual exploitation.

Our services continue to be delivered from our main centre at Trinity Church Gate or within one of our designated outreach venues within the district.

Women who wish to access our services can do so through self-referral, however many women are directed to us from their GPs, NHS workers, Mental Health workers, Third Sector workers and family or friends.

### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health and the saving of lives. We also operate within other charitable purposes with relation to our work with the rehabilitation of offenders and the prevention of crime.

### **Achievements and performance**

Originally established in 1985, Well Women Centre continues to play a unique role in promoting women's mental health and wellbeing, providing services to approximately 1400 women over 16 in the Wakefield District. Our dedicated women-only services bring together a range of effective ways of working with and supporting women and girls, often with multiple and complex needs. Well Women Centre has a long track record of delivering outcomes that enable women and their families to turn their lives around and we have continued to build on this year on year.

This year we have continued to add to our Board of Trustees. Like many small charities we had a small and committed board and we are thrilled that by utilising a partnership offer from Comic Relief and Getting on Board, the Centre Manager and existing board members refined the board recruitment process, we attracted new trustees and our board has now grown to a group of nine committed and dedicated women with effective, efficient and transparent governance processes in place. All these actions have contributed to ensuring that the Well Women Centre continues to operate as a going concern.

We have also continued our work with the Enhance programme made available by one of our funders Lloyds Bank Foundation, to set and develop the strategic direction of the organisation. Work on this has been ongoing throughout the year and we are looking forward to implementing our Strategic Plan in the forth-coming year to underpin the sustainability of the organisation and the essential work it carries out.

The work that we do is managed and delivered by a dedicated team of 20 staff and 22 volunteers. We remain committed to enhancing and increasing opportunities for women to develop new skills through high quality employment, volunteering, and training opportunities. Our team brings a high level of knowledge, training, qualifications, skills, experience, and abilities balanced with the understanding, care and respect that women are shown from the moment they come into the centre. To underline this, one of our staff members received an award from MEND, Muslim Engagement and Development. It was special recognition granted for continued support and commitment to local community engagement.

# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2020**

### **Achievements and performance (continued)**

The knowledge and expertise of our team is much sought after, with our leadership team often consulted on women's issues. As an example, our CEO was invited to and attended a select group at Sheffield University to inform the Commission on a Gender Equal Economy. Also, we continue to be mentioned in various publications such as the Ministry of Justice Managing Vulnerability: Women Fact Pack and most recently Changing Lives, Saving Lives: Women Centred Working through Leeds Beckett University. The common theme throughout these is that the gender specific approach is effective and more than that, Well Women approach is effective.

Over the last year, we are continuing to see an increase in the need for our services. Women are facing multiple issues and are coming to us with a greater number of problems to address, which are more complex in nature. The intensity of the disclosures that our service users make has also increased dramatically and the centre has responded by implementing a robust and effective safeguarding structure and process, overseen by the Head of Clinical Services. This allows us to work collaboratively to keep our service users, those around them and our staff and volunteers safe. We work with women to design and deliver our services, to ensure they are relevant, appealing, and effective and we strive to reach those women that have been underrepresented at the centre. We listen and we are responsive.

Continuing our partnership work across the District has been key, working with partners across the district that are real advocates for women and good friends of the centre. We have built on the foundations of work done in previous years and this has led to us extending our reach to county and national levels. The Leadership team sit on several strategic panels and contribute to local and national agendas.

We have intelligent relationships, we work to offer joined up services, each organisation working to its strengths, avoiding duplication, meeting the needs of women, and working to meet shared objectives. Within these partnerships, each organisation is strengthened by the other, utilising those specialisms to offer enhanced services and added value.

Our award-winning Restore project was set up in partnership with our colleagues at Liaison and Diversion who we have such a strong relationship with. There has been successful partnership work with Turning Point Talking Therapies, our IAPT (Improving Access to Psychological Therapies) Lead Provider and Next Generation, who run a range of youth and community projects for the benefit of local people. We work with several voluntary sector organisations, including the community anchors, Lightwaves, St George's or other specialist charities, we enjoy productive, long lasting relationships with statutory partners, WMDC and Wakefield CCG.

A new opportunity for Well Women Centre is around social enterprise. We were successful in our application for a place with the School for Social Entrepreneurs. This gave us the time and space to consider our enterprise ideas and offered expertise about testing the viability. This really fulfils our objective of being a sustainable, independent organisation.

We are excited at offering more of our services within communities building on last year's success of the NHS England Urgent and Emergency Mental Health Winter Grant aimed at reducing attendances at A&E or GP surgeries. Women told us they could attend at their local community centre even when unwell whereas the journey into Wakefield would have been too much.

We have secured new funding, most significantly through Tudor Trust, and we have worked with current funders to extend the amounts available to support or increase the provision and strengthen the infrastructure. In addition, we are working hard to be a constructive and positive influence. We have met with policy makers and have joined strategic groups to embed our expertise in mainstream practices. The Howard League for Penal Reform and Lloyd's Bank Foundation have facilitated campaigning visits to the House of Lords and the Houses of Parliament.

However, Well Women Centre, like many other charities are now facing the global challenge of COVID-19. At present, the Centre has temporarily suspended face to face contacts with clients, but the team have worked hard to provide a remote service for those in need, that complies with governing body standards. To facilitate this, we have received funding to purchase IT equipment and accessories for secure service delivery and training. All staff are working from home, with staff wellbeing being supported. The teams have daily check ins and weekly meetings arranged.

# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2020**

### **Achievements and performance (continued)**

One issue that has added to our challenge is the recent departure of the CEO who left Well Women Centre in April 2020. We were however able to draw from expertise in our existing team to seamlessly recruit the Centre's Head of Clinical Services in to role as Acting CEO within an interim structure to have a timely response of stabilisation for the centre and service delivery at this most unpredictable time.

It is clear that the next year or so is going to be difficult for everyone. Early indications show that the need for our services is going to increase exponentially, with increased reports of domestic abuse, and reduced income for households. With the talent and knowledge of our team, the support of partners and the understanding of those funding us, we have a strong base to help to provide the help needed.

At this time, the work done by Well Women Centre is needed more than ever.

### **Plans for future periods**

We plan to continue offering vital services for women with multiple and complex needs in the near and long term future. We have agreed a funding plan with the aim of achieving continuation of long term funding for our two core services, counselling and casework. We will strive to strengthen our support services offer as a flexible and responsive complement. The trustees see this holistic offer as the success of the centre, helping women to recover from common mental health problems, navigate chaotic lifestyles, overcome trauma and achieve long lasting change. Offering women an individual and tailored approach, hence the most helpful treatment or service at the right time, is a guiding principle of the centre.

The centre's principal funders, Wakefield CCG, WMDC and National Lottery, have supported the key objectives of the charity by enabling us to work with women with multiple and complex issues to reduce isolation and mental health difficulties, provide timely and effective services and to promote mental health and well being. The stability gained by these funding sources allows the centre to strive to provide constructive influence to ensure that services are relevant, responsive and accessible.

The trustees see the future direction of the charity is to build on our reputable track record of successful service design, development and contract management. We have an experienced team of staff and volunteers, strong support from community partners and we maintain collaborative and consultative relationships with women with lived experience. The centre will not only continue to operate and be governed within its established, robust clinical and risk management structure but it will also strive to share this expertise with other organisations. We see the charity playing a key role in influencing other agencies to encourage them to develop services that are relevant and accessible to local women.

### **Financial review**

The net expenditure for the year was £1,463, including net expenditure of £21,472 on unrestricted funds and net income of £20,009 on restricted funds after transfers.

The onset of the challenge that Coronavirus brought in March 2020, is likely to have far reaching and long lasting impact. The centre is poised for an increase in need for our services in response to the mental health challenge, the expected rise in domestic abuse, complex bereavement and financial hardship that will result. Our established funding plans for the future need to be amended due to the likelihood of long term funding applications being suspended to make room for emergency funding packages of support.

Therefore the principal risk of the coming year comes with the global pandemic and the uncertain funding landscape it could potentially leave in its shadow. The trustees have worked with the CEO to adapt our funding strategy and creatively consider our options moving forward. We have successfully applied for some emergency funding which has enabled the centre to adapt its delivery model, processes and procedures to continue meeting the needs of vulnerable women and meet contractual obligations. This transformation mitigates some of the unknown and evidences the capabilities of the centre; not only in offering responsive services that are in greater demand than ever but also demonstrating the organisation's ability to flex and respond in the face of significant events.

# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2020**

### **Reserves policy**

It is the policy of the charity that unrestricted funds that have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

The charity's free reserves, excluding fixed assets, at the year end were £267,500.

Included in this amount are designated funds of £125,895 leaving £141,605. This represents approximately 3 months of annual expenditure.

The designated funds relate to the sale proceeds of a property that have been designated for the purchase of another property.

### **Going concern**

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

We have identified cost savings where possible, the main impact being not working from the building hence utility bills significantly reduced, not providing a water fountain or refreshments for staff and volunteers or travel expenses.

Our main sources of income have remained unchanged. We have continued to deliver expected outcomes against these contracts and grants by transitioning and adapting to remote working.

We have run a comparison report of income and expenditure of the same period last year and taking in to account the emergency funding we have sourced, the balance difference is minimal.



# **Well Women Centre**

## **Trustees' report (continued) for the year ended 31 March 2020**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed: Mary Roche (Chair)

Name: MARY ROCHE

Date: 20/11/2020

# **Well Women Centre**

## **Independent examiner's report to the trustees of Well Women Centre**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2020, which are set out on pages 10 to 19.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also 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 charitable company 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 your charity's accounts as carried out under section 145 of the Charities Act ('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 charitable company'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 fellow of ACCA which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 company 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.

Signed: E J Beverley      Name: E J Beverley

Relevant professional qualification or body: FCCA

Date: 01/12/2020

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Well Women Centre**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2020**

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income from:</b>					
Charitable activities	(2)	201,633	291,860	493,493	554,873
Other trading activities	(3)	111,023	-	111,023	73,346
Bank interest		1,537	-	1,537	1,430
Other income		-	1,005	1,005	519
<b>Total income</b>		<b>314,193</b>	<b>292,865</b>	<b>607,058</b>	<b>630,168</b>
<b>Expenditure on:</b>					
Charitable activities	(4)	383,212	225,309	608,521	555,310
<b>Total expenditure</b>		<b>383,212</b>	<b>225,309</b>	<b>608,521</b>	<b>555,310</b>
<b>Net income / (expenditure)</b>		<b>(69,019)</b>	<b>67,556</b>	<b>(1,463)</b>	<b>74,858</b>
<b>Transfers between funds</b>		<b>47,547</b>	<b>(47,547)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(21,472)</b>	<b>20,009</b>	<b>(1,463)</b>	<b>74,858</b>
<b>Fund balances brought forward</b>		<b>288,972</b>	<b>74,567</b>	<b>363,539</b>	<b>288,681</b>
<b>Fund balances carried forward</b>	(6)	<b>267,500</b>	<b>94,576</b>	<b>362,076</b>	<b>363,539</b>

All incoming resources and resources expended derive from continuing activities.

**Well Women Centre**  
**Balance sheet**  
**as at 31 March 2020**

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(7) -	-	-	1,162
<b>Total fixed assets</b>	-	-	-	1,162
<b>Current assets</b>				
Debtors and prepayments	(8) 36,415	-	36,415	75,510
Cash at bank and in hand	(9) 272,228	94,576	366,804	345,213
<b>Total current assets</b>	308,643	94,576	403,219	420,723
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(10) 41,143	-	41,143	58,346
<b>Total current liabilities</b>	41,143	-	41,143	58,346
<b>Net current assets / (liabilities)</b>	267,500	94,576	362,076	362,377
<b>Net assets</b>	267,500	94,576	362,076	363,539
<b>Funds</b>				
Unrestricted funds	141,605	-	141,605	163,077
Restricted funds	-	94,576	94,576	74,567
Designated funds	(11) 125,895	-	125,895	125,895
<b>Total funds</b>	267,500	94,576	362,076	363,539

For the year ending 31 March 2020 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: 20/11/2020

Signed: Mary Roche (Chair)

Name: MARY ROCHE

**Well Women Centre**  
**Cash Flow Statement**  
**for the year ended 31 March 2020**

	2020 £	2019 £
<b>Cash flows from operating activities</b>		
<b>Net income/ (expenditure) for the reporting period (as per the statement of financial activities)</b>	(1,463)	74,858
Adjustments for:		
Depreciation charges	1,162	1,162
Bank interest received	(1,537)	(1,430)
Loss / (profit) on the sale of fixed assets	-	-
(Increase) / decrease in debtors	39,095	(36,979)
Increase / (decrease) in creditors	<u>(17,203)</u>	<u>(24,298)</u>
<b>Net cash from operating activities</b>	20,054	13,313
<b>Cash flows from investing activities:</b>		
Bank interest received	1,537	1,430
Proceed from the sale of property, plant and equipment	-	-
Purchase of property, plant and equipment	<u>-</u>	<u>-</u>
<b>Net cash from investing activities</b>	1,537	1,430
 Net increase/(decrease) in cash and cash equivalents	 21,591	 14,743
Cash and cash equivalents at beginning for the year	345,213	330,470
Cash and cash equivalents at the end of the year	(9) <u>366,804</u>	<u>345,213</u>

# **Well Women Centre**

## **Notes to the accounts**

### **for the year ended 31 March 2020**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Project and office equipment: over 5 years

Computer equipment: over 3 years

Leasehold improvements: over 3 years

# **Well Women Centre**

## **Notes to the accounts**

### **for the year ended 31 March 2020**

#### **1 Accounting policies continued**

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

**Well Women Centre**  
**Notes to the accounts continued**  
**for the year ended 31 March 2020**

<b>2 Income from charitable activities</b>	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Grants and donations</b>				
Big Lottery Fund Grant	-	99,384	99,384	96,140
Comic Relief	-	-	-	8,002
Lloyds	-	25,000	25,000	25,000
Wakefield Youth Offending Team	-	-	-	40,154
Carers Wakefield	-	-	-	3,240
CCG	-	23,660	23,660	23,660
WMDC	-	78,816	78,816	69,406
Next Generation CIC	-	-	-	2,145
Nova Wakefield District	-	-	-	7,793
Two Ridings Community Foundation	-	-	-	8,369
Tudor Trust	-	45,000	45,000	-
WMDC - refugee resettlement	-	20,000	20,000	-
Donations	3,447	-	3,447	24,755
Service agreements	198,186	-	198,186	246,209
	<u>201,633</u>	<u>291,860</u>	<u>493,493</u>	<u>554,873</u>

<b>3 Other trading activities</b>	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Earned income	6,844	-	6,844	6,304
Staff secondment	104,179	-	104,179	67,042
	<u>111,023</u>	<u>-</u>	<u>111,023</u>	<u>73,346</u>

<b>4 Expenditure on charitable activities</b>	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Staffing costs	(5)	306,979	199,243	506,222	457,723
Project and delivery costs		32,390	23,644	56,034	55,389
Operational and central costs		38,312	2,250	40,562	37,017
Advertising and publicity		1,009	172	1,181	2,093
Governance		13	-	13	-
Fundraising		1,607	-	1,607	216
Independent examination		1,740	-	1,740	1,710
Depreciation		1,162	-	1,162	1,162
		<u>383,212</u>	<u>225,309</u>	<u>608,521</u>	<u>555,310</u>



**Well Women Centre**  
**Notes to the accounts continued**  
**for the year ended 31 March 2020**

<b>5 Staffing costs and numbers</b>	2020	2019
	£	£
Gross salaries	428,950	384,678
Social security costs	29,713	29,857
Employment allowance	(3,000)	(3,000)
Pensions	27,311	24,752
Recruitment	190	-
Staff Health Care	1,948	2,323
Staff supervision	10,372	10,887
Staff expenses	7,733	6,210
Staff training	3,005	2,016
	<u>506,222</u>	<u>457,723</u>

The average number employees during the year was 20.9, being an average of 16.2 full time equivalent (2019: 22, 15.9 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2020	2019
	£	£
Costs of the scheme to the charity for the year	27,311	24,752
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

<b>6 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Welfare fund	4,488	-	163	-	4,325
WMDC (Counselling)	2,796	78,816	68,600	(10,095)	2,917
Big Lottery Fund Grant	17,575	99,384	68,515	(31,052)	17,392
Comic Relief	809	-	809	-	-
Next Gen, Nova and Two Ridings	16,362	-	14,215	(2,147)	-
Wakefield YOT	9,620	-	8,697	(923)	-
Lloyds	22,917	26,005	25,908	-	23,014
WMDC (Refugee resettlement)	-	20,000	7,362	(964)	11,674
Tudor Trust	-	45,000	11,248	-	33,752
CCG winter grant	-	23,660	19,792	(2,366)	1,502
	<u>74,567</u>	<u>292,865</u>	<u>225,309</u>	<u>(47,547)</u>	<u>94,576</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Welfare fund	Funds provided by the West Yorkshire Probation Service for meeting costs incurred by those beneficiaries of the charity who are in need.
WMDC (Counselling)	This is to provide counselling and group services for women. This also supports our volunteers across the centre.
Big Lottery Fund Grant	A 5 year Positive Impact Project.
Comic Relief	To support core costs, including admin support, training and the opportunity to look at other funding streams.
Next Gen, Nova and Two Ridings	To offer the 'action mix' social and fitness group to women from BAMER communities.
Wakefield YOT	The Common Room Project offers support to women involved in the Criminal Justice System women and women that have been assessed for support by Wakefield Liaison & Diversion Team.

# Well Women Centre

## Notes to the accounts continued

### for the year ended 31 March 2020

#### 6 Restricted funds (continued)

Lloyds	To pay for a caseworkers salary for 3 years from March 2018.
WMDC (Refugee resettlement)	To offer a women's support group to provide a service for Syrian Refugees.
Tudor Trust	Core funding towards CEO salary.
CCG winter grant	Winter Funding to deliver Open House sessions to reduce A&E admissions and GP appointments.

All transfers relate to management costs.

#### 7 Tangible assets

	Fixtures and equipment	Leasehold Improvements	Total
<u>Cost</u>	£	£	£
At 1 April 2019	28,646	4,390	33,036
At 31 March 2020	28,646	4,390	33,036
<u>Depreciation</u>			
At 1 April 2019	27,484	4,390	31,874
Charge for year	1,162	-	1,162
At 31 March 2020	28,646	4,390	33,036
<u>Net book value</u>			
At 31 March 2020	-	-	-
At 31 March 2019	1,162	-	1,162

#### 8 Debtors and prepayments

	2020	2019
	£	£
Debtors	35,020	74,052
Prepayments	1,395	1,458
	<u>36,415</u>	<u>75,510</u>

#### 9 Cash at bank and in hand

	2020	2019
	£	£
Unity Bank current a/c	166,183	149,028
Julian Hodge a/c	56,839	56,356
Nationwide Building Society	63,823	63,410
Ecology	76,055	75,414
Debit cards	1,497	134
Cash in hand	47	120
Friends of Well Women Centre a/c	2,360	751
	<u>366,804</u>	<u>345,213</u>

**Well Women Centre**  
**Notes to the accounts continued**  
**for the year ended 31 March 2020**

<b>10 Creditors and accruals</b>	2020 £	2019 £
Loans and overdrafts		
Creditors	14,004	8,068
Accruals	27,139	23,420
Deferred income	-	26,858
	<u>41,143</u>	<u>58,346</u>

<b>11 Designated funds</b>	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Property purchase	125,895	-	-	-	125,895
	<u>125,895</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>125,895</u>

<b>Fund name</b>	<b>Purpose of designation</b>
Property purchase	The sale proceeds of the sale of King Street have been designated for the purchase of another property by the trustees.

**12 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and the centre manager and head of clinical services. The total employee benefits received by the centre manager and head of clinical services were £86,046 (previous year: £66,447).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

**13 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the	Telephone system £	Copier printer £
Within one year	1,242	2,166
In the second to fifth years inclusive	-	3,797
Over five years from the balance sheet date	-	-
	<u>1,242</u>	<u>5,963</u>

## Well Women Centre

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income from:</b>						
Charitable activities	201,633	270,964	291,860	283,909	493,493	554,873
Other trading activities	111,023	73,346	-	-	111,023	73,346
Bank interest	1,537	1,430	-	-	1,537	1,430
Other income	-	519	1,005	-	1,005	519
<b>Total income</b>	<b>314,193</b>	<b>346,259</b>	<b>292,865</b>	<b>283,909</b>	<b>607,058</b>	<b>630,168</b>
<b>Expenditure on:</b>						
Charitable activities	383,212	316,792	225,309	238,518	608,521	555,310
<b>Total expenditure</b>	<b>383,212</b>	<b>316,792</b>	<b>225,309</b>	<b>238,518</b>	<b>608,521</b>	<b>555,310</b>
<b>Net income / (expenditure)</b>	<b>(69,019)</b>	<b>29,467</b>	<b>67,556</b>	<b>45,391</b>	<b>(1,463)</b>	<b>74,858</b>
<b>Transfers between funds</b>	<b>47,547</b>	<b>48,312</b>	<b>(47,547)</b>	<b>(48,312)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(21,472)</b>	<b>77,779</b>	<b>20,009</b>	<b>(2,921)</b>	<b>(1,463)</b>	<b>74,858</b>
<b>Fund balances brought forward</b>	<b>288,972</b>	<b>211,193</b>	<b>74,567</b>	<b>77,488</b>	<b>363,539</b>	<b>288,681</b>
<b>Fund balances carried forward</b>	<b>267,500</b>	<b>288,972</b>	<b>94,576</b>	<b>74,567</b>	<b>362,076</b>	<b>363,539</b>