

Birmingham Rape and Sexual Violence Project

Report and Financial Statements

Year ended 31 March 2020

Charity registration no: 508669

Birmingham Rape and Sexual Violence Project

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Birmingham Rape and Sexual Violence Project

Legal and administrative information

Charity registration number:

508669

Trustees:

Jason Clark
Raman Dhillon
Nigel Burbidge
Simon Bateman
Rachel Scott
Sally Plumb
Patrick Longley
Mandeep Hayre
Parveen Hassan
Faye Jeffery

Chair
Vice-chair

Treasurer (Resigned 07/10/19)

(Appointed 29/05/20)

(Appointed 29/05/20)

Key Management Personnel:

Lisa Thompson
Anjella Darcy
Sarah Lafford
Yvonne Langham

Chief Executive Officer
Head of Counselling and Well Being Services
Head of Business Development
Head of ISVA services

Registered Office:

PO Box 9558
Birmingham
B4 7QE

Accountant:

Anna Goodwin Accountancy Limited,
Certified Accountants

Auditors:

Feltons
8 Sovereign Court
8 Graham Street
Birmingham
B1 3JR

Bankers:

Co-Operative Bank
118-120 Colmore Row
Birmingham
B3 3BE

Solicitors:

Shakespeare Martineau
No 1 Colmore Square
Birmingham
B4 6WA

Birmingham Rape and Sexual Violence Project

Trustees' Annual Report for the year ended 31 March 2020

The trustees present their annual report and the audited financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Trustees of the charity

The trustees who have served during the year and since the year end:

- | | |
|-------------------|-------------------------------|
| • Jason Clark | Chair |
| • Raman Dhillon | Vice-chair |
| • Nigel Burbidge | |
| • Simon Bateman | Secretary |
| • Rachel Scott | |
| • Sally Plumb | |
| • Patrick Longley | Treasurer (Resigned 07/10/19) |
| • Mandeep Hayre | |
| • Parveen Hassan | Appointed 29/05/20 |
| • Faye Jeffery | Appointed 29/05/20 |

Objectives and activities of the Rape and Sexual Violence Project

RSVP is an association which is a registered charity governed by a constitution dated 19 September 1995. In setting aims and objectives, and planning activities trustees have given careful consideration to the Charity Commission's general guidance on public benefit as defined by FRS 102.

Mission: The mission of the association is to support and inspire those affected by sexual violence and abuse, to make positive meaningful changes to live a future with hope and confidence. The overall aim of RSVP is to relieve distress and to help people have lives which are free from sexual violence and abuse (including rape, sexual assault and childhood sexual abuse). The people they support include children and adults of all genders subjected to sexual violence, abuse and exploitation and also the people supporting them since these experiences have a global impact.

A Strategic Plan is prepared, which sets objectives, tasks, activities and timescales for achievement. These are regularly monitored in staff and trustee meetings and the Strategic Plan is formally reviewed by the Board annually.

The core activities are counselling; advocacy (for children, adults, LGBT and sex working survivors); helpline and social group services to reduce isolation and coffee mornings to increase people's coping strategies. Other services include specialised counselling and support for asylum seekers and refugees; outreach support; crisis support for children; crisis support for adults; written self-help information; preventative resources and the delivery of training and education. All these activities contribute to RSVP achieving its aims. All our services are free.

The contribution of volunteers to RSVP is invaluable and we are indebted to them for their skill, dedication and help. All the trustees are volunteers and meet for two hours every month. There are also: a) volunteer counsellors (including qualified counsellors and those on placement), who each see a minimum of three clients every week; b) helpline volunteers, who give two-three hours of their time every week to provide listening, emotional support and information to callers; c) fundraising volunteers who raise unrestricted funds for us; d) volunteers who assist with our website; IT; social media and administrative tasks etc.

Volunteers are reimbursed for out of pocket expenses and given support, supervision, training and development.

Birmingham Rape and Sexual Violence Project

Trustees' Annual Report for the year ended 31 March 2020 (continued)

Management, Staffing and Governance Arrangements

The association is governed by a Board of Trustees to consist of not less than 4 members or more than 20. The trustees are elected annually by members of this association. Induction of the trustees involves sending them details of RSVP's mission and vision, their strategy and objectives, information from the Charity Commission and trustee job descriptions. Trustees are then invited to complete an application form, undertake an interview and DBS check, provide two references, meet the RSVP team and attend and observe Trustee meetings. Once they have observed and wish to join, they can be elected to become a trustee. Trustees are regularly sent details of their roles and responsibilities and of training opportunities through the Charity Commission, BVSC and Directory or Social Change, and they have had due regard to guidance published by the Charities Commission, on public benefit.

Day to day management of RSVP is delegated to Lisa Thompson, Chief Executive; Anjella Darcy, Head of Counselling and Well-Being Services; Sarah Lafford, Head of Business Development and Yvonne Langham, Head of ISVA Services. The Leadership team have a meeting every fortnight and also provide written reports to the trustees every quarter.

The trustees regularly review all matters to which the charity may be at risk. There are Policies on Safeguarding, Counselling and Ethics and Confidentiality which covers RSVP procedures in the case of a client, child or other person being at risk. Regular risk assessments are undertaken, which consider suicide risk, and child and adult safeguarding issues as well as other risks (e.g. drink and drug use). Also clients are protected by the fact that everyone working in RSVP has a DBS check every two years.

Arrangements for setting pay and remuneration of key management personnel

The members of the board are responsible for attracting and maintaining staff. The primary benchmarks they use when setting salaries are the National Joint Council (NJC) pay scales as these offer realistic pay levels for staff (ref: navca.org.uk) and also give transparency. These pay scales enable RSVP to give the correct remuneration for level of responsibilities. The board also benchmark remuneration of RSVP staff against salaries at other similar organisations and have decided to pay everyone not only the minimum wage but also at least the living wage.

The charity makes no grants to individuals or organisations.

The charity has no subsidiary undertakings.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with a client or supplier must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. Related party transactions in the current year are described in note 15 to the accounts.

Public benefit statement

In setting our objectives and planning our activities, the board of trustees has given careful consideration to the general guidance on public benefit published by the Charity Commission on their website at www.gov.uk/topic/running-charity/managing-charity in exercising their powers or duties.

Birmingham Rape and Sexual Violence Project is an equal opportunity employer, and strives to give full and fair consideration to all applicants for employment, training and promotions, irrespective of disability, gender, race, colour or sexual orientation.

Birmingham Rape and Sexual Violence Project

Trustees' Annual Report for the year ended 31 March 2020 (continued)

Strategic report

Achievements and performance

Aim One: To maintain core RSVP services and continue to reach more through our services

This year RSVP maintained all our core services; counselling, Independent Sexual Violence Advocacy (ISVA) for adults and children, coffee mornings; social groups and telephone helpline services. Our core services:

- i) Counselling. We continued to support more people through this service both at our RSVP premises and at outreach sites across Birmingham and Solihull. 622 adults were supported via our main counselling service from RSVP premises and across all types of counselling. 6,383 sessions were offered.

We also supported an additional:

- 161 adults through counselling at our outreach sites.
 - 45 adults through telephone counselling
 - 45 adults through time limited counselling
 - 109 children through longer term counselling
 - 31 children through crisis counselling
- ii) Independent Sexual Violence Advocacy (ISVA) for adults and children. This year we supported 170 children through advocacy. We also supported 352 adults through advocacy and 34 adults via specialist LGBT advocacy.
 - iii) Telephone helpline service. We took 854 calls from survivors and the people supporting them (partners, families, friends and professionals). This does not include calls to our main office lines where we also supported survivors and the people supporting them.
 - iv) Self-Help groups: We enabled 31 adults to increase coping strategies through our monthly coffee mornings, and 50 adults were supported through our monthly social groups, an innovative way of supporting people.

Aim Two: To maintain our other RSVP services and develop new services in line with client need

In addition to maintaining all our core services we also maintained other RSVP services.

Other RSVP services:

- i) Refugee and asylum seeker groups, practical support and counselling. 39 asylum seekers/refugees benefited from these specialised services.
- ii) Support group for 10 parents, family members and friends supporting survivors and loved ones.
- iii) Monthly drop-in legal clinic offered through Irwin Mitchell, 10 survivors were supported in this way.
- iv) Written self-help information. We distributed written information on paper and online too through our website, for survivors to use as self-help.
- v) Information, advice and inspiration through our website, which received 30,099 visits this year.
- vi) Our Red Project service which provides specialist support to female sex workers at risk of or already subjected to sexual violence, abuse and exploitation. Our service supported 31 women down from the 112 women supported in the year before.
- vii) The on-line support package, "The Taste of Recovery", was written by a survivor for survivors. We supported 111 survivors, a decrease from 391 the year before. Next year we will have an additional online support package written by the same survivor.
- viii) Training, awareness and education sessions. We delivered sessions throughout the year to West Midlands Police, private and voluntary sector professionals, therapists and GPs.

Birmingham Rape and Sexual Violence Project

Trustees' Annual Report for the year ended 31 March 2020 (continued)

Aim Three: To reduce RSVP's reliance on grants and improve RSVP's future sustainability.

Due to increased competition for grant funding and decreased public funding we aim to reduce reliance on grants and increase unrestricted funds, including by generating our own income. We:

- Delivered training to fundraise for RSVP and share our skills and knowledge.
- Offered private counselling to survivors who could afford to pay for counselling and to survivors whose employer or support organisation (e.g. Social Services) could pay for their counselling. This was offered through our sister organisation, GINA, a social enterprise. Investment was raised for GINA to be able to scale up their private counselling services. All GINA's profits will be donated back to RSVP (WM) Limited at the end of each year.
- Continued our survivor led 'Arts with Hearts' group, who made craft goods and sold them at fairs, to raise funds.
- Supported individual donors to fundraise for RSVP through sponsored events.
- Worked with local businesses supporting us via sponsorship, donations and corporate social responsibility.

Financial review and reserves policy

The charity's policy relating to reserves is to maintain its financial integrity as strongly as possible in relation to the grants that are available.

The net incoming resources (before transfers) were £84,906 compared with net incoming resources of £56,001 in 2019. On 31 August 2019, Birmingham Rape and Sexual Violence Project transferred all its operations, assets and obligations into RSVP (West Midlands) Limited which resulted in a transfer out of £362,571. This has resulted in the end of year total funds being £nil.

The principal risks and uncertainties and the plans and strategies adopted to manage these risks are described in the risk management section of the report below.

Future plans

On 31 August 2019, Birmingham Rape and Sexual Violence Project transferred all its operations, assets and obligations into RSVP (West Midlands) Limited.

Risk Management

The Trustees have a risk management process which comprises:

- An annual review of the principal risks and uncertainties that the Charity faces.
- The establishment of policies, systems and procedures to mitigate those risks identified in the annual review.
- The implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. Key elements in the management of financial risk are a regular review of available liquid funds to settle debts as they fall due and active management of operational debtor and creditor balances to ensure sufficient working capital by the Trust.

Birmingham Rape and Sexual Violence Project

Trustees' Annual Report for the year ended 31 March 2020 (continued)

Transfer of operations

On 31 August 2019 Birmingham Rape and Sexual Violence Project transferred all its operations, assets and obligations into RSVP (West Midlands) Limited, a company under common control. All assets were transferred at their book values.

An analysis of amounts transferred is shown at note 16 to the accounts.

Trustees responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 operation.

The trustees are responsible for keeping proper accounting records that 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 Charities Act 2011, the [Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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 was approved by the Board on 8 September 2020

 Jason Clark - Chair

 Raman Dhillon – Vice-chair

Birmingham Rape and Sexual Violence Project

Independent Auditor's Report to the Trustees of Birmingham Rape and Sexual Violence Project

Opinion

We have audited the financial statements of Rape and Sexual Violence Project (the 'charity') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, Balance Sheet and Statement of Cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

On 31 August 2019 Birmingham Rape and Sexual Violence Project transferred all its operations, assets and obligations to RSVP (West Midlands) Limited.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Birmingham Rape and Sexual Violence Project

Independent Auditor's Report to the Trustees of Birmingham Rape and Sexual Violence Project (continued)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 6 the trustees are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under Section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

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. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



David W Farnsworth FCA (Senior Statutory Auditor)

For and on behalf of Feltons, Statutory Auditor
8 Sovereign Court
8 Graham Street
Birmingham B1 3JR

24 November 2020

Birmingham Rape and Sexual Violence Project

Statement of Financial Activities for the year ended 31 March 2020 (including Income and Expenditure Account)

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
Incoming Resources						
Incoming resources from generated funds:						
Voluntary income						
Donations and gifts	2	21,655			21,655	52,854
Activities for generating funds:						
Merchandising income	3	8,700			8,700	16,952
Incoming resources from charitable activities:						
Adult Sexual Assault Referral Centre (SARC)			6,075		6,075	3,650
Big Lottery Fund – Reaching Communities			63,029		63,029	102,282
Birmingham City Council			35,008		35,008	56,394
Birmingham CSP			-		-	20,000
Brook Trust			11,809		11,809	5,905
BBC Children in Need			-		-	33,859
Forward Thinking Birmingham (FTB)			-		-	(250)
GSK Impact Award 2019			-		-	30,000
Garfield Weston			60,000		60,000	25,000
Gowling WLG			250		250	-
Handsworth Charity			500		500	-
Henry Smith			4,883		4,883	44,800
Mazars			382		382	-
Ministry of Justice Rape Support			43,260		43,260	91,102
Moseley Alternative Giving Campaign (MAGC)			-		-	400
PCC Victims Fund			148,925		148,925	265,653
People's Postcode Lottery			-		-	8,508
P-SARC			-		-	9,250
ROSA			12,125		12,125	-
Sheldon Trust			-		-	9,900
Tampon Tax			14,069		14,069	33,517
UHBFT			104,250		104,250	250,196
Warks Masonic Charitable Trust			1,000		1,000	-
Wisdom Factory			-		-	900
Zurich Trust			-		-	500
Total incoming resources		30,355	505,565		535,920	1,061,372
Resources expended						
Cost of generating funds:						
Fund-raising costs		29	12,278		12,307	35,067
Merchandising costs		24	392		416	465
		53	12,670		12,723	35,532
Charitable activities		6,054	432,237		438,291	969,839
Total resources expended	4	6,107	444,907		451,014	1,005,371
Net incoming resources before transfers		24,248	60,658		84,906	56,001
Transfer out of operations	16	(167,381)	(195,190)		(362,571)	-
Net incoming resources after transfers		(143,133)	(134,532)		(277,665)	56,001
Net movement in funds						
Fund balances brought forward at 1 April 2019		143,133	134,532		277,665	221,664
Fund balances carried forward at 31 March 2020	12	-	-		-	277,665

All income and expenditure relate to discontinued activities.
All gains and losses recognised in the year are included above.

Birmingham Rape and Sexual Violence Project

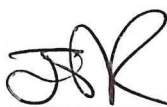
Balance Sheet as at 31 March 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible assets	8	-	5,273
Current assets			
Debtors	9	-	264,920
Cash at bank and in hand		-	120,179
		<hr/>	<hr/>
		-	385,099
Creditors: amounts falling due within one year	10	-	(112,707)
Net current assets		<hr/>	<hr/>
		-	272,392
Total assets less current liabilities		<hr/>	<hr/>
		-	277,665
Net assets		<hr/>	<hr/>
		-	277,665
Funds:			
Unrestricted funds			
General funds	12	-	143,133
Restricted funds	12	-	134,532
Total funds		<hr/>	<hr/>
		-	277,665

The financial statements on pages 9 to 19 were approved and authorised for issue by the trustees on 8 September 2020 and signed on their behalf by:



Raman Dhillon – Vice-chair



Jason Clark - Chair

Birmingham Rape and Sexual Violence Project

Statement of Cash Flows for the year ended 31 March 2020

	2020 £	2019 £
Cash flow from operating activities		
Net incoming resources for the year	(277,665)	56,001
Adjustments for:		
Depreciation of tangible fixed assets	756	1,772
Fixed assets transferred out (note 16)	5,075	-
Decrease/(Increase) in debtors	264,920	(161,505)
(Decrease) in creditors	(112,707)	(85,048)
Net cash flow from operating activities	(119,621)	(188,780)
Cash flow from investing activities		
Payments to acquire tangible fixed assets	(558)	(215)
Net cash flow from investing activities	(558)	(215)
Net (decrease) in cash and cash equivalents	(120,179)	(188,995)
Cash and cash equivalents at 1 April 2019	120,179	309,174
Cash and cash equivalents at 31 March 2020	-	120,179

Birmingham Rape and Sexual Violence Project

Notes forming part of the financial statements for the year ended 31 March 2020

1. Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The charity constitutes a public benefit entity as defined by FRS 102 and was registered in the United Kingdom. The financial statements are prepared under the historical cost convention unless otherwise stated in the relevant accounting note.

Going concern

On 31 August 2019 Birmingham Rape and Sexual Violence Project transferred all its operations, assets and obligations into RSVP (West Midlands) Limited.

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.

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 cost 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.

Investment income and gains are allocated to the appropriate fund.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

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

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

No amounts are included in the financial statements for services donated by volunteers.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure. The types of items donated include advertising, leaflet costs and hosting of desktops.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources which is set out in note 5.

Fund-raising costs are those incurred in seeking grants and voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Birmingham Rape and Sexual Violence Project

Notes forming part of the financial statements for the year ended 31 March 2020 (continued)

1. Accounting policies (continued)

Pensions

The pension scheme set up is the People's Pension scheme; a defined contribution scheme set up and managed by B&CE. Contributions are charged to the SOFA as they become payable in accordance with the rules of the scheme.

Accrued income

Income is accrued so that it can be matched against expenditure.

Deferred income

Income is deferred so that it can be matched against future expenditure.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £200 are capitalised and included at cost including any incidental expenses of acquisition.

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:

Fixtures and fittings	15% straight line
Computer equipment	20% straight line

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Finance and operating leases

Rentals applicable to operating leases are charged to the SOFA over the period in which the cost is incurred.

2 Donations and gifts

	2020	2019
	£	£
Individuals	9,251	16,651
Corporate/organisation donors	2,276	4,263
Donated services	10,128	31,872
Gift Aid	-	68
	<u>21,655</u>	<u>52,854</u>

Donated services include:

Equipment purchases	£ 140	(2019: £1,267)
Professional fees	£ 1,200	(2019: £10,200)
Fundraising event costs	£ -	(2019: £605)
Hosted desktops	£ 8,333	(2019: £19,800)
Sundries	£ 275	(2019: £nil)
Training	£ 180	(1029: £nil)

Birmingham Rape and Sexual Violence Project

Notes forming part of the financial statements for the year ended 31 March 2020 (continued)

3. Merchandising income

	2020 £	2019 £
Counselling	6,050	7,331
Events	-	6,542
Training	2,447	2,363
Sale of purchased goods	203	716
	<u>8,700</u>	<u>16,952</u>

4. Total resources expended

	Staff Costs £	Other Costs £	Total 2020 £	Total 2019 £
Fundraising costs	11,805	502	12,307	35,067
Operational costs		52,487	52,487	117,651
Support costs (see note 5)	332,089	36,988	369,077	808,056
Merchandising costs		416	416	465
Governance costs (see note 5)		16,727	16,727	44,132
Total resources expended	<u>343,894</u>	<u>107,120</u>	<u>451,014</u>	<u>1,005,371</u>

Total expenditure on charitable activities was £438,291 (2019: £969,839) of which £6,054 (2019: £16,418) was unrestricted and £432,237 (2019: £953,421) was restricted.

Other costs include:

	£	£
Auditor's fee	-	7,500
Accountancy and other services	6,800	10,490
Depreciation – on owned assets	<u>756</u>	<u>1,772</u>

5 Analysis of support and governance costs

	General support £	Governan ce function £	Total 2020 £	Total 2019 £
Premises costs	36,988		36,988	74,272
Insurance		1,915	1,915	4,091
Staff Costs	332,089		332,089	733,784
Auditors' remuneration			-	7,500
Accountancy services		6,800	6,800	10,490
Legal and other professional		7,256	7,256	20,279
Depreciation		756	756	1,772
	<u>369,077</u>	<u>16,727</u>	<u>385,804</u>	<u>852,188</u>

The allocation of general support and governance costs is based upon total usage.

Birmingham Rape and Sexual Violence Project

Notes forming part of the financial statements for the year ended 31 March 2020 (continued)

6 Trustees and key management personnel remuneration and expenses

The Trust considers its key management personnel comprise the Chief Executive Officer, Head of Counselling and Well Being Services, Head of Business Development and Head of ISVA Services.

The total amount of employee benefits received by key management personnel was £69,976 (2019: £161,543). These figures include gross salary, employer national Insurance and employer pension costs.

The trustees neither received nor waived any emoluments during the year (2019: £nil).

Out of pocket expenses were reimbursed to one trustee as follows:

	2020 £	2019 £
Travel	72	557

7 Staff costs

	2020 £	2019 £
Wages and salaries	319,610	699,387
Social security costs	19,805	49,347
Pension costs and DWP	4,479	11,786
	<u>343,894</u>	<u>760,520</u>

No employee received emoluments of over £60,000 in the year (2019: none).

The average number of staff employed was 53 (charitable activities 49 and key management 4) (2019: 51 charitable activities 47 and key management 4).

The average number of employees, calculated on a full-time equivalent basis was 29 (charitable activities 25 and key management 4) (2019: 26.5 charitable activities 22.5 and key management 4).

8 Tangible fixed assets

	Project and office equipment £	Computer equipment £	Total £
Cost			
At 1 April 2019	36,940	21,521	58,461
Additions	318	240	558
Transfers (see note 16)	(37,258)	(21,761)	(59,019)
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>
Depreciation			
At 1 April 2019	34,528	18,660	53,188
Charge for year	286	470	756
Transfers (see note 16)	(34,814)	(19,130)	(53,944)
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>
Net book value			
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2019	<u>2,412</u>	<u>2,861</u>	<u>5,273</u>

Birmingham Rape and Sexual Violence Project

Notes forming part of the financial statements for the year ended 31 March 2020 (continued)

9 Debtors

	2020	2019
	£	£
Trade debtors	-	84,603
Redundancy reserve	-	43,872
Prepayments and other accrued income	-	91,333
Other debtors	-	45,112
	<u>-</u>	<u>264,920</u>

10 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	-	10,072
Taxation and social security costs	-	15,081
Accruals and deferred income	-	84,233
Pension	-	3,321
	<u>-</u>	<u>112,707</u>

Deferred income

	2020	2019
	£	£
At 1 April 2019	17,809	109,671
Additions during the year	1,000	17,809
Amounts released to income	(17,809)	(109,671)
Transferred out	(1,000)	-
At 31 March 2020	<u>-</u>	<u>17,809</u>

At the comparative balance sheet date the charity was holding funds received in advance for grants where the qualifying expenditure is expected to be incurred in a future year.

Birmingham Rape and Sexual Violence Project

Notes forming part of the financial statements for the year ended 31 March 2020 (continued)

11 Other financial commitments

	2020 £	2019 £
At the year-end there are annual commitments under non-cancellable operating leases as set out below:		
Operating leases which expire:		
within one year	-	48,796
within two to five years	-	6,055

12 Analysis of funds

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfer out (note 16) £	Balance at 31 March 2020 £
Restricted funds					
General fund	134,532	505,565	(444,907)	(195,190)	-
Unrestricted funds					
General fund	143,133	30,355	(6,107)	(167,381)	-
	143,133	30,355	(6,107)	(167,381)	-
Total funds	277,665	535,920	(451,014)	(362,571)	-

Name of fund Description, nature and purpose of fund

Restricted general fund Money given to the charity where the donor requires that a grant or donation be spent for a specific project or asset.

Unrestricted general fund The free reserves of the charity which are not designated for particular purposes.

Comparative information in respect of the preceding period

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
Restricted funds					
General fund	125,903	991,566	(982,937)	-	134,532
Unrestricted funds					
General fund	95,761	69,806	(22,434)	-	143,133
	95,761	69,806	(22,434)	-	143,133
Total funds	221,664	1,061,372	(1,005,371)	-	277,665

Birmingham Rape and Sexual Violence Project

Notes forming part of the financial statements for the year ended 31 March 2020 (continued)

13 Funds held – restricted

Adult Sexual Assault Referral Centre	To support adult survivors of abuse through early and time limited support counselling.
Big Lottery Fund: Reaching Communities	To support running costs for counselling services to decrease waiting times.
Birmingham City Council - Adults & Communities Directorate	To support adult survivors & the people supporting them.
Birmingham CSP	To support victims of sexual abuse or violence through Independent Sexual Violence Advocates (ISVAs).
BBC Children in Need	To fund children's independent sexual violence advocates (ISVAs) to support sexually abused children.
CYPFD- Birmingham City Council (incl. Children's Trust)	To support children, young people, parents & families.
Forward Thinking Birmingham (FTB) CSAE Project	To scope a package of training and support across the FTB workforce.
Garfield Weston	To contribute towards the running costs of our counselling and advocacy services.
Gowling WLG (UK) Charitable Trust	Towards core costs.
GSK Impact Award 2018	Towards the core funding of RSVP.
Handsworth Charity	Awarded to a RSVP client to assist with payment of rent & a deposit on a flat.
Henry Smith	To offer counselling and support to asylum seeker and refugee survivors.
Mazars	Towards funding of counsellors and to support work with people who have been subjected to sexual violence and abuse.
Moseley Alternative Giving Campaign (MAGC)	Made to survivors being supported by RSVP, so she could purchase household furniture and goods.
MOJ - Rape Support Fund	To support the running costs of services for female survivors of sexual violence and abuse.
People's Postcode Lottery	To support survivors of abuse through self-help resources and services.
Paediatric Sexual Assault Service from NHS England	To support child survivors of abuse through crisis intervention.
ROSA	Justice & Equality Fund – to work with CRASAC, BCWA & WM Police to prevent sexual harassment & sexual violence among WM Police workforce & to improve outcomes for survivors seeking justice.
The Sheldon Trust	Towards the telephone crisis support service for survivors of rape, sexual abuse and exploitation.
Tampon Tax Fund – Dept. for Digital, Culture, Media & Sport	To support/improve lives of female sex workers at risk of sexual abuse/exploitation, or those already affected.
University Hospitals Birmingham Foundation Trust (UHBFT)	To provide ISVA services to survivors of all genders and also specialist training within Umbrella Sexual Health.
Warks Masonic Charitable Association	Towards core costs.
West Midlands PCC	To support survivors of sexual abuse through advocacy, counselling, helpline and group support.
Wisdom Factory	To complete our Theory of Change work to better evidence the outcomes that children achieve as a result of accessing our services.
Zurich Trust	To contribute towards outreach premises across Northfield/Kings Norton area.

Birmingham Rape and Sexual Violence Project

Notes forming part of the financial statements for the year ended 31 March 2020 (continued)

14 Analysis of net assets between funds

	Restricted funds	Unrestricted funds	Total
	£	£	£
Fund balances held at 31 March 2020 are represented by:			
Tangible fixed assets	-	-	-
Current assets	-	-	-
Current liabilities	-	-	-
Total net assets	-	-	-
	£	£	£

Comparative information in respect of the preceding period is as follows :

Tangible fixed assets	5,273	-	5,273
Current assets	175,715	209,384	385,099
Current liabilities	(46,456)	(66,251)	(112,707)
Total net assets	134,532	143,133	277,665

15 Related party transactions

During the year, The Birmingham Rape and Sexual Violence Project paid for accountancy fees of £nil (2019: £300) on behalf of the RSVP (West Midlands) Limited.

At 31 March 2020, RSVP (West Midlands) Limited, was holding funds on behalf of Birmingham Rape and Sexual Violence Project totaling £nil (2019: £91,833).

16 Transfer of operations

On 31 August 2019 Birmingham Rape and Sexual Violence Project transferred all its operations, assets and obligations into RSVP (West Midlands) Limited.

Analysis of net assets transferred out

	2020 £	2019 £
Tangible fixed assets		
Project and office equipment	2,444	-
Computer equipment	2,631	-
Current assets		
Debtors due in less than one year	204,190	-
Cash at bank and in hand	252,260	-
Current liabilities		
Creditors due in less than one year	(98,954)	-
	<u>362,571</u>	<u>-</u>