

**RSVP (West Midlands) Limited**  
**(A company limited by guarantee)**

Annual Report and Financial Statements

Year ended 31 March 2020

Company registration number  
06862873 (England and Wales)

Charity registration number  
1134387

**RSVP (West Midlands) Limited**  
**(A company limited by guarantee)**

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**RSVP (West Midlands) Limited**  
**(A company limited by guarantee)**

**Legal and administrative information**

**Charity registration number:** 1134387

**Company registration number:** 06862873

<b>Trustees:</b>	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 31/10/19 Appointed 29/05/20 Appointed 29/05/20
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<b>Key Management Personnel:</b>	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
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**Registered Office:** 7th Floor  
Grosvenor House  
14 Bennetts Hill  
Birmingham  
B2 5RS

**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

## **RSVP (West Midlands) Limited** **(A company limited by guarantee)**

### **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.

#### **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. All assets were transferred at their book values. An analysis of amounts transferred is shown at note 16 to the accounts.

#### **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   | Appointed 31/10/19            |
| • Parveen Hassan  | Appointed 29/05/20            |
| • Faye Jeffery    | Appointed 29/05/20            |

#### **Objectives and activities**

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.

**RSVP (West Midlands) Limited**  
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**Trustees' Annual Report for the year ended 31 March 2020 (continued)**

**Objectives and activities (continued)**

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

**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](http://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](http://www.gov.uk/topic/running-charity/managing-charity) in exercising their powers or duties.

RSVP (West Midlands) Limited 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.

**RSVP (West Midlands) Limited**  
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**Trustees' Annual Report for the year ended 31 March 2020 (continued)**

**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. 12% of all the survivors we supported were children and young people. 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. 872 adults were supported via our main counselling service from RSVP premises and across all types of counselling. 8,936 sessions were offered.

We also supported an additional:

- 225 adults through counselling at our outreach sites,
  - 64 adults through telephone counselling
  - 62 adults through time limited counselling
  - 153 children through longer term counselling
  - 44 children through crisis counselling
- ii) Independent Sexual Violence Advocacy (ISVA) for adults and children. This year we supported 237 children through advocacy. We also supported 492 adults through advocacy and 47 adults via specialist LGBT advocacy.
  - iii) Telephone helpline service. We took 1,195 calls on our helpline 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 43 adults to increase coping strategies through our monthly coffee mornings, and 71 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 counselling, practical support and groups. 56 asylum seekers/refugees benefited from these specialised services.
- ii) Support group for 13 parents, family members and friends supporting survivors and loved ones.
- iii) Monthly drop-in legal clinic offered through Irwin Mitchell, 14 survivors were supported in this way.
- iv) Written self-help information, including some information written by survivors for survivors.
- v) Information, advice and inspiration through our website, including some information created by survivors for survivors.
- iv) 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 43 women.

**RSVP (West Midlands) Limited**  
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**Trustees' Annual Report for the year ended 31 March 2020 (continued)**

- v) The on-line support package, "The Taste of Recovery", was written by a survivor for survivors. 155 survivors accessed and felt supported by this resource. Next year we will have an additional online support package written by the same survivor.
- vi) Training, awareness and education sessions. We delivered sessions throughout the year to West Midlands Police, private and voluntary sector professionals, therapists and GPs.

**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 are £930,487

At the end of the year total funds are £292,137

The financial results are satisfactory and future funding is in place.

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**

As a result of wanting to strengthen our future resilience and sustainability we will continue to take action to diversify our income streams, to respond to the ever changing and challenging economic and funding environment. Although grants will make up the majority of our income for the foreseeable future in order to maintain our growth, we will also generate more unrestricted funds through community fundraising, social enterprise, traded income (e.g. by selling our specialist training) and corporate social responsibility.

We will also continue to reduce the times clients have to wait to access our services, quickening our response to them and look at service developments to better meet their needs.

The above plans will be key in 2020/21, as maintaining our growth and increasing RSVP's future sustainability will ensure that we can continue delivering core services and reach out to children and adults subjected to sexual violence, abuse and exploitation, more quickly.

Birmingham RSVP: To reduce risk to our trustees and to limit their liability we transferred all our work from this charity, to a new incorporated structure, as of 1<sup>st</sup> September. This will protect our trustees as the new legal structure was incorporated with a company which limited trustee liability.

**RSVP (West Midlands) Limited**  
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**Trustees' Annual Report for the year ended 31 March 2020 (continued)**

RSVP (WM) Limited: To reduce risk to our trustees and to limit their liability we transferred all our work to this charity, from the unincorporated structure, as of 1<sup>st</sup> September. This will protect our trustees as the old legal structure was unincorporated which increased risk to trustees and their liability.

**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.

**Trustees responsibilities**

The trustees (who are also directors of RSVP (West Midlands) Limited for the purposes of company law) 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).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 UK 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

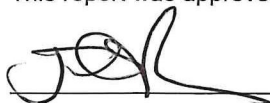
**Disclosure of information to the auditors**

We, the directors of the company who held office at the date of approval of these Financial Statements as set out above each confirm, so far as we are aware, that:

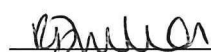
- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board on 8 September 2020



Jason Clark - Chair



Raman Dhillon – Vice-chair

**RSVP (West Midlands) Limited**  
**(A company limited by guarantee)**

**Independent Auditor's Report to the Trustees of RSVP (West Midlands) Limited**  
**(A company limited by guarantee)**

**Opinion**

We have audited the financial statements of RSVP (West Midlands) Limited (the 'charitable company') 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 charitable company's affairs as at 31 March 2020, and of its incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006.

**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 charitable company 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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**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.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

**RSVP (West Midlands) Limited**  
**(A company limited by guarantee)**

**Independent Auditor's Report to the Trustees of RSVP (West Midlands) Limited**  
**(continued)**

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 require us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 6 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of financial statements and for being satisfied that they 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 charitable company'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 charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

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](http://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 charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company and the charitable company's members 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

**RSVP (West Midlands) Limited**  
**(A company limited by guarantee)**

**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 £
<b>Incoming Resources</b>						
Incoming resources from generated funds:						
Voluntary income						
Donations and gifts	2	27,127			27,127	-
Net assets transferred in	16	167,381	195,190		362,571	-
Activities for generating funds:						
Merchandising income	3	7,671			7,671	80
Incoming resources from charitable activities:						
29 <sup>th</sup> May 1961 Trust			10,000		10,000	
Adult Sexual Assault Referral Centre (SARC)			8,450		8,450	-
Big Lottery Fund – Reaching Communities			53,055		53,055	-
Birmingham Children's Trust			29,355		29,355	-
BBC Children in Need			20,981		20,981	-
Feminist Review Trust			4,300		4,300	-
GSK Impact Award 2018			115		115	-
Henry Smith			53,717		53,717	-
Lloyds Bank Foundation – England & Wales			33,332		33,332	-
Moseley Alternative Giving Campaign (MAGC)			400		400	-
Ministry of Justice Rape Support			47,228		47,228	-
PCC Victims Fund			90,747		90,747	-
Sheldon Trust			9,900		9,900	-
Tampon Tax			22,159		22,159	-
UHBFT			145,949		145,949	-
Thrive			3,430		3,430	1,500
<b>Total incoming resources</b>		<b>202,179</b>	<b>728,308</b>		<b>930,487</b>	<b>1,580</b>
<b>Resources expended</b>						
Cost of generating funds:						
Fund-raising costs		769	20,345		21,114	-
Merchandising costs		41	148		189	-
		<b>810</b>	<b>20,493</b>		<b>21,303</b>	<b>-</b>
Charitable activities		<b>28,502</b>	<b>588,085</b>		<b>616,587</b>	<b>300</b>
<b>Total resources expended</b>	<b>4</b>	<b>29,312</b>	<b>608,578</b>		<b>637,890</b>	<b>300</b>
Net incoming resources		172,867	119,730		292,597	1,280
<b>Net movement in funds</b>						
Fund balances brought forward at 1 April 2019		(460)	-	-	(460)	(460)
Fund balances carried forward at 31 March 2020	12	172,407	119,730		292,137	(460)

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

**RSVP (West Midlands) Limited**  
**(A company limited by guarantee)**

**Balance Sheet as at 31 March 2020**  
**Company number : 06862873**

	Notes	2020 £	2019 £
<b>Fixed Assets</b>			
Tangible assets	8	4,485	-
<b>Current assets</b>			
Debtors	9	146,211	-
Cash at bank and in hand		245,698	91,833
		<u>391,909</u>	<u>91,833</u>
<b>Creditors: amounts falling due within one year</b>	10	(104,257)	(92,293)
<b>Net current assets</b>		<u>287,652</u>	<u>(460)</u>
<b>Total assets less current liabilities</b>		<u>292,137</u>	<u>(460)</u>
<b>Net assets</b>		<u>292,137</u>	<u>(460)</u>
<b>Funds:</b>			
<b>Unrestricted funds</b>			
General funds	12	172,407	(460)
<b>Restricted funds</b>	12	119,730	-
<b>Total funds</b>		<u>292,137</u>	<u>(460)</u>

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its income and expenditure for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The notes on pages 12 to 19 form part of these accounts.

The financial statements 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

**RSVP (West Midlands) Limited**  
**(A company limited by guarantee)**

**Statement of Cash Flows for the year ended 31 March 2020**

	<b>2020</b> <b>£</b>	<b>2019</b> <b>£</b>
<b>Cash flow from operating activities</b>		
Net incoming resources for the year	292,597	1,280
Adjustments for:		
Depreciation of tangible fixed assets	1,083	-
Fixed assets transferred in (note 16)	(5,075)	-
(Increase) in debtors	(146,211)	-
Increase in creditors	11,964	45,100
<b>Net cash flow from operating activities</b>	<hr/> 154,358	<hr/> 46,380
<b>Cash flow from investing activities</b>		
Payments to acquire tangible fixed assets	(493)	-
<b>Net cash flow from investing activities</b>	<hr/> (493)	<hr/> -
<b>Net (decrease)/increase in cash and cash equivalents</b>	153,865	46,380
<b>Cash and cash equivalents at 1 April 2019</b>	91,833	45,453
<b>Cash and cash equivalents at 31 March 2020</b>	<hr/> 245,698	<hr/> 91,833

**RSVP (West Midlands) Limited**  
**(A company limited by guarantee)**

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

**1. Accounting policies**

**General information**

RSVP (West Midlands) Limited is a charitable company limited by guarantee and incorporated in England and Wales. Its registered office can be found on the legal and administrative information page. Its principal activity is the provision of counselling services.

**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 UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

RSVP (West Midlands) Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy. The financial statements are presented in sterling which is the functional currency of the Charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**Company status**

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

**Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for a period of 12 months from the date of authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**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.

**RSVP (West Midlands) Limited**  
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**Notes forming part of the financial statements for the year ended 31 March 2020**  
**(continued)**

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.

**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:

Project and office equipment	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.

**RSVP (West Midlands) Limited**  
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**Notes forming part of the financial statements for the year ended 31 March 2020**  
**(continued)**

**2. Donations and gifts**

	2020	2019
	£	£
Individuals	7,130	-
Corporate/organisation donors	8,130	-
Donated services	11,867	-
	<u>27,127</u>	<u>-</u>

**Donated services include:**

Hosted desktops	£ 11,667	(2019: £nil)
Sundries	£ 200	(2019: £nil)

**3. Merchandising income**

	2020	2019
	£	£
Counselling	4,900	-
Events	64	-
Training	2,424	-
Sale of purchased goods	283	80
	<u>7,671</u>	<u>80</u>

**4. Total resources expended**

	Staff Costs	Other Costs	Total 2020	Total 2019
	£	£	£	£
Fundraising costs	17,570	3,544	21,114	-
Operational costs	-	67,996	67,996	-
Support costs (see note 5)	485,241	36,955	522,196	-
Merchandising costs	-	189	189	-
Governance costs (see note 5)	-	26,395	26,395	-
Total resources expended	<u>502,811</u>	<u>135,079</u>	<u>637,890</u>	<u>-</u>

Total expenditure on charitable activities was £616,587 (2019: £nil) of which £28,502 (2019: £nil) was unrestricted and £588,085 (2019: £nil) was restricted.

**Other costs include:**

	£	£
Auditor's fee	7,500	-
Accountancy and other services	3,280	300
Depreciation – on owned assets	<u>1,083</u>	<u>-</u>

**RSVP (West Midlands) Limited**  
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**Notes forming part of the financial statements for the year ended 31 March 2020**  
**(continued)**

**5 Analysis of support and governance costs**

	General Support £	Governance Function £	Total 2020 £	Total 2019 £
Premises costs	36,955		36,955	-
Insurance		2,649	2,649	-
Staff Costs	485,241		485,241	-
Auditors' remuneration		7,500	7,500	-
Accountancy services		3,280	3,280	300
Legal and other professional		11,883	11,883	-
Depreciation		1,083	1,083	-
	<u>522,196</u>	<u>26,395</u>	<u>548,591</u>	<u>300</u>

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

**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 £99,264 (2019: £nil). 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	<u>75</u>	<u>-</u>

**7 Staff costs**

	2020 £	2019 £
Wages and salaries	461,621	-
Social security costs	31,305	-
Pension costs and DWP	9,885	-
	<u>502,811</u>	<u>-</u>

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

The average number of staff employed was 59 (charitable activities 55 and key management 4) (2019: none).

The average number of employees calculated on a full-time equivalent basis was 31 (charitable activities 27 and key management 4) (2019: none).

**RSVP (West Midlands) Limited**  
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**Notes forming part of the financial statements for the year ended 31 March 2020**  
**(continued)**

**8. Tangible fixed assets**

	<b>Project and office equipment £</b>	<b>Computer Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
Transfers in (see note 16)	37,257	21,761	59,018
Other additions	493	-	493
<b>At 31 March 2020</b>	<u>37,750</u>	<u>21,761</u>	<u>59,511</u>
<b>Depreciation</b>			
Transfers in (see note 16)	34,813	19,130	53,943
Charge for year	426	657	1,083
<b>At 31 March 2020</b>	<u>35,239</u>	<u>19,787</u>	<u>55,026</u>
<b>Net book value</b>			
<b>At 31 March 2020</b>	<u>2,511</u>	<u>1,974</u>	<u>4,485</u>
At 31 March 2019	-	-	-

**9 Debtors**

	<b>2020 £</b>	<b>2019 £</b>
Trade debtors	86,357	-
Prepayments and other accrued income	59,434	-
Other debtors	420	-
	<u>146,211</u>	<u>-</u>

**10 Creditors: amounts falling due within one year**

	<b>2020 £</b>	<b>2019 £</b>
Trade creditors	7,379	-
Taxation and social security costs	15,450	-
Accruals and deferred income	69,208	300
Pension	8,694	-
Other creditor	3,526	91,993
	<u>104,257</u>	<u>92,293</u>

**RSVP (West Midlands) Limited**  
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**Notes forming part of the financial statements for the year ended 31 March 2020**  
**(continued)**

**Deferred income**

	2020	2019
	£	£
At 1 April 2019	-	-
Transferred in	1,000	-
Amounts released to income	-	-
At 31 March 2020	<u>1,000</u>	<u>-</u>

At the 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.

**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	4,050	-
within two to five years	<u>1,937</u>	<u>-</u>

**12 Analysis of funds**

	Balance at 1 April 2019	Incoming resources	Resources expended	Transfer in (note 16)	Balance at 31 March 2020
	£	£	£	£	£
<b>Restricted funds</b>					
General fund	<u>-</u>	<u>533,118</u>	<u>(608,578)</u>	<u>195,190</u>	<u>119,730</u>
<b>Unrestricted funds</b>					
General fund	<u>(460)</u>	<u>34,798</u>	<u>(29,312)</u>	<u>167,381</u>	<u>172,407</u>
	<u>(460)</u>	<u>34,798</u>	<u>(29,312)</u>	<u>167,381</u>	<u>172,407</u>
<b>Total funds</b>	<u>(460)</u>	<u>567,916</u>	<u>637,890</u>	<u>362,571</u>	<u>292,137</u>

Name of fund	Description, nature and purpose of fund
<b>Restricted general fund</b>	Money given to the charity where the donor requires that a grant or donation be spent for a specific project or asset.
<b>Unrestricted general fund</b>	The free reserves of the charity which are not designated for particular purposes.

**RSVP (West Midlands) Limited**  
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**Notes forming part of the financial statements for the year ended 31 March 2020**  
**(continued)**

**Comparative information in respect of the preceding period**

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
<b>Restricted funds</b>					
General fund	-	-	-	-	-
<b>Unrestricted funds</b>					
General fund	(1,740)	1,580	(300)	-	(460)
<b>Total funds</b>	<b>(1,740)</b>	<b>1,580</b>	<b>(300)</b>	<b>-</b>	<b>(460)</b>

**13 Funds held – restricted**

29 <sup>th</sup> May 1961 Trust	Contribution towards core costs.
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 Children's Trust	To support children, young people, parents and families
BBC Children in Need	To fund children's independent sexual violence advocates (ISVAs) to support sexually abused children
CYPFD- Birmingham City Council	To support children, young people, parents and families
Feminist Review Trust	For a scoping project into the needs of online sex workers
GSK Impact Award 2018	Towards the core funding of RSVP
Henry Smith	To offer counselling and support to asylum seeker and refugee survivors
Lloyds Bank Foundation England and Wales	To support adult survivors through counselling
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
West Midlands PCC	To support survivors of sexual abuse through advocacy, counselling, helpline and group support.
Thrive at Work, WM Combined Authority	Grant to spend on activities, resources & equipment to improve the team's health and well being

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**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	4,485	-	4,485
Current assets	195,166	196,743	391,909
Current liabilities	(79,921)	(24,336)	(104,257)
Total net assets	119,730	172,407	292,137
	£	£	£
Comparative information in respect of the preceding period is as follows :			
Tangible fixed assets	-	-	-
Current assets	-	91,833	91,833
Current liabilities	-	(92,293)	(92,293)
Total net assets	-	(460)	(460)

**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 in

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