

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

(A company limited by guarantee)

REPORT AND UNAUDITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2021

***Registered company number: - 04824324 (England and
Wales)***

Registered charity number: - 1101025

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

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WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Legal and administrative information

Directors and Trustees

Mrs E Crossley – Chairperson
Mr R F H Minto – Treasurer
Mrs K M Phillips
Mrs A E Stubbart

Chief Officer

Ms M G Bleasdale
(Resigned 31/10/2021)

Working name

The Liberty Centre

Company registration number

04824324 (England and Wales)

Charity registration number

1101025

Registered office and principal charity address

PO Box 16
Glebe Road
Skelmersdale
Lancashire
WN8 6XZ

Independent Examiner

Mr C Sawyer FCCA
Sawyer Quine & Co
Chartered Certified Accountants
202 Merlin Park
Ringtail Road
Burscough
Ormskirk
Lancashire
L40 8JY

Bankers

The Royal Bank of Scotland plc
Drummond House (FF) Branch
Customer Service Centre
Drummond House
1 Redheughs Avenue
Edinburgh
EH12 9JN

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Trustees Report for the year ended 31 March 2021

The Trustees are pleased to present their annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association of the charitable company and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Governance structure

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 7 July 2003 and registered as a charity on 4 December 2003. The company is established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association; both dated 7 July 2003, as amended by Special Resolution dated 19 November 2003, 6 October 2005, 11 November 2009 and 19 August 2014. In the event of the charitable company being wound up the Trustees are required to contribute an amount not exceeding £10.00.

Appointment of Trustees

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as Trustees. Trustees who served during the year and up to the date of this report are detailed on page one, legal and administrative information.

Recruitment takes place both with targeted advertising and networking. Skills audits are conducted to identify the target population for recruitment, in order to ensure equality and a mixture of the necessary skills to govern the charitable company.

In the event of any vacancies new Trustees are elected from the membership of the charitable company at each Annual Meeting. Before standing for election anybody wishing to become a Trustee is interviewed by the Chairperson and the Chief Officer to ensure their suitability. Upon appointment all new Trustees must provide appropriate identification and sign on to become a company Director. Trustees must declare any conflicts of interest and are subject to criminal record checks.

All Trustees are required to serve for a period of three years before either retiring or offering themselves for re-election to the Board.

Trustee induction and training

New Trustees are supported through an induction process, they are provided with a substantial amount of written material to review, including a review of the Memorandum and Articles of Association and both financial and funding overviews. Each Trustee is issued with a Trustee Induction Pack that contains among other information, guidance on Trustee responsibilities, role descriptions, organisational structure, a copy of the Memorandum and Articles of Association and appropriate literature for Trustees as published by the Charity Commission.

All Trustees are encouraged to participate in training and development, which enhances their understanding and capabilities in their role as a Trustee. This may take the form of informal training,

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Trustees Report for the year ended 31 March 2021

Governance structure (continued)

Trustee induction and training (continued)

through discussion with the Chief Officer, other members of staff and other Trustees.

The organisation regularly receives information about external training courses arranged by a variety of organisations and details of these are kept in the Chief Officer's office. The Chief Officer may advise Trustees of particularly relevant courses at Board meetings, for example those which cover new or significantly changed areas of responsibility.

Board functioning

The Board of Trustees meets every other month or as needed throughout each financial year. This comprises of up to seven elected members with voting rights and up to seven nominated members without voting rights. In addition to the full committee, the Board may set up sub-committees for specific purposes, such as a Finance Sub-Committee. The full Board of Trustees will review the role and function of these sub-committees from time to time.

At the beginning of every meeting all Trustees and representatives are reminded of their obligation to declare an interest in any item and, if necessary, withdraw from further discussion and decision-making on that subject.

Decisions with implications for the organisation are brought to the Board by the Chief Officer, including organisational priorities, risk assessment issues, matters regarding significant organisational change, major initiatives and major policy changes or development.

Membership

Membership criteria have been set by the Board in keeping with the Articles of Association and the spirit of the charitable company's work. Any interested party can become a member. When an organisation applies for membership they are required to provide an outline of their aims and activities; membership would only be denied if the group did not support the aims of the charitable company and were patently involved in illegal or overtly political activity.

Membership of the charitable company is free. All members have voting rights at Annual and other general membership meetings.

Risk management

The Trustees have examined the major strategic, business and operational risks which the charitable company may face and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Organisational structure

Overall responsibility for policy and the direction of the charitable company rests with the Board of Trustees.

The Trustees have employed a Chief Officer and a team of staff to carry out the day-to-day activities of the

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Trustees Report for the year ended 31 March 2021

Governance structure (continued)

Organisational structure (continued)

charitable company. To manage the charitable company effectively the Chief Officer has delegated authority for all operational, financial and human resource matters. Decisions on the day-to-day operation of the charitable company are taken by the Chief Officer. The Chief Officer is responsible to ensure that strategic and operational requirements and objectives are met and provides all operational and personnel management. All remaining staff members are employed at the refuge to help and to support and to offer advice and information to maltreated women and their children either staying at or who contact the refuge.

Objectives and activities

The key objectives and activities of the charitable company are to relieve the distress and suffering by: -

- (i) providing support for those women who have been victims or are likely to be victims of violence, including those who have suffered or are likely to suffer physical, emotional, sexual, financial harm or abuse;
- (ii) providing support for those men who have been victims or are likely to be victims of violence, including those who have suffered or are likely to suffer physical, emotional, sexual, financial harm or abuse;
- (iii) providing support for those children who have been victims or who are likely to be victims of violence, including those who have suffered or are likely to suffer physical, emotional, sexual harm or abuse;
- (iv) providing hostel accommodation only to such women and their children and by any other such means as shall further the objects of the charitable company;
- (v) assisting and encouraging such women and their children to identify their future needs, aspirations and intentions and to provide support; and
- (vi) the Liberty Centre will work with those people identified above including vulnerable families, empowering the lives of women, men and children to build confidence, self-esteem to improve and change their lives.

Public benefit

The Trustees have considered the Charity Commission guidance regarding public benefit and are content that the charitable company has met the requirements as a result of the objectives and activities described above.

Volunteers

West Lancashire Women's Refuge Limited depends considerably on volunteers in helping the charitable company meet its objectives and to carry out its activities. Volunteers are supported by staff, with training, meetings and discussions held locally. Our thanks as always are given to all our volunteers who so freely give their time to enhance the work of West Lancashire Women's Refuge Limited.

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Trustees Report for the year ended 31 March 2021

Achievements and performance

The Liberty Centre continues to be the main provider of domestic abuse services in the West Lancashire Borough Council area.

The Centre has successfully delivered a full range of services during a challenging year. The Centre determined that it was an essential service and decided to remain open during the Coronavirus pandemic. During this period of significant change and disruption to people's lives, the availability of services was seen to be crucial. To this extent no staff were furloughed and revised, covid safe, access to all services was maintained

Whilst funding will continue to be challenging, we have been successful with a number of important bids. We were successful with the continuation grant with BBC Children in Need and the Big Lottery Community Fund. This funding has enabled us to continue providing services to men and women who experience domestic abuse across the community of West Lancashire and to provide similar support for children and young people. We continue to source funding to meet gaps and enhance our services, always focusing on meeting local needs.

The opportunities offered to our organisation to cope with the impact of Coronavirus have been exceptionally helpful and we await the outcome on a number of bids. Consultation with service users is key to ensuring we are developing and delivering the right services at the right times.

Lancashire County Council completed the tender for Lancashire Refuge Services as one whole service commission and this was won by SafeNet, as Lead Provider, part of the Calico Group. We were confirmed as a sub contractor to deliver the refuge service in West Lancashire. The funding to provide this service has been effectively cut in half for us and despite that, we remain steadfast in our commitment to keep an accessible, 24-hour refuge service in West Lancashire.

We delivered services in a range of projects including: -

- the Big Lottery project, with advocates working across the community of West Lancashire. Advocates support women with complex needs, help women to move forward in their lives and support families and children; A Male Advocate supports men who have experienced domestic abuse, liaising with the police service to make improvements and building support with men's groups and an online forum;
- the Children in Need Haven Project commenced, based in the refuge, supporting children and young people to deal with their experiences of domestic abuse, settle in school, and to build their confidence for the future;
- the Liberty Programme has run a number of times with empowering outcomes for the women participants. The Programme achieved accreditation with the Open College Network. The sessions are designed to raise self-esteem and a positive, action-oriented understanding of domestic abuse which is proving to be an empowering experience for participants. This is especially as each Programme is tailored to meet the individual's needs;
- the 'Coffee Morning' for women who have experienced domestic abuse continues and needs further development; and

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Trustees Report for the year ended 31 March 2021

Achievements and performance (continued)

- the Male Survivors' Group meeting online continues to be successful.

At the Liberty Centre, we work on the belief that we all have a right to live our lives free from all forms of violence and abuse. We have worked for over thirty years delivering services and now include preventative work in our focus and aims. Our approach focuses on essential building blocks of self-esteem, understanding what a healthy relationship looks like, what an unhealthy relationship is, and building understanding and skills to be clear about boundaries. In this way we then ensure a good awareness and understanding of domestic abuse, within the context of power and control work in society so that people feel able to take appropriate actions for their futures. This enables us to work towards achieving our longstanding aim for society to fulfil a duty, to recognise and defend the right for members of our community, to live lives free from any form of abuse.

Our mission is to disrupt the cycle of domestic abuse and reduce the impact of the trauma experienced by domestic violence and abuse by delivering more preventative and educational work. In doing this, we work to improve the safety, health and wellbeing of all survivors and their children. When we focus on providing appropriate and empowering support to those affected by domestic violence and abuse, we empower people to live their lives free from abuse and violence, supported by professional advocates.

The work we do, the drive for continuous development, and our achievements, most importantly the achievements of the people we work with, are only made possible with an enthusiastic and supportive Board of Trustees and a dedicated team of staff.

The toxic trio of drugs, alcohol and domestic abuse remains prevalent and the needs of women are becoming more complex as other service cuts mean we are the only support service available to some women. We provided a trauma-informed, holistic service that is not time limited due to the complex needs of the women we support.

When supporting males who are victims of abuse it became apparent that initial responses often see men as the perpetrator and we have worked to challenge this and change assumptions. This has also improved our own practices. Significant progress has been made with our partners through awareness sessions and relationship building.

"I didn't think men could be victims of domestic abuse" Paul, a male survivor.

Safe Lives and the Liberty Centre consulted the men on how they had been treated by the Police when reporting incidents and when they had dialled 999 seeking emergency help. The feedback was really disturbing on the reality of how male victims are treated when asking for help and support. This prompted a further discussion looking at how we could get the voices of male victims heard and resulted in a training film being produced which would be rolled out in training to the Police forces in England by Safe Lives.

The Liberty Programme has been very successful because it gives the women insight into their experience, the skills to begin to heal and opportunities for the future. Key to the success of the Liberty Programme is peer support and the 'untapped strength of the women.

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Trustees Report for the year ended 31 March 2021

Achievements and performance (continued)

"I didn't realise the extent of the abuse until I came on this programme. Now I can see a different future for me and the children – Thank you" Audrey, a survivor.

In addition, we refreshed and clarified our approach as 'trauma-informed, strength-based' and provided staff with information and training on the basics of this.

The Board expresses their sincere thanks and appreciation to the Chief Officer and all the staff who have continued to provide excellent services with professionalism, dedication and commitment. This has been especially true in the initial response to the coronavirus pandemic and the speed of response demonstrates their dedication to our organisation and the community of West Lancashire.

The Board expresses their sincere thanks for the generosity of a number of people and businesses who have made financial donations throughout the year.

Our values are: -

'We offer **HOPE**. We ensure people have a **VOICE** and that it is heard. We do this by working in empowering ways with people, ensuring they are engaged, making a contribution and focusing on a family approach. We will use their voice to improve the system. We ensure people are **VALUED** working in a professional way, giving service, working in partnership, with passion and building a good reputation. We are known for positive **LEADERSHIP** ensuring well-being, stability, kindness and family. We create, use and share **KNOWLEDGE** courageously in all things we work with and ensure **SELF RESPECT**.'

Our mission is to reduce the impact of the trauma experienced by domestic violence and abuse whilst improving the safety, health and wellbeing of all survivors and their children. We are also focused on preventing and ending domestic violence and abuse and acting as advocates to ensure the safety of all victims of domestic violence and abuse.

Comments from Service Users

Women's Service

- it was good to have someone to talk to and offload to;
- it was good having someone to listen;
- I love the Liberty Centre - thank you;
- this service has helped me a lot. Thanks;
- all these 'YES'S' are due to the fantastic sessions I have with the counsellor. This service has got my life back on track. Thank you;
- the work from Liberty is outstanding. They do an excellent job. My life changed for the better. Liberty offers an amazing service. Thank you;
- thank you for all of your support to move on safely;
- I felt the service was very helpful;
- I feel a lot safer now and the Liberty Centre is the reason;
- this service has helped me so much. It's helped me process what I have been going through and

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Trustees Report for the year ended 31 March 2021

Achievements and performance (continued)

- making me ready to move on;
- the Liberty Centre has provided me with support, encouragement and skills to get my life back on track; and
- the Liberty Centre provides a professional, non-judgemental, empowering service; and
- you saved my life.

Men's Service

- the service I have received has been first class, I am thankful that I was able to access support from another man, the Liberty Centre has been the only agency that offers support without charging especially with being a man;
- I feel very fortunate that I have been able to access emotional support and have had the opportunity just to offload when times have been difficult;
- I will continue to access the monthly support group as I feel this will be appropriate for me now whilst I embark on the next part of my journey;
- I feel that the service has been good and non-judgemental. The information and advice have been appropriate and fair. It has been better to talk with a male worker rather than a female and it has helped me to understand that the relationship was unhealthy and had been over the last few months;
- I feel that the service has been really good, I have moved forward and benefitted from counselling and regular sessions;
- I am extremely grateful for the support and help I have received since working with the Liberty Centre;
- it has been invaluable to me that support. Both emotionally and mentally keeping safe and aware of the warning signs have ensured I'm away from a vulnerable position; and
- service has been well balanced and allowed me to take ownership of the process and any decisions I make in light of the support I have received. Everything has been discussed in a totally non-judgemental way.

Investment powers

Under the Memorandum and Articles of Association, the charitable company has the power to make any investment, using the unrestricted general funds, which the Trustees see fit.

Financial review

The principal funding sources for the charitable company are currently by way of grant and contract income from BBC Children in Need, the Big Lottery, the Calico Group, Cash for Kids, Council for Voluntary Service West Lancashire, Lancashire Community Foundation, Lancashire County Council, Lottery Community Fund, Ministry of Housing, Communities and Local Government, Police and Crime Commissioner Fund and West Lancashire Borough Council. Funding was also received from Supporting People contract income, all from Lancashire County Council, together with Housing Benefit from West Lancashire Borough Council to cover the costs of the people staying at the refuge.

The Trustees would like to express their thanks to these bodies for their support during the financial year

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Trustees Report for the year ended 31 March 2021

Financial review (continued)

and also for their continuing support. However, as a result of increasing constraints on local authority expenditure the Trustees realise that for the charitable company to continue in operation it cannot be solely dependent on funding from the local authorities, and that the charitable company has to seek funding from a much broader group of agencies.

The expenditure in the year supported the key charitable objectives by enabling the refuge to provide safe and comfortable crisis accommodation to women and their children and the support and resource they need to make independent decisions about their future.

The results for the year are shown in the Statement of Financial Activities on page 13.

The charitable company's Balance Sheet as detailed on pages 14 and 15 shows a satisfactory position with net assets amounting to £297,349. This consists of restricted funds of £6,389 relating to specific projects, designated funds of £125,655 for specific future purposes as set aside by the Trustees out of unrestricted general funds and unrestricted general funds of £165,305 for the day-to-day general running of the charitable company.

Reserves policy

The Trustees consider it prudent to attempt to maintain, as a minimum, unrestricted general funds (that is those funds not tied up as designated and restricted funds) at a level that equates to approximately twelve months expenditure. At this level the Trustees feel that they would be able to continue the current activities of the charitable company in the event of a significant drop in funding, and that this would provide them with sufficient funds to cover management and administration costs to respond to emergency applications for grants.

At present, unrestricted general funds, which amount to £165,305 as at 31 March 2021, do not reach this target level.

It is the Trustees policy, therefore, to build up funds to twelve months by means of annual surpluses and, also, by adopting and maintaining a vigorous fundraising, publicity and marketing campaign to promote the objectives and activities of the charitable company.

The Trustees consider that the ongoing upkeep and refurbishment of both the exterior and interior of the three properties used by the charitable company to provide accommodation is of major importance. In view of this the Trustees feel that it is prudent to create and maintain a designated fund to cover these ongoing costs; the Trustees consider that £20,000 would be sufficient and that this fund should be maintained at this level at the end of each year.

The Trustees also consider that it is of paramount importance that the walk-in information centre based in Ormskirk remains open even though no funding is currently being received to support this project. In view of this the Trustees consider that it is prudent to create a designated fund which identifies the costs of the charitable company which relate to the walk-in information centre.

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Trustees Report for the year ended 31 March 2021

Reserves policy (continued)

The Trustees have also designated £105,655; this fund identifies those funds that are not free funds as they represent the net book value of tangible fixed assets funded from general funds.

These policies are to be reviewed annually.

Future developments

In the next twelve months we are aiming to: -

- deal with the on-going coronavirus crisis, especially the changes needed within the services to continue to support members of the community living with domestic abuse;
- develop digital and off-line service delivery and ensure the community knows we remain open for anyone who needs our services;
- further develop our services for children and young people to raise awareness and to empower them to fulfil their potential, free from abuse, and to address mental health issues arising from Covid-19;
- deliver the Liberty Programme across the community, as a way of helping people to cope with issues with Covid-19;
- continue building collaborative partnerships across the community;
- use accessible messages to raise understanding about domestic abuse and the services available in West Lancashire;
- continue to identify priorities that address gaps in service and widen our reach and accessibility across the community of West Lancashire;
- open the 'Half way House' to help the rising demands of the current refuge;
- Healthy Relationship Advisor appointed to work with in schools; and
- adjust to meet the demands of the Domestic Abuse Bill with our partners across West Lancashire.

Statement of Trustees Responsibilities

The Trustees, who are also the Directors of West Lancashire Women's Refuge Limited for the purposes of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company and charity 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;

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Trustees Report for the year ended 31 March 2021

Statement of Trustees Responsibilities (continued)

- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for maintaining adequate accounting records which 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. The Trustees 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.

Independent Examiner

Mr C Sawyer FCCA of Sawyer Quine & Co, Chartered Certified Accountants, has offered himself for re-appointment as Independent Examiner to the charitable company.

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

ON BEHALF OF THE BOARD: -

Mrs E Crossley
Chairperson

Date: - 31 January 2022

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Independent Examiners Report to the Trustees of West Lancashire Women's Refuge Limited

I report to the charity Trustees on my examination of the financial statements of the charitable company for the year ended 31 March 2021, which are set out on pages 13 to 29.

Responsibilities and basis of report

As the charity's Trustees of the charitable company (and also its Directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent Examiner's Report

Since the charitable company's income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

I have completed my examination, I confirm that no matters have come to my attention in connection with the examination giving me cause to believe: -

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with the accounting records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

Mr C Sawyer FCCA
Sawyer Quine & Co
Chartered Certified Accountants
202 Merlin Park
Ringtail Road
Burscough
Ormskirk Lancashire L40 8JY

Date: - 31 January 2022

Registered company number: -
04824324 (England and Wales)

Registered charity number: -
1101025

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2021

Income and expenditure	Note	Restricted funds £	Un - restricted funds £	Total funds 2021 £	Total funds 2020 £
Income					
Donations	3	-	13,820	13,820	5,962
Income from charitable activities: -					
- Grants and contracts for the provision of hostel accommodation, care, advice and information	4	219,140	20,118	239,258	228,918
- Residents fees for hostel accommodation and care	4	-	198,645	198,645	188,683
Income from investments: -					
- Interest receivable on bank deposits		-	88	88	492
Total income		<u>219,140</u>	<u>232,671</u>	<u>451,811</u>	<u>424,055</u>
Expenditure					
Expenditure on charitable activities	5	<u>215,100</u>	<u>263,401</u>	<u>478,501</u>	<u>475,972</u>
Total expenditure		<u>215,100</u>	<u>263,401</u>	<u>478,501</u>	<u>475,972</u>
Net income/(expenditure) and net movement in funds for the year	6	4,040	(30,730)	(26,690)	(51,917)
Reconciliation of funds					
Total funds at 1 April 2020	18	<u>2,349</u>	<u>321,690</u>	<u>324,039</u>	<u>375,956</u>
Total funds at 31 March 2021	18	<u>6,389</u>	<u>290,960</u>	<u>297,349</u>	<u>324,039</u>

The Statement of Financial Activities contains all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

The accompanying accounting policies and notes form an integral part of these financial statements.

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Balance Sheet as at 31 March 2021

	Note	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	10		105,655		105,655
Current assets					
Debtors	11	10,841		92,492	
Cash at bank and in hand		<u>442,919</u>		<u>201,377</u>	
		<u>453,760</u>		<u>293,869</u>	
Creditors: -					
amounts falling due within one year	12	<u>(260,186)</u>		<u>(70,839)</u>	
Net current assets			<u>193,574</u>		<u>223,030</u>
Total assets less current liabilities			299,229		328,685
Creditors: -					
amounts falling due after more than one year	13		<u>(1,880)</u>		<u>(4,646)</u>
Net assets	19		<u>297,349</u>		<u>324,039</u>
Funds					
Restricted funds	18		6,389		2,349
Unrestricted funds					
Designated funds	18	125,655		125,655	
General funds	18	<u>165,305</u>		<u>196,035</u>	
			<u>290,960</u>		<u>321,690</u>
Total funds	17, 18		<u>297,349</u>		<u>324,039</u>

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

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

The Trustees/Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the accounts.

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Balance Sheet as at 31 March 2021

Approved by the Board of Directors on 31 January 2022 and signed on their behalf.

ON BEHALF OF THE BOARD: -

Mr R F H Minto
Treasurer

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

1.0 Statutory Information

West Lancashire Women's Refuge Limited is a charitable company limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on page one, legal and administrative information.

The presentation currency of the financial statements is the Pound Sterling (£).

2.0 Accounting policies

2.1 Basis of preparation of accounts

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (Effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011, the Companies Act 2006 and applicable accounting standards. The principal accounting policies adopted in the preparation of the financial statements are set out below.

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

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

2.2 Income recognition

All incoming resources are included in the Statement of Financial Activities when the charitable company is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income: -

- voluntary income is received by way of donations and is included in full in the Statement of Financial Activities when receivable;
- grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable;
- income from residents fees is credited to the Statement of Financial Activities in the year in which they are receivable;
- deferred income represents grants and funding received for future periods and is released to incoming resources in the period for which it has been received; and
- investment income, comprising of interest on bank deposits, is accounted for on a receivable basis.

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

2.0 Accounting policies (continued)

2.3 Expenditure recognition

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis. These estimates are based on staff time.

2.4 Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

2.5 Tangible fixed assets and depreciation

Apart from land and buildings, all fixed assets for use by the charitable company are fully written off to resources expended in the year of purchase. Land and buildings are capitalised at cost, including any incidental expenses of acquisition.

It is the charitable company's policy to ensure that its land and buildings are maintained to a high standard by an ongoing maintenance programme, ensuring that estimated residual value exceeds net book amounts. As a consequence any element of depreciation would, in the opinion of the Trustees, be immaterial. No provision for depreciation of land and buildings has therefore been included in the accounts.

2.6 Fund accounting

Funds held by the charitable company are either: -

- **Restricted funds** – these are funds that can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes;
- **Designated funds** – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects; and
- **Unrestricted general funds** – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

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

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

2.0 Accounting policies (continued)

2.7 Pension costs

The charitable company operates a defined contribution pension scheme. Contributions payable for the year are charged in the Statement of Financial Activities.

3.0 Income from donations

	Restricted funds £	Un - restricted funds £	Total funds 2021 £	Total funds 2020 £
Donations				
- Individuals and organisations	=	<u>13,820</u>	<u>13,820</u>	<u>5,962</u>
	=	<u>13,820</u>	<u>13,820</u>	<u>5,962</u>

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

4.0 Income from charitable activities

	Restricted funds £	Un - restricted funds £	Total funds 2021 £	Total funds 2020 £
Grants and contracts for the provision of hostel accommodation, care, advice and information: -				
BBC Children in Need	47,175	-	47,175	31,465
The Big Lottery	133,218	-	133,218	107,294
The Calico Group	-	8,888	8,888	6,019
Cash for Kids	2,275	-	2,275	-
Council for Voluntary Service West Lancashire	22,925	-	22,925	1,466
Lancashire Community Foundation	5,000	-	5,000	-
Lancashire County Council	7,057	-	7,057	-
Lloyds Bank Foundation	-	-	-	2,083
Lottery Community Fund	9,500	-	9,500	-
Ministry of Housing, Communities and Local Government	193,997	-	193,997	3,420
Police and Crime Commissioner Fund	36,980	-	36,980	35,500
West Lancashire Borough Council	=	11,230	11,230	91,825
	458,127	20,118	478,245	279,072
Less: Deferred income	(238,987)	-	(238,987)	(50,154)
	<u>219,140</u>	<u>20,118</u>	<u>239,258</u>	<u>228,918</u>
	Restricted funds £	Un - restricted funds £	Total funds 2021 £	Total funds 2020 £
Residents fees for hostel accommodation and care: -				
Cleaning, washer and dryer	-	449	449	330
Housing Benefit	-	122,437	122,437	93,396
Residents service charges	-	5,899	5,899	4,334
Supporting People contract income	=	70,589	70,589	91,673
	-	199,374	199,374	189,733
Less: Deferred income	=	(729)	(729)	(1,050)
	=	<u>198,645</u>	<u>198,645</u>	<u>188,683</u>

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

5.0 Expenditure on charitable activities

	Restricted funds £	Un - restricted funds £	Total funds 2021 £	Total funds 2020 £
Provision of hostel accommodation, care, advice and information: -				
Staff salaries and costs	156,452	137,252	293,704	280,506
Staff travel expenses	310	966	1,276	4,387
Rent	3,000	42,368	45,368	45,988
Rates (including water)	-	2,930	2,930	3,660
Heat and light	120	10,538	10,658	12,288
Insurance	350	5,432	5,782	5,667
Television costs	-	473	473	310
Telephones	840	14,406	15,246	14,781
Printing, postage and stationery	217	1,025	1,242	4,506
Advertising	-	501	501	99
Website costs	-	-	-	3,550
Computer and office equipment	1,200	11,516	12,716	13,862
Client activities and welfare	8,421	1,189	9,610	104
Creche facilities	-	-	-	1,794
Children's play equipment	3,000	-	3,000	-
Books and other resources	558	226	784	1,053
Sundry expenses	1,746	2,853	4,599	2,159
Repairs, renewals and refurbishment	3,761	8,116	11,877	6,656
Cleaning and waste disposal costs	4,824	3,289	8,113	3,007
Health and safety costs	-	-	-	145
Covid-19 expenses	-	2,965	2,965	1,019
Staff recruitment	-	-	-	486
Training and seminars	1,640	825	2,465	3,329
Counselling costs	3,700	-	3,700	5,835
Course delivery and raising awareness	14,430	-	14,430	20,505
Translation services	1,081	-	1,081	-
Subscriptions and donations	<u>500</u>	<u>703</u>	<u>1,203</u>	<u>838</u>
	<u>206,150</u>	<u>247,573</u>	<u>453,723</u>	<u>436,534</u>

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

5.0 Expenditure on charitable activities (continued)

	Restricted funds £	Un - restricted funds £	Total funds 2021 £	Total funds 2020 £
Managing and administering the charity: -				
Staff salaries and costs	8,234	7,224	15,458	14,764
Staff travel expenses	16	51	67	232
Accountancy fees	200	2,080	2,280	2,160
Professional and legal fees	500	5,550	6,050	21,190
Staff pension charges	-	518	518	518
Bank charges	-	238	238	260
Credit card charges	-	30	30	60
Bank loan interest	-	137	137	254
	<u>8,950</u>	<u>15,828</u>	<u>24,778</u>	<u>39,438</u>
Total expenditure on charitable activities	<u>215,100</u>	<u>263,401</u>	<u>478,501</u>	<u>475,972</u>

6.0 Net movement in funds

The net movement in funds for the year is stated after charging: -

	2021 £	2020 £
Directors emoluments and other benefits etc (Note 7.0)	-	-
Staff salaries and costs (Note 7.0)	309,162	295,270
Accountancy fees		
Independent examination	2,280	2,160
Hire of land and buildings	45,368	45,988

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

7.0 Staff costs and numbers

The staff costs during the year were as follows: -

	2021	2020
	£	£
Staff salaries	285,401	271,436
Social security costs	16,841	17,285
Staff pensions	<u>6,920</u>	<u>6,549</u>
	<u>309,162</u>	<u>295,270</u>

No employee received emoluments, as defined for taxation purposes, amounting to more than £60,000 in either period.

The average number of full time equivalent employees employed by the charitable company during the year was made up as follows: -

	2021	2020
Hostel accommodation and care	11	11
Advice and information	2	2
Management and administration	<u>3</u>	<u>3</u>
	<u>16</u>	<u>16</u>

8.0 Related party transactions and Trustees' remuneration and expenses

The Trustees all give freely their time and expertise and did not receive any form of remuneration or other benefit in cash or kind, nor reimbursed expenses in either period.

9.0 Taxation

West Lancashire Women's Refuge Limited has charitable status, registered number 1101025, and is not subject to taxation by HM Revenue and Customs.

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

10.0 Tangible fixed assets

	Land and buildings £	Total £
Cost		
As at 1 April 2020 and as at 31 March 2021	<u>105,655</u>	<u>105,655</u>
Net book value		
As at 31 March 2021	<u>105,655</u>	<u>105,655</u>
As at 31 March 2020	<u>105,655</u>	<u>105,655</u>

The charitable company had capital commitments at 31 March 2021 amounting to £Nil (2020: - £Nil).

11.0 Debtors

	2021 £	2020 £
Other debtors	8,602	90,259
Prepayments	<u>2,239</u>	<u>2,233</u>
	<u>10,841</u>	<u>92,492</u>

12.0 Creditors: - amounts falling due within one year

	2021 £	2020 £
Bank loan	2,630	2,486
Other creditors	8,048	9,796
Other taxes and PAYE	5,331	5,174
Accrued expenses	4,461	2,179
Deferred income (Note 15.0)	<u>239,716</u>	<u>51,204</u>
	<u>260,186</u>	<u>70,839</u>

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

13.0 Creditors: - amounts falling due after more than one year

	2021	2020
	£	£
Bank loan	<u>1,880</u>	<u>4,646</u>
	<u>1,880</u>	<u>4,646</u>

14.0 Secured debts

The following secured debts are included within creditors: -

	2021	2020
	£	£
Bank loan	<u>4,510</u>	<u>7,132</u>
	<u>4,510</u>	<u>7,132</u>

A first legal charge is held by the Royal Bank of Scotland plc against the charitable company's land and buildings as security against the above bank loan.

15.0 Deferred income

	2021	2020
	£	£
Balance at 1 April 2020	51,204	24,343
Amount deferred in year	239,716	51,204
Released to Statement of Financial Activities	<u>(51,204)</u>	<u>(24,343)</u>
Balance at 31 March 2021	<u>239,716</u>	<u>51,204</u>

Deferred income comprises funding which the donor has specified must be used in future accounting periods.

16.0 Legal status of the charitable company

The charitable company is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.00.

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

17.0 Reserves

	Total funds 2021 £	Total funds 2020 £
Balance at 1 April 2020	324,039	375,956
Net outgoing resources for the year	<u>(26,690)</u>	<u>(51,917)</u>
Balance at 31 March 2021	<u>297,349</u>	<u>324,039</u>

18.0 Statement of funds

Analysis of movements in funds – current year

	At 1 April 2020 £	Incoming £	Outgoing £	Transfers £	At 31 March 2021 £
Restricted funds					
<i>Big Lottery fund</i>					
- Project ID: - 0010355781	400	106,619	(105,543)	-	1,476
<i>Children and Young People's Advocate fund</i>	1,949	34,232	(31,268)	-	4,913
<i>Client Welfare and Support fund</i>	-	8,275	(8,275)	-	-
<i>Counselling Programme fund</i>	-	5,909	(5,909)	-	-
<i>Covid-19 Awareness fund</i>	-	21,905	(21,905)	-	-
<i>Garden Refurbishment fund</i>	-	3,761	(3,761)	-	-
<i>Men's Group fund</i>	-	1,625	(1,625)	-	-
<i>Staff Salaries fund</i>	-	31,469	(31,469)	-	-
<i>WOW Programme fund</i>	-	<u>5,345</u>	<u>(5,345)</u>	-	-
Total restricted funds	<u>2,349</u>	<u>219,140</u>	<u>(215,100)</u>	<u>-</u>	<u>6,389</u>
Designated funds					
<i>Fixed Assets fund</i>	105,655	-	-	-	105,655
<i>Information Centre fund</i>	-	-	(37,120)	37,120	-
<i>Refurbishment fund</i>	20,000	-	(8,116)	8,116	20,000
General funds	<u>196,035</u>	<u>232,671</u>	<u>(218,165)</u>	<u>(45,236)</u>	<u>165,305</u>
Total unrestricted funds	<u>321,690</u>	<u>232,671</u>	<u>(263,401)</u>	<u>-</u>	<u>290,960</u>
Total funds	<u>324,039</u>	<u>451,811</u>	<u>(478,501)</u>	<u>-</u>	<u>297,349</u>

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

18.0 Statement of funds (continued)

Analysis of movements in funds – previous year

	At 1 April 2019 £	Incoming £	Outgoing £	Transfers £	At 31 March 2020 £
Restricted funds					
<i>Big Lottery fund</i>					
- Project ID: - 0010355781	-	80,470	(80,070)	-	400
Chief Officer Salary and Costs fund	-	2,083	(2,083)	-	-
Children and Young People's Advocate fund	-	18,355	(16,406)	-	1,949
Domestic Abuse Perpetrators Programme fund	-	20,000	(20,000)	-	-
Men's Group fund	-	1,466	(1,466)	-	-
Move On Facility fund	-	3,420	(3,420)	-	-
Safe Teens fund	-	80,595	(80,595)	-	-
WOW Programme fund	-	<u>5,280</u>	<u>(5,280)</u>	-	-
Total restricted funds	=	<u>211,669</u>	<u>(209,320)</u>	=	<u>2,349</u>
Designated funds					
Fixed Assets fund	105,655	-	-	-	105,655
Information Centre fund	-	-	(39,428)	39,428	-
Refurbishment fund	20,000	-	(6,656)	6,656	20,000
General funds	<u>250,301</u>	<u>212,386</u>	<u>(220,568)</u>	<u>(46,084)</u>	<u>196,035</u>
Total unrestricted funds	<u>375,956</u>	<u>212,386</u>	<u>(266,652)</u>	=	<u>321,690</u>
Total funds	<u>375,956</u>	<u>424,055</u>	<u>(475,972)</u>	=	<u>324,039</u>

Big Lottery fund

- **Project ID: - 0010355781** – This project commenced in July 2019 for a period of three years and represents funding received from the Big Lottery to fund the 'West Lancashire Domestic Abuse Service'; funding has been used to fund staff salaries and associated costs together with related running costs. The balance on this fund will be used to fund the future costs of the project.

Children and Young People's Advocate fund – Further funding was received from BBC Children in Need in the summer of 2019, therefore allowing the charitable company to continue this project. The grant will fund a Children and Young People's Advocate, materials, trips and transport costs; the project will deliver one to one and group work with children from West Lancashire aged 0 – 18 who have experienced or witnessed domestic violence, helping them keep safe and improve their

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

18.0 Statement of funds (continued)

confidence and mental wellbeing. The balance on this fund will be used to fund the future costs of the project.

Funding totalling £3,000 was also received from BBC Children in Need during the year to assist with the purchase of play equipment for children staying at the refuge.

Client Welfare and Support fund – This represents funding received from Cash for Kids and the Council for Voluntary Service West Lancashire; funding has been used on staff salaries and associated costs, groceries and food vouchers and other day-to-day necessities to help and provide support for women and their children staying at the refuge.

Counselling Programme fund – This represents funding received from the Police and Crime Commission Fund; funding has been used on staff salaries and associated costs and counselling costs.

Covid-19 Awareness fund – This represents funding received from the Council for Voluntary Service West Lancashire, Lancashire County Council, the Lottery Community Fund and the Ministry of Housing, Communities and Local Government, the aim of the programme being to raise awareness of Covid-19 and help people to stay safe and healthy in these difficult times.; funding has been used on staff salaries and associated costs and the delivery of a number of courses raising the awareness of Covid-19.

Garden Refurbishment fund – This represents funding received from Lancashire Community Foundation; funding has been used to refurbish the garden area used by people staying at the refuge.

Men's Group fund – This represents income generated through the Council for Voluntary Service West Lancashire and the provision of workshops to support men who have suffered domestic violence; funding has been used on staff salaries and associated costs.

Staff Salaries fund – This represents funding received from the Ministry of Housing, Communities and Local Government; funding has been used to fund the staff salaries and associated costs in respect of two staff positions.

WOW Programme fund – This represents funding received from the Police and Crime Commissioner Fund, the aim of the programme being to reduce the incidence or development of involvement in knife crime by young people; funding has been used to provide a number of parenting workshops and support sessions to help young people who are disengaged, demotivated at school or are in social care.

Fixed assets fund – This fund identifies those funds that are not free funds as they represent the net book value of tangible fixed assets funded from general funds.

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

18.0 Statement of funds (continued)

Information Centre fund – The Trustees consider that it is of paramount importance that the walk-in information centre based in Ormskirk remains open even though no funding is currently being received to support this project. This fund identifies the costs of the charitable company which relate to the walk-in centre. The deficit incurred on this fund has been transferred to unrestricted general funds at the year end.

Refurbishment fund – The Trustees consider that the ongoing upkeep and refurbishment of both the exterior and interior of the three properties used by the charitable company to provide accommodation is of major importance. In view of this the Trustees feel that it is prudent to create a designated fund to cover these ongoing costs; the Trustees consider that £20,000 would be sufficient.

General funds – These represent the free funds of the charitable company and are not designated for any particular purpose.

19.0 Analysis of net assets between funds

Current year

	Restricted funds £	Designated funds £	General funds £	Total funds £
Fund balances at 31 March 2021 are represented by: -				
Fixed assets	-	105,655	-	105,655
Current assets	251,446	20,000	182,314	453,760
Creditors	(245,057)	-	(17,009)	(262,066)
Total net assets	<u>6,389</u>	<u>125,655</u>	<u>165,305</u>	<u>297,349</u>

Previous year

	Restricted funds £	Designated funds £	General funds £	Total funds £
Fund balances at 31 March 2020 are represented by: -				
Fixed assets	-	105,655	-	105,655
Current assets	61,077	21,164	211,628	293,869
Creditors	(58,728)	(1,164)	(15,593)	(75,485)
Total net assets	<u>2,349</u>	<u>125,655</u>	<u>196,035</u>	<u>324,039</u>

WEST LANCASHIRE WOMEN'S REFUGE LIMITED

Notes forming part of the financial statements for the year ended 31 March 2021

20.0 Guarantees and other financial commitments

The amounts payable in the next year in respect of operating leases are shown below, analysed according to the expiry date of the leases: -

	2021		2020	
	Land and buildings £	Other £	Land and buildings £	Other £
Expiring: -				
Within one year	47,339	4,218	24,250	3,942
Between one and five years	=	=	<u>23,089</u>	=
	<u>47,338</u>	<u>4,218</u>	<u>47,339</u>	<u>3,942</u>

21.0 Pension commitments

The charitable company operates a defined contribution pension scheme for the members of staff. The assets of the scheme are held separately from those of the charitable company, being invested with insurance companies. Pension costs charged in the Statement of Financial Activities represent the contributions payable by the charitable company in the year.

At the balance sheet date unpaid contributions of £1,227 (2020: - £1,131) were due to the fund. They are included in other creditors.

22.0 Ultimate controlling party

The charitable company was controlled throughout the year by the Directors and Trustees holding office.