

Company number: 04323961

Charity Number: 1091732

Bradford Rape Crisis and Sexual Abuse Survivors Service

Report and financial statements
For the year ended 31st March 2017

Bradford Rape Crisis and Sexual Abuse Survivors Service
Reference and administrative information
for the year ended 31st March 2017

Company number 04323961

Charity number 1091732

Registered office and operational address C/o 19-25 Sunbridge Road
Bradford
BD1 2AY

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Cas Heron	Chair
Lisa Hilder	Treasurer
Elaine Peaker	
Angela Carrington	
Ruth Ingram	
Lynda Godden	

Key management personnel	Jackie Hancox	HR & Resources lead
	Jane Gregory	Finances, Funding & Development lead
	Sarah Bambridge	Senior Therapist and Supervisor

Bankers

Co-operative Bank plc
Olympic House
6 Olympic Court
Montford Street
Salford
M5 2QP

Ecology Building Society
7 Belton Road
Silsden
Keighley
West Yorkshire
BD20 0EE

Nationwide
PO Box 3
5-11 St George St
Douglas
Isle of Man
IM99 1AS

Independent Examiner

Catherine Hall FCCA DChA
Slade & Cooper Limited
Greenfish Resource Centre
46-50 Oldham St
Manchester
M4 1LE

Bradford Rape Crisis and Sexual Abuse Survivors Service

Trustees' annual report

for the year ended 31st March 2017

The trustees present their report and the unaudited financial statements for the year ended 31st March 2017. Included within the trustees' report is the directors' report as required by company law.

Reference 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 and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Objects

Bradford Rape Crisis & SASS is established for charitable purposes only, in particular Bradford Rape Crisis & SASS is established:

- To relieve the mental and physical distress of women survivors of rape and sexual assault
- To promote education and research in the Bradford area into the subject of rape and sexual assault and its effects on women and girls, whether they be medical, social and/or psychological.

Activities undertaken for public benefit in relation to objects

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Our objectives are achieved through the provision of specialist sexual violence support services for women and girls from a confidential office-base in Bradford and a variety of outreach locations:

Helpline: a woman who will listen, provide emotional support and useful information.

Telephone: 01274 308270

Text only: 07435 752 975

Email: contactus@brcg.org.uk

Counselling & art therapy: free and confidential with no pre-set limits on the number of sessions, delivered at our Rape Crisis Centre, HMP New Hall and Bevan Healthcare.

Advocacy & Support: ISVA service providing support throughout the criminal justice system and a specialist service for refugee & asylum seeking women who have experienced sexual violence.

Jyoti services: specialist services for BAME women and girls delivered by BAME women including assessments, counselling, Helpline and shared support groups.

Shared support groups: on-going informal support groups building resilience and mutual support.

Young Women & Girls Groups: For young women & girls aged 14-18 years old who are at risk of further exploitation, violence and abuse.

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Courses: Regular courses in Mindfulness & Self- esteem/Assertiveness.

Outreach to schools: one to one emotional support sessions for young women and girls who cannot access services at our Centre.

Survivors Voice & engagement – supporting women and girls who have experienced sexual violence to have a voice & influence

Sexual Violence Prevention – delivering sexual violence prevention workshops (SELFIE) in schools, groups, workshops, events and other activities aimed at young people and the wider community.

Training offered:

- a) Working with female survivors of sexual violence.
- b) Working with BAME women and girl survivors of sexual violence including Sexual violence awareness workshops by and for BAME women
- c) Impact of Child Sexual Abuse
- d) Working with Refugee and Asylum Seeking women survivors of sexual abuse

Bradford Rape Crisis & SASS works at a strategic level to improve the response to women and girl survivors of sexual violence locally, regionally and nationally.

All services are free.

Bradford Rape Crisis & SASS has volunteer counsellors who are either qualified at diploma level or are diploma students. Volunteers complete our in house training on 'Working with Women Survivors of Sexual Violence'. During this financial year Bradford Rape Crisis & SASS trained and supervised 2 volunteer counsellors.

Achievements and performance

The charity's main activities and who it tries to help are described below. All its charitable activities focus on supporting women and girl survivors of sexual violence and are undertaken to further Bradford Rape Crisis and Sexual Abuse Survivors Service's charitable purposes for the public benefit.

Core Telephone & text Help line

The Help line is often the first contact point for a woman or girl survivor who may also wish to access other services offered by Bradford Rape Crisis & SASS. The Help line team consists of experienced workers employed by Bradford Rape Crisis & SASS. The help line supports women and girls who have been effected by sexual violence at any time in their lives including adult women survivors of child sexual abuse who are dealing with the long term impact of repeated rapes, violence and abuse, women who were raped as adults in the past and are needing support now, girls and young women who have been raped and abused and women and girls who have recently been raped and may want to access our ISVA service. Workers in a wide range of statutory and voluntary & community sector services contact the Help line to discuss and make referrals to our services. Some of the women who use the help line are dealing with the severe impact the sexual violence has had on their mental health. The Core Telephone Help line is open three afternoons a week and two evenings a week. From 1st April 2016 to 31st March 2017 we had 4149 core help line contacts with survivors and agencies working with 415 women and girl survivors.

Referrals Team

The team provides assessments and support into our services. Urgent and immediate needs are responded to and where appropriate women and girls are signposted or referred to other agencies for additional support. From 1st April 2016 to 31st March 2017 the referral team provided 343 assessments.

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Core Counselling and Art Therapy Services

Core services include confidential counselling and art therapy. All counsellors and Art therapists employed by Bradford Rape Crisis & SASS are qualified to diploma level or above, have completed specialist sexual violence training and have monthly external and in-house clinical supervision including group supervision. Volunteer counsellors and art therapists are either qualified or on a diploma training courses. All volunteers have structured training and supervision. Bradford Rape Crisis & SASS works within BACP's Guidelines and Ethical Framework. We provide women & girls centred counselling & therapy – an empowering and non-pathologising alternative to statutory services that helps women and girls gain more control over their lives. We provide short, medium and long term counselling and art therapy on the basis of what a woman or girl needs. The impact of sexual violence on women and girl's lives is pervasive, sometimes overwhelming and often insidious. We work with survivors on any issue they choose, regardless of when the abuse occurred. From 1st April 2016 to 31st March 2017 the core counselling and art therapy service provided 1258 counselling sessions and 163 art therapy sessions for 205 women and girls.

Core Shared Support Group

A weekly shared support group provides a space to survivors of sexual violence to meet, discuss issues and develop mutual support and resilience. From 1st April 2016 to 31st March 2017 9 women participated in the shared support group attending a combined total of 46 times. During this financial year, after review, we decided the staff time would be better put into running courses & delivering counselling.

Jyoti Services

Jyoti provides specialist sexual violence services offered by Black, Asian and Minority Ethnic (BAME) women, for BAME women and girls including counselling, shared support groups and Helpline. By providing dedicated services and pro-actively making contact with workers and members of BAME communities Jyoti has successfully broken down the barriers BAME women and girls face in accessing services. As a result Jyoti services are constantly in demand as there are very few agencies able to offer a specialist service with the relevant training and experience. From 1st April 2016 to 31st March 2017 Jyoti services 110 assessments (included in referral team numbers), 761 counselling sessions for 138 women and girls, 13 women participated in a Jyoti shared support group attending a combined total of 133 times. There were 1400 Jyoti help line contacts with survivors and agencies working with 282 women and girl survivors.

New Hall Counselling & Art Therapy Service

Bradford Rape Crisis & SASS has been providing a service within HMP New Hall since 1992. The women in the prison often present with difficult, complex, multi-layered problems. Our data shows 71% of women using the service having experienced sexual and/or domestic violence and 63% having experienced more than one type of abuse e.g. child sexual abuse and rape as an adult. Over the last eight years 69% of service users disclosed they had experienced some form of sexual violence and 45.5% disclosed that they were survivors of Childhood Sexual Abuse. Clearly sexual violence is a huge factor in the lives of many women who end up in prison. Prisons are under immense pressure, as has been well documented through the media, and prisoners are suffering with suicide and self harm reaching record levels within prisons. This pressure has had a knock on effect on our service for the last 2 years, making it difficult to see women in a safe environment needed for on to one counselling & therapy. It is this context that the team have performed incredibly well to provide from 1st April 2016 to 31st March 2017 75 assessments, 198 counselling sessions and 204 Art therapy sessions for 103 women.

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Counselling service at Bevan Healthcare

Bevan Healthcare social enterprise is a General Practice designed to meet the needs of people who are homeless or in unstable accommodation; those who have come to Bradford as refugees or to seek asylum; and others who find it hard to access health care. BRADFORD RAPE CRISIS & SASS has developed and delivered a counselling service at Bevan Healthcare to meet the needs of refugee and asylum seeking. Whilst this service primarily offers regular face to face counselling it also includes a lot of work to assist women to access the service and urgent advocacy work for women in the asylum system. From 1st April 2016 to 31st March 2017 at Bevan Healthcare we provided 208 counselling sessions for 31 women.

Independent Sexual Violence Advisors (ISVA) Service

ISVAs are survivor-focused advocates funded to work with victims of serious sexual crimes to enable them to access the support and services they need in the aftermath of the abuse they have experienced and throughout the criminal justice process from the reporting stage right through to court and applying for criminal injuries compensation. The women and girls who have used the service range from under 16 years old to over 55, their sexuality, ethnicity, social backgrounds and immigration status are varied and some have multiple complex issues. During this year the ISVA service has mostly worked with women and girls who have been referred directly to Bradford Rape Crisis & SASS and did not have capacity for referrals via the ISVA referral pathway with Victim Support. From 1st April 2016 to 31st March 2017 the ISVA service worked with 120 women and girls, 69 women and girls were referred during the year, 352 face to face advocacy & support sessions were provided and 1073 telephone & email contacts were made with individual survivors and agencies.

Advocacy & Support for refugee & asylum seeking women & girls

Bradford Rape Crisis & SASS provides a dedicated advocacy & support service and shared support group for refugee and asylum seeking women (RASW) survivors of rape, sexual exploitation and abuse. The aims of the service are to enable RASW to feel more able to cope with the impact of the trauma they have experienced, increase their understanding of the asylum system in order to be more in control of their own asylum claims and applications for leave to remain, to provide more evidence to strengthen their claims and applications and increase their resilience in order to cope with long periods of uncertainty and negative decisions and judgements by the Home Office that attack their credibility and do not acknowledge their traumatic experiences. From 1st April 2016 to 31st March 2017 our advocacy & support services for refugee and asylum seeking women worked with 36 women, 578 face to face advocacy & support sessions were provided, 2111 telephone contacts and emails with individual survivors and agencies and 20 women participated in a RASW shared support group attending a combined total of 464 times.

Outreach to schools

During this year we responded to referrals from schools and started to provide a limited amount of one to one emotional support sessions for young women and girls who cannot access services at our Centre. These are young women who the school safeguarding teams are aware of. Typically they cannot travel to the city centre after school and maybe only contactable via the school Safeguarding lead. In this year we started working with 4 young women and provided 20 face to face sessions.

Young women & Girls Groups

In this year we ran the Time Out group for girls and young women and started to develop a second group in Shipley. The aim is to work with girls and young women to increase their confidence and self-esteem and help them find ways to manage difficult relationships. Referrers are told that the groups are for 14 – 18 year old girls and young women who they or their colleagues have concerns about re: sexual exploitation, abuse or sexual or domestic violence. The girl or young woman may not have

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disclosed anything specific, but there may be concerns because of her confidence, withdrawn or risk taking behaviour, family issues that may indicate she is at risk, self-harm or other indicators that there may be cause for concern. From 1st April 2016 to 31st March 2017 16 young women and girls women and girls participated in group work.

Mindfulness & Self-esteem/Assertiveness Courses

Growing out of a rolling programme of group work from the previous financial year we have developed and delivered regular courses in Mindfulness and Self-esteem/Assertiveness, run by qualified trainers who are experienced Rape Crisis workers. The Mindfulness course has been carefully modified to ensure it is suitable for working with survivors of sexual violence. The course teaches formal practices to develop mindfulness such as mindfulness meditation, and activities that can help people tune into being more mindful at any time in everyday life. The Self-esteem/assertiveness course is a safe place to explore ways of developing confidence and self-esteem and to learn some assertiveness techniques, useful for everyday situations. From 1st April 2016 to 31st March 2017 72 women and young women attended courses.

Sexual Violence Prevention work including supporting survivors to have a voice & influence

This year we were able to start piloting SELFIE (Sexualisation, Exploitation, Love, Friendships, Information and Empowerment) sexual violence prevention workshops for young people in schools and those excluded from school that 214 young people took part in. We ran a series of 3 Community Conversations on the theme of keeping our young women and girls safe with 43 women attending the first event, 24 the second and 41 the third. We actively participated in the Women of the World (WOW) festival and took 54 women and young women to Million Women Rise march and rally against male violence against women and girls. We launched a face book page designed to raise awareness about sexual violence that had reached 1310 people.

Survivors of sexual violence were supported to participate in the Sexual Violence Prevention Project's community events and activities and in addition supported to participate in the WOW festival consultations. An International Women's Day of celebration for female survivors of sexual violence was organised that 20 women attended.

Financial review

Funding from the 31st March 2017 for the next financial year has been confirmed from the Local Authority, Clinical Commissioning Groups, West Yorkshire Police & Crime Commissioner, Ministry of Justice, Prison Service and Comic Relief. The Community Safety Fund grant for sexual violence prevention work, started on 1st August 2016 and spans financial years. We carried forward £30,562 to fund the work in 2017/18. Nationally the Home Office ISVA grants of £20,000 ceased. The Rape Support Fund gives flexibility regarding what services are funded to what level. The strategy to ensure a deficit is not maintained for a prolonged period is to replace the drop in income through bids to other funds and grant makers during the year. The Trustee receives regular financial management reports and funding reports and will make decisions about service levels based on the actual and forecast income and expenditure.

Total reserves at the year end were £247,362, of which £33,525 are restricted and £213,837 unrestricted.

Reserves policy

During this year the reserves policy was reviewed and amended. Reserves are held to cover:

- a. Employment related legal responsibilities such as pensions, redundancy, sickness and maternity
- b. Salaries & running costs should there be a gap in funding for existing staff and services

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for the year ended 31st March 2017

- c. Underwriting costs where grants, commissions or contracts are paid in arrears
- d. Underwriting running costs & salaries in the 1st quarter of the financial year due to late confirmation of funding
- e. Costs related to developing services to meet the needs of women & girl survivors
- f. Investing in the financial resilience of the organisation
- g. Costs related to delivering against BRC&SASS Aims & Objectives should other funding not be available.
- h. Winding down costs & legal liabilities should the organisation be unsustainable

The level of the reserves fund will be determined annually when the budget is set for the following year and the level monitored through the usual financial reporting.

The reserves policy and agreed reserves figure will be reported annually to the Charity Commission within the Annual Report.

BRC&SASS aims to always hold a level of reserves to cover potential employment related legal responsibilities such as redundancy, maternity and sickness, in 2017/18 this is estimated to be £107,427. BRC&SASS has estimated the level of reserves to cover the other reasons for holding reserves, as outlined above, in 2017/18 is £252,644.

In order to reach this level of reserves BRC&SASS aims to transfer 5% - 10% of income into our reserve funds depending on being compliant with service level agreements and contracts. .

Structure, governance and management

The organisation is a company limited by guarantee, first registered on 16th November 2001 number 04323961 and registered as a charity on 24th April 2002 number 1091732. It took over the assets, liabilities and undertakings of Bradford Rape Crisis Group, an unincorporated charity established in 1982 on 4th April 2002.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31st March 2017 was 6 (2015:6). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 7 to the accounts.

Bradford Rape Crisis & SASS aims to recruit Trustees who have experience of working with women and girl survivors of rape and sexual abuse, experience of the voluntary sector and who have relevant management skills to offer. Trustees are appointed by Members of the organisation at the AGM and by existing members of the Trustees at Trustee meetings. One third of Trustees must retire at each AGM, those longest in office retiring first. Membership of the organisation is open to any volunteer who is interested in promoting the objects of the Charity, has been supporting the organisation through voluntary work for more than three months, applies to the Charity in the form required by the Trustees and is approved by the Trustees. New Trustees are given an induction pack and offered relevant training opportunities as they arise e.g. Bradford CVS training programme.

Trustees are Trustees of the Charity, Directors of the Company and Members of the organisation. They meet 10 times a year; working groups are established when necessary.

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Trustees' annual report

for the year ended 31st March 2017

Bradford Rape Crisis & SASS is a member of Rape Crisis England & Wales and an organisational member of the British Association for Counselling and Psychotherapy (BACP).

Related parties and relationships with other organisations

Bradford Rape Crisis & SASS has activated a Trading Arm, Daizybell LTD, in order to generate our own unrestricted income and be less reliant on public bodies commissioning and grant funding which is subject to changes in the political environment.

Bradford Rape Crisis & SASS formed the West Yorkshire Sexual Violence Action Partnership (WYSVAP) with other specialist sexual violence organisations in West Yorkshire. In order to provide a partnership approach to supporting survivors/victims of sexual violence, that is strategically-led, transparent and accountable, offering sustainable and consistent services that are evidence-informed in relation to equity, need, accessibility and cost effectiveness, and that is well publicised to survivors/victims, person-centred and strives to meet the needs of all victims. The Partnership is a vehicle for:

1. Co-operative working between members to improve service-provision for survivors/victims of sexual violence and to work towards the elimination of sexual violence in all its forms.
2. Enabling member organisations to submit joint funding bids and contract for tenders that further their own objectives and to which they can contribute effectively
3. Innovations and synergy in service effectiveness and development
4. Supporting the ongoing operation and development of member organisations
5. Enabling the effective use of resources

Risk management

Trustees receive a risk reports in relation to finances, funding, staffing and service delivery at each Trustee meeting. Trustees conduct an annual risk review in addition to a rolling review of risk. Risks identified include:

- Change of Police & Crime Commissioner (PCC) or change in PCC's policy lead to reduction or loss of funding.
- Pressure on Public spending result in reduction or loss of funding.
- Non-specialist organisations say they can deliver in our sector.
- Changes in NHS funding and transition to accountable care organisations require building relationships and working with new criteria/ new structures.
- Competitive tendering – shift from grants to tenders even for small amounts of money
- Lack of medium to longer term funding creates uncertainty and instability in the staff team

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Trustees' annual report

for the year ended 31st March 2017

Statement of responsibilities of the trustees

The trustees (who are also directors of Bradford Rape Crisis and Sexual Abuse Survivors Service 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
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the 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.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The trustees' annual report has been approved by the trustees on 23rd October 2017 and signed on their behalf by

Cas Heron

Chair

Independent examiner's report
to the members of
Bradford Rape Crisis and Sexual Abuse Survivors Service

I report on the accounts of the company for the year ended 31st March 2017 which are set out on pages 11 to 27.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Catherine Hall FCCA DChA
Slade & Cooper Ltd. Chartered Certified Accountants
Green Fish Resource Centre, 46-50 Oldham Street
Manchester, M4 1LE
29th November 2017

Bradford Rape Crisis and Sexual Abuse Survivors Service

Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2017

	Note	Unrestricted funds £	Restricted funds £	Total funds 2017 £	Total funds 2016 £
Income from:					
Donations and legacies	3	910	-	910	579
Charitable activities:	4				
Supporting women and girls who have experienced sexual violence		228,735	366,941	595,676	488,103
Investments	5	994	-	994	710
Total income		230,639	366,941	597,580	489,392
Expenditure on:					
Charitable activities:	6				
Supporting women and girls		197,417	336,379	533,796	482,992
Total expenditure		197,417	336,379	533,796	482,992
Net income/(expenditure) for the year	8	33,222	30,562	63,784	6,400
Transfer between funds		-	-	-	-
Net movement in funds for the year		33,222	30,562	63,784	6,400
Reconciliation of funds					
Total funds brought forward		180,615	2,963	183,578	177,178
Total funds carried forward		213,837	33,525	247,362	183,578

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Bradford Rape Crisis and Sexual Abuse Survivors Service
Company number 4323961

Balance sheet as at 31 March 2017

	Note	2017	2016
		£	£
Fixed assets			
Tangible assets	13	2,870	2,550
Total fixed assets		2,870	2,550
Current assets			
Debtors	14	2,205	6,932
Cash at bank and in hand		247,047	208,158
Total current assets		249,252	215,090
Liabilities			
Creditors: amounts falling due in less than one year	15	(4,760)	(34,062)
Net current assets		244,492	181,028
Total assets less current liabilities		247,362	183,578
Net assets		247,362	183,578
The funds of the charity:			
Restricted income funds	17	33,525	2,963
Unrestricted income funds	18	213,837	180,615
Total charity funds		247,362	183,578

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

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 13 to 26 form part of these accounts.

Approved by the trustees on 23rd October 2017 and signed on their behalf by:

Lisa Hilder - Treasurer

Cas Heron - Chair

Statement of Cash Flows
for the year ending 31 March 2017

	Note	2017 £	2016 £
Cash provided by/(used in) operating activities	20	39,995	29,140
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		994	710
Purchase of tangible fixed assets		(2,100)	(2,216)
Cash provided by/(used in) investing activities		(1,106)	(1,506)
Increase/(decrease) in cash and cash equivalents in the year		38,889	27,634
Cash and cash equivalents at the beginning of the year		208,158	180,524
Bradford Rape Crisis and Sexual Abuse Survivors Service			
Cash and cash equivalents at the end of the year		247,047	208,158

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a 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 (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Bradford Rape Crisis and Sexual Abuse Survivors Service 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 note.

b Preparation of the accounts on a going concern basis

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

There are no key judgments which the trustees have made which have a significant effect on the accounts. However, judgments that have been made are described in the financial review of the Trustees' report.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

c Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

d Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

e Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs of services undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 7.

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

i Tangible fixed assets

Individual fixed assets costing £200 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Furniture and Equipment	25%
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j Debtors

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

k Cash at bank and in hand

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

l Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

m Financial instruments

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

n Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 9. There were no outstanding contributions at the year end. The costs of the defined contribution scheme are included within support and governance costs and allocated to the funds of the charity using the methodology set out in note 7.

In this financial year the workplace nominated pension scheme was CIS/Royal London Stakeholder Pension. The plan invests the contributions made by the employee and employer in an investment fund to build up over the term of the plan a pension fund which is then converted into a pension upon the employee's normal retirement year age when eligible for a state pension. The total expense ratio of the plan is 1.5% and this is deducted from the investment fund annually. The trust has no liability beyond making its contributions and paying across the deductions for the employee's contributions. There were no contributions outstanding at the year-end. Most staff that were not enrolled in this scheme were enrolled in the People's Pension in March 2016. The People's Pension has an annual charge of 0.5% and the rest of the staff have been auto enrolled into this scheme from June 2016.

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
Donations	910	-	910	579
Total	910	-	910	579
<i>Total by fund 31 March 2016</i>	579	-	579	

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
Supporting women and girls who have experienced sexual violence				
Bradford Council	90,000	50,000	140,000	90,000
HM Prison Service	58,000	-	58,000	41,781
NHS Bradford Districts CCG	-	83,930	83,930	83,930
Womencentre Limited	160	-	160	15,531
Rape Crisis E&W	375	-	375	3,092
Police and Crime Commissioner for West Yorkshire	55,000	113,011	168,011	60,000
Comic Relief	-	40,000	40,000	20,000
Ministry of Justice	24,000	60,000	84,000	84,000
Home Office	-	20,000	20,000	20,000
Office of the Police & Crime Commissioner for Norfolk	-	-	-	68,011
Other income	1,200	-	1,200	1,758
Total	228,735	366,941	595,676	488,103
<i>Total by fund 31 March 2016</i>	<i>176,162</i>	<i>311,941</i>	<i>488,103</i>	

All income from other trading activities is unrestricted.

5 Investment income

	Unrestricted £	Restricted £	2017 £	2016 £
Income from bank deposits	994	-	994	710
	994	-	994	710

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

6 Analysis of expenditure on charitable activities

	Supporting women and girls who have experienced sexual violence	Total 2017	Total 2016
	£	£	£
Staff costs	438,454	438,454	397,313
Operational Costs	91,526	91,526	82,336
Depreciation	1,780	1,780	1,307
Governance costs (see note 7)	2,036	2,036	2,036
	<hr/>	<hr/>	<hr/>
	533,796	533,796	482,992
	<hr/>	<hr/>	<hr/>
		2017	2016
		£	£
Restricted expenditure		336,379	314,899
Unrestricted expenditure		197,417	168,093
		<hr/>	<hr/>
		533,796	482,992
		<hr/>	<hr/>

7 Analysis of governance and support costs

	Basis of apportionment	Support £	Governance £	Total 2017 £
Accountancy fees	Governance	-	1,764	1,764
Members Travel and Subsistence	Governance	-	272	272
		<hr/>	<hr/>	<hr/>
		-	2,036	2,036
		<hr/>	<hr/>	<hr/>

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2017 £	2016 £
Depreciation	1,780	1,307
Independent examiner's fee	1,470	1,470
	<hr/> <hr/>	<hr/> <hr/>

9 Staff costs

Staff costs during the year were as follows:

	2017 £	2016 £
Wages and salaries	388,537	360,098
Social security costs	30,758	22,660
Pension costs	19,159	14,555
	<hr/>	<hr/>
	438,454	397,313
	<hr/> <hr/>	<hr/> <hr/>
Allocated as follows:		
Charitable activities	438,454	397,313
	<hr/>	<hr/>
	438,454	397,313
	<hr/> <hr/>	<hr/> <hr/>

No employees has employee benefits in excess of £60,000 (2016: Nil).

The average number of staff employed during the period was 19 (2016: 18).

The average full time equivalent number of staff employed during the period was 14.3(2016: 13.04).

The key management personnel of the charity comprise the trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £86,649 (2016: £77,213).

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

10 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2016: Nil).

Two members of the management committee received travel and subsistence expenses during the year of £161.32 (2016:£268).

Aggregate donations from related parties were £Nil(2016: £10).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2016: nil).

The Charity has a subsidiary Daizybell Ltd; a company ltd by guarantee registered in England & Wales on 05/12/2014 no.9343476. The company was dormant for this period and consolidated accounts are not required to be prepared.

11 Government grants

The government grants recognised in the accounts were as follows:

	2017 £	2016 £
Bradford Council	140,000	90,000
NHS Bradford Districts CCG	83,930	83,930
Police and Crime		
Commissioner for West	168,011	60,000
Ministry of Justice	84,000	84,000
Home Office	20,000	20,000
	<hr/>	<hr/>
	495,941	337,930
	<hr/>	<hr/>

There are no unfulfilled conditions and contingencies attaching to these grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

13 Fixed assets: tangible assets

Cost	Equipment & Furniture £	Total £
At 1 April 2016	12,936	12,936
Additions	2,100	2,100
Disposals	(754)	(754)
	<hr/>	<hr/>
At 31 March 2017	14,282	14,282
	<hr/>	<hr/>
Depreciation		
At 1 April 2016	10,386	10,386
Charge for the year	1,780	1,780
Disposals	(754)	(754)
	<hr/>	<hr/>
At 31 March 2017	11,412	11,412
	<hr/>	<hr/>
Net book value		
At 31 March 2017	2,870	2,870
	<hr/>	<hr/>
<i>At 31 March 2016</i>	<i>2,550</i>	<i>2,550</i>
	<hr/>	<hr/>

14 Debtors

	2017 £	2016 £
Trade debtors	1,360	4,842
Prepayments and accrued income	845	2,090
	<hr/>	<hr/>
	2,205	6,932
	<hr/>	<hr/>

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

15 Creditors: amounts falling due within one year

	2017 £	2016 £
Other creditors and accruals	4,760	9,062
Deferred income	-	25,000
	<hr/>	<hr/>
	4,760	34,062
	<hr/> <hr/>	<hr/> <hr/>

16 Deferred income

	2017 £	2016 £
Deferred grant brought forward	25,000	24,000
Grant received	-	25,000
Released to income from charitable activities	(25,000)	(24,000)
	<hr/>	<hr/>
Deferred grant carried forward	-	25,000
	<hr/> <hr/>	<hr/> <hr/>

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

17 Restricted Funds

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2017 £
Supporting women and girls who have experienced sexual violence					
Comic Relief	-	40,000	(40,000)	-	-
ISVA	-	20,000	(20,000)	-	-
Jyoti	2,963	-	-	-	2,963
 Ministry of Justice: Rape Support Fund	-	60,000	(60,000)	-	-
NHS Airedale, Wharfedale & Craven; Bradford City; and Bradford Districts CCG	-	83,930	(83,930)	-	-
Collaboration Police and Crime Commissioner for West Yorkshire	-	113,011	(113,011)	-	-
Safer Communities Community Safety Fund	-	50,000	(19,438)	-	30,562
Total	2,963	366,941	(336,379)	-	33,525

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

17 Restricted Funds (Continued)

Previous reporting period	Balance at 1 April 2015 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2016 £
Activity 1					
Comic	-	20,000	(20,000)	-	-
ISVA	-	20,000	(20,000)	50	50
Jyoti	2,963	-	-	-	2,963
Ministry of Justice: Rape Support Fund	-	60,000	(60,000)	-	-
NHS Airedale, Wharfedale & Craven; Bradford City; and Bradford Districts CCG Collaboration	-	83,930	(83,930)	-	-
Police and Crime Commissioner for West Yorkshire Office of the Police & Crime Commissioner for Norfolk	-	60,000	(60,042)	42	-
Safer Communities	- 3,006	68,011 -	(67,871) (3,006)	(140) -	- -
Total	5,969	311,941	(314,849)	(48)	3,013

Comic Relief - An advocacy and support service for refugee and asylum seeking women and girls who have been raped in their home country.

ISVA - Home Office and City of Bradford Metropolitan District Council contributions towards providing an Independent Sexual Violence Advocacy service.

Jyoti - Specialist services for Black, Asian and Minority Ethnic (BAME) women and girls including help line, face-to-face counselling, outreach counselling, advocacy and support drop-in services and sexual violence awareness workshops.

Ministry of Justice: Rape Support Fund - to provide direct and front line support to female victims of rape and sexual violence.

NHS Airedale, Wharfedale & Craven; Bradford City; and Bradford Districts CCG Collaboration - To provide specialist sexual violence services.

Police and Crime Commissioner for West Yorkshire - Victim & Witness fund for maintaining Jyoti services, core help line and improving access to a wide range of people and communities, specifically young women and girls and disabled women and girls.

Office of the Police & Crime Commissioner for Norfolk; To provide support for child and adult survivors of sexual abuse and support linked to the independent inquiry into Child Sexual Abuse.

Safer Communities - Office of the Police & Crime Commissioner West Yorkshire grant fund for increasing the voice of victims/ survivors of sexual violence.

Community Safety Fund- For sexual violence prevention work.

Notes to the accounts for the year ended 31 March 2017 (continued)

18 Analysis of movement in unrestricted funds

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers £	As at 31 March 2017 £
General fund	147,331	206,639	(173,417)	-	180,553
Contingency Fund	33,284	-	-	-	33,284
Rape Support Fund	-	24,000	(24,000)	-	-
	<u>180,615</u>	<u>230,639</u>	<u>(197,417)</u>	<u>-</u>	<u>213,837</u>
Previous reporting period	Balance at 1 April 2015 £	Income £	Expenditure £	Transfers £	As at 31 March 2016 £
General fund	131,925	177,451	(162,093)	48	147,331
Contingency Fund	33,284	-	-	-	33,284
Rape Support Fund	6,000	-	(6,000)	-	-
	<u>171,209</u>	<u>177,451</u>	<u>(168,093)</u>	<u>48</u>	<u>180,615</u>

Name of	Description, nature and purposes of the fund
General fund	The free reserves after allowing for all designated funds
Contingency Fund	Designated by the management committee for redundancy, maternity and long term sickness provision
Rape Support Fund	The Ministry of Justice provided additional funding to be spent over a 15 month period for direct and frontline support to females aged 13 and over who are or have been victims of rape and sexual violence.

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2017 (continued)

Analysis of net assets between funds

19

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	2,870	-	-	2,870
Net current assets/(liabilities)	177,683	33,284	33,525	244,492
	<hr/>	<hr/>	<hr/>	<hr/>
Total	180,553	33,284	33,525	247,362
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

20 Reconciliation of net movement in funds to net cash flow from operating activities

	2017 £	2016 £
Net income/(expenditure) for the year	63,784	6,400
Adjustments for:		
Depreciation charge	1,780	1,307
Loss/(profit) on sale of fixed assets	-	-
(Gains)/losses on investments	-	-
Dividends, interest and rents from investments	(994)	(710)
Decrease/(increase) in stock	-	-
Decrease/(increase) in debtors	4,727	15,330
Increase/(decrease) in creditors	(29,302)	6,813
	<hr/>	<hr/>
Net cash provided by/(used in) operating	39,995	29,140
	<hr/> <hr/>	<hr/> <hr/>