

Company number: 04323961

Charity Number: 1091732

Bradford Rape Crisis and Sexual Abuse Survivors Service

Report and financial statements
For the year ended 31st March 2018

Bradford Rape Crisis and Sexual Abuse Survivors Service
Reference and administrative information
for the year ended 31st March 2018

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	(Resigned 19 January 2018)
Angela Carrington	
Ruth Ingram	
Lynda Godden	(Resigned 15 December 2017)
Alison Berkeley-Hill	(Appointed 15 December 2017)

Key management personnel	Jackie Hancox	HR & Resources lead
	Jane Gregory	Finances, Funding & Development lead
	Sarah Bambridge	Senior Therapist and Supervisor
	Elaine Peaker	Temporary management Cover (from 22 nd January 2018)

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
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Bradford Rape Crisis and Sexual Abuse Survivors Service

Trustees' annual report

for the year ended 31st March 2018

The trustees present their report and the unaudited financial statements for the year ended 31st March 2018. 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.

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

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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.

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 2017 to 31st March 2018 we had 4603 core help line contacts with survivors and agencies working with 461 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 2017 to 31st March 2018 the referral team provided 369 assessments for 267 women and girls.

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. Bradford Rape Crisis & SASS works within BACP's Guidelines and Ethical Framework. We provide women & girls centred counselling & therapy – an empowering and non-pathologising

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Trustees' annual report

for the year ended 31st March 2018

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 2017 to 31st March 2018 the core counselling and art therapy service provided 1246 counselling sessions and 160 art therapy sessions for 116 women and girls.

Jyoti Services

Jyoti provides specialist sexual violence services offered by Black, Asian and Minority Ethnic (BAME) women, for BAME women and girls including assessments, 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 2017 to 31st March 2018 Jyoti services provided 106 assessments (included in referral team numbers), 783 counselling sessions for 63 BAME women and girls and 17 BAME women participated in a Jyoti shared support group. There were 1454 Jyoti help line contacts with survivors and agencies working with 333 survivors.

New Hall Counselling & Art Therapy Service

Bradford Rape Crisis & SASS has been providing a service within HMP New Hall since 1992. The women we have worked with in the prison have often experienced multiple forms of abuse and have not had the support they needed and deserved from childhood onwards. They present with difficult, complex, multi-layered problems. Bradford Rape Crisis & SASS has been very committed to supporting these women survivors of violence, exploitation and abuse so it was with huge sadness that we received the news in late February 2018 that our service would no longer be contracted by the prison from 1st April 2018. Our last quarter data continues to show how violence and abuse including sexual violence is a huge factor in the lives of many women who end up in prison with 53% having been raped, 35% having experienced child sexual abuse, 12% having experienced sexual exploitation, 70% having experienced domestic violence and 62% having experienced more than one form of abuse. Over an eight year period our data showed that 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. Prisons are under immense pressure including levels of staffing, as has been well documented through the media, and prisoners have suffered with record levels of suicide and self harm. This situation has had a knock on effect on our service for the last 3 years, making it difficult to see women in the safe environment needed for one to one counselling & therapy. It is this context that the team have performed incredibly well to provide from 1st April 2017 to 31st March 2018 67 assessments, 222 counselling sessions and 281 Art therapy sessions for 79 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. Again during this year the ISVA service has mostly worked with women and girls who have been referred directly to Bradford Rape Crisis & SASS and during the course of our support have been referred to the ISVA service in house. There was very little capacity for

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referrals via the ISVA referral pathway with Victim Support. From 1st April 2017 to 31st March 2018 the ISVA service worked with 72 women and girls, 20 women and girls were referred by external agencies during the year, 171 face to face advocacy & support sessions were provided and 1882 telephone & email contacts were made with individual survivors and agencies.

Advocacy & Support for Refugee, Asylum seeking & trafficked women

Bradford Rape Crisis & SASS provides a dedicated advocacy & support service and shared support group for refugee, asylum seeking & trafficked women (RASTW) 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 2017 to 31st March 2018 our advocacy & support services for refugee and asylum seeking women worked with 36 women, 611 face to face advocacy & support sessions were provided, 3149 telephone contacts and emails with individual survivors and agencies and 23 women participated in a RASW shared support group.

Counselling service for Refugee, Asylum Seeking & trafficked Women

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, asylum seeking & trafficked women (RASTW) since 2006. 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 when requested writing support letters. During this year Bevan Healthcare reduced room availability for the service and so some of this dedicated service is now delivered from our premises. From 1st April 2017 to 31st March 2018 we provided 189 counselling sessions for 8 RASTW through this dedicated service. Over our entire service 34 RASTW accessed counselling in 2017/18.

Outreach to schools

During this year we continued to respond to referrals from schools where young women and girls cannot access services at our Centre by providing one to one emotional support sessions at school. These are girls and 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. This year we were able to triple the number of girls we support in their school but it is still a small number. We hope to be able to expand this service over the next few years as the need is evident. From 1st April 2017 to 31st March 2018 12 girls and young women were provided 94 face to face emotional support sessions.

Young women & Girls Groups

In this year we ran two after school Girls Groups, one in the city Centre and one in Shipley to increase the geographical range of the service. The groups are for girls and young women aged 14 – 18 who are survivors of sexual violence and are at risk of further exploitation, abuse and violence. They are run using therapeutic group analytic principles and aims include increasing confidence and self-esteem and helping find ways to manage difficult relationships. Girls attend the group every week during term times. From 1st

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April 2017 to 31st March 2018 this service had contact with 26 girls and young women and provided face to face support with 24 girls and young women.

Mindfulness & Assertiveness Courses

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 2017 to 31st March 2018 11 women and young women attended an Assertiveness course and 27 women and young women attended Mindfulness courses.

Sexual Violence Prevention

This year we were able to build on the start made in the previous financial year and delivered SELFIE (Sexualisation, Exploitation, Love, Friendships, Information and Empowerment) sexual violence prevention workshops in 4 schools and for young people excluded from school that 905 young people took part in and delivered presentations at assemblies to 1120 young people. Prevention work in the wider community included developing and delivering a series of sexual violence prevention workshops, for men and women separately, with the Sudanese Community Association working with a Gender Based Violence consultant from the Congolese community, developing and delivering workshops with the Deaf Women's Society, organising a Peace Picnic in Remembering Srebrenica memorial week, devising and running a Safe'opoly event during Safeguarding week, leading on organising Light Up The Night Bradford for Sexual Violence Awareness week and taking 51 women and young women to Million Women Rise march against male violence against women and girls in London. In all 352 members of the community took part in these activities. The Bradford Rape Crisis Facebook page continued to raise awareness about sexual violence and publicise how people can be involved in combating rape and sexual abuse.

Supporting survivors to have a voice & influence

We were active in the development of new on line support services for women and girl survivors through participating in Rape Crisis England & Wales Weaving the Web project and supported 9 survivors to be part of the co-production. Survivors of sexual violence were supported to participate in the Sexual Violence Prevention community events and activities including 11 of our service users, 8 service users from domestic violence services and 30 refugee, asylum seeking & trafficked women and young women attending Million Women Rise. Our Art Therapist produced a fantastic booklet on self harm for women in prison that 9 survivors took part in creating.

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Beneficiaries of our services

Bradford Rape Crisis & SASS supported 702 women and girl survivors in this financial year. 103 were supported solely by the help line service including assisting 4 male survivors to get support and 604 women and girls received face to face support services.

Age at referral	
13-15	34
16-17	42
18-24	102
25-34	176
35-44	148
45-54	81
55-64	27
65-74	4
Not stated	88

Ethnicity	
White British (English, Welsh, Scottish, N. Irish)	354
White European	19
Dual heritage/multiple ethnic groups	14
Asian/Asian British (including Indian, Pakistani, Bangladeshi, Chinese and any other Asian background)	137
Black/African/Caribbean/Black British	53
Other ethnic Group (including Arab)	13
Not stated	112

Mental health illness	301
Long term illness health condition	39
Physical disability/impairment	30
Learning difficulty	17
Speech Impairment	3
Blind/Visual impairment	2
Deaf /Hearing impairment	1

100 women and girls who used our services reported work and education difficulties as an impact of the sexual violence they experienced.

144 women and girls who used our services reported drug and alcohol abuse as an impact of the sexual violence they experienced.

77 women and girls who used our services reported homelessness as an impact of the sexual violence they experienced.

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Women and girls gave information about the impact of the services they had received through before and after questionnaires.

Outcome: better health and well-being

Feel better about themselves 83%

Understand more about how the sexual violence has affected them 100%

Have better coping skills and strategies 74%

Taking better care of self 64%

Feel more in control of their emotions 76%

Outcome: more in control of their lives

Better understanding of their situation and knows what they can do about it 99%

Able to decide what to do about the sexual violence they have experienced 90%

Able to make decisions about their future 90%

More confident 79%

More able to make everyday decisions 55%

Outcome: more able to assert their rights

Knows what their rights are and what they are entitled to 99%

Enough information to engage with criminal justice system 68%

Enough information to engage in civil proceedings 50%

Outcome: more able to access further support

Knows what resources are available to them 99%

Been able to access the support they needed 99%

Outcome: more able to develop and maintain positive relationships

More able to trust people 59%

More able to feel close to people 48%

Financial review

Funding from the 31st March 2018 for the next financial year is in place from the Local Authority, Clinical Commissioning Groups, West Yorkshire Police & Crime Commissioner, Ministry of Justice, Comic Relief, Brook Trust and the Community Safety Fund. The Community Safety Fund grant for sexual violence prevention work spans financial years. We carried forward £12,785 to support the work in 2018/19. The Comic Relief grant is for 3 years from 1st September 2015 to 31st August 2018. The contract from the Prison Service to deliver a counselling and art therapy in HMP New Hall was not renewed and finished on 31st March 2018 and the service ceased. The Police & Crime Commissioner decided to cease the child sexual abuse grant (we had originally received through the Police & Crime Commissioners Office for Norfolk administrated process) as at 30th September 2018. An additional commission from the Clinical Commissioning Groups for emotional support for young women started from 1st April 2018 for 2 years. Since the start of the 2018/19 financial year we have been awarded a Sustainability Grant from Comic Relief's Futures Lab and a Digital Transformation Grant from Rape Crisis England & Wales. Work is underway for joint commissioning sexual violence services in Bradford District which is an opportunity to secure longer term, more stable funding. The Trustees receive regular financial management reports and funding reports and will make decisions about service levels based on the actual and forecast income and expenditure.

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Reserves policy

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
- 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

This policy and the level of reserves has been reviewed in accordance with a risk assessment. Trustees agreed that in 2018/19 £117,176 for employment related legal responsibilities such as pensions, redundancy, sickness and maternity is required to be held, expenditure should not exceed income for service delivery and demands on reserves will be considered on a case by case basis according to the reserves policy.

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 2018 was 5 (2017:6). 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.

Bradford Rape Crisis and Sexual Abuse Survivors Service

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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:

- The PCC's policy continues to lead to reduction or loss of funding.
- Another organisations wins the tender for delivering sexual violence services in Bradford District leading to a loss of Local Authority and CCG funding.
- Non-specialist organisations say they can deliver in our sector.
- 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

Bradford Rape Crisis and Sexual Abuse Survivors Service

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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 12/11/2018 and signed on their behalf by

Cas Heron

Chair

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

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2018 which are set out on pages 13 to 29.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the 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 company'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 statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a 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 that in any material respect:

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

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

Catherine Hall FCCA DChA
Slade & Cooper Limited
Green Fish Resource Centre, 46-50 Oldham Street
Manchester, M4 1LE
Date: 6/12/2018

Bradford Rape Crisis and Sexual Abuse Survivors Service

Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2018

	Note	Unrestricted funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Income from:					
Donations and legacies	3	447	-	447	910
Charitable activities: Supporting women and girls who have experienced sexual violence	4	199,500	357,065	556,565	595,676
Investments	5	1,256	-	1,256	994
Total income		201,203	357,065	558,268	597,580
Expenditure on:					
Charitable activities: Supporting women and girls	6	263,780	374,355	638,135	533,796
Total expenditure		263,780	374,355	638,135	533,796
Net income/(expenditure) for the year	8	(62,577)	(17,290)	(79,867)	63,784
Transfer between funds		-	-	-	-
Net movement in funds for the year		(62,577)	(17,290)	(79,867)	63,784
Reconciliation of funds					
Total funds brought forward		213,837	33,525	247,362	183,578
Total funds carried forward		151,260	16,235	167,495	247,362

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 2018

	Note	2018	2017
		£	£
Fixed assets			
Tangible assets	13	1,596	2,870
Total fixed assets		1,596	2,870
Current assets			
Debtors	14	4,312	2,205
Cash at bank and in hand		222,569	247,047
Total current assets		226,881	249,252
Liabilities			
Creditors: amounts falling due in less than one year	15	(60,982)	(4,760)
Net current assets		165,899	244,492
Total assets less current liabilities		167,495	247,362
Net assets		167,495	247,362
The funds of the charity:			
Restricted income funds	17	16,235	33,525
Unrestricted income funds	18	151,260	213,837
Total charity funds		167,495	247,362

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 27 form part of these accounts.

Approved by the trustees on 12/11/2018 and signed on their behalf by:

Lisa Hilder - Treasurer

Cas Heron - Chair

Statement of Cash Flows
for the year ending 31 March 2018

	Note	2018 £	2017 £
Cash provided by/(used in) operating activities	21	(25,060)	39,995
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		1,256	994
Purchase of tangible fixed assets		(674)	(2,100)
Cash provided by/(used in) investing activities		582	(1,106)
Increase/(decrease) in cash and cash equivalents in the year		(24,478)	38,889
Cash and cash equivalents at the beginning of the year		247,047	208,158
Bradford Rape Crisis and Sexual Abuse Survivors Service			
Cash and cash equivalents at the end of the year		222,569	247,047

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2018

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 2018 (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 2018 (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 the people's pension for the whole financial year. 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

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2018 (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 2018 £	Total 2017 £
Donations	447	-	447	910
Total	447	-	447	910
<i>Total by fund 31 March 2017</i>	910	-	910	

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2018 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2018 £	Total 2017 £
Supporting women and girls who have experienced sexual violence				
Bradford Council	90,000	17,500	107,500	140,000
HM Prison Service	57,000	-	57,000	58,000
NHS Bradford Districts CCG	-	83,930	83,930	83,930
Womencentre Limited	-	-	-	160
Rape Crisis E&W	-	-	-	375
Police and Crime Commissioner for West Yorkshire	50,000	113,011	163,011	168,011
Comic Relief	-	40,000	40,000	40,000
Ministry of Justice	-	87,624	87,624	84,000
Home Office	-	-	-	20,000
Lloyds Enable Fund	-	15,000	15,000	-
Other income	2,500	-	2,500	1,200
Total	199,500	357,065	556,565	595,676
<i>Total by fund 31 March 2017</i>	228,735	366,941	595,676	

All income from other trading activities is unrestricted.

5 Investment income

	Unrestricted £	Restricted £	2018 £	2017 £
Income from bank deposits	1,256	-	1,256	994
	1,256	-	1,256	994

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2018 (continued)

6 Analysis of expenditure on charitable activities

	Supporting women and girls who have experienced sexual violence	Total 2018	Total 2017
	£	£	£
Staff costs	513,120	513,120	438,454
Operational Costs	121,170	121,170	91,526
Depreciation	1,948	1,948	1,780
Governance costs (see note 7)	1,897	1,897	2,036
	<hr/>	<hr/>	<hr/>
	638,135	638,135	533,796
	<hr/>	<hr/>	<hr/>
		2018	2017
		£	£
Restricted expenditure		374,355	336,379
Unrestricted expenditure		263,780	197,417
		<hr/>	<hr/>
		638,135	533,796
		<hr/>	<hr/>

7 Analysis of governance and support costs

	Basis of apportionment	Support £	Governance £	Total 2018 £
Accountancy fees	Governance	-	1,482	1,482
Members Travel and Subsistence	Governance	-	415	415
		<hr/>	<hr/>	<hr/>
		-	1,897	1,897
		<hr/>	<hr/>	<hr/>

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2018 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2018 £	2017 £
Depreciation	1,948	1,780
Operating lease rentals:		-
Other	607	-
Independent examiner's fee	1,470	1,470
	<hr/> <hr/>	<hr/> <hr/>

9 Staff costs

Staff costs during the year were as follows:

	2018 £	2017 £
Wages and salaries	445,815	388,537
Social security costs	36,024	30,758
Pension costs	22,281	19,159
Redundancy and termination costs	9,000	-
	<hr/>	<hr/>
	513,120	438,454
	<hr/> <hr/>	<hr/> <hr/>
Allocated as follows:		
Charitable activities	513,120	438,454
	<hr/>	<hr/>
	513,120	438,454
	<hr/> <hr/>	<hr/> <hr/>

No employees has employee benefits in excess of £60,000 (2017: Nil).

The average number of staff employed during the period was 21 (2017: 19).

The average full time equivalent number of staff employed during the period was 16(2017: 14.3).

The key management personnel of the charity comprise the trustees and the Management team. The total employee benefits of the key management personnel of the charity were £96,823 (2017: £86,649).

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2018 (continued)

10 Trustee remuneration and expenses, and related party transactions

Three members of the management committee received travel and subsistence expenses during the year of £415 (2017:£161.32).

Aggregate donations from related parties were £Nil(2017: £Nil).

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 (2017: nil).

Two members of the management committee remuneration during the year (2017: Nil).

Ruth Ingram £3,189.76 was paid for a safeguarding review and any expenses relating to the safeguarding review.

Elaine Peaker stepped down as a trustee in order to provide temporary management cover. She was paid on the same salary scale that applies to all BRC&SASS staff £4082.69.

Legal authority for this payment is within the charity's memorandum and articles of association approved by the Charity Commission

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. Trustees decided that BRC&SASS would be making a soft loan of 0% interest to Daizybell. The rationale being that the simplest process that maximises the benefits to BRC&SASS is best. The initial loan will be small and no Directors will be receiving any financial benefits. The outstanding balance of this loan at the year end was £3,500.

11 Government grants

The government grants recognised in the accounts were as follows:

	2018 £	2017 £
Bradford Council	107,500	140,000
NHS Bradford Districts CCG	83,930	83,930
Police and Crime Commissioner for West Yorkshire	163,011	168,011
Ministry of Justice	87,624	84,000
Home Office	-	20,000
	<hr/>	<hr/>
	442,065	495,941
	<hr/>	<hr/>

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

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2018 (continued)

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.

13 Fixed assets: tangible assets

Cost	Equipment & Furniture £	Total £
At 1 April 2017	14,282	14,282
Additions	674	674
Disposals	-	-
	<hr/>	<hr/>
At 31 March 2018	14,956	14,956
	<hr/> <hr/>	<hr/> <hr/>
Depreciation		
At 1 April 2017	11,412	11,412
Charge for the year	1,948	1,948
Disposals	-	-
	<hr/>	<hr/>
At 31 March 2018	13,360	13,360
	<hr/> <hr/>	<hr/> <hr/>
Net book value		
At 31 March 2018	1,596	1,596
	<hr/> <hr/>	<hr/> <hr/>
<i>At 31 March 2017</i>	<i>2,870</i>	<i>2,870</i>
	<hr/> <hr/>	<hr/> <hr/>

14 Debtors

	2018 £	2017 £
Trade debtors	120	1,360
Other debtors	3,000	-
Prepayments and accrued income	1,192	845
	<hr/>	<hr/>
	4,312	2,205
	<hr/> <hr/>	<hr/> <hr/>

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2018 (continued)

15 Creditors: amounts falling due within one year

	2018 £	2017 £
Other creditors and accruals	15,982	4,760
Deferred income	45,000	-
	<hr/>	<hr/>
	60,982	4,760
	<hr/> <hr/>	<hr/> <hr/>

16 Deferred income

	2018 £	2017 £
Deferred grant brought forward	-	25,000
Grant received	45,000	-
Released to income from charitable activities	-	(25,000)
	<hr/>	<hr/>
Deferred grant carried forward	45,000	-
	<hr/> <hr/>	<hr/> <hr/>

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2018 (continued)

17 Restricted Funds

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2018 £
Supporting women and girls who have experienced sexual violence					
Comic Relief	-	40,000	(40,609)	-	(609)
ISVA	-	-	-	-	-
Jyoti	2,963	-	-	-	2,963
Ministry of Justice: Rape Support Fund	-	87,624	(89,435)	-	(1,811)
NHS Airedale, Wharfedale & Craven; Bradford City; and Bradford Districts CCG Collaboration	-	83,930	(85,697)	-	(1,767)
Police and Crime Commissioner for West Yorkshire Community Safety Fund	-	113,011	(115,837)	-	(2,826)
	30,562	17,500	(35,277)	-	12,785
Total	33,525	357,065	(374,355)	-	16,235

Bradford Rape Crisis and Sexual Abuse Survivors Service

Notes to the accounts for the year ended 31 March 2018 (continued)

17 Restricted Funds (Continued)

Previous reporting period	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 Collaboration	-	83,930	(83,930)	-	-
Police and Crime Commissioner for West Yorkshire	-	113,011	(113,011)	-	-
Community Safety Fund	-	50,000	(19,438)	-	30,562
Total	2,963	366,941	(336,379)	-	33,525

Comic Relief - An advocacy and support service for refugee and asylum seeking women who have experienced sexual violence.

ISVA - Independent Sexual Violence Advocate

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

Ministry of Justice: Rape Support Fund - to provide dedicated emotional and practical support services for female victims of rape and other forms of sexual abuse aged thirteen or over, who have experienced rape or sexual abuse at any point in their life, to help them cope and, as far as possible, recover from the harm they have experienced.

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 & Criminal Justice Delivery - to provide emotional & practical support to victims of sexual violence to help them cope with the impact of crime and, as far as possible, recover from the harm they have experienced, to provide emotional and practical support to BME victims of sexual violence to help them cope with the impact of crime and, as far as possible, recover from the harm they have experienced (JOYTI Project) and for Child Sexual Abuse (CSA) support services. .

Community Safety Fund- For sexual violence prevention work.

Notes to the accounts for the year ended 31 March 2018 (continued)

18 Analysis of movement in unrestricted funds

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers £	As at 31 March 2018 £
General fund	180,553	201,203	(263,780)	-	117,976
Contingency Fund	33,284	-	-	-	33,284
	<u>213,837</u>	<u>201,203</u>	<u>(263,780)</u>	<u>-</u>	<u>151,260</u>
Previous reporting period	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>

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 2018 (continued)

Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	1,596	-	-	1,596
Net current assets/(liabilities)	116,380	33,284	16,235	165,899
	<hr/>	<hr/>	<hr/>	<hr/>
Total	117,976	33,284	16,235	167,495
	<hr/>	<hr/>	<hr/>	<hr/>

20 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is

	Property		Equipment	
	2018 £	2017 £	2018 £	2017 £
Less than one year	-	-	1,074	-
One to five years	-	-	3,222	-
Over five years	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	4,296	-
	<hr/>	<hr/>	<hr/>	<hr/>

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

	2018 £	2017 £
Net income/(expenditure) for the year	(79,867)	63,784
Adjustments for:		
Depreciation charge	1,948	1,780
Loss/(profit) on sale of fixed assets	-	-
(Gains)/losses on investments	-	-
Dividends, interest and rents from investments	(1,256)	(994)
Decrease/(increase) in stock	-	-
Decrease/(increase) in debtors	(2,107)	4,727
Increase/(decrease) in creditors	56,222	(29,302)
	<hr/>	<hr/>
Net cash provided by/(used in) operating	(25,060)	39,995
	<hr/>	<hr/>