Report and Financial Statements

Year ended: 31 March 2018

Charity no: 508669

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Legal and administrative information

Trustees:

Sally Plumb – Joint Chair
Jason Clark – Joint Chair
Nigel Burbidge
Liz Alvey (resigned 12.09.2017)
Gemma Whitchurch (resigned 12.12.2017)
Simon Bateman (appointed 12.12.2017)
Rachel Scott (appointed 12.12.2017)
Ramen Dhillon (appointed 12.12.2017)
Patrick Longely – Treasurer (appointed 12.12.2017)

Chief Executive: Lisa Thompson

Registered Office: PO Box 9558, Birmingham, B4 7QE

Independent Examiner: Anna Goodwin Accountancy Limited, Certified Accountants

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

Sollcitors: Shakespeare Martineau, No 1 Colmore Square, Birmingham, B4 6WA

Trustees' Annual Report for the year ended 31 March 2018

The trustees submit their annual report and the unaudited financial statements for the year ended 31 March 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charitles" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016.

Trustees of the charity

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

Sally Plumb – Joint Chair
Jason Clark – Joint Chair
NIgel Burbidge
Liz Alvey (resigned 12.09.2017)
Gemma Whitchurch (resigned 12.12.2017)
Simon Bateman (appointed 12.12.2017)
Rachel Scott (appointed 12.12.2017)
Ramen Dhillon (appointed 12.12.2017)
Patrick Longely – Treasurer (appointed 12.12.2017)

History, public benefit, objectives and activities of the Rape and Sexual Violence Project

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

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

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

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

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

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

Management, Staffing and Governance Arrangements

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

Day to day management of RSVP is delegated to Lisa Thompson, Chief Executive; Anjella Darcy, Head of Counselling and Well-Being Services; Sarah Lafford, Head of Business Development and Yvonne Langham, Head of ISVA Services. The Managers have a leadership meeting every fortnight and also report to the trustees every other month too.

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

Arrangements for setting pay and remuneration of key management personnel

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

The charity makes no grants to individuals or organisations.

The charity has no subsidiary undertakings.

How We Work and Aims:

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

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

- i) Counselling. We continued to support more people through this service both at our RSVP premises and at outreach sites across Birmingham and Solihull. 1,709 adults were supported via RSVP's main counselling service compared to last year when we supported 1,367 adults <u>representing a large 25%</u> increase. We supported an additional:
 - 55 adults at our outreach centres, the number of which we expanded this year
 - 25 adults through our new counselling group
 - 34 adults through telephone counselling
 - 190 children through crisis and longer term counselling, compared to last year when we supported 62 children and young people, representing a phenomenal 206% increase.
- ii) Independent Sexual Violence Advocacy (ISVA) for adults and children. This year we supported 327 children and young people through advocacy, compared to 224 last year, representing a 46% increase. We also supported 1,172 adults through advocacy, compared to 822 last year, representing a massive 43% increase.
- iii) Telephone helpline service. We took 3,911 calls from survivors and the people supporting them (partners, families, friends and other professionals), 60 % more than the 2,450 calls we took last year.
- iv) Coffee mornings. We enabled 68 people to increase their coping strategies through this support service.
- Social groups. This innovative way of supporting people was accessed by 165 people, 28% more than the 129 people we supported last year.

Aim Two: To maintain our other RSVP services and develop new services in line with client need in addition to maintaining all our core services we also maintained other RSVP services.

Other RSVP services:

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- Refugee and asylum seeker groups, practical support and counselling. 58 asylum seekers/refugees benefited from this specialised service, compared to 44 last year, a 32% increase.
- ii) Written self-help information. We distributed written information on paper and online too through our website, for survivors to use as self-help.

- lii) Information, advice and inspiration through our website, which received 29,860 visits this year.
- iv) Our new Red Project service which provides specialist support to female sex workers. Our new service started half way through 2018, supporting 33 women so far.
- v) Our new on-line support service called the Taste of Recovery, where we supported 276 survivors.
- vi) Training, awareness and education sessions. We delivered sessions throughout the year to West Midlands Police, private and voluntary sector professionals, therapists and GPs.

In total, we reached out to 7,739 survivors of sexual violence/abuse, through our face to face and helpline services, compared to 5,330 last year, a huge increase of 45%.

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

Due to increased competition for grant funding and decreased public funding we continued this process of reducing our reliance on grants and generating our own income. We:

- Delivered training to fundraise for RSVP and share our skills and knowledge.
- Offered private counselling to survivors who could afford to pay for their own counselling and survivors whose employer or Social Services paid for their counselling.
- Continued to run GINA, a social enterprise, to raise money for RSVP and provide innovative products and services to survivors of rape and sexual abuse.
- 4. We continued our survivor led 'Arts with Hearts' group, who made craft goods and sold them at fairs, to raise funds.
- 5. Supported individual donors to fundraise for RSVP through sponsored events.
- Continued to work closely with local businesses through sponsorship, donations and corporate social responsibility relationships.

Financial review and reserves

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

The net incoming resources are £93,741 compared with net outgoing resources of £99,549 in 2017. This increase is due to increased grant income received. At the end of the year total funds are £221,664 compared with £127,923 in 2017.

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

Future plans

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

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

The above plans will be key in 2018/19, as maintaining our growth and increasing RSVP's future sustainability will ensure that we can continue delivering core services and reach out to survivors of sexual violence and abuse, more quickly.

Independent Examiner

The trustees intend to ask the existing accountant to undertake the independent examination of RSVP in the following year.

Sally Plumb

This report was approved by the Board on 11th September 2018

Jason Clark

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

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2018 which are set out on page 6 to 14.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I 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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

accounting records were not kept in respect of the charity as required by section 130 of the Act; or

the accounts do not accord with those records; or 2.

the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the 3. accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.

Anna Goodwin

11th September 2018

Anna Goodwin Accountancy Limited **FCCA** 47 William Street Walsall WS4 2AX

Statement of Financial Activities for the year ended 31 March 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2018 £	Total 2017 £
Incoming Resources						
Incoming resources from generated funds:						
Voluntary income						
Donations and gifts	2	68,943			68,943	45,846
Activities for generating funds:						
Merchandising income	3	10,983			10,983	19,909
Investment income	4	0			0	100
Incoming resources from charitable activities						
Grants:						
Blg Lottery Fund – Reaching Communitles			133,039		133,039	84,571
Birmingham City Council			59,109		59,109	46,988
Birmingham CSP			20,000		20,000	20,000
Brook Trust			0		0	17,598
BBC Children in Need			42,483		42,483	31,083
CSA Centre			11,802		11,802	0
Eveson Charitable Trust			674		674	1,326
Forward Thinking Birmingham (FTB) CSAE			4,500		4,500	0
Project						_
Henry Smith			44,800		44,800	0
Home Office			0		0	20,000
Lloyds Community			0		0	3,000
Lloyds Bank Foundation - England & Wales			24,966		24,966	24,966
Ministry of Justice Rape Support			87,624		87,624	84,000
PCC Victims Fund			189,380		189,380	72,772
People's Postcode Lottery			9,601		9,601	709
PSARC			7,700		7,700	1,250
Roughley			2,000		2,000	, 0
Tampon Tax			24,173		24,173	0
This Girl Can			. 0		0	66
Transform			0		0	26,853
UHBFT			245,416		245,416	237,100
			,		·	
Total incoming resources		79,926	907,267		987,193	738,137
Total tilonining roscaross		, 0,020				
Resources expended						
Cost of generating funds:						
Fund-raising costs		2,280	28,349		30,629	36,085
Merchandising costs		568	20,0.0		568	438
Merchandiering desta		2,848	28,349		31,197	36,523
		<u> </u>	20,040			30,020
Objects bloom of the same		67,879	770,128		838,007	775,673
Charitable activities					24,248	25,490
Governance costs		1,964	22,284		24,240	20,400
			700.440		000.055	004.460
		69,843	792,412		862,255	801,163
Total resources expended	5	72,691	820,761		893,452	837,686
·						
Net incoming/(outgoing) resources		7,235	86,506		93,741	(99,549)
		,	•			• •
Net movement in funds						
Fund balances brought forward at 1 April		88,526	39,397		127,923	227,472
Restated					<u> </u>	
Fund balances carried forward at 31 March		95,761	125,903		221,664	127,923
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All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

Charity Balance Sheet as at 31 March 2018

	Notes	2018 £	2017 £
Fixed Assets Tangible assets	8	6,830	6,027
	-	6,830	6,027
Current assets Debtors Cash at bank and in hand	9	103,415 309,174	153,157 257,855
	-	412,589	411,012
Creditors: amounts falling due within one year	10	(197,755)	(289,116)
Net current assets		214,834	121,896
Total assets less current liabilities		221,664	127,923
Net assets		221,664	127,923
Funds:			
Unrestricted funds General funds		95,761	88,526
Restricted funds	12	125,903	39,397
Total funds		221,664	127,923

The financial statements on pages 6 to 14 were approved and authorised for issue by the trustees on 11th September 2018 and signed on their behalf by:

Sally Plumb

Jason Clark

Statement of Cash Flows as at 31 March 2018

	Notes	2018 £	2017 £
Cash flow from operating activities Surplus/(Deficit) for the year		93,741	(99,549)
Adjustments for: Interest receivable Depreciation of tangible fixed assets		0 1,727 49,742	(100) 2,294 75,141
Decrease in debtors (Decrease)/Increase in creditors		(91,361)	126,337
Net cash flow from operating activities	_	53,849	104,123
Cash flow from Investing activities Payments to acquire tangible fixed assets Interest received		(2,530) 0	(4,446) 100
Net cash flow from Investing activities	. 	(2,530)	(4,346)
Net increase in cash and cash equivalents		51,319	99,777
Cash and cash equivalents at 01/04/2017		257,855	158,078
Cash and cash equivalents at 31/03/2018	_	309,174	257,855

Notes forming part of the financial statements for the year ended 31 March 2018

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act and UK Generally Accepted Practice as it applies from 1 January 2015.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

Incoming resources

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

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

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

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

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

Resources expended

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

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

Pensions

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

Accrued Income

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

Deferred income

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

Tangible fixed assets and depreciation

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

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

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

Debtors and creditors receivable/payable within one year

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

Finance and operating leases

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

2 Donations and gifts

	2018	2017
	£	£
Individuals	14,987	10,391
Corporate/organisation donors	33,381	11,125
Donated services	20,488	24,330
Gift Ald	87	0
<u> </u>	68,943	45,846

3 Merchandising income

3	Mel Chandiang inc	Counselling £	Events £	Training £	Sale of purchased goods through Arts with hearts £	Total 2018	Total 2017
Me	erchandising income	3,110	4,090	2,930	853	10,983	19,909

4 Investment income

	2018	2017
	£	£
Interest receivable	-	100

5 Total resources expended

	Staff Costs	Other Direct	Other Allocated Costs	Total 2018	Total 2017
	£	Costs £	£	£	£
Fundraising costs	19,659	10,970		30,629	36,085
Charitable activities	647,372	190,635		838,007	775,673 438
Merchandising costs Governance costs		568 24,248		568 24,248	25,490
Total resources expended	667,031	226,421	0	893,452	837,686
Other direct costs include:				£	£
Independent examiner's fee				3,600	3,000
Accountancy and other services				10,815	11,279
Depreciation – on owned assets				1,727	2,294

6 Trustees' remuneration

The trustees neither received nor waived any emoluments during the year (2017: £Nil).

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

7 Staff costs 2018 2017 £ £ Wages and salaries Social security costs Pension costs and DWP 2018 2017 £ £ 42,476 41,626 7,898 5,334	Travel	2018 £ 621	2017 £ 372
Wages and salaries 616,349 542,476 Social security costs 42,784 41,626 Pension costs and DWP 7,898 5,334	7 Staff costs		
Wages and salaries 42,784 41,626 Social security costs 7,898 5,334 Pension costs and DWP 5,334			
Social security costs 7,898 5,334 Pension costs and DWP	144 Jana de Jana	616,349	
Pension costs and DWP	Wages and salanes		
667,031 589,436	Social security costs Pension costs and DWP	7,898	5,334
		667,031	589,436

No employee received emoluments of over £60,000 in the year (2017: Nil)

The average number of staff employed 52 (in 2017: 43)

The average number of employees, calculated on a full-time equivalent basis was 28 (In 2017: 23).

8 Tangible fixed assets	Project and office equipment £	Computer Equipment £	Total £
Cost At 1 April 2017 Additions	35,934 1,006	19,782 1,524	55,716 2,530
At 31 March 2018	36,940	21,306	58,246
Depreciation At 1 April 2017 Charge for year	32,978 828	16,711 899	49,689 1,727
At 31 March 2018	33,806	17,610	51,416
•			
Net book value At 31 March 2018	3,134	3,696	6,830
At 31 March 2017	2,956	3,071	6,027
9 Debtors	·		
		2018	2017
		£	£ 330
Trade debtors		20,485 43,872	43,872
Redundancy reserve		39,058	107,463
Prepayments and other accrued income		0	1,492
Wages control			•
		103,415	153,157
10 Creditors: amounts falling due within one	/ear		
		2018	
		£	
Trade creditors		13,240	
Taxation and social security costs		13,927	
Accruals and deferred income		168,129	
Wages control		405	
Pension		2,054	. 0
·		197,755	289,116

11 Other financial commitments 2018 £ £ At the year-end there are annual commitments under non-cancellable operating leases as set out below: Operating leases which expire: within one year within two to five years 2018 £ £ £ 66,245 £ 66,245 55,772 85,030

12 Funds held - restricted

Adults & Communities Directorate – Birmingham City Council	To support adult survivors & the people supporting them
CYPFD- Birmingham City Council	To support children, young people, parents & families
Birmingham CSP	To support victims of sexual abuse or violence through Independent Sexual Violence Advocates (ISVAs)
BBC Children in Need	To fund children's independent sexual violence advocates (ISVAs) to support sexually abused children
Centre of Expertise on Child Sexual Abuse (CSA)	To develop a Theory of Change to better evidence the outcomes that children achieve as a result of accessing our services
Forward Thinking Birmingham (FTB) CSAE Project	To scope a package of training and support across the FTB workforce
Henry Smith	To offer counselling and support to asylum seeker and refugee survivors
Lloyds Bank Foundation England and Wales	To support adult survivors through counselling
MOJ - Rape Support Fund	To support the running costs of services for female survivors of sexual violence and abuse
Big Lottery Fund: Reaching Communities	To support running costs for counselling services to decrease waiting times
Eveson Charitable Trust	To support the counselling service for children
People's Postcode Lottery	To support survivors of abuse through self-help resources and services
Paediatric Sexual Assault Service from NHS England	To support child survivors of abuse through crisis intervention
Roughley Trust	To fund a support worker for asylum seeker and refugee survivors
Tampon Tax Fund – Dept. for Digital, Culture, Media & Sport	To support/improve lives of female sex workers at risk of sexual abuse/exploitation, or those already affected.
University Hospitals Birmingham Foundation Trust (UHBFT)	To provide ISVA services to survivors of all genders and also specialist training within Umbrella Sexual Health
West Midlands PCC	To support survivors of sexual abuse through advocacy, counselling, helpline and group support.

13 Analysis of group net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total £
Fund balances at 31 March are represented by: Tangible fixed assets Current assets Current liabilities Total net assets	6,830 258,370 (139,297) 125,903		154,219 (58,458) 95,671	6,830 412,589 (197,755) 221,664

14 Related party transactions

During the year, no transactions were made. In the year ended 31 March 2017 the Birmingham Rape and Sexual Violence Project paid for accountancy fees of £300 on behalf of the RSVP (West Midlands) Limited.