

Charity number: 1049759

**SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE  
(BURTON & DISTRICT)**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 MARCH 2019**



# **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

## **CONTENTS**

	<b>Page</b>
Reference and administrative details of the charity, its trustees and advisors	1
<b>Trustees' Report</b>	
Trustees of the Charity / Objectives and activities	2
Achievements and performance / Financial review	3
Structure, governance and management	4
Reserves policy / Public benefit statement	5-7
Trustees' responsibilities statement	7
Chairman's report	8
<b>Financial Statements</b>	
Independent Examiner's report to the Trustees	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12

## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS**

#### **Name of charity**

Sexual and Domestic Abuse and Rape Advice Centre (Burton & District), known as SARAC

#### **Registered charity number**

1049759

#### **Address for correspondence**

PO Box 3  
Burton upon Trent  
Staffordshire  
DE14 1ZT

#### **Trustees**

Sonia Andjelkovic  
Jo Drummond-Child  
John McKiernan  
Mary Bright

#### **Chief Executive**

Tracey Hardie

#### **Accountants and Independent Examiners**

Sibbalds Limited  
Chartered Accountants and Business Advisers  
Oakhurst House  
57 Ashbourne Road  
Derby  
Derbyshire  
DE22 3FS

#### **Solicitors**

Smith Partnership  
45 High Street  
Burton upon Trent  
Staffordshire  
DE14 1JP

#### **Bankers**

Barclays Bank  
22-23 High Street  
Burton upon Trent  
Staffordshire  
DE14 1HU

Charities Official Investment Fund  
St Alphage House, 2 Fore Street  
London  
EC2Y 5AQ

## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **TRUSTEES' REPORT**

The Trustees are pleased to present their report and the financial statements of the Charity for the year ended 31 March 2019. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), in preparing the annual report and financial statements of the Charity.

#### **Trustees of the Charity**

The trustees who have served during the year and since the year end were as follows:

Councillor Patricia Ackroyd (Chair – Resigned September 2018)

Beverley Haywood (Vice-Chair – Appointed Chair September 2018 – Resigned August 2019)

John Southwell (Treasurer & Trustee – Resigned October 2018)

Sonia Andjelkovic (Trustee – Appointed Chair September 2019)

Celia Mahon (Trustee – Resigned September 2018)

Tracey Williams (Trustee – Resigned September 2018)

Debbie Tristram (Trustee – Resigned October 2018)

Jo Drummond-Child (Trustee – Appointed May 2018)

John McKiernan (Trustee – Appointed January 2019)

Mary Bright (Trustee – Appointed October 2019)

#### **Objectives and activities**

The Charity's objects are defined as follows:

(A) To relieve the mental and physical distress of any person within Burton upon Trent and its environs who have been subject to any degree of sexual and/or domestic abuse, coercion or harassment through the provision of advice, counselling, assistance and other support services.

(B) To promote education in Burton upon Trent and its environs by raising awareness in matters relating to sexual and domestic violence and its impact on individuals and the community in respect of psychological, social, economic and cultural considerations.

The Charity has set the following aims and objectives to achieve over the coming year and will be looking to review that these accurately reflect the services provided in 2019-20:

(A) Provide advice, counselling, assistance and other support services to any person aged over 11 years within Burton-on-Trent and its environs who has been subject to any degree of sexual abuse, coercion or harassment, and to others (i.e. secondary survivors) affected by such abuse.

(B) Deliver a quality telephone and face-to-face counselling service, with the aim of relieving the mental and physical distress of its clients and enabling them to move forward in their lives.

(C) Deliver outreach services to the community and elsewhere when possible.

(D) Ensure that SARAC's volunteers and staff are well trained to deliver its services.

(E) Actively promote education and awareness in the region on the subject of sexual and/or domestic violence and its impact on individuals and the community, having regard to relevant psychological, social, economic and cultural considerations. This will be achieved by the publication and issue of leaflets or other documents, and the holding of training events, exhibitions and meetings, with a view to advising service users of the work of SARAC.

(F) Work with appropriate partners in research and developmental projects and disseminate the results of such work.

(G) Work in partnership with other private, public and voluntary organisations to achieve these aims.

(H) Ensure the necessary funding is in place to deliver these aims.

## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **TRUSTEES' REPORT**

#### **Achievements and performance**

The financial year has been positive overall in terms of what the organisation has achieved. We still have a high demand for the services, although between April 2018 and March 2019, we have seen a decrease in the number of new referrals received from 213 to 193 however, there was no clear reason for the decrease, and this has not continued as a trend. With support via the helpline continuing to increase, as well as demand for the young person's service remaining, SARAC compares very favourably with other similar charities in terms of services offered which suggests good value for money. This is also reiterated in our evaluation feedback.

We continue to provide volunteers with the opportunity to complete our in-depth in-house training equipping them to work in this specialist sector. Upon completion of our training, volunteers will have the equivalent of an A-level in specialist support services for rape and sexual abuse. The demand for our adult services has been supported by the recruitment of 23 new volunteers to meet the demand for adult services as well as a number of additional services that are being considered for the future, with group support provision being considered to meet the demands of our clients and a new database for data analysis which has been further developed.

As always, the challenges of securing funding remains a risk and the Chief Executive continues to source appropriate funding to sustain the centre. There are plans to expand the service provision of the centre through 2019 in particular, via a wraparound holistic centre called Co-Co (Compassionate Communities of Burton) which provides a multipurpose hub to expand our reach into the local community even further, for which funding has been sourced, and this will enable the organisation to provide additional wellbeing services for clients. CoCo was opened with the objective of providing different modalities of support for clients and also bringing the community together to better understand trauma and its effects. Clients and the public have shown interest and participated in pop up shops. Holistic activities such as yoga, dance and drumming have been well received but not regularly supported; location, cost and timing is cited as being a blocker. Clients have also expressed through surveys a desire for group activities; however resources have meant that we were not able to offer this in the reporting period. SARAC have continued to develop, change and grow over the year, however, we remain increasingly aware of the requirement for our services to continue, offering ongoing support to survivors of sexual abuse, rape and exploitation, which we hope to provide over the next financial year and in the future.

#### **Financial review**

We are extremely grateful to Sibbalds Limited whom we have appointed to examine the financial statements and wish to thank all involved for their advice and help with this process. The financial statements will be submitted to the Charities Commission accordingly. Copies of the report will also be submitted to our funders. As with all our funding, this enables SARAC to continue assisting victims and survivors of abuse and to develop the services we can offer to support clients. Without their financial support, we would be unable to continue to provide our services and thank all our funders for their valuable contributions.

The balance brought forward for the year 2018-19 was £238,895 and our income for the year totalled £238,961. Our unrestricted income totalled £4,563. Our total spending during the year was £278,884.

We are extremely grateful to those who have supported SARAC via donations from clients, services to other professionals and payment for services rendered to schools which support the running costs of the centre. The closing balance in the general fund was £36,889 however the reserves levels are much needed.

The total closing balance in the restricted and unrestricted funds amounted to £198,972.

## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **TRUSTEES' REPORT**

#### **Structure, governance and management**

The Trustees are governed by a Charitable Trust Deed dated 3 March 2003:

(A) The Charity shall be managed by a Management Committee which shall be the charity trustees of the Charity within the meaning of the Section 97 of the Charities Act 1993.

(B) The members of the Management Committee shall be elected each year from the general membership of the Charity at the Annual General Meeting of the Charity, and shall hold office from the conclusion of that Meeting.

(C) The Management Committee shall consist of not less than four members nor more than twelve members, including the honorary officers specified in Clause F.

(D) Where a representative of a member organisation is elected to the Management Committee at Annual General Meeting, and is to serve on the Committee for the ensuing year as representative of the member organisation, this shall be reported.

(E) In the event of any application for representation on the Management Committee being received from any member organisation, the Committee may, by a resolution passed by a majority of not less than two-thirds of all the members of the Committee, and for so long as the Committee shall determine, allow such organisations to appoint a representative, or an additional representative, to serve on the Committee.

(F) Any organisation having representation on the Management Committee may appoint a deputy, without power to vote, to replace a representative who is unable to attend a particular meeting of the Committee.

(G) The Management Committee may from time to time co-opt persons having special knowledge or experience of its work to serve on the Committee, provided that the co-opted members shall not exceed one-fourth of the total membership of the Committee. Such members shall have power to vote at all meetings.

(H) No member of the Management Committee shall receive remuneration from the Charity or the Committee in any capacity, reasonable and proper expenses excepted, or be interested in the supply of works or goods at the cost of the Charity or the Committee.

(I) Every member of the Management Committee shall hold office until the end of the Annual General Meeting next following the date of their election or appointment.

(J) The Management Committee may invite any person to attend any of its meetings as an observer without power to vote.

(K) The proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to elect or appoint, or any defect in the election or appointment or qualification, of a member of the said Management Committee.

## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **TRUSTEES' REPORT**

#### **Reserves policy**

The Trustees consider an appropriate level of reserves should be held to ensure the Charity has sufficient resources to meet this ongoing expenditure and to allow time for reorganisation in the event of an unforeseen increase in expenditure or liabilities or an unexpected downturn in income or asset values.

For this purpose the Trustees consider that sufficient resources should amount to no less than £134,500.

The Trustees have made an assessment of the risks and other issues facing the Charity and have considered it prudent to set a target level of reserves at an amount equivalent to an estimation of twelve months operating expenses.

The Reserves Policy is reviewed annually by the Committee.

The amount held as Reserves at 31 March 2019 amounted to £198,972 of which £36,889 was held in the General Fund.

The Trustees have recognised the need to designate certain amounts held within General Funds to meet future commitments. The need for these Designated Funds and the amounts designated are reviewed annually.

The Charity's governing document does not require the Trustees to maintain a minimum level of funds for future operations, however in accordance with best practice the Trustees have designated funds of approximately one year's expenditure to meet future commitments.

#### **Public benefit statement**

Our main activities and who we try to help through our charitable activities focus on the provision of an adult service which supports any victims/survivors and secondary survivors (i.e. people supporting victims/survivors) over the age of 18. The main services offered are:

- emotional support calls via a Helpline Service, face-to-face support and advice services via an ISVA (Independent Sexual Violence Advisor)
- provision of a Young Persons Service which supports any victims/survivors and secondary survivors between the ages of 11 and 18 years of age offering one to one emotional support, awareness raising and drop-in sessions and workshops at schools and colleges.

These activities are to relieve the mental and physical distress of any person within East Staffordshire and South Derbyshire who have been subject to any degree of sexual abuse, coercion or harassment and are undertaken to further our charitable purposes for the public benefit.

#### **Who used and benefited from our services?**

Most of our referrals are from Burton and Tamworth. We have both a service for adults and for young people.

## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **TRUSTEES' REPORT**

#### **Public benefit statement (continued)**

##### *Adult Services*

The helpline service focuses primarily on supporting clients over the telephone on a weekly basis for approximately 2-3 months. The volunteer team support clients often presenting with complex needs in order to prepare them for face-to-face sessions upon completion of the helpline support. Ensuring that volunteers are able to fulfil their role professionally is achieved through regular upskilling and supervision, as well as case conference sessions. Helpline volunteers provide emotional support and are aware of the boundaries required to ensure that clients receive ethical support.

We have had an average of 11 volunteers working on the helpline over the year. Volunteers have completed an average of 94 hours on the helpline each month.

A total of 6483 calls were managed by the team through the helpline: 1703 calls were received, and 4780 calls made from the centre. This is an increase of 447 from the previous year. The adult waiting list remains under 3 months. When a client is due for face-to-face session, a further assessment is undertaken by the volunteer coordinator and service manager to review the suitability of clients to begin face-to-face sessions. We offer 12 weekly 1hr sessions of face-to-face support with a volunteer who is qualified to at least a Level 4 in counselling or equivalent at the centre.

Some clients choose to remain on the helpline for a longer period before accessing face-to-face services and others find the helpline is supportive enough and no longer require face-to-face at all.

Our fully trained Adult ISVA support is also the helpline coordinator. They have a maximum capacity for 12 ISVA clients at any one time. They are overseen by the services manager who has been trained to fulfill duties of an ISVA manager. Over the year, an average of 8 volunteers have provided face-to-face support to clients.

A total of 665 hours of face-to-face support was provided to clients, and the number of clients waiting to access face-to-face support averaged 54 clients per month. Evaluations are taken from clients which showed that 66 clients had seen a reduction in self harm and mental distress, 46 clients had re-engaged with education, hobbies or volunteering and 55 had felt an overall improvement in their quality of life.

##### *Young Persons Services*

SARAC's dedicated service for young people has continued to support people aged 11-18 and families who have been affected by rape and sexual abuse.

Most referrals are received via education services and most new clients are based in Burton, with 43% of new referrals being in this area during this period. The Young Persons Service works across a variety of platforms to deliver services to clients providing educational awareness, workshops and drop-in service. The Young Persons team has provided educational workshops across schools in Burton, South Derbyshire, Lichfield and Tamworth over the year, working with 299 young people; 4831 young people attended awareness sessions, with 160 young people accessing drop-in sessions compared to 93 in the previous year. The Young Persons team have worked to develop the material being delivered in schools to cover a wider variety of topics, including pornography, consent, rape myths and self-esteem/self-compassion. This is in response to schools now providing more support about healthy relationships, etc., through the continuing introduction of the new PHSE curriculum.



## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **TRUSTEES' REPORT**

#### **Public benefit statement (continued)**

Safe spaces for sessions are arranged discreetly, either in a professional setting, where a young person feels comfortable at school, or at the centre. Meeting space is also provided across Swadlincote, Tamworth, Lichfield, and Uttoxeter outside of these settings. This year, 920 hours of support were provided to 516 young people.

Of the clients who completed evaluations 87% reported improved mental health, 91% reported reduced levels of depression and anxiety and 91% reported increased levels of self-esteem and confidence. Young Persons ISVA support was provided to 76 young people.

#### **Trustees' responsibilities statement**

The Trustees 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).

The law applicable to charities in England and Wales 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 Charity and of the incoming resources and application of resources of the Charity 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 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the 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 Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **TRUSTEES' REPORT**

#### **Chairman's report**

Although I did not become Chair until the end of this financial period, I was a member of the Board of Trustees, so I have written this report in that light.

Each year, the demand for our services continues to grow and we strive to expand those services to meet those needs. Rape and sexual abuse can be committed against anyone regardless of their age, gender, race, religion, sexual orientation, culture or social status. Living with the consequences of rape and sexual abuse can be devastating. At SARAC, we believe that all survivors are entitled to receive the best possible response to their needs.

This year we have begun the process of becoming a CIO which will bring greater protection to the charity and encourage more people to join the Board bringing with them skills which will be able to take the charity forward. There have been a number of Trustees who have moved on, but we are recruiting new members to the Board. We continue to use the additional space for the "wrap around support" and have had a number of pop-up shops in the CoCo building.

We have also been involved with a number of schools; providing face-to-face, whole school assemblies as well as workshops for smaller groups. The work which our Young Persons Service provide has been highly valued by local schools and is continuing to grow.

We also continue to offer an Independent Sexual Adviser Service offering information and advice for those who are going to trial. We are one of the few services locally who offer this service.

We could not do all of this without the dedicated work of our staff and team of volunteers, who work untiringly to assist those in need. I sincerely thank them all, on behalf of the trustees, for all they do on behalf of the Charity. In addition, we thank the generosity of our funders who have responded to the vision that the trustees have for the charity.

We are seeking to offer future alternative avenues for support and amplify voices through cross sector partnerships and look forward to developing this vision in the forthcoming year to enable us to continue to respond to our beneficiaries' needs and the increased demand for our support and services.



**Sonia Andjelkovic**  
Acting Chair of SARAC

Date 27/11/19.....

## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **Independent Examiner's report to the Trustees of the Sexual and Domestic Abuse and Rape Advice Centre (Burton & District)**

I report to the Charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2019.

#### **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').

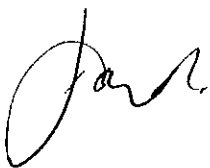
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. 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 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.



**David Bowler FCCA CTA**  
Sibbalds Limited  
Chartered Accountants and Business Advisers  
Oakhurst House  
57 Ashbourne Road  
Derby  
Derbyshire  
DE22 3FS

Date .....6/1/20.....

# SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)

## STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) for the year ended 31 March 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total Funds 2019 £	Total funds 2018 £
<b>Incoming resources</b>					
<b>Voluntary income</b>					
Grants	2	-	234,398	234,398	222,261
Donations and legacies		1,957	-	1,957	17,785
<b>Incoming resources from charitable activities</b>					
Income from contracted services		2,121	-	2,121	246
<b>Activities to generate funds</b>					
Fund raising events		323	-	323	975
		4,401	234,398	238,799	241,267
<b>Investment income</b>					
Deposit account interest		162	-	162	-
<b>Total incoming resources</b>		4,563	234,398	238,961	241,267
<b>Resources expended</b>	4				
Staff costs	5	-	208,324	208,324	182,380
Supervision and training		1,433	3,905	5,338	4,702
Travel and childcare expenses		-	10,590	10,590	14,111
Rent and rates		-	2,322	2,322	5,846
Heat and light		-	(448)	(448)	3,043
Insurance		-	1,754	1,754	2,016
Water rates		-	185	185	329
Repairs and renewals		-	637	637	5,255
CoCo services		-	602	602	-
Postage, stationery and telephone		-	7,778	7,778	13,472
IT and social media costs		-	13,689	13,689	16,338
Bookkeeping and payroll costs		-	935	935	930
Professional charges		-	12,720	12,720	13,664
Independent examination	6	3,240	-	3,240	1,440
Subscriptions and affiliations		-	559	559	-
Depreciation		8,738	-	8,738	8,112
Miscellaneous costs		-	1,891	1,891	1,639
Bank charges		30	-	30	-
<b>Total resources expended</b>		13,441	265,443	278,884	273,277
<b>Net movement in funds</b>	13	(8,878)	(31,045)	(39,923)	(32,010)
<b>Total funds brought forward</b>	13	45,767	193,128	238,895	270,905
<b>Total funds carried forward</b>	13	36,889	162,083	198,972	238,895

The notes form part of these financial statements

## SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)

### BALANCE SHEET as at 31 March 2019

	Notes	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	8	43,174	32,698
		<u>43,174</u>	<u>32,698</u>
<b>Current assets</b>			
Debtors	9	23,088	68,794
Cash at bank and in hand		136,442	139,101
		<u>159,530</u>	<u>207,895</u>
<b>Creditors: amounts falling due within one year</b>	10	3,732	1,698
<b>Net current assets/(liabilities)</b>		<u>155,798</u>	<u>206,197</u>
<b>Net assets/(liabilities)</b>		<u>198,972</u>	<u>238,895</u>
 <b>Charity funds</b>			
Restricted funds	13	162,083	193,128
Unrestricted funds	13	36,889	45,767
<b>Total charity funds/(deficit)</b>	13	<u>198,972</u>	<u>238,895</u>

The financial statements have been prepared in accordance with the Charities SORP 2015 (FRS 102).

The financial statements were approved and authorised for issue by the Board of Trustees on ..... and were signed on its behalf by:



**Sonia Andjelkovic**  
Acting Chair of SARAC

27/11/19.

The notes form part of these financial statements

# **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

## **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019**

### **1 Summary of significant accounting policies**

#### **(a) General information and basis of preparation**

Sexual and Domestic Abuse and Rape Advice Centre (Burton & District), known as SARAC, is an unincorporated charity registered in England and Wales.

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

The charity constitutes a public benefit entity as defined by FRS 102. 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), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention.

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

#### **(b) Going concern**

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

#### **(c) Fund accounting**

Unrestricted funds 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 are set out in the notes to the financial statements.

#### **(d) Income recognition**

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019**

#### **(d) Income recognition (continued)**

Gifts in kind donated for distribution are included at fair value and recognised as a component of donations when it is distributed to the projects with an equivalent amount recognised as charitable expenditure.

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 Charity receives grants in respect of its projects. Income from government and other grants are recognised at fair value when the Charity has entitlement after any performance conditions have been met, it is probable that the income will be received, and the amount can be measured reliably. If entitlement is not met, then these amounts are deferred.

#### **(e) Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

#### **(f) Tangible fixed assets**

All assets costing more than £200 are capitalised.

Tangible fixed assets are stated at cost less accumulated depreciation.

Depreciation is provided at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold improvements	15% straight line
Office furniture and equipment	15% reducing balance
Computer equipment	20% straight line

#### **(g) Leases**

Rentals payable and receivable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### **(h) Tax**

The Charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

## SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019

#### 2 Grants

Grants were received as follows:

	2019 £	2018 £
Ministry of Justice Rape Support Fund	36,828	34,218
Ministry of Justice Victim and Witness Fund	-	31,500
Office of the Police and Crime Commissioner	85,176	85,176
Burton Breweries Charitable Trust Fund	65,427	48,646
J&O Lloyd Trust	7,135	8,991
Lloyds TSB	13,214	13,730
National Lottery Community	8,618	-
Consolidated Charity of Burton upon Trent	18,000	-
	<u>234,398</u>	<u>222,261</u>

All grants received are attributable to restricted funds.

#### 3 Purpose of the restricted funds

The purpose of the restricted funds are as follows:

Ministry of Justice Rape Support Fund – to provide a contribution towards the costs of running the centre.

Ministry of Justice Victim and Witness Fund – to provide a contribution towards the salaries and other staff related costs of the centre.

Office of the Police and Crime Commissioner – to provide a contribution toward staff salaries and running costs.

Burton Breweries Charitable Trust Fund – to cover the cost of the salaries of the Young Persons Services and with their continued funding, SARAC has continued to support those aged 11-18 and families who have been affected by rape and sexual abuse.

J&O Lloyd Trust – to provide a contribution towards the costs of running the centre.

Lloyds TSB – to fund the training and volunteer coordinator and provide expertise to help the organisation progress towards a sustainable future.

National Lottery Community – to support the distance travelled as an organisation, progress on the structure of the organisation, ensure that volunteers are trained, assist in how we are meeting the needs of people who have been affected by sexual abuse and our partnerships forged with other organisations.

Consolidated Charity of Burton upon Trent – to provide a contribution towards the costs of running the centre and provide us with the premises required to deliver our services at a charitable rental rate.



# SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019

### 4 Analysis of resources expended

	Ministry of Justice Rape Support Fund	Ministry of Justice Victim and Witness Fund	Office of the Police and Crime Commis- sioner	Burton Brewer- ies Charita- ble Trust Fund	J&O Lloyd Trust	Lloyds TSB	National Lottery Communi- ty	Consoli- dated Charity of Burton upon Trent	General funds	Total
	£	£	£	£	£	£	£	£	£	£
Staff costs	14,012	31,770	56,154	86,039	7,135	13,214	-	-	-	208,324
Supervision and training	1,953	-	1,952	-	-	-	-	-	1,433	5,338
Travel and childcare expenses	3,328	-	3,329	3,933	-	-	-	-	-	10,590
Rent and rates	994	-	994	334	-	-	-	-	-	2,322
Heat and light	(224)	-	(224)	-	-	-	-	-	-	(448)
Insurance	877	-	877	-	-	-	-	-	-	1,754
Water rates	93	-	92	-	-	-	-	-	-	185
Repairs and renewals	318	-	319	-	-	-	-	-	-	637
CoCo services	301	-	301	-	-	-	-	-	-	602
Postage, stationery and telephone	3,889	-	3,889	-	-	-	-	-	-	7,778
IT and social media costs	2,345	-	2,344	-	-	-	-	9,000	-	13,689
Bookkeeping and payroll costs	467	-	468	-	-	-	-	-	-	935
Professional charges	1,860	-	1,860	-	-	-	-	9,000	-	12,720
Independent examination	-	-	-	-	-	-	-	-	3,240	3,240
Subscriptions and affiliations	280	-	279	-	-	-	-	-	-	559
Depreciation	-	-	-	-	-	-	-	-	8,738	8,738
Miscellaneous costs	945	-	946	-	-	-	-	-	-	1,891
Bank charges	-	-	-	-	-	-	-	-	30	30
<b>Total</b>	<b>31,438</b>	<b>31,770</b>	<b>73,580</b>	<b>90,306</b>	<b>7,135</b>	<b>13,214</b>	<b>-</b>	<b>18,000</b>	<b>13,441</b>	<b>278,884</b>

## **SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019**

#### **5 Staff costs and employee benefits**

The total staff costs and employee benefits were as follows:

	2019 £	2018 £
Wages and salaries	192,274	169,797
Social security	13,368	11,636
Defined contribution pension costs	2,682	947
	<u>208,324</u>	<u>182,380</u>

The average monthly number of employees during the year was 9 (2018 - 8).

No employees received total employee benefits (excluding employer pension costs) of more than £60,000 in either year.

#### **6 Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examination fee of £1,440 (2018 - £1,440) and charges in respect of preparing the accounts of £1,800 (2018 - £Nil).

#### **7 Trustees' and key management personnel remuneration and expenses**

The trustees neither received nor waived any remuneration during either year.

The trustees did not have any expenses reimbursed during either year.

# SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019

### 8 Tangible fixed assets

	Leasehold improvements £	Office furniture and equipment £	Computer equipment £	Total £
Cost:				
At 1 April 2018	26,486	19,745	14,899	61,130
Additions	19,214	-	-	19,214
Disposals	-	(1,601)	(4,532)	(6,133)
At 31 March 2019	45,700	18,144	10,367	74,211
Depreciation:				
At 1 April 2018	836	14,139	13,457	28,432
Charge for the year	6,855	1,170	713	8,738
Eliminated on disposals	-	(1,601)	(4,532)	(6,133)
At 31 March 2019	7,691	13,708	9,638	31,037
Net book value:				
At 31 March 2019	38,009	4,436	729	43,174
At 31 March 2018	25,650	5,606	1,442	32,698

### 9 Debtors

	2019 £	2018 £
Prepayments and accrued income	23,088	68,794

## SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019

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

	2019 £	2018 £
Other creditors	492	258
Accruals and deferred income	3,240	1,440
	<u>3,732</u>	<u>1,698</u>

#### 11 Leases

Operating leases - lessee

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2019 £	2018 £
Not later than one year	18,858	3,695
Later than one and not later than five years	11,567	28,025
Later than five years	-	-
	<u>30,425</u>	<u>31,720</u>

#### 12 Related party transactions

There were no related party transactions during either year.

## SEXUAL AND DOMESTIC ABUSE AND RAPE ADVICE CENTRE (BURTON & DISTRICT)

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019

#### 13 Fund reconciliation

##### Unrestricted funds

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2019 £
General funds	45,767	4,563	(13,441)	-	36,889

##### Restricted funds

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2019 £
Ministry of Justice Rape Support Fund	42,651	36,828	(31,438)	-	48,041
Ministry of Justice Victim and Witness Fund	31,770	-	(31,770)	-	-
Office of the Police and Crime Commissioner	60,857	85,176	(73,580)	-	72,453
Burton Breweries Charitable Trust Fund	57,850	65,427	(90,306)	-	32,971
J&O Lloyd Trust	-	7,135	(7,135)	-	-
Lloyds TSB	-	13,214	(13,214)	-	-
National Lottery Community	-	8,618	-	-	8,618
Consolidated Charity of Burton upon Trent	-	18,000	(18,000)	-	-
	193,128	234,398	(265,443)	-	162,083
<b>Total</b>	238,895	238,961	(278,884)	-	198,972