

# **Birmingham Rape and Sexual Violence Project**

Report and Financial Statements

Year ended: 31 March 2019

Charity no: 508669

**Legal and administrative information**  
Charity Registration Number: 508669

**Trustees:**

Sally Plumb – Joint Chair (Appointed 11/09/18)  
Jason Clark – Joint Chair (Appointed 11/09/18)  
Nigel Burbidge  
Simon Bateman  
Rachel Scott  
Ramen Dhillon  
Patrick Longley – Treasurer  
Mandeep Hayre (appointed 22/02/19)

**Key Management Personnel:**

Lisa Thompson, Chief Executive Officer  
Anjella Darcy, Head of Counselling and Well Being Services  
Sarah Lafford, Head of Business Development  
Yvonne Langham, Head of ISVA services

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

**Accountant:** Anna Goodwin Accountancy Limited, Certified Accountants

**Auditors:** Feltons, 8 Sovereign Court, 8 Graham Street, Birmingham, B1 3JR

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

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

## **Trustees' Annual Report for the year ended 31 March 2019 (continued)**

### **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 RSVP's 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 an interview and DBS check, provide two references, meet the RSVP team 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 or 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 Leadership team have a meeting every fortnight and also provide written reports to the trustees every quarter.

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.

### **Related parties and co-operation with other organisations**

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with a client or supplier must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. Related party transactions in the current year are described in note 15 to the accounts.

### **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. 1,835 adults were supported via our main counselling service from RSVP premises compared to last year when 1,709 were supported, and the previous year when 1,367 were supported representing an increase of just over 7% from last year and a bigger increase of over 34% from the previous year.

We also supported an additional:

- 187 adults through counselling at our outreach sites, increased from 55 adults the year before, a massive 240% increase.
- 98 adults through telephone counselling, increased from 34 the year before, a huge 188% increase.
- 356 children through crisis counselling and longer term counselling, compared to last year when we supported 190 children and 62 the year before, representing a phenomenal 474% growth in need over 2 years.

## **Trustees' Annual Report for the year ended 31 March 2019 (continued)**

### **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 £56,001 compared with net incoming resources of £93,741 in 2018. This increase is due to increased grant income received. At the end of the year total funds are £277,665 compared with £221,664 in 2018.

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

The principal risks and uncertainties and the plans and strategies adopted to manage these risks are described in the risk management section of the report below.

### **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 2019/20, as maintaining our growth and increasing RSVP's future sustainability will ensure that we can continue delivering core services and reach out to children and adults subjected to sexual violence, abuse and exploitation, more quickly.

### **Risk Management**

The Trustees have a risk management process which comprises:

- An annual review of the principal risks and uncertainties that the Charity faces.
- The establishment of policies, systems and procedures to mitigate those risks identified in the annual review.
- The implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. Key elements in the management of financial risk are a regular review of available liquid funds to settle debts as they fall due and active management of operational debtor and creditor balances to ensure sufficient working capital by the Trust.

### **Trustees responsibilities**

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 & 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.

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

### Opinion

We have audited the financial statements of Rape and Sexual Violence Project (the 'charity') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, Balance Sheet and Statement of Cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2019, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- *the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or*
- *the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.*

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

## Statement of Financial Activities for the year ended 31 March 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2019 £	Total 2018 £
<b>Incoming Resources</b>						
Incoming resources from generated funds:						
Voluntary income						
Donations and gifts	2	52,854			52,854	68,943
Activities for generating funds:						
Merchandising income	3	16,952			16,952	10,983
Incoming resources from charitable activities:						
Adult Sexual Assault Referral Centre (SARC)			3,650		3,650	
Big Lottery Fund – Reaching Communities			102,282		102,282	133,039
Birmingham City Council (inc. Children's Trust)			56,394		56,394	59,109
Birmingham CSP			20,000		20,000	20,000
Brook Trust			5,905		5,905	
BBC Children in Need			33,859		33,859	42,483
CSA Centre						11,802
Eveson Charitable Trust						674
Forward Thinking Birmingham (FTB) CSAE Project			(250)		(250)	4,500
GSK Impact Award 2018			30,000		30,000	
Garfield Weston			25,000		25,000	
Henry Smith			44,800		44,800	44,800
Lloyds Bank Foundation – England & Wales						24,966
Moseley Alternative Giving Campaign (MAGC)			400		400	
Ministry of Justice Rape Support			91,102		91,102	87,624
PCC Victims Fund			265,653		265,653	189,380
People's Postcode Lottery			8,508		8,508	9,601
P-SARC			9,250		9,250	7,700
Roughley						2,000
Sheldon Trust			9,900		9,900	
Tampon Tax			33,517		33,517	24,173
UHBFT			250,196		250,196	245,416
Wisdom Factory			900		900	
Zurich Trust			500		500	
<b>Total incoming resources</b>		<b>69,806</b>	<b>991,566</b>		<b>1,061,372</b>	<b>987,193</b>
<b>Resources expended</b>						
Cost of generating funds:						
Fund-raising costs		5,551	29,516		35,067	30,629
Merchandising costs		465			465	568
		<b>6,016</b>	<b>29,516</b>		<b>35,532</b>	<b>31,197</b>
Charitable activities						
		<b>16,418</b>	<b>953,421</b>		<b>969,839</b>	<b>862,255</b>
		<b>16,418</b>	<b>953,421</b>		<b>969,839</b>	<b>862,255</b>
<b>Total resources expended</b>	<b>4</b>	<b>22,434</b>	<b>982,937</b>		<b>1,005,371</b>	<b>893,452</b>
Net incoming resources		47,372	8,629		56,001	93,741
<b>Net movement in funds</b>						
Fund balances brought forward at 1 April 2018		95,761	125,903		221,664	127,923
Fund balances carried forward at 31 March 2019	12	143,133	134,532		277,665	221,664

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

**Statement of Cash Flows for the year ended 31 March 2019**

	2019 £	2018 £
<b>Cash flow from operating activities</b>		
Net incoming resources for the year	56,001	93,741
Adjustments for:		
Depreciation of tangible fixed assets	1,772	1,727
(Increase)/Decrease in debtors	(161,505)	49,742
(Decrease) in creditors	(85,048)	(91,361)
<b>Net cash flow from operating activities</b>	<b>(188,780)</b>	<b>53,849</b>
<b>Cash flow from investing activities</b>		
Payments to acquire tangible fixed assets	(215)	(2,530)
<b>Net cash flow from investing activities</b>	<b>(215)</b>	<b>(2,530)</b>
<b>Net (decrease)/increase in cash and cash equivalents</b>	<b>(188,995)</b>	<b>51,319</b>
<b>Cash and cash equivalents at 1 April 2018</b>	<b>309,174</b>	<b>257,855</b>
<b>Cash and cash equivalents at 31 March 2019</b>	<b>120,179</b>	<b>309,174</b>

**Notes forming part of the financial statements  
for the year ended 31 March 2019 (continued)**

**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	15% straight line
Computer equipment	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**

	2019	2018
	£	£
Individuals	16,651	14,987
Corporate/organisation donors	4,263	33,381
Donated services	31,872	20,488
Gift Aid	68	87
	<u>52,854</u>	<u>68,943</u>

**Donated services include:**

Equipment purchases £1,267 (2018: £nil)  
Professional fees £10,200 (2018: £nil)  
Fundraising event costs £605 (2018: £628)  
Hosted desktops £19,800 (2018: £19,800)  
Books and resources NIL (2018: £60)



**Notes forming part of the financial statements  
for the year ended 31 March 2019 (continued)**

**6 Trustees and key management personnel remuneration and expenses**

The Trust considers its key management personnel comprise the Chief Executive Officer, Head of Counselling and Well Being Services, Head of Business Development and Head of ISVA Services.

The total amount of employee benefits received by key management personnel were £161,543 and (2018: £156,076). These figures include gross salary, employer national Insurance and employer pension costs.

The trustees neither received nor waived any emoluments during the year (2018: £Nil).

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

	2019 £	2018 £
Travel	557	621

**7 Staff costs**

	2019 £	2018 £
Wages and salaries	699,387	616,349
Social security costs	49,347	42,784
Pension costs and DWP	11,786	7,898
	<u>760,520</u>	<u>667,031</u>

No employee received emoluments of over £60,000 in the year (2018: Nil)

The average number of staff employed was 51 (in 2018: 52)

The average number of employees, calculated on a full-time equivalent basis was 26.5 (In 2018: 28).

**8 Tangible fixed assets**

	Project and office equipment £	Computer Equipment £	Total £
<b>Cost</b>			
At 1 April 2018	36,940	21,306	58,246
Additions		215	215
<b>At 31 March 2019</b>	<u>36,940</u>	<u>21,521</u>	<u>58,461</u>
<b>Depreciation</b>			
At 1 April 2018	33,806	17,610	51,416
Charge for year	722	1,050	1,772
<b>At 31 March 2019</b>	<u>34,528</u>	<u>18,660</u>	<u>53,188</u>
<b>Net book value</b>			
<b>At 31 March 2019</b>	<u>2,412</u>	<u>2,861</u>	<u>5,273</u>
<b>At 31 March 2018</b>	<u>3,134</u>	<u>3,696</u>	<u>6,830</u>

**Notes forming part of the financial statements  
for the year ended 31 March 2019 (continued)**

**12 Analysis of funds**

	Balance at 1 April 2018	Incoming resources	Resources expended	Balance at 31 March 2019
	£	£	£	£
<b>Restricted funds</b>				
General fund	<u>125,903</u>	<u>991,566</u>	<u>(982,937)</u>	<u>134,532</u>
<b>Unrestricted funds</b>				
General fund	<u>95,761</u>	<u>69,806</u>	<u>(22,434)</u>	<u>143,133</u>
	<u>95,761</u>	<u>69,806</u>	<u>(22,434)</u>	<u>143,133</u>
<b>Total funds</b>	<u>221,664</u>	<u>1,061,372</u>	<u>(1,005,371)</u>	<u>277,665</u>

Name of fund	Description, nature and purpose of fund
<b>Restricted general fund</b>	Money given to the charity where the donor requires that a grant or donation be spent for a specific project or asset.
<b>Unrestricted general fund</b>	The free reserves of the charity which are not designated for particular purposes.

**Notes forming part of the financial statements  
for the year ended 31 March 2019 (continued)**

**14 Analysis of net assets between funds**

	Restricted funds	Unrestricted funds	Total
	£	£	£
Fund balances held at 31 March 2019 are represented by:			
Tangible fixed assets	5,273		5,273
Current assets	175,715	209,384	385,099
Current liabilities	(46,456)	(66,251)	(112,707)
Total net assets	<u>134,532</u>	<u>143,133</u>	<u>277,665</u>

**15 Related party transactions**

During the year, The Birmingham Rape and Sexual Violence Project paid for accountancy fees of £300 on behalf of the RSVP (West Midlands) Limited (£300 in 2018). At 31 March 2019, RSVP (West Midlands) Limited, was holding funds on behalf of Birmingham Rape and Sexual Violence Project which totalled £91,833 (2018: £45,453). These funds are held in a separate bank in the name of the limited company.