

COLCHESTER AND TENDRING WOMEN'S REFUGE

**DIRECTORS' AND TRUSTEES' REPORT
AND ACCOUNTS**

FOR THE YEAR ENDED 31ST MARCH 2012

**Company No: 02266883
Charity No: 1058295**

FRIDAY



LD3 *L1DK2903* #67
20/07/2012
COMPANIES HOUSE

COLCHESTER AND TENDRING WOMEN'S REFUGE

REPORT AND ACCOUNTS

CONTENTS

	Page
Officers and Professional Advisors	2
Directors' and Trustees' Report	3 – 6
Independent Auditor's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Accounts	10 – 18

COLCHESTER AND TENDRING WOMEN'S REFUGE

OFFICERS AND FINANCIAL ADVISORS

Directors	Dr J Freeman	- Chair
	N C McNichols	- Treasurer
	J Powell	
	C Rhatigan	
	T Elliott	(Res'n 24/05/11)
	C Dowman	(App't 11/07/11)
Secretary	J Powell	
Senior Management Team	A Taylor	- Executive Director
	A O'Toole	- Welfare Manager
	E Miller	- Finance & Admin Manager
	K Lee	- Children's Services Manager
	J Clifford	- Outreach Services Manager
Company Number	02266883	
Charity Number	1058295	
Registered Office	P O Box 40 Colchester Essex CO1 2XJ	
Auditors	Ramon Lee & Partners Kemp House 152/160 City Road London EC1V 2DW	
Bankers	National Westminster Bank Plc 25 High Street Colchester Essex C01 1DG	

COLCHESTER AND TENDRING WOMEN'S REFUGE

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2012

The Directors and Trustees present their report and audited accounts for the year ended 31st March 2012

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Colchester and Tendring Women's Refuge is registered as a company limited by guarantee and not having share capital. Its operations are governed by its memorandum and articles of association (M&AA)

The company was incorporated on 13th June 1988 and registered as a charity on 26th September 1996. The charity registration number is 1058295 and the company registration number is 02266883

Appointment of trustees

As set out in the Articles of Association the chair of Trustees (who are also directors of Colchester Tendring Women's Refuge for the purposes of company law) is nominated by Colchester & Tendring Women's Refuge

The Trustees in office in the year are set out on page 2. The Trustees have no beneficial interest in the company other than as members. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up. The Board has the power to appoint additional Directors

Trustee induction and training

The Trustees maintain a good working knowledge of charity and company law and best practice by attendance at charity and company courses run by outside providers. New Trustees are given copies of the memorandum and Articles of association and an induction folder and are encouraged to attend external courses

Organisation

The Charity's staff team comprises front line workers who report to their line managers (see page 2) who, in turn report to the refuge director. The refuge director reports to the Board of Trustees

Related Parties

The charity works closely with other similar organisations in the local area in pursuit of its charitable objects. None of the Trustees are trustees of these other organisations

Risk management

The Directors have identified the major risks to which the Charity is exposed and consider that the systems in place are adequate to mitigate those risks

Public Benefit statement

The Trustees consider that they have complied with Section 4 of the Charities Act 2006 with regard to the guidance on public benefit published by the Charity Commission and we hope that this will be apparent as we set out below some of our key achievements for the year

OBJECTIVES AND ACTIVITIES

The company's principal activity is to support women, together with their accompanying children, who have suffered domestic abuse. We offer crisis accommodation and outreach support to help them make independent decisions about their futures

The role and contribution of volunteers

There are twenty-five volunteers who support the work of the paid staff both at the refuge and the women's resource centre offering various roles within the charity

COLCHESTER AND TENDRING WOMEN'S REFUGE

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2012

Strategies for achieving charity's objectives

The strategies employed to achieve the charity's objectives are

- To continue to manage change within CTWR, positioning it to meet changing demands of its clients and its funders whilst remaining committed to core principles,
- To continue to offer and develop a range of services available to women and children resident at the refuge,
- To continue to run the outreach service through a drop-in centre separate from the refuge
- To further develop the children's services to include early intervention, support and counselling,
- To continue to develop partnership working with other agencies to meet the needs of our service users and continue interagency work at local and county level,
- To ensure that all current services and the development of future services is influenced by the needs and views of our service users,
- To develop training and support for women, especially in parenting and life skills,
- To develop means of promoting knowledge and understanding of domestic violence within the wider community,
- To ensure CTWR has an effective governance structure to enable CTWR to carry out its aims and objectives
- To participate in Essex Women's Aid, a consortium of Essex Women's Refuges

ACHIEVEMENTS AND PERFORMANCE

- Provided accommodation to 90 women and 127 children who benefited from a broad range of services which facilitate recovery and integration into independent living
- Continued to develop services at *For Women* outreach centre receiving over 700 referrals during the year
- We provided 15 hours per week of Ofsted registered Pre-school education for resident children aged 2-4yrs and provided 4 x weekly after school activities for resident children aged 5+
- We provided 53 outings for resident children and families
- Offered a range of training programmes for public sector and outside agencies to widen understanding of domestic violence and the services the Refuge offers
- Achieved the Investors in People Standard for a further 3 years

FINANCIAL REVIEW

The Statement of financial Activities showed a net surplus of £19,661 (2011 – deficit £19,610) for the year and reserves stand at £427,949 (2011 - £408,288)

Principal Funding Source

Principal funding came from Supporting People and Housing Benefit

The expenditure in the year supported the key charity objectives by enabling the refuge to provide safe and comfortable crisis accommodation to women and their children and the support and resource they need to make independent decisions about their future

Investment powers and policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the trustees wish

COLCHESTER AND TENDRING WOMEN'S REFUGE

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2012

Reserves policy

The Directors consider it prudent to maintain an adequate level of unrestricted funds to cover the Charities contractual commitments and ideally would like these to be at a minimum level of between 3 and 6 months annual expenditure. The Directors consider that the Charities reserves will enhance the services provided and provide financial security for the future. The reserves held in unrestricted funds, which have not been designated, at the 31st March 2012 were £187,244.

Charitable and political donations

During the year the company made no political or charitable donations.

FUTURE PLANS AND DEVELOPMENTS

- To continue to provide enhanced Refuge accommodation for women and their children fleeing domestic abuse
- Appoint additional staff and develop further outreach services aided by achieving funding from the Big Lottery Fund Reaching Communities grant
- To continue to provide high quality care and pre-school education for children affected by domestic abuse
- To consolidate partnerships with other statutory and voluntary agencies in order to provide our clients with integrated support services
- Create a new business plan to carry the organisation forward to 2016

STATEMENT OF DIRECTORS AND TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Colchester Tendring Women's Refuge for the purposes of company law) are responsible for preparing the preparing the Annual Report and the financial statements in accordance with applicable law and regulation.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its income and expenditure for that period. In preparing these financial statements, the Directors 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 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 charitable company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

COLCHESTER AND TENDRING WOMEN'S REFUGE

DIRECTORS' AND TRUSTEES' REPORT (Cont'd)

FOR THE YEAR ENDED 31ST MARCH 2012

STATEMENT OF DISCLOSURE TO AUDITORS

So far as the Directors are aware, there is no relevant audit information of which the company's auditors are unaware. Additionally, the Directors have taken all the necessary steps that we ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

APPROVED BY THE BOARD AND SIGNED ON ITS BEHALF BY:

A handwritten signature in black ink, appearing to read 'J Powell', written in a cursive style.

**J POWELL
SECRETARY**

13th July 2012

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COLCHESTER AND TENDRING WOMEN'S REFUGE

We have audited the financial statements of Colchester & Tendring Women's Refuge for the year ended 31st March 2012 on which comprise the Statement of Financial Activities (Summary Income and Expenditure Account), Balance Sheet and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This auditor's report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the Trustees' Responsibilities Statement set out on page 6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' and Trustees' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON THE FINANCIAL STATEMENTS

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2012 and of its incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006.

OPINION ON THE OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Directors' and Trustees' report.



DAVID TERRY (Senior Statutory Auditor)
for and on behalf of **RAMON LEE & PARTNERS**
CHARTERED ACCOUNTANTS
STATUTORY AUDITOR

KEMP HOUSE
152/160 CITY ROAD
LONDON EC1V 2DW

13th July 2012

COLCHESTER AND TENDRING WOMEN'S REFUGE

STATEMENT OF FINANCIAL ACTIVITIES SUMMARY INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2012

	Notes	UNRESTRICTED FUNDS			2012 £	2011 £
		General Funds £	Designated Funds £	Restricted Funds £		
Incoming resources						
<i>Incoming resources from generating funds</i>						
<i>Voluntary income</i>						
Donations & gifts	2	13,302	-	-	13,302	12,680
<i>Investment income</i>						
Bank interest		1,862	-	-	1,862	1,621
<i>Activities for generating funds</i>						
Training		5,129	-	-	5,129	-
<i>Incoming resources from charitable activities</i>						
Grants & contracts	3	239,719	-	247,960	487,679	509,773
Accommodation charges		228,388	-	-	228,388	223,840
Machine charges and other income		3,716	-	500	4,216	5,888
Total incoming resources		<u>492,116</u>	<u>-</u>	<u>248,460</u>	<u>740,576</u>	<u>753,802</u>
Resources expended	4					
<i>Charitable activities</i>		462,224	-	233,684	695,908	767,635
<i>Governance costs</i>		6,007	-	-	6,007	5,777
Total resources expended		<u>468,231</u>	<u>-</u>	<u>233,684</u>	<u>701,915</u>	<u>773,412</u>
Net incoming/(outgoing) resources before transfers		23,885	-	14,776	38,661	(19,610)
Transfers between funds	13	58,668	(58,668)	-	-	-
Net income/(expenditure) for the year before other recognised gains and losses		82,553	(58,668)	14,776	38,661	(19,610)
Other gains and losses						
Actuarial losses on defined benefit scheme	7	(19,000)	-	-	(19,000)	-
Net movement in funds		63,553	(58,668)	14,776	19,661	(19,610)
<i>Reconciliation of funds</i>						
Total funds, brought forward		123,691	207,668	76,929	408,288	427,898
Total funds, carried forward		<u>187,244</u>	<u>149,000</u>	<u>91,705</u>	<u>427,949</u>	<u>408,288</u>

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the above financial periods

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the above movement in funds for the above financial periods

The notes on pages 10 to 18 form part of these accounts

COLCHESTER AND TENDRING WOMEN'S REFUGE

BALANCE SHEET AS AT 31ST MARCH 2012

	<u>Notes</u>	<u>2012</u>	<u>2011</u>
		£	£
FIXED ASSETS			
Tangible fixed assets	8	204,446	209,896
CURRENT ASSETS			
Debtors	9	24,721	17,969
Cash at bank and in hand		357,746	349,644
		<u>382,467</u>	<u>367,613</u>
CREDITORS. amounts falling due within one year	10	(23,123)	(52,662)
NET CURRENT ASSETS		359,344	314,951
CREDITORS: amounts falling due after more than one year	11	(49,841)	(51,559)
Total net assets excluding pension liability		<u>513,949</u>	<u>473,288</u>
Provision for pension liability	7	(86,000)	(65,000)
Total net assets including pension liability		<u><u>427,949</u></u>	<u><u>408,288</u></u>
FUNDS			
Unrestricted funds			
General funds	13	187,244	123,691
Designated funds	13	149,000	207,668
Restricted funds	13	91,705	76,929
		<u><u>427,949</u></u>	<u><u>408,288</u></u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These accounts were approved by the Board of Directors and Trustees on 13th July 2012 and were signed on its behalf by

..... *J. P. Freeman* Dr J FREEMAN

Company Registration No. 02266883

The notes on pages 10 to 18 form part of these accounts

COLCHESTER AND TENDRING WOMEN'S REFUGE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2012

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

1.1 Basis of preparation of accounts

The financial statements have been prepared under the historical cost convention and the Financial Reporting Standard for Smaller Entities (effective April 2008) and have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2 Incoming resources

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods, or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Grants received as a contribution towards the purchase of capital equipment are taken to the Statement of Financial Activities in the period in which they are received.

Investment income is recognised on a receivable basis.

Incoming resources from charitable trading activity are accounted for when earned.

1.3 Volunteers and donated services and facilities

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the trustee's annual report.

Where services are provided to the charity as a donation that would normally be purchased from our suppliers, this contribution is included in the financial statements at an estimated value based on the value of the contribution to the charity. There were no such donations during the year.

1.4 Irrecoverable VAT

All resources expended are classified under activity heading that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

1.5 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

COLCHESTER AND TENDRING WOMEN'S REFUGE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2012

1.6 Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis

Computer equipment	-	25% net book value
Fixtures and fittings	-	25% net book value
Motor vehicles	-	33 1/3% per annum on cost
Freehold property	-	2% per annum on cost
Freehold improvements	-	10% per annum on cost

1.7 Resources expended

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

- Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds
- Charitable activities include expenditure associated with the main objectives of the charity and include both the direct costs and support costs relating to these activities
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, e.g. staff costs by the time spent and other costs by their usage, or transactions

1.8 Pensions

The pension costs charged in the accounts represents the contributions payable by the charity during the year in accordance with FRS17. The details of the scheme are given in Note 7 to the accounts.

1.9 Funds structure

The general fund comprises those monies, which may be used toward meeting the charitable objectives of the company at the discretion of the Board.

The designated funds are monies set aside out of general funds and designated for specific purposes by the Board.

The restricted funds are monies raised for, and their use restricted to a specific purpose or donations subject to donor imposed conditions.

COLCHESTER AND TENDRING WOMEN'S REFUGE

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST MARCH 2012

2. DONATIONS

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2012</u>	<u>2011</u>
	£	£	£	£
Recycling textiles	1,878	-	1,878	2,136
Colchester Ladies Circle	-	-	-	2,500
Donations	11,424	-	11,424	8,044
	<u>13,302</u>	<u>-</u>	<u>13,302</u>	<u>12,680</u>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Grants receivable and other charitable income is shown at the agreed level of funding for the year 2011/2012 as under

	<u>General Funds</u>	<u>Restricted Funds</u>	<u>2012</u>	<u>2011</u>
	£	£	£	£
Refuge				
Colchester Borough Council	7,439	-	7,439	7,294
Essex County Council - Supporting People	197,686	-	197,686	224,675
Essex County Council - Floating Support	34,594	-	34,594	37,512
Garfield Weston Foundation	-	5,000	5,000	10,000
Lloyds TSB Foundation	-	-	-	10,220
Outreach				
Colchester Borough Council - Housing Dept	-	16,700	16,700	16,372
Essex Community Foundation	-	5,682	5,682	-
Tendring District Council - Housing Dept	-	24,763	24,763	24,763
North East Essex PCT	-	37,022	37,022	38,913
North East Essex PCT - outreach worker	-	25,000	25,000	24,264
Childcare				
BBC Children in Need	-	35,431	35,431	33,531
Local Priority Fund	-	25,492	25,492	25,492
Early Years & Childcare - ECM	-	46,470	46,470	24,437
Early Years & Childcare - ECT	-	-	-	5,000
Henry Smith Charity	-	25,900	25,900	26,800
LankellyChase - summer activity	-	500	500	500
	<u>239,719</u>	<u>247,960</u>	<u>487,679</u>	<u>509,773</u>

COLCHESTER AND TENDRING WOMEN'S REFUGE

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST MARCH 2012

4. RESOURCES EXPENDED

	<u>Basis of allocation</u>	<u>Refuge</u>	<u>Outreach</u>	<u>Childwork</u>	<u>Governance</u>	<u>2012</u>	<u>2011</u>
		£	£	£	£	£	£
Costs directly allocated to activities							
Staff costs	Direct	172,225	78,727	112,639	60	363,651	384,785
Provision for pension liability	Direct	-	-	-	-	-	65,000
Recruitment and promotion	Direct	2,875	2,055	1,840	-	6,770	4,502
Professional fees	Direct	13,091	8,204	1,512	-	22,807	17,888
Travel and motor expenses	Direct	4,594	5,720	1,924	697	12,935	16,025
Premises	Floor area	96,188	6,458	6,855	-	109,501	102,878
Other direct project costs	Direct	2,449	881	2,583	-	5,913	8,601
Audit	Direct	-	-	-	4,920	4,920	4,800
General meeting expenses	Direct	-	-	-	-	-	64
Support costs allocated to activities							
Premises	Floor area	16,265	1,104	1,107	-	18,476	18,155
General and office finance staff	Staff time	89,464	1,002	19,860	80	110,406	105,662
Communications	Direct	11,522	3,800	814	541	16,677	17,282
Pension finance charge	Direct	2,000	-	-	-	2,000	-
IT costs	Direct	2,357	2,032	2,672	29	7,090	7,136
Depreciation	Usage	7,165	12,933	672	-	20,770	20,634
		<u>420,194</u>	<u>122,918</u>	<u>152,477</u>	<u>6,327</u>	<u>701,915</u>	<u>773,412</u>

5. NET INCOMING RESOURCES

Net incoming resources are shown after charging

	<u>2012</u>	<u>2011</u>
	£	£
Depreciation of tangible fixed assets	20,770	20,634
Auditors' remuneration	<u>4,920</u>	<u>4,800</u>

6. DIRECTORS AND EMPLOYEES

STAFF COSTS

	<u>2012</u>	<u>2011</u>
	£	£
Salaries	422,456	440,187
National Insurance	30,539	28,465
Pension costs	6,368	6,631
	<u>459,363</u>	<u>475,283</u>

Pension benefits are accruing under defined benefit scheme for one of the company's employee as detailed in note 7

Payments to defined contribution scheme in the year totalled £824. The assets of the scheme are held separately from those of the company in an independently administered fund

There were no employees whose annual emoluments were £60,000 or more

As a charity, no director received any remuneration in the year (2011 - £nil)

The average weekly full time number of staff employed by the charity during the period was as follows

	2012	2011
Direct charitable work	16	17
Administrative work	3	3

COLCHESTER AND TENDRING WOMEN'S REFUGE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2012

7. DEFINED BENEFIT PENSION SCHEME

The Colchester and Tendring Women's Refuge participates in a defined benefit scheme operated by Essex County Council under the Local Government Pension Scheme (LGPS). The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2007/8, as amended.

The contributions are determined by a qualified actuary on the basis of triennial valuations using the projected unit method. The most recent annual valuation was at 31st March 2010 which has been updated to reflect conditions at the balance sheet date. The assumptions that have the most significant effect on the results of the valuation are those relating to the rate of return on investments and the rate of increase in salaries and pensions. It was assumed that the investment returns would be 5.8% per year, that salary increases would average 4.3% per year and that present and future pensions would increase at a rate of 2.5% per year.

The pension charge for the year in respect of the defined benefit scheme was £4,435 (2011 - £7,508). The contributions of the company and employees will remain at 6.8% and 11.6% respectively.

The defined benefit scheme is closed to new members and so under the projected unit method the current service cost would be expected to increase over time as members approach retirement.

Value of scheme assets and liabilities

	<u>2012</u> £	<u>2011</u> £
Market value of scheme assets	151,000	144,000
Present value of scheme liabilities	(237,000)	(209,000)
Net pension scheme liability	<u>(86,000)</u>	<u>(65,000)</u>

Movements in the year

	<u>2012</u> £	<u>2011</u> £
Pension scheme surplus/(deficit) at the beginning of the period	(65,000)	(65,000)
Current service cost	(8,000)	(8,000)
Employer contributions	8,000	8,000
Unfunded pension payments	-	-
Past service cost	-	-
Other finance income	(2,000)	(3,000)
Settlements and curtailments	-	-
Actuarial gains/(losses)	(19,000)	3,000
Pension scheme surplus/(deficit) at the end of the period	<u>(86,000)</u>	<u>(65,000)</u>

COLCHESTER AND TENDRING WOMEN'S REFUGE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2012

8. TANGIBLE FIXED ASSETS

NET BOOK VALUES	<u>2012</u> £	<u>2011</u> £
Fixtures and equipment	40,407	40,778
Toys and play equipment	10,732	11,650
Motor vehicle	-	-
Freehold property	147,110	150,240
Freehold improvements	6,197	7,228
	<u>204,446</u>	<u>209,896</u>

MOVEMENTS IN YEAR

Cost or valuation	<u>Opening Balances</u> £	<u>Additions</u> £	<u>Disposals</u> £	<u>Closing Balances</u> £
Fixtures and equipment	183,175	11,496	(1,093)	193,578
Toys and play equipment	34,028	4,120	-	38,148
Motor vehicle	5,000	-	-	5,000
Freehold property	156,500	-	-	156,500
Freehold improvements	10,321	-	-	10,321
	<u>389,024</u>	<u>15,616</u>	<u>(1,093)</u>	<u>403,547</u>

Depreciation	<u>Opening Balances</u> £	<u>Charge For Year</u> £	<u>Disposals</u> £	<u>Closing Balances</u> £
Fixtures and equipment	142,397	11,571	(797)	153,171
Toys and play equipment	22,378	5,038	-	27,416
Motor vehicle	5,000	-	-	5,000
Freehold property	6,260	3,130	-	9,390
Freehold improvements	3,093	1,031	-	4,124
	<u>179,128</u>	<u>20,770</u>	<u>(797)</u>	<u>199,101</u>

9. DEBTORS

	<u>2012</u> £	<u>2011</u> £
Accrued income	15,203	5,779
Trade debtors	4,801	2,384
Sundry debtors and prepayments	4,717	9,806
	<u>24,721</u>	<u>17,969</u>

10. CREDITORS: amounts falling due within one year

	<u>2012</u> £	<u>2011</u> £
Deferred income (note 16)	13,811	44,931
Trade creditors	1,453	-
Sundry creditors and accruals	6,220	6,172
Mortgage Loan	1,639	1,559
	<u>23,123</u>	<u>52,662</u>

COLCHESTER AND TENDRING WOMEN'S REFUGE

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST MARCH 2012

11. CREDITORS: amounts falling due after one year

	<u>2012</u> £	<u>2011</u> £
Mortgage Loan	49,841	51,559

A loan facility of £56,500 was provided by The Charity Bank Limited. This facility is repayable over 20 years and is secured on the freehold building at 35 East Street, Colchester.

12. SHARE CAPITAL

The company is limited by guarantee and does not have a share capital divided by shares.

13. MOVEMENTS IN FUNDS

	Balance at 01 04 11 £	Income £	Expenditure £	Transfers / other gains / (losses) £	Balance at Balance at 31 03 12 £
Restricted funds					
<i>Refuge.</i>					
Big Lottery Fund - capital grant	9,669	-	1,345	-	8,324
EDF Energy Trust	198	-	49	-	149
Fowler Smith & Jones	1,730	-	431	-	1,299
Garfield Weston Foundation	800	5,000	3,450	-	2,350
Lloyds TSB Foundation	2,994	-	2,994	-	-
Various funding for new refuge	3,233	-	808	-	2,425
<i>Outreach</i>					
Awards for All - capital grant	1,350	-	337	-	1,013
Colchester Borough Council - property	9,600	-	200	-	9,400
CBC/Tendring District Council	11,004	41,463	38,793	-	13,674
Essex Com. Foundation - Chiron Fund	2,011	5,682	1,666	-	6,027
North East Essex PCT	-	37,022	32,678	-	4,344
North East Essex NHS - outreach worker	-	25,000	22,524	-	2,476
North East Essex PCT - resource centre	4,202	-	688	-	3,514
<i>Childcare</i>					
BBC Children in Need	6,413	35,431	32,646	-	9,198
Early Years & Childcare	-	46,470	44,351	-	2,119
Essex County Council - ECM	7,017	25,492	21,436	-	11,073
Essex County Council - ECT	1,602	-	401	-	1,201
Having a Heart	764	-	164	-	600
The Henry Smith Charity	1,305	25,900	25,077	-	2,128
Hilton Foundation	-	500	-	-	500
LankellyChase - summer activities	-	500	500	-	-
North East Essex PCT - Children's Dept	12,107	-	2,216	-	9,891
St James's Place	930	-	930	-	-
	<u>76,929</u>	<u>248,460</u>	<u>233,684</u>	<u>-</u>	<u>91,705</u>
Unrestricted funds					
Designated funds					
Staff contingencies fund	105,000	-	-	(6,000)	99,000
Building maintenance fund	-	-	-	20,000	20,000
Fixed asset replacement fund	20,000	-	-	10,000	30,000
Pension deficit fund	82,668	-	-	(82,668)	-
	<u>207,668</u>	<u>-</u>	<u>-</u>	<u>(58,668)</u>	<u>149,000</u>
General funds	<u>123,691</u>	<u>492,116</u>	<u>468,231</u>	<u>39,668</u>	<u>187,244</u>
Total unrestricted funds	<u>331,359</u>	<u>492,116</u>	<u>468,231</u>	<u>(19,000)</u>	<u>336,244</u>
Total funds	<u>408,288</u>	<u>740,576</u>	<u>701,915</u>	<u>(19,000)</u>	<u>427,949</u>

COLCHESTER AND TENDRING WOMEN'S REFUGE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2012

RESTRICTED FUNDS

The funding for individual projects included in restricted funds is detailed below

REFUGE

EDF Energy Trust –Capital funding for the purchase of a laptop for the floating support worker The balance carried forward represents underappreciated costs

Fowler Smith & Jones – Capital grant towards the purchase of CCTV equipment and flooring for the Outreach Centre The balance carried forward represents underappreciated costs

Garfield Weston Foundation - £10,000 received to provide for refuge women's counselling & support service

Lloyds TSB Foundation – three year funding for a volunteer co-ordinator post ended June 2011

OUTREACH

Awards for All – capital funding for small items of equipment for the Resource Centre The balance carried forward represents underappreciated costs

Colchester Borough Council – capital funding of £10,000 towards the purchase of the Resource Centre amortised over 50 years

CBC / Tendring District Council – £24,763 was given to fund for the outreach project This funding was combined with the funding received from Colchester Borough Council of £16,372 to fund for an outreach worker

Essex Community Foundation – Chiron Fund – funding of £5,682 to run a Women's Intervention Support Programme for women affected by domestic violence

North East Essex PCT – £38,913 funding for the Outreach and Drop-in Support Service across North East Essex area This funding ceases in March 2014

North East Essex NHS - £24,264 funding received for further Outreach Worker to respond to women referred to Outreach Service in the North East Essex area This funding ceases in March 2013

North East Essex PCT– Resource Centre – capital funding for new equipment for the Resource Centre The balance carried forward represents underappreciated costs

CHILDCARE

BBC Children in Need – The grant received for the salary of the Children's Service Manager and associated costs This funding ceases in December 2012

Every Child Matters – funding for a sufficiency grant which ends in March 2013

Essex County Council ECM – To provide funding in employing 1 Children's Support worker and 1 Part time children's worker Funding ceased in March 2012

Essex County Council ECT – To provide funding in employing an Early Language Lead Practitioner Funding ceased in March 2012

Having a Heart - £840 received to purchase a laptop The balance carried forward represents underappreciated costs

Henry Smith Charity – 3 year funding for a children's support worker ending 31st March 2014

Hilton in the Community Foundation - £500 awarded for the development of the children's garden

LankellyChase – Summer Activities – £500 towards the cost of children's summer holiday activities

North East Essex PCT – capital funding of £19,000 for play equipment for the Refuge The balance carried forward represents underappreciated costs

St. James's Place - £1,000 funding received to run children's activities

COLCHESTER AND TENDRING WOMEN'S REFUGE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2012

DESIGNATED FUNDS

The **staff contingencies fund** represents monies designated by the Trustees to cover the Charity's contractual commitment for staff redundancy, maternity, sick pay, conditions of service and legal advice

The **fixed asset replacement fund** is in respect of furniture, fitting and equipment needed for Refuge Services

The **building maintenance fund** represents monies put aside to cover external repairs to the premises

14. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>2012</u>	<u>2011</u>
	£	£	£	£	£
Tangible fixed assets	177,132	-	27,314	204,446	209,896
Net current assets	145,953	149,000	64,391	359,344	314,951
Creditors over one year	(49,841)	-	-	(49,841)	(51,559)
Provision for pension liability	(86,000)	-	-	(86,000)	(65,000)
	<u>187,244</u>	<u>149,000</u>	<u>91,705</u>	<u>427,949</u>	<u>408,288</u>

15. OPERATING LEASE COMMITMENTS

The amounts payable in the forthcoming 12 months for operating leases in respect of rent and service charges are shown below, analysed according to the expiry date of the leases

	<u>2012</u>	<u>2011</u>
	£	£
Lease expiring within one year	82,517	73,872
	<u>82,517</u>	<u>73,872</u>

16. DEFERRED INCOME

	<u>2012</u>	<u>2011</u>
	£	£
Balance as at 1st April	44,931	24,530
Amount released to income in the year	(44,931)	(24,530)
Amount deferred in the year	13,811	44,931
Balance as at 31st March	<u>13,811</u>	<u>44,931</u>

The deferred income of £13,811 carried forward as at 31/03/2012 represents funding for salary and other direct costs for expenditure to be incurred in 2012/13. The income was received from Essex County Council Supporting People

17. RELATED PARTY TRANSACTIONS

No trustee received any remuneration during the year (2011 - £nil)

One trustee (2011 – one trustee) were reimbursed travel, telephone and printing, postage and stationery expenses totalling £1,272 (2011 – £716)

Trustee indemnity insurance totalling £367 (2011 – £367) was also paid on behalf of the trustees during the year