

**COLCHESTER AND TENDRING WOMEN'S REFUGE**

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

**FOR THE YEAR ENDED 31ST MARCH 2016**

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



# **COLCHESTER AND TENDRING WOMEN'S REFUGE**

## **REPORT AND ACCOUNTS**

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# **COLCHESTER AND TENDRING WOMEN'S REFUGE**

## **DIRECTORS' AND TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31ST MARCH 2016**

The Trustees are pleased to present their annual Directors' report together with the financial statements of the charity for the year ended 31<sup>st</sup> March 2016, which are also prepared to meet the requirements for a Directors' report and Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statements 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) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

Colchester and Tendring Women's Refuge (CTWR) was formed to provide crisis accommodation for women, together with their accompanying children who have been made homeless as a result of abuse at the hands of their partner. We offer these women the support they require to make independent decisions about their future.

#### **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 offer outreach services in the community and through our drop-in centre;
- 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.

#### **The role and contribution of volunteers**

There were twenty-eight volunteers working a total of 1,978 hours supporting the work of the paid staff both at the refuge and the women's resource centre offering various roles within the charity.

#### **Public Benefit statement**

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PD2)'. The achievements and activities above demonstrate the public benefit arising through the Charity's activities.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

CTWR 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 26<sup>th</sup> September 1996. The charity registration number is 1058295 and the company registration number is 02266883.

# **COLCHESTER AND TENDRING WOMEN'S REFUGE**

## **DIRECTORS' AND TRUSTEES' REPORT (Cont'd)**

### **FOR THE YEAR ENDED 31ST MARCH 2016**

#### **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 practise 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 Executive Director. The Executive Director reports to the Board of Trustees.

#### **Key management personnel remuneration**

The current arrangement for setting pay and remuneration of the charity's key management personnel are that upon appointment these are determined by assessing the market level for the Sector and geographical area whilst also taking key skills and experience into account.

The Trustees meet regularly to review proposals for remuneration increases in light of individual performance and market conditions whilst allowing for economic constraints.

#### **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.

### **ACHIEVEMENTS AND PERFORMANCE**

- We provided accommodation to 86 women and 134 children who benefitted from a wide range of services which contributed to their empowerment, recovery and progression towards independent living.
- We continued to provide community services for adults at risk of domestic violence and abuse in Colchester and Tendring.
- We provided 15 hours per week of Ofsted registered pre-school education for residents children aged 2-4 years and provided 4 weekly after school activities for children aged 5+.
- We continued our work with the Police and Crime Commissioner and delivered the new sub-contract for IDVA services in Colchester and Tendring areas, with Safer Places as the lead provider.
- We built upon our partnership with the NHS to locate domestic abuse specialist services within hospital settings and alongside community maternity services and mental health
- We strengthened our successful working partnership with Safer Places in delivering the newly commissioned EDASS service.

### **FINANCIAL REVIEW**

The Statement of financial Activities showed a net deficit of £86,023 (2015 – deficit £11,144) for the year and reserves stand at £373,175 (2015 - £459,198).

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## DIRECTORS' AND TRUSTEES' REPORT (Cont/d)

### FOR THE YEAR ENDED 31ST MARCH 2016

#### **Reserves policy**

CTWR hold and use historic reserves which are unrestricted funds donated or granted for use by the charity. Our Reserves allow us to operate in an challenging funding environment which has changed materially since 2014, with an increase in contracts for services, subcontracting and commissioning. Our core funding is more narrowly specified than previously, accordingly CTWR Trustees need to be hyper vigilant about gaps in service their implications for meeting our key objectives. Reserves allow us to even out cash flows as recent contracts require us to perform and fund services in advance of receiving payment for them. Wherever possible, new reserves are to be created to allow for replenishment of the funds utilised. As reserves, by definition are unrestricted the donor / grantor must agree to their retention by the charity for unrestricted use.

In turn, Trustees are consulted upon and approve the use of reserves to allow the charity to continue its operations. These consultations take place at Trustee meetings and such decisions are to be documented in the minutes of said meetings.

CTWR uses existing reserves to allow us to deal effectively with:

- (a) The risk of unforeseen emergency or other unexpected need for funds, eg an unexpected large repair bill or finding 'seed-funding' for an urgent project.
- (b) Covering unforeseen day-to-day operational costs, eg employing temporary staff to cover a long-term sick absence.
- (c) A source of income, eg a grant, not being renewed. Funds might be needed to give the trustees time to take action if income falls below expectations.
- (d) Planned commitments, or designations, that cannot be met by future income alone, eg plans for a major asset purchase or to a significant project that requires the charity to provide 'matched funding'.
- (e) The need to fund short-term deficits in a cash budget, eg money may need to be spent before a funding grant is received.

CTWR's current policy calls for it to seek to build reserves to allow for six months operation of the refuge to allow for orderly closure of the service and for the organisation to meet its obligations to its employees and service users. CTWR has three major designations for its reserves as reported in the annual Report and Accounts: Staff Contingencies Fund which is the calculated cost of redundancy and notice, Building Maintenance Fund, and Fixed Asset Replacement Fund and well as undesignated funds. Designations are to be reviewed by the Trustee's as required and revisions are to be the subject of a vote at a meeting of Trustees and recorded in due course.

Each year end, CTWR will consider its actual reserve balance to its target balance and will document in the notes to the accounts any shortfall or excess. The notes will also identify any action being taken or planned in the event of a material difference.

#### **Investment powers and policy**

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

#### **Principal Funding Source**

Principal funding came from (ECC) Housing Related Support (until 30 September 2015) and thereafter EDASS commissioned income 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.

#### **FUTURE PLANS AND DEVELOPMENTS**

**This is taken from the draft business plan (strategic priorities):**

- To continue to provide and enhance community domestic violence and abuse services, in Colchester and Tendring that keep adults and children safe.
- To strengthen and expand services that support adults and children in their recovery from domestic abuse and help them in moving on to live independently.
- To engage adults and children who use our service in all aspects of service development and to encourage peer support.

# **COLCHESTER AND TENDRING WOMEN'S REFUGE**

## **DIRECTORS' AND TRUSTEES' REPORT (Cont/d)**

### **FOR THE YEAR ENDED 31ST MARCH 2016**

- To work in partnership with voluntary and statutory agencies in order to provide integrated support services, clear and effective pathways.
- To build on the strengths of our Children's services in sustaining quality support for families resettling in the community, by expanding the service and by increasing awareness among outside agencies of the impact of domestic violence and abuse on children.
- To diversify funding streams and secure resources to continue the work of the organisation.
- To contribute to local and national developments and evidence based practice, through improved data collection and analysis, both within the organisation and in partnership with Safe Lives and Women's Aid.
- To continue to build upon the effectiveness of our volunteer programme.
- To demonstrate excellence throughout our business and organisation.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Company Number:** 02266883

**Charity Number:** 1058295

##### **Directors and Trustees:**

J Powell – Chair

N C McNichols – Treasurer

Dr J Freeman

C Rhatigan (Res'n 11/02/16)

P Oliver (Res'n 18/01/16)

C Salmon (App't 08/07/15)

C Clark (App't 08/07/15)

J Wilson (App't 08/07/15)

**Secretary:** J Powell

##### **Senior Management Team:**

S Westwood - Interim Executive Director

D Taylor - Finance Director

K Lee - Children Services Manager

J Wilsher - Adult Services Manager

**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 CO1 1DG

#### **STATEMENT OF DIRECTORS AND TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also directors of CTWR for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees 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 Trustees 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 Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;

# **COLCHESTER AND TENDRING WOMEN'S REFUGE**

## **DIRECTORS' AND TRUSTEES' REPORT (Cont/d)**

### **FOR THE YEAR ENDED 31ST MARCH 2016**

- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **STATEMENT OF DISCLOSURE TO AUDITOR**

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the charity's auditor aware of that information.

The report of the directors has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

#### **APPROVAL**

This report was approved by the Trustees on 21st July 2016 and signed on their behalf.

A handwritten signature in black ink, appearing to read 'J Powell', is written over a horizontal line.

**J POWELL  
SECRETARY**

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

We have audited the financial statements of CTWR for the year ended 31<sup>st</sup> March 2016 on which comprise: the Statement of Financial Activities (Summary Income and Expenditure Account), Balance Sheet, Cash Flow Statement 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 pages 5 and 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 31<sup>st</sup> March 2016 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.

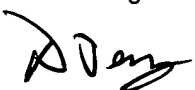
## **OPINION ON THE OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

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**

**21<sup>ST</sup> JULY 2016**



# COLCHESTER AND TENDRING WOMEN'S REFUGE

## STATEMENT OF FINANCIAL ACTIVITIES SUMMARY INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2016

	Notes	<u>UNRESTRICTED FUNDS</u>			2016 £	2015 £
		General Funds £	Designated Funds £	Restricted Funds £		
<b>Income</b>						
Grants, donations and legacies	2	22,214	-	-	22,214	8,183
Income from charitable activities	3	511,541		310,039	821,580	821,089
Income from other trading activities	4	2,989	-	-	2,989	3,408
Investment income	5	1,974	-	-	1,974	4,673
<b>Total income</b>		<u>538,718</u>	<u>-</u>	<u>310,039</u>	<u>848,757</u>	<u>837,353</u>
<b>Expenditure</b>						
Cost of raising funds	6	19,490	-	-	19,490	15,553
Expenditure on charitable activities	6	533,749	35,939	345,602	915,290	832,944
<b>Total expenditure</b>		<u>553,239</u>	<u>35,939</u>	<u>345,602</u>	<u>934,780</u>	<u>848,497</u>
<b>Net income/(expenditure)</b>		(14,521)	(35,939)	(35,563)	(86,023)	(11,144)
Transfers between funds	16	41,180	(41,180)	-	-	-
<b>Net movement in funds</b>		26,659	(77,119)	(35,563)	(86,023)	(11,144)
<i>Reconciliation of funds:</i>						
Total funds brought forward		225,628	194,119	39,451	459,198	470,342
<b>Total funds carried forward</b>		<u>252,287</u>	<u>117,000</u>	<u>3,888</u>	<u>373,175</u>	<u>459,198</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 11 to 22 form part of these accounts.

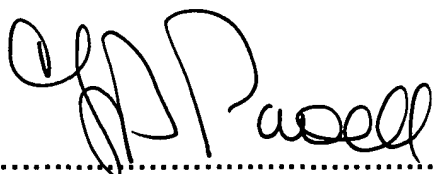
# COLCHESTER AND TENDRING WOMEN'S REFUGE

## BALANCE SHEET AS AT 31ST MARCH 2016

	Notes	2016 £	2015 £
<b>Fixed assets</b>			
Tangible assets	8	170,567	174,566
<b>Current assets</b>			
Debtors	9	54,667	13,112
Cash at bank and in hand		531,830	478,533
		<u>586,497</u>	<u>491,645</u>
<b>Liabilities</b>			
Creditors falling due within one year	10	(342,469)	(143,467)
		<u>(342,469)</u>	<u>(143,467)</u>
<b>Net current assets</b>		244,028	348,178
<b>Creditors falling due after more than one year</b>	11	(41,420)	(63,546)
<b>Net assets</b>		<u>373,175</u>	<u>459,198</u>
<b>Total funds of the charity:</b>			
Unrestricted funds:			
General funds	13	252,287	225,628
Designated funds	13	117,000	194,119
Restricted funds	13	3,888	39,451
<b>Total charity funds</b>		<u>373,175</u>	<u>459,198</u>

The Trustees have prepared accounts in accordance with Section 398 of the Companies Act 2006 and Section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

These accounts were approved by the Board of Directors and Trustees on 21<sup>st</sup> July 2016 and were signed on its behalf by:



J POWELL

Company Registration No. 02266883

The notes on pages 11 to 22 form part of these accounts.

**COLCHESTER AND TENDRING WOMEN'S REFUGE**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31ST MARCH 2016**

	Notes	2016 £	2015 £
<b>Cash used in operating activities</b>	<b>18</b>	<u>64,010</u>	<u>27,231</u>
<b>Cash flows from investing activities</b>			
Interest income		1,974	4,673
Purchase of tangible fixed assets		(10,561)	(17,183)
<b>Cash provided by / (used in) investing activities</b>		<u>(8,587)</u>	<u>(12,510)</u>
<b>Cash flows from financing activities</b>			
Repayment of borrowing		(5,052)	(5,052)
Interest on borrowing		2,926	3,051
<b>Cash used in financing activities</b>		<u>(2,126)</u>	<u>(2,001)</u>
 Increase / (decrease) in cash & cash equivalents in the year		<u>53,297</u>	<u>12,720</u>
 Cash & cash equivalents at the beginning of the year		478,533	465,813
<b>Total cash &amp; cash equivalents at the end of the year</b>		<u><u>531,830</u></u>	<u><u>478,533</u></u>

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31ST MARCH 2016

#### 1. ACCOUNTING POLICIES

##### 1.1 Basis of preparation of accounts

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) (effective 1 January 2015) – (Charity SORP (FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

CTWR meets the definition of a public benefit entity under FRS 102.

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

##### 1.2 Reconciliation with previous Generally Accepted Accounting Practices

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

The opening reserves and the previous year's Net Income and Expenditure are unchanged.

##### 1.3 Preparation of accounts on a going concern basis

The Charity's Financial Statements show net expenditure of £86,023 (2015 - £11,144) for the year. However, the Charity has free reserves of £82,452. The Trustees are also exploring new avenues of funding and plan to reduced costs by restructuring staff during the next financial year. The trustees are of the view that these results and plans for the future have secured the immediate future of the Charity for the next 12 months and on this basis the Charity is a going concern.

##### 1.4 Income recognition

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and amount can be measured reliably.

- (a) Income received by way of grants, donations and legacies are included in full in the Statement of Financial Activities when received, unless they relate to a specified future period, in which case they are deferred.
- (b) Legacies entitlement is taken as the earlier of the date on which either: the charity is aware that the probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that the distribution is made, or when a distribution is received from the estate. No legacies were received during the year.
- (c) Income from charitable activities received by way of revenue grants and donations are credited to restricted incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.
- (d) Grants and donations of general nature which are not conditional on delivering certain levels of service are included as part of Grants, Donations and Legacies as shown under note 2. Performance related grants and donations which have conditions for a specific outcome are included as Income from Charitable Activities as shown in Note 3.
- (e) Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Depreciation on the related fixed assets is charged against the restricted fund.
- (f) Investment income is included when receivable.
- (g) Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.

Following a review of the classification of income during the Audit of the financial statements for the year ended 31 March 2016, it was decided that some items would be more accurately presented under different headings. Notes 2, 3, 4 and 5 have been amended to this effect and the prior year information has been re-classified for comparability.

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS (Cont/d)

### FOR THE YEAR ENDED 31ST MARCH 2016

#### 1.5 Volunteers and donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refers to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

#### 1.6 Expenditure recognition and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- (a) Cost of raising funds comprises costs of seeking donations, legacies and grants and their associated support costs.
- (b) Expenditure on charitable activities includes the costs directly associated with carrying out activities to provide crisis accommodation for women and their children, who have been made homeless as a result of abuse at the hands of their partner. It aims to promote the purposes of the Charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Following a review of the classification of expenditure during the Audit of the financial statements for the year ended 31 March 2016, it was decided that some items would be more accurately presented under different headings. Note 6 and 7 have been amended to this effect and the prior year information has been re-classified for comparability.

#### 1.7 Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance and administration personnel, payroll and governance costs which support the Charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 7.

#### 1.8 Funds structure

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

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

#### 1.9 Investments

Fixed asset investments are stated at cost less provision for diminution in value.

#### 1.10 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% per annum on cost
Fixtures and fittings	- 25% per annum on cost
Motor vehicles	- 33 1/3% per annum on cost
Freehold property	- 2% per annum on cost
Freehold improvements	- 10% per annum on cost

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS (Cont/d)

### FOR THE YEAR ENDED 31ST MARCH 2016

#### 1.11 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### 1.12 Cash at bank and in hand

Cash at bank and in hand includes cash and short term cash deposits.

#### 1.13 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 1.14 Financial instruments

The Trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

#### 1.15 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.

#### 1.16 Transition to FRS 102

Restatement of opening fund balances or reported net income, at the date of transition was not required. Refer to note 1.2 for further details. The transition date was 1<sup>st</sup> April 2014.

#### 1.17 Judgement and key sources of estimation uncertainty

In the application of the company's accounting policies, the charity is required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### 1.18 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 schemes are given in Note 10 to the accounts.

## 2. GRANTS, DONATIONS AND LEGACIES

	Unrestricted £	Restricted £	2016 £	2015 £
Recycling textiles	434	-	434	836
Donations	11,780	-	11,780	7,347
Legacies	10,000	-	10,000	-
	<u>22,214</u>	<u>-</u>	<u>22,214</u>	<u>8,183</u>

The donations and legacies in 2015 totalling £8,183 was attributed to unrestricted funds.

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS (Cont/d)

### FOR THE YEAR ENDED 31ST MARCH 2016

#### 3. INCOME FROM CHARITABLE ACTIVITIES

Grants receivable and other charitable income is shown at the agreed level of funding for the year 2015/2016 as under:

	General Funds £	Restricted Funds £	2016 £	2015 £
<b>Refuge:</b>				
Accommodation charges	227,952	-	227,952	221,799
Colchester Borough Council - Core	7,738	-	7,738	7,738
Colchester Borough Council - Maintenance	-	26	26	-
DCLG	-	18,063	18,063	-
Safer Places - EDASS	55,459	-	55,459	-
Essex County Council - Supporting People	98,308	-	98,308	195,014
Essex County Council - Floating Support	17,203	-	17,203	34,126
Essex County Council - NHS Grant	-	-	-	6,101
Essex Police - Pathfinders Project	-	26	26	18,157
Lloyds TSB	-	11,078	11,078	9,715
Police and Crime Commissioner	-	-	-	29,156
<b>Community Services:</b>				
Big Lottery Fund	-	42,706	42,706	56,267
Colchester Borough Council - Housing Dept.	-	17,372	17,372	21,528
Tendring District Council - Housing Dept.	-	24,142	24,142	21,351
Essex County Council - NHS Grant	-	24,264	24,264	-
Essex County Council Public Health	-	-	-	37,000
Essex County Council Public Health - outreach worker	-	-	-	25,000
Essex Community Foundation - NHS	-	34,615	34,615	-
Police and Crime Commissioner - Peer support	-	8,590	8,590	-
Police and Crime Commissioner - Community Services	-	17,504	17,504	-
RSL Project	-	5,341	5,341	4,334
Safer Places - EDASS	55,459	-	55,459	-
Safer Places - IDVA	49,422	-	49,422	-
<b>Childcare:</b>				
BBC Children in Need	-	33,619	33,619	33,317
Essex County Council - Interim Grant	-	-	-	16,385
Essex County Council - TIG	-	12,645	12,645	15,032
Essex County Council - FIF	-	11,638	11,638	24,896
Essex County Council - FIF3	-	3,563	3,563	23,845
Essex County Council - FEEE	-	13,993	13,993	-
Essex Community Foundation - Chiron fund	-	1,754	1,754	-
The Henry Smith Charity	-	29,100	29,100	20,328
	<u>511,541</u>	<u>310,039</u>	<u>821,580</u>	<u>821,089</u>

Income from charitable activities in 2015 totalling £821,089 was attributed to unrestricted funds of £458,677 and restricted funds of £362,412.

#### 4. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Total 2016 £	Total 2015 £
Machine charges	1,534	1,534	2,995
Fundraising income	1,394	1,394	413
Other income	60	60	-
	<u>2,989</u>	<u>2,989</u>	<u>3,408</u>

Income from other trading activities in 2015 totalling £3,408 was attributed to unrestricted funds.

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS (Cont/d)

### FOR THE YEAR ENDED 31ST MARCH 2016

#### 5. INVESTMENT INCOME

	Unrestricted Funds £	Total 2016 £	Total 2015 £
Cash deposit interest	1,974	1,974	4,673
	<u>1,974</u>	<u>1,974</u>	<u>4,673</u>

Investment income in 2015 totalling £4,673 was attributed to unrestricted funds.

#### 6. ANALYSIS OF EXPENDITURE

	Raising funds £	Refuge £	Community Services £	Childcare £	2016 £	2015 £
Staff costs	-	144,251	231,043	112,019	487,313	419,351
Recruitment and promotion	-	6,143	4,231	146	10,520	11,733
Professional fees	-	5,789	-	133	5,922	23,644
Travel and motor expenses	-	2,435	4,242	2,044	8,721	12,159
Premises	-	150,921	1,640	-	152,561	122,867
Other direct project costs	-	222	15,973	2,769	18,964	22,987
Support costs (Note 7)	17,186	147,812	41,445	14,686	221,129	206,481
Governance costs (Note 7)	2,304	19,819	5,557	1,969	29,650	29,275
	<u>19,490</u>	<u>477,392</u>	<u>304,131</u>	<u>133,766</u>	<u>934,780</u>	<u>848,497</u>

Of the £934,918 expenditure in 2016 (2015 - £848,497), £589,316 was charged to unrestricted funds (2015 - £465,329) and £345,602 to restricted funds (2015 - £383,168).

#### 7. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's five key activity undertaken (see note 6) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of staff time allocated to each activity.

	General Support £	Governance £	2016 £	2015 £
Premises	43,018	-	43,018	26,699
General and office finance staff	133,899	23,376	157,275	140,325
Recruitment and professional	-	389	389	-
Communications	12,564	-	12,564	18,682
Professional fees	-	431	431	318
Travel and motor expenses	-	254	254	353
Pension finance charge	1,056	-	1,056	2,604
I.T costs	14,551	-	14,551	10,341
Depreciation	14,597	-	14,597	15,041
Bad debts	1,444	-	1,444	1,590
Loss due to scrapped fixed assets	-	-	-	14,703
Audit fees	-	5,200	5,200	5,100
	<u>221,129</u>	<u>29,650</u>	<u>250,779</u>	<u>235,756</u>



# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS (Cont/d)

### FOR THE YEAR ENDED 31ST MARCH 2016

#### 8. NET INCOMING RESOURCES

Net incoming resources are shown after charging:	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets	15,386	15,041
Auditors' remuneration	<u>5,200</u>	<u>5,100</u>

#### 9. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND COST OF KEY MANAGEMENT PERSONNEL

<b>STAFF COSTS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Salaries	510,043	497,351
National Insurance	33,072	30,165
Pension costs	8,873	4,757
	<u>551,988</u>	<u>532,273</u>

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

None of the Trustees received any remuneration during the year.

One Trustee (2015 – one Trustee) were reimbursed travel, telephone, training and printing, postage and stationery expenses totalling £221 (2015 – £777).

The key management personnel of the charity comprise of the Chief Executive Officer, Finance Director, Children's Service Manager and Adult Service Manager. The total employee benefits of the key management personnel of the charity were £168,132 (2015 - £129,408).

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

	<b><u>2016</u></b>	<b><u>2015</u></b>
Direct charitable work	20	17
Administrative work	3	3

#### 10. PENSION AND OTHER POST RETIREMENT BENEFIT COMMITMENTS

##### DEFINED BENEFIT SCHEME

The charity participated 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.

This scheme ceased on 31<sup>st</sup> March 2015. The pension benefits accruing under this defined benefit scheme is for one former employee.

The company also made the second of three cessation instalment payments in the sum of £20,000 in the year. The remaining instalment totalling £20,000 was due at the year end.

##### DEFINED CONTRIBUTION SCHEME

The charity also contributed towards a defined benefit contribution scheme operated for the benefit of its staff under the salary sacrifice scheme.

The assets of the scheme are held separately from those of the company in an independently administered fund.

Contributions totalling £8,873 (2015 - £4,757) were payable to the fund during the year. Contributions totalling £1,942 (2015 - £Nil) were due at the year end.

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS (Cont/d)

### FOR THE YEAR ENDED 31ST MARCH 2016

#### 11. TANGIBLE FIXED ASSETS

	2016 £	2015 £
<b>NET BOOK VALUES</b>		
Fixtures and equipment	33,629	33,320
Toys and play equipment	279	425
Motor vehicle	-	-
Freehold property	134,590	137,720
Freehold improvements	2,069	3,101
	<u>170,567</u>	<u>174,566</u>

#### MOVEMENTS IN YEAR

Cost or valuation	Opening Balances £	Additions £	Disposals £	Closing Balances £
Fixtures and equipment	137,767	10,561	2,374	150,702
Toys and play equipment	33,194	-	-	33,194
Motor vehicle	5,000	-	-	5,000
Freehold property	156,500	-	-	156,500
Freehold improvements	10,321	-	-	10,321
	<u>342,782</u>	<u>10,561</u>	<u>2,374</u>	<u>355,717</u>

Depreciation	Opening Balances £	Charge For Year £	Disposals £	Closing Balances £
Fixtures and equipment	104,447	11,077	1,549	117,073
Toys and play equipment	32,769	146	-	32,915
Motor vehicle	5,000	-	-	5,000
Freehold property	18,780	3,130	-	21,910
Freehold improvements	7,220	1,032	-	8,252
	<u>168,216</u>	<u>15,385</u>	<u>1,549</u>	<u>185,150</u>

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS (Cont/d)

### FOR THE YEAR ENDED 31ST MARCH 2016

#### 12. DEBTORS

	2016 £	2015 £
Accrued income	42,364	1,293
Trade debtors	853	2,756
Sundry debtors and prepayments	11,450	9,063
	<u>54,667</u>	<u>13,112</u>

#### 13. CREDITORS: amounts falling due within one year

	2016 £	2015 £
Deferred income (note 20)	239,794	97,998
Trade creditors	2,318	4,531
Sundry creditors and accruals	78,057	18,638
Mortgage Loan	2,300	2,300
Pension cessation liability	20,000	20,000
	<u>342,469</u>	<u>143,467</u>

#### 14. CREDITORS: amounts falling due after one year

	2016 £	2015 £
Pension cessation liability	-	20,000
Mortgage Loan	41,420	43,546
	<u>41,420</u>	<u>63,546</u>

An original 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.

#### 15. SHARE CAPITAL

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

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2016

### 16. MOVEMENTS IN FUNDS

	Balance at 01.04.15 £	Income £	Expenditure £	Transfers / other gains / (losses) £	Balance at 31.03.16 £
<b>Restricted funds:</b>					
<i><b>Refuge:</b></i>					
Colchester Borough Council - Storage Heaters	2,781	-	1,335	-	1,446
Colchester Borough Council - Maintenance	-	26	26	-	-
DCLG	-	18,063	18,063	-	-
Lloyds TSB	-	11,078	11,078	-	-
Essex Police - Pathfinders Project	-	26	26	-	-
<i><b>Community Services:</b></i>					
Big Lottery Fund	1,321	42,706	44,027	-	-
Big Lottery Fund - capital grant	1,086	-	1,086	-	-
Colchester Borough Council	-	17,372	17,372	-	-
Tendring District Council	738	24,142	24,880	-	-
Essex County Council - NHS Grant	-	24,264	24,264	-	-
Essex County Council Public Health	10,374	-	9,320	-	1,054
Essex County Council Public Health - Outreach worker	3,935	-	3,935	-	-
Essex Community Foundation - NHS	-	34,615	34,615	-	-
Police and Crime Commissioner - Peer support	-	8,590	8,590	-	-
Police and Crime Commissioner - Community Services	-	17,504	17,504	-	-
RSL Project	-	5,341	5,341	-	-
<i><b>Childcare:</b></i>					
BBC Children in Need	2,765	33,619	36,384	-	-
Essex County Council - TIG	-	12,645	12,645	-	-
Essex County Council - FIF	-	11,638	11,638	-	-
Essex County Council - FIF3	12,503	3,563	16,066	-	-
Essex County Council - FEEE	-	13,993	13,993	-	-
Essex Community Foundation - Chiron fund	-	1,754	1,754	-	-
The Henry Smith Charity	3,948	29,100	31,660	-	1,388
	<u>39,451</u>	<u>310,039</u>	<u>345,602</u>	<u>-</u>	<u>3,888</u>
<b>Unrestricted funds:</b>					
<i><b>Designated funds</b></i>					
Staff contingencies fund	108,000	-	21,701	(24,299)	62,000
Building maintenance fund	18,323	-	8,748	5,425	15,000
Fixed asset replacement fund	27,796	-	5,490	(2,306)	20,000
Pension repayment fund	40,000	-	-	(20,000)	20,000
	<u>194,119</u>	<u>-</u>	<u>35,939</u>	<u>(41,180)</u>	<u>117,000</u>
<i><b>General funds</b></i>	<u>225,628</u>	<u>538,718</u>	<u>553,239</u>	<u>41,180</u>	<u>252,287</u>
<i><b>Total unrestricted funds</b></i>	<u>419,747</u>	<u>538,718</u>	<u>589,178</u>	<u>-</u>	<u>369,287</u>
<b>Total funds</b>	<u>459,198</u>	<u>848,757</u>	<u>934,780</u>	<u>-</u>	<u>373,175</u>

### RESTRICTED FUNDS

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

#### REFUGE

**Colchester Borough Council** – Capital funding for the purchase of storage heaters. The balance carried forward represents underappreciated costs.

**Colchester Borough Council** – To replace windows and doors at 35 East Street using essential safety equipment and scaffolding and make good the building after works have been completed.

**DCLG** – Funding for housing specialist, debt advisor and evening support.

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS (Cont/d)

### FOR THE YEAR ENDED 31ST MARCH 2016

**Lloyds TSB Foundation** – funding towards the salary and on costs of a part-time Volunteer Co-ordinator and contribution to volunteer expenses. Three years funding ceases in July 2016.

**Essex Police – Pathfinders Project** – Funding to support a project for building capacity and capability of potential providers of services for victims from voluntary community and social enterprise sector. This funding ceased in the financial year 2015/2016.

#### **COMMUNITY SERVICES**

**Big Lottery Fund** – Grant of £290,665 awarded over five years to fully fund the salary of one new full-time Outreach worker and partly fund one existing part-time administrator.

**Big Lottery Fund** – Capital funding for the purchase of office equipment, now spent.

**Colchester Borough Council / Tendring District Council** – Fund for the outreach project. This funding was combined with the funding received from Colchester Borough Council to fund for an outreach worker. One year funding ceases in March 2016, but is expected to be rolled over for 2016/2017.

**Essex County Council Public Health** – Funding for the Outreach and Drop-in Support Service across North East Essex area.

**Essex County Council Public Health – outreach worker** – Funding received for further Outreach Worker to respond to women referred to Outreach Service in the North East Essex area. Funding ceased in 2015/2016.

**Essex Community Foundation** – Funding for the Domestic Abuse Project which will help domestic abuse specialists to work with hospitals and health services in Colchester and Tendring over 2 years. Project undertaken alongside Changing Pathways and also will be utilising Comic Relief funding.

**Police and Crime Commissioner** – funding to deliver the actions in the engagement strategy, including the employment of a part-time Community Domestic Abuse Worker (CDAW) who will encourage peer led mutual support.

**Police and Crime Commissioner** – Funding for the provision of an additional domestic abuse outreach worker. Funding ceased in 2015/2016.

**RSL Project** – Funding from Colchester Borough Council for a part-time Outreach worker to act as a liaison between CTWR and social Housing. Funding ceased in 2015/2016.

#### **CHILDCARE**

**BBC Children in Need** – This project will provide support for children and young people affected by domestic violence. Through a range of pre-school, after school and holiday activities plus 1-to-1 support they aim to improve their mental health and self-esteem.

**Essex County Council Targeted Intervention Grant** – To provide funding for children's workers. Funding ceased in March 2016.

**Essex County Council FIF** – Funding for the Family Wellbeing Project. From 1<sup>st</sup> October 2015 this funding will be amalgamated within the main EDASS Contract.

**Essex County Council FIF3 (Refuge)** – Funding to support children and young people living in refuges. Funding ceased in the year 2014/2015 however existing funds have been utilised in 2015/2016.

**Chiron Fund** – To provide activities and toys for children who have experienced domestic abuse.

**The Henry Smith Charity** – Funding for children's support worker ending 30<sup>th</sup> June 2017.

#### **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 by the Trustees to cover external repairs to the premises.

**The pension repayment fund** represents money set aside by the Trustees to cover the liability of closing the defined contribution scheme.

# COLCHESTER AND TENDRING WOMEN'S REFUGE

## NOTES TO THE ACCOUNTS (Cont/d)

### FOR THE YEAR ENDED 31ST MARCH 2016

#### 17. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

	Unrestricted £	Designated £	Restricted £	2016 £	2015 £
Tangible fixed assets	169,835	-	732	170,567	174,566
Net current assets	123,872	117,000	3,156	244,028	328,178
Creditors over one year	(41,420)	-	-	(41,420)	(63,546)
	<u>252,287</u>	<u>117,000</u>	<u>3,888</u>	<u>373,175</u>	<u>439,198</u>

#### 18. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES

	2016 £	2015 £
Net movement in funds	(86,023)	(11,144)
Add back depreciation	15,385	15,041
Deduct interest income shown in investment activities	(1,974)	(4,673)
Loss/(profit) on sale of fixed assets	(825)	14,704
Decrease / (increase) in debtors	(41,555)	3,119
Increase / (decrease) in creditors	179,002	10,184
<b>Net cash used in operating activities</b>	<u>64,010</u>	<u>27,231</u>

#### 19. 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.

	2016 £	2015 £
Lease expiring within one year	93,019	93,019
	<u>93,019</u>	<u>93,019</u>

#### 20. DEFERRED INCOME

	2016 £	2015 £
Balance as at 1st April	97,998	68,699
Amount released to income in the year	(97,998)	(68,699)
Amount deferred in the year	239,794	97,998
<b>Balance as at 31st March</b>	<u>239,794</u>	<u>97,998</u>

The deferred income of £239,794 carried forward as at 31<sup>st</sup> March 2016 represents funding for salary and other direct costs for expenditure to be incurred in 2016/17.

#### 21. RELATED PARTY TRANSACTIONS

Trustee indemnity insurance totalling £434 (2015 – £318) was also paid on behalf of the trustees during the year.