

COMPANY REGISTRATION NUMBER: 07155976
CHARITY REGISTRATION NUMBER: 1135026

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2018



Accuo Accounting Limited
Chartered Accountants
Alvechurch
Birmingham
B48 7JX

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2018

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WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2018

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2018.

Objectives and activities

The object of the Charity, as stated in the Memorandum of Association, is the education and training of women to fulfil their roles in society.

W.A.I.T.S' Trustees monitor the Charity's activities to demonstrate that the Charity's aims continue to be, and are carried out, for the public benefit. They have had due regard to guidance published by the Charity Commission on public benefit. This has been translated into W.A.I.T.S overall Business Strategy 2018-2021.

W.A.I.T.S' mission statement is as follows:

Vision

A society where women are safe, valued and fulfilled.

MISSION

Empowering women to make positive choices in their own lives.

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Strategic Objectives and Goals

To deliver our mission and work towards our vision we have set out some strategic priorities, each of which is supported by a set of goals. The strategic priorities are what is important to us and the goals are our expectations as to what we will deliver and/or achieve.

Strategic Objectives

Goals

1 Deliver excellence for our clients

- i To empower women through access to W.A.I.T.S' Domestic Abuse Service
- ii To empower women through access to W.A.I.T.S Community Integration Project.

2 Deliver supported and refuge accommodation

- i to provide safe accommodation for women and children who are fleeing domestic abuse

3 Have a highly skilled workforce and achieve excellence

- i To achieve re-accreditation of the "PQASSO" quality mark
- ii To achieve the "Investors in People" accreditation.
- iii To undertake a self-assessment of our governance against our adopted Charity Governance Code (NCVO)
- iv To raise the profile of W.A.I.T.S

4 Have an excellent Information Technology Communication and Digital (ITC&D) function and business support services

- i To develop and deliver strategy/action plan to ensure that our ITC and digital function supports the business in achieving excellence

5 Be financially strong and deliver value for Money

- i To deliver the funding and income generation strategy
- ii to deliver the objectives in this business strategy over the three year period whilst retaining financial robustness
- iii To deliver the value for money approach over the life of the business strategy

6 Be environmentally sustainable

- i To develop and deliver Environmentally Sustainable strategy/action plan. In preparation for this we aim to
 - Make best possible use of available resources
 - Conserve energy
- ii Contribute towards reduction of the 'carbon footprint'
- iii To empower women through access to W.A.I.T.S's Sexual health Services

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

AIMS

The aims are achieved through the following objectives:

- Providing one to one support, advocacy, and befriending
- Co-ordination of support services for women with complex needs
- Delivering training workshops to develop the skills, confidence, knowledge and understanding of women.
- Provide counselling
- Developing working relationships with policy makers
- Organising and participating in conferences and meetings that raise the profile and the understanding of issues
- Provision of Refuge accommodation

W.A.I.T.S is responsive to the needs of women experiencing domestic abuse; by providing advocacy, support, accommodation and training, specialising in supporting BAME, Chinese women and women offenders.

The Role and Contribution of Volunteers

Volunteers continue to play a vital role in enabling W.A.I.T.S to meet our objectives. Volunteers provided essential support to enable W.A.I.T.S to deliver services:

- W.A.I.T.S Counselling services is provided by fully trained Volunteer Counsellors.
- Befriending volunteers recruited to provide to support W.A.I.T.S projects.
- In W.A.I.T.S head office volunteers provided support in administration, design and mailing of W.A.I.T.S weekly newsletter.
- Friends of W.A.I.T.S who supports W.A.I.T.S through Fundraising activities.

Trustees- W.A.I.T.S Trustees have specific skills to deliver W.A.I.T.S strategy and to meet our objectives. Trustees have an array of skills for example Legal, Health & Social Care, Housing, Offending and Community Development.

W.A.I.T.S continues to maintain its focus on the development of groups and individuals through social action to bring about social change by tackling issues of social exclusion, domestic abuse, single parenthood, offending and at risk of offending; supporting women in participating in local decision making and in all aspects of public life.

W.A.I.T.S achieves its aims through the following projects:

Community Integration project - providing advocacy, floating support, employment support and counselling to women offenders and those at risk of offending or suffering domestic abuse. We are grateful to the support of the following funders that have enabled W.A.I.T.S to deliver this work: **Lloyds Foundation and The Big Lottery**.

Women Support and Development - providing refuge accommodation, advocacy, support, sexual health awareness, befriending, personal development and counselling to Women experiencing domestic abuse, signposting to legal support and to agencies in the public sector. We are grateful for the support of **The Oak Foundation, Harborne Parish Lands, Comic Relief, Umbrella Services** in delivering this work.

Partnership Working

Lloyds Bank Foundation ReConnect Program: W.A.I.T.S is a member of the reconnect program advisory group which support people into employment. This year the Reconnect program teamed up with MITRE to provide work-placement. W.A.I.T.S clients attended customers service workshops, CV writing and interviews.

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Lloyds Bank Ambassador program

Senior staff use their CSR time to deliver employability workshop to W.A.I.T.S Clients.

Women's Resource Centre

In partnership with the Women's Resource Centre (London) W.A.I.T.S has facilitated workshops for the Women's Commissioning group. The Women's commissioning group provides training to Women's organisations so that they can be contract ready.

CEDAW (Committee on the Elimination of Discrimination against Women)

W.A.I.T.S facilitated in partnership with the Women's Resource Centre a training and consultation day on CEDAW to enable Women organisation to provide evidence in the Women's sector CEDAW shadow report.

Umbrella Services

1 In 2016 W.A.I.T.S joined the Umbrella services Community partnership:

- to deliver Domestic Abuse Advocacy and sexual Health Screening
- Health Promotions raising awareness of Umbrella Sexual Health services to the BME community.

2 No Wrong Door - W.A.I.T.S is a member of the No Wrong Door Third sector partnership, providing a one stop shop approach to people with multiple and complex needs.

3 W.A.I.T.S Small Heath Boxing Gym Level Playing Field project.

Delivering development and leadership workshops to women suffering domestic abuse as part of a fitness and training program

Achievements and performance

In 2017/2018 W.A.I.T.S provided support to 372 women

Supported **62** Women fleeing Domestic Abuse and homeless to:

- Access accommodation, via council, social housing, shared accommodation and W.A.I.T.S refuge
- Access to legal support and injunctions
- Access mental health support
- Support in accessing support services for them and their children
- Access counselling

Community Integration Project (CIP)

Supporting 72 women offenders and those at risk of offending or suffering domestic abuse to

- Access accommodation, via council, social housing, shared accommodation and W.A.I.T.S refuge
- Access to legal support and injunctions
- Access mental health Support
- Access Drugs and Alcohol support
- Support in accessing support services for them and their children
- Access Counselling

This project is due to end in March 2018. Funding has been submitted to Big Lottery for the continuation of this project.

Provided counselling to **29** women to overcome the emotional impact of Domestic Abuse

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Provided refuge to **20** women.

Gave **111** women one-off telephone support

Workshops for clients

Providing holistic support to women experiencing domestic abuse is at the core of W.A.I.T.S work. To complement our advocacy support to clients the following workshops were delivered:

- Employability Lloyds Bank Foundation
- Find your Voice
- PREVENT workshop
- Women of Wonder

W.A.I.T.S participate in the following local strategic forums and partnerships:

- West Midlands Police IAG
- North Birmingham Domestic Abuse Forum
- National Council of Women, Health Committee Member

Organisation support and Development

In 2017/18 thorough awards and funding development W.A.I.T.S has benefited from the following support:

- Coaching and mentoring, provided through Lloyds Bank Enhance programme to W.A.I.T.S CEO
- Strategic Planning - Ella Forum
- Pilotlight support to increase Trustee Skills and produce W.A.I.T.S Business strategy 2018 to 2021.

Empowering Women

W.A.I.T.S aims to empower women by developing their skills and confidence to raise issues of concern in their lives and participate in decision making structures.

W.A.I.T.S e-news Bulletin supports the women sector and individual women with sector and policy news, report findings, job opportunities and access to public consultation.

W.A.I.T.S Website - Provides women the opportunity to post personal stories and achievements, post blogs, receive information on W.A.I.T.S activities and email W.A.I.T.S for support and advice.

Financial review

Summary of the year

The accounts for the year show total income of £233,277 and total expenditure of £241,304 giving net movement of funds of £8,027 including net expenditure of £7,270 which relate to un-restricted funds. The Trustees have agreed a comprehensive five-year fundraising strategy and five year Business Plan which takes into account W.A.I.T.S need to raise unrestricted core funds to enable W.A.I.T.S to cover day to day running costs which are not met by current funding.

Reserves

The trustees have reviewed the reserves of the charity and the nature of the anticipated income and expenditure. Account has been taken of the need to secure the continuous operation of W.A.I.T.S given the uncertain future of funding streams and the fact that much of W.A.I.T.S' current funding is for restricted purposes and time limited.

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

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Year ended 31 March 2018

The trustees have decided that to safeguard W.A.I.T.S, reserves should be equivalent to at least three months' unrestricted core running costs. There were no general reserves at 31 March 2018.

Plans for future periods

The aims and objectives continue to be relevant and, at present, there are no plans to change these. Future activities will involve the following:

- The Domestic Abuse Service-supporting women who have experienced/are currently experiencing domestic abuse.
- The Community Integration Project (CIP)-supporting women who have offended in the past or who are at risk of offending/re-offending in the future.
- Women's Refuge-supporting women who are fleeing from, or who are facing homelessness due to, domestic violence.

Volunteering - W.A.I.T.S is expanding its volunteering program to include accessing volunteers to support the running of the Charity, supporting clients through Befriending well as supporting clients who wish to go on to further education, training and employment.

W.A.I.T.S is working toward the future stability of the charity and has a 5-year Business Strategy in place involving services that can be traded to the public sector and the infrastructure to manage tenders and commissions from voluntary and public sectors.

Structure, governance and management

Governing Document

The charity is governed by a Memorandum of Association dated 10th February 2012.

Organisational Structure

Trustees meet bi-monthly. A Chief Executive Officer is appointed to manage the day-to-day operations of the charity. W.A.I.T.S employs staff to achieve its aims and currently employs 7 staff members (full-time equivalents):

- Chief Executive Officer
- Operations Manager
- Two Women's Support and Development Workers (Domestic Abuse)
- Two Part Time Transition Worker (Women Offenders)
- 3 Full time Resettlement workers (Women Offenders)

There is also a part-time Finance Officer engaged on a self-employed basis.

Induction and training of new trustees

New Trustees are introduced to the staff team as part of their induction and are invited to attend two Away Days held each year for planning and review purposes. They receive training and information on their responsibilities as Trustees and other organisational documentation e.g. operational and strategic plans and financial reports.

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Risk Management

A review of the potential risks takes place once a year at one of the Staff and Trustees Away Days. This enables Trustees to ensure that policies and procedures are in place to minimise any impact. The identified risks and responses are as follows.

RISK

W.A.I.T.S fails to achieve objectives and targets outlined in the Business Plan

MANAGEMENT

- 1 Ensure monitoring of business & and operational plan at Business Planning Sub-Group meetings and Trustee Board meetings.
- 2 Gather information for evaluation and monitoring of W.A.I.T.S services through W.A.I.T.S outcomes and activities database.
- 3 Carry out monthly staff supervisions to ensure staff targets are on schedule and monitor staff development programme.
- 4 Ensure regular communication of issues or challenges at weekly staff meetings.

ACTION

- CEO and trustees
- CEO, Operations Manager and staff
- CEO, Operations Manager
- Operations manager

RISK

Inadequate revenue funding in the short, medium and long term.

MANAGEMENT

- 1 Fundraising strategy in place - monitored at Trustee Board meetings.
- 2 Reserves Policy in place and monitored
- 3 Fundraiser in place

ACTION

- CEO and trustees
- CEO and trustees

RISK

Inadequate funding for the groups we are working with.

MANAGEMENT

- 1 Fundraising strategy in place developing partnerships and commissioning opportunities with public sector.
- 2 Income Generation Strategy in place

ACTION

- CEO and Trustees
- Trustees

RISK

High staff turnover

MANAGEMENT

- 1 Ensure ongoing communication with staff and management
- 2 Document supervisions and team meetings
- 3 Secure funding in place

ACTION

- CEO and Operations manager
- Operations Manager
- CEO and Trustees
-

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

RISK

W.A.I.T.S workers unable to meet delivery of operational plan due to limited capacity

MANAGEMENT

- 1 Staff development programme
- 2 Ensure regular progress checks with staff
- 3 Document supervisions and team meetings
- 4 Agree corrective action referring to the operational plan including possibility of existing or new resources taking on some of the work
- 5 Consider additional contingencies to deliver outputs at Board meeting.
- 6 Ensure monitoring of outputs and outcomes in operational at Business Planning Sub-group meetings.
- 7 Additional monitoring of Business Planning Sub-Group carried out at Board Meetings

ACTION

Operations Manager
CEO and Operations Manager
Operations Manager
CEO and Operations Manager

CEO and Trustees

CEO and Trustees

RISK

W.A.I.T.S unable to adequately monitor and evaluate need, outputs, outcomes and impact of world Territorialism by other stakeholders, agencies and referral partners. Lack of cooperation from other stakeholders, agencies and referral

MANAGEMENT

- 1 Ensure quality standards met. PQASSO level 1 in place
- 2 Ensure good networks and communication systems with stakeholders, agencies and referral partners

ACTION

CEO and Trustees

CEO and Trustees

Reference and administrative details

Registered charity name	WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)
Charity registration number	1135026
Company registration number	07155976
Principal office and registered office	235 Dudley Road Winson Green Birmingham B18 4EJ

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

The trustees

S Bateman-Chair

K Bailey

ML Cadogan

G Johal

D LaBassiere

M Longmore

(resigned May 2017)

DSS Matheroo

P Moran

Company secretary

M Lewinson

Independent Examiner

David Seeley FCA

Accuo Accounting Limited

Chartered Accountants

Alvechurch


Birmingham

B48 7JX

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 30 October 2018 and signed on behalf of the board of trustees by:



S Bateman
Trustee

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Year ended 31 March 2018

I report to the trustees on my examination of the financial statements of WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S) ('the charity') for the year ended 31 March 2018.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



DAVID SEELEY FCA

Accuo Accounting Limited
Chartered Accountants
Alvechurch
Birmingham
B48 7JX

30 October 2018

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

31 March 2018

			2018		2017
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	9,540	137,804	147,344	99,238
Charitable activities	6	73,842	–	73,842	46,815
Other trading activities	7	11,634	–	11,634	3,222
Investment income	8	–	–	–	33
Other income	9	457	–	457	–
Total income		<u>95,473</u>	<u>137,804</u>	<u>233,277</u>	<u>149,308</u>
Expenditure					
Expenditure on raising funds:					
Costs of raising donations and legacies	10	700	–	700	19,950
Costs of other trading activities	11	7,428	–	7,428	–
Expenditure on charitable activities	12,13	98,235	134,941	233,176	229,591
Total expenditure		<u>106,363</u>	<u>134,941</u>	<u>241,304</u>	<u>249,541</u>
Net (expenditure)/income		<u>(10,890)</u>	<u>2,363</u>	<u>(8,027)</u>	<u>(100,233)</u>
Transfers between funds		6,094	(6,094)	–	–
Net movement in funds		<u>(4,796)</u>	<u>(3,231)</u>	<u>(8,027)</u>	<u>(100,233)</u>
Reconciliation of funds					
Total funds brought forward		6,259	18,874	25,133	125,366
Total funds carried forward		<u>1,463</u>	<u>15,643</u>	<u>17,106</u>	<u>25,133</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 13 to 22 form part of these financial statements.

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Statement of Financial Position

31 March 2018

		2018 £	2017 £
Fixed assets			
Tangible fixed assets	19	4,588	8,292
Current assets			
Debtors	20	6,039	5,130
Cash at bank and in hand		26,693	33,728
		<u>32,732</u>	<u>38,858</u>
Creditors: amounts falling due within one year	21	20,214	22,017
Net current assets		<u>12,518</u>	<u>16,841</u>
Total assets less current liabilities		<u>17,106</u>	<u>25,133</u>
Net assets		<u>17,106</u>	<u>25,133</u>
Funds of the charity			
Restricted funds		15,643	18,874
Unrestricted funds		1,463	6,259
Total charity funds	23	<u>17,106</u>	<u>25,133</u>

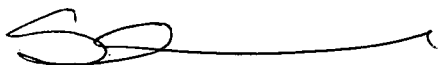
For the year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 30 October 2018, and are signed on behalf of the board by:



S Bateman
Trustee

The notes on pages 13 to 22 form part of these financial statements.

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2018

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 235 Dudley Road, Winson Green, Birmingham, B18 4EJ. It fulfils the requirements of being a public benefit entity

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The trustees have prepared a cash-flow to cover the forthcoming twelve months from the date of approval of the accounts and, in the light of current and expected funding, believe it remains appropriate prepare the accounts on a going concern basis. If the expected funds are not received then there may be material uncertainties about the charity's ability to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102 by reason of being small. As such, advantage has been taken of the following disclosure exemptions available under FRS 102:

- (a) No cash flow statement has been presented for the company.
- (b) Disclosures in respect of financial instruments have not been presented.

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

3. Accounting policies *(continued)*

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Significant judgements

There are no judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have any significant effect on the amounts recognised in the financial statements.

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. There are no key assumptions or other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and are generally income funds. There are currently no endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

3. Accounting policies *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT as this cannot be recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, and non-charitable trading activities
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	- 25% straight line
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Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

3. Accounting policies *(continued)*

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

4. Limited by guarantee

The liability of members in the case of winding up is limited to £10 per member.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Donations			
General donations	4,540	–	4,540
Grants			
Unrestricted grants	–	–	–
Lloyds Bank Foundation	–	17,000	17,000
Big Lottery	–	51,584	51,584
Comic Relief	–	18,000	18,000
Oak Foundation	–	51,220	51,220
Goodenough Charitable Trust	1,000	–	1,000
Veale Wasbough Vizards	2,000	–	2,000
Garfield Weston	2,000	–	2,000
	<u>9,540</u>	<u>137,804</u>	<u>147,344</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Donations			
General donations	6,894	–	6,894

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Grants			
Unrestricted grants	15,634	–	15,634
Lloyds Bank Foundation	–	17,000	17,000
Big Lottery	–	51,585	51,585
Comic Relief	–	8,125	8,125
Oak Foundation	–	–	–
Goodenough Charitable Trust	–	–	–
Veale Wasbough Vizards	–	–	–
Garfield Weston	–	–	–
	<u>22,528</u>	<u>76,710</u>	<u>99,238</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Sundry income from charitable activities	813	813	–	–
Contracted services	44,812	44,812	11,780	11,780
Rent and contributions for women's refuges	28,217	28,217	35,035	35,035
	<u>73,842</u>	<u>73,842</u>	<u>46,815</u>	<u>46,815</u>

7. Other trading activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Fundraising events	11,634	11,634	3,222	3,222

8. Investment income

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Bank interest receivable	–	–	33	33

9. Other income

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Sundry income and contributions	457	457	–	–

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

10. Costs of raising donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Legal and professional fees	700	-	700
	<u>700</u>	<u>-</u>	<u>700</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Legal and professional fees	19,950	-	19,950
	<u>19,950</u>	<u>-</u>	<u>19,950</u>

11. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Event costs	6,948	6,948	-	-
Advertising	480	480	-	-
	<u>7,428</u>	<u>7,428</u>	<u>-</u>	<u>-</u>

12. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Women's Advice and Services	67,593	134,941	202,534
Women's Refuges	29,472	-	29,472
Support costs	1,170	-	1,170
	<u>98,235</u>	<u>134,941</u>	<u>233,176</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Women's Advice and Services	44,620	164,528	209,148
Women's Refuges	17,434	-	17,434
Support costs	3,009	-	3,009
	<u>65,063</u>	<u>164,528</u>	<u>229,591</u>

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

13. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2018 £	Total fund 2017 £
Women's Advice and Services	202,534	1,170	203,704	212,157
Women's Refuges	29,472	–	29,472	17,434
	<u>232,006</u>	<u>1,170</u>	<u>233,176</u>	<u>229,591</u>

14. Analysis of support costs

	Women's Services and Advice £	Total 2018 £	Total 2017 £
Finance costs	–	–	2,059
Governance costs	1,170	1,170	950
	<u>1,170</u>	<u>1,170</u>	<u>3,009</u>

15. Net expenditure

Net expenditure is stated after charging/(crediting):

	2018 £	2017 £
Depreciation of tangible fixed assets	<u>3,704</u>	<u>3,702</u>

16. Independent examination fees

	2018 £	2017 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	1,500	950
Other financial services	–	2,059
	<u>1,500</u>	<u>3,009</u>

17. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2018 £	2017 £
Wages and salaries	157,590	146,738
Social security costs	4,774	9,229
Employer contributions to pension plans	2,521	1,980
	<u>164,885</u>	<u>157,947</u>

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

17. Staff costs *(continued)*

The average head count of employees during the year was 9 (2017: 8). The average number of full-time equivalent employees during the year is analysed as follows:

	2018 No.	2017 No.
Management	1	1
Charitable activities	6	4
	<u>7</u>	<u>5</u>

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £64,112 (2017: £67,962).

18. Trustee remuneration and expenses

- no remuneration or other benefits from employment with the charity or a related entity were received by the trustees.
- no trustee expenses have been incurred

19. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2017 and 31 March 2018	<u>34,867</u>
Depreciation	
At 1 April 2017	26,575
Charge for the year	<u>3,704</u>
At 31 March 2018	<u>30,279</u>
Carrying amount	
At 31 March 2018	<u>4,588</u>
At 31 March 2017	<u>8,292</u>

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

20. Debtors

	2018 £	2017 £
Trade debtors	112	—
Other debtors	5,927	5,130
	<u>6,039</u>	<u>5,130</u>

21. Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	11,905	12,469
Social security and other taxes	5,903	3,986
Other creditors	2,406	5,562
	<u>20,214</u>	<u>22,017</u>

22. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,521 (2017: £1,980).

23. Analysis of charitable funds

Unrestricted funds

	At 1 April 2017 £	Income £	Expenditure £	At 31 March 2018 £
General funds	<u>6,259</u>	<u>95,473</u>	<u>(100,269)</u>	<u>1,463</u>
Expenditure is net of £6,094 transferred from Comic Relief restricted fund				

Restricted funds

	At 1 April 2017 £	Income £	Expenditure £	At 31 March 2018 £
Lloyds Bank Foundation	9,916	17,000	(13,641)	13,275
Big Lottery	—	51,584	(49,240)	2,344
Oak Foundation	2,864	51,220	(54,060)	24
Comic Relief	<u>6,094</u>	<u>18,000</u>	<u>(24,094)</u>	<u>—</u>
	<u>18,874</u>	<u>137,804</u>	<u>(141,035)</u>	<u>15,643</u>

Comic Relief expenditure includes £6,094 transferred to General funds

WOMEN ACTING IN TODAY'S SOCIETY (W.A.I.T.S)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

24. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Tangible fixed assets	4,588	–	4,588	8,292
Current assets	17,089	15,643	32,732	18,874
Creditors less than 1 year	(20,214)	–	(20,214)	(2,033)
Net assets	<u>1,463</u>	<u>15,463</u>	<u>17,106</u>	<u>25,133</u>