

Company number: 2443288

Charity Number: 1010129

Sheffield Women's Counselling and Therapy Service Limited

Report and financial statements
For the year ended 31 March 2017

Sheffield Women's Counselling and Therapy Service Limited

Reference and administrative information

for the year ended 31 March 2017

Company number 2443288

Charity number 1010129

Registered office and operational address 44 Daniel Hill, Sheffield, S6 3JF

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Carol Jepson	Chair
Judith Dodds	Treasurer
Ahmina Akhtar	from 25 th April 2016
Teresa Allewell	from 11 th July 2016
Stephanie Allan	from 30 th June 2016
Pam Marshall	
Susan Bridgeford	
Olivia Sinclair	
Heather Curtis	until 1 st December 2016
Catherine Grange	until 1 st December 2016

Key management	Miranda Atherton	Clinical Manager
personnel	Beth Longstaff	Business Development Manager until September 2016
	Katherine Myles	Business Development Manager from October 2016

Bankers Co-operative Bank plc
PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

Independent examiner Susan Cooper FCCA DChA Slade & Cooper Limited
Greenfish Resource Centre, 46-50 Oldham St, Manchester, M4 1LE

Sheffield Women's Counselling and Therapy Service Limited

Trustees' annual report

for the year ended 31 March 2017

The trustees present their report and the unaudited financial statements for the year ended 31 March 2017.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association of Sheffield Women's Counselling and Therapy Service Limited ("the company" or "the charity" or "SWCTS") and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report on each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remain focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Objects

The objects of SWCTS, as set out in its governing document, are:

- to promote and protect the mental health and wellbeing of women and girls, in particular through the provision of counselling and psychotherapy, and
- to advance the education of the public with regard to the mental health and wellbeing of women and girls.

The following key strategic aims help SWCTS meet the above objects:

- Service delivery: To provide free, accessible, high quality counselling, psychotherapy and group programmes for women in Sheffield who have experienced trauma or abuse
- Training and support: To provide training and support for other agencies or practitioners to enable them to work more effectively with women who have experienced trauma or abuse
- Awareness raising and campaigning: To raise awareness of the needs of women who have experienced trauma or abuse and campaign for better services
- Securing our future: To build a sustainable future for SWCTS so that it can continue to support women who have experienced trauma or abuse.

Activities undertaken for public benefit

In reviewing the aims and objectives of SWCTS and planning activities for the year the trustees have kept in mind the Charity Commission's guidance on public benefit.

The most direct beneficiaries of our activities are women in Sheffield aged 16 and above who have experienced trauma or abuse including domestic abuse, childhood sexual abuse, adult sexual violence and rape, chronic neglect and other forms of trauma. We provide free counselling and psychotherapy as well as therapeutic group activities for these women.

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Women accessing our services report an increased ability to participate in positive relationships, education, employment and community activities. Our work thus has additional benefits for the families and communities of the women we support directly.

Our activities also include the provision of training, conference workshops, signposting and informal support to other professionals and agencies who work with women who have experienced trauma or abuse. By sharing our expertise in this way we are able to provide benefits for women who are clients or service users of these other agencies.

Achievements and performance

The charity's main activities and beneficiaries are described below. All its charitable activities focus on improving the mental health and wellbeing of women and girls who have experienced abuse or trauma and are undertaken to further SWCTS's charitable purposes for the public benefit.

Beneficiaries of our services

The most direct beneficiaries of our services are women in Sheffield aged over 16 who have experienced some form of abuse or trauma. This might be historic or recent abuse or trauma and can include issues such as domestic abuse, childhood or adult sexual abuse, sexual exploitation or rape, childhood neglect or emotional abuse.

Individual counselling and psychotherapy

This year SWCTS offered 132 starting point sessions, 131 assessments and 1263 individual therapy sessions across the year.

We particularly work with women who find it difficult to access other services. Access to our service is by self-referral, although many of our clients are signposted to us by other health and social care professionals or by our community sector partners across the city. This year 33% of our referrals came from General Practitioners and the IAPT service, another 15% from Sheffield Health and Social Care Trust services and 12% by recommendation via word-of-mouth from current and former service users.

We tailor the length of therapy and the therapeutic approach to the needs of each client. We can offer short-term focused therapy or up to a year's therapy with an in-house psychotherapist, an associate therapist or a volunteer therapist. We also have a Therapeutic Group Worker offering pre and post-therapy group work and community outreach.

87% of our appointments were attended, 8% were cancelled by the client, 2% were cancelled by the service and 3% were unattended without notification.

We carry out comprehensive clinical assessments for 1:1 therapy using the Trauma Symptom Inventory (TSI 2), an internationally recognised tool providing a detailed assessment across more than 20 clinical and validity scales. Many clients have either a formal diagnosis of a personality disorder or show significant personality disorder characteristics. Many of our clients also have long-term medical conditions or medically unexplained symptoms, as is often the case with patients who have experienced abuse and trauma. Of the clients for whom we have a complete set of results for the TSI, 100% of them showed reduced trauma symptoms on at least one clinical scale.

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Therapists and training

All of our staff and associates are fully qualified and experienced in working with trauma and abuse survivors. They are all members of relevant professional bodies (BACP, UKCP, HCPC) and receive clinical supervision and ongoing training and development. Our volunteer therapists are either qualified and working towards accreditation or in the final years of training on an accredited course. All receive regular clinical supervision.

In 2016-2017 SWCTS recruited and trained three new volunteers in specialist trauma work and held training for all therapists in specialist safeguarding and in trauma assessment. We established quarterly assessment meetings for therapy staff carrying out assessments to ensure consistency, provide peer support and improve effectiveness.

Therapeutic Group Work

We carry out comprehensive clinical assessments for our group work using Clinical Outcomes Routine Evaluation (CORE). The majority of our clients when they begin attending are either "severe" or "moderately severe" on the CORE outcome measures. Clients also set personal goals and provide client feedback forms. All those clients who completed a group course attained a personal goal and improved in one or several areas of the CORE 34 score: i.e. well-being, functioning, coping with problems and risk.

48 women attended groups:

3 x 10 week pre-therapy Well-being Courses were attended by 29 women in total, including 22 who were attending a therapeutic group for the first time.

9 women attended a weekly therapeutic Yoga Group

6 women attended our monthly Post- therapy Group offering taster sessions of activity and strategies for increasing independence.

3 women attended our Psychodrama Group, which ran through to August 2016. We received positive feedback from the women who did attend. However, the low uptake led us to discontinue the group when the last cohort moved on and to focus instead on other courses.

Community outreach and awareness raising

We continued to publicise our work through our networks including VCF organisations and statutory sector partners, for example through the Mental Health Partnership Board (a cross-sector body for mental health services in Sheffield). As well as maintaining good communication with our NHS commissioners to ensure the information they disseminate is current, we have met directly with the clinical directors of Sheffield Health and Social Care Trust to clarify information about services offered and referral pathways.

We continued to maintain strong links with other VCF organisations in the city and our clients are often referred or signposted by organisations working in, for example, supported housing, family support or domestic abuse as well as community mental health services.

We have continued to build our outreach and networks, participating in a range of network meetings as well as building on our outreach to BME communities via organisations like the Burngreave Community Forum, Health Watch, and Mind. As part of our commitment to awareness raising we hosted a talk on Whistleblowing and Safeguarding by Rotherham whistleblower and youth worker Jayne Senior and a talk on the work of our local CCG by Lead Commissioner and GP Dr. Steve Thomas. Both talks were attended

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by 36 practitioners. Our senior therapist presented to Sheffield University International Women's Club in January and coordinated and promoted a specialist trauma training event which was fully subscribed and attended by 59 practitioners and which took place in May 2017.

SWCTS is a full member of the Survivors Trust and meets regularly with other survivors' services as part of this network. SWCTS is also a member of the British Association for Counselling and Psychotherapy (BACP) and the UK Psychological Trauma Society.

Client engagement and impact

We've worked hard to increase the proportion of our clients from whom we obtain feedback to 93% of those who completed therapy. Of those:

Feedback from clients in 1:1 therapy:

98% would recommend SWCTS to a friend

98% were happy with the response they received when they first contacted SWCTS

98% were happy with the service they'd had from the office staff

98% felt SWCTS was a comfortable place

98% felt SWCTS was a welcoming place

For each of these categories, 2% of clients marked "don't know" and 0% indicated negative responses and all experienced a reduction in trauma symptoms in one or many symptoms of the TSI.

50% thought that the SWCTS website was useful and 68% thought our leaflets were useful. In light of this we have earmarked communication as a development priority for 2017-18.

Outcomes:

88% felt more self confident

91% felt they understood themselves better

88% coped better with their feelings

83% felt less isolated

68% understood other people better

86% felt that therapy had improved their relationship with other people

85% felt they were looking after themselves better

90% felt they were tackling difficult situations better

51% felt they were a more effective parent

78% were finding it easier to attend education, training, work or volunteering

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Our own experience mirrors the research which shows that specialist services like ours are uniquely positioned to address underlying issues for clients who have a long history of frequently presenting with a range of seemingly unrelated physical and mental health issues. We know from initial assessments that many of our clients have accessed multiple services previously that have not tackled underlying complex trauma and PTSD.

Post therapy feedback from clients seen in 2016-2017 tells us:

40% of clients are visiting their GP less often than before they accessed our therapy

55% noted an improvement in their physical health

28% are visiting A&E less often than before.

Fewer than 2% of clients reported an increase in any of these three health indicators. These increases were mainly due to an adverse life event such as bereavement or a diagnosis of serious illness. The remainder reported "no change" or "don't know".

"If it weren't for SWCTS I would have likely had to give up work, enter secondary mental health services or killed myself. At best I would still be miserable, barely functional and without any hope or clear path to improving that situation. Again I am thankful for the immeasurable foundational work my therapist and I have been able to do because of SWCTS. Thankyou!" *SWCTS service user.*

Other activity

We recruited a new Business Development Manager to the service in September 2016: Katherine Myles.

Financial review

At the end of the reporting period, the charity held total funds of £280,073. Of this, £3,841 is restricted funds and £276,232 is unrestricted income funds of which £15,000 have been designated by the trustees.

Of the unrestricted funds, £161,600 is held in tangible fixed assets (largely our therapy centre at 289 Abbeydale Road) and £118,473 is held in net current assets.

Thus the charity holds £99,632 in free reserves as of 31st March 2017.

Income

2016-2017 was the third year of a five-year grant from the Big Lottery Fund's Reaching Communities programme and this grant funded £96,549 (40%) of our budget this year. This funding has been crucial in enabling us to continue to deliver our 1:1 therapy service via a network of associate and volunteer therapists, and to further develop our therapeutic group work.

The Sheffield Clinical Commissioning Group has continued to acknowledge the importance of our work in Sheffield, awarding us £88,633, which was 37% of our budget in 2016-2017. We are very appreciative that the role we play as a specialist service continues to be recognised. We have entered into a two year grant agreement with Sheffield CCG until March 2019.

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In addition to this, 2016-2017 was the last of a three year grant from the Tudor Trust of £32,000 which was 13% of our budget. The Tudor Trust has awarded a continuation of this grant for 2017-2018. We are very appreciative of this continued support which funds our core staff posts.

In addition to our grant funding, we are continuing to grow our trading income, via the rental of therapy space from our premises on Abbeydale Road. Our income from this activity in 2016-2017 was £20,778. We are extremely grateful to all of our hirers for their custom and partnership. Also, in March 2017, we paid off the outstanding loan on our building, using income from our trading activity, so for 2017-2018 we won't have the cost of loan repayments, and all income can be used to fund our charitable work, and to develop and maintain the premises.

As a provider of specialist services, our therapist costs are our main expenditure. We strive to ensure a balanced team which includes senior and experienced, as well as trainee and newly qualified therapists. This means that we need paid roles as well as volunteers. We're proud to be a hub of learning for those volunteer therapists who come to us to develop their skills in trauma work, as part of an experienced and supportive team.

Reserves policy

The trustees have reviewed the reserves in line with Charity Commission guidance. This involved analysing existing funds and considering likely funding and expenditure to which the charity is committed. The trustees considered that sufficient reserves are needed to maintain the organisation's services in the event of a delayed decision about a grant or contract. In addition, should it become necessary to wind up the company, the reserves would enable it to meet its commitments to beneficiaries, suppliers, staff (including redundancy payments) and others.

As a result of this review, and in the light of current uncertainty about the future of some current sources of funding, trustees have agreed that a figure of approximately five months' running costs, or £102,000, is appropriate at the end of the reporting period. The current level of reserves is consistent with this.

Designations

The trustees have designated two funds as follows:

Redevelopment fund: Trustees have designated £12,000 for renewals to our therapy space at 289 Abbeydale Road, and for redevelopment of IT infrastructure, branding and web development, for expenditure over the next two years.

Major property repairs fund: Trustees have designated £3000 for major repairs at 289 Abbeydale Road, such as boiler or roof repairs, for expenditure over the next seven years.

"I am so grateful that I was accepted for treatment at SWCTS. I would never have otherwise been able to access psychotherapy as I could not afford a service with an associated cost." *SWCTS service user.*

Plans for the future

We are committed to continuing to provide free counselling, psychotherapy and therapeutic group work for women survivors of abuse and trauma, along with awareness raising, training and advocacy to ensure the needs and experiences of these women are better understood. In pursuit of these aims, SWCTS has a number of strategic priorities for the coming year:

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Reviewing our service offer

We plan to look at our service offer as a whole, to see if we can help more women. We will be meeting as an organisation in 2018 to explore this from a range of angles, including:

- the role that groups can play in our client journey. We've received excellent feedback for our group work, and would like to offer groups to more women each year.
- the potential to offer more individualised therapeutic pathways.

Raising our profile and engaging the community

This is a new area of development for us as an organisation. In 2017-2018 we plan to renew our communications strategy, and as part of that develop our website and our social media strategy.

We know that there are lots of people who would like to support us, so we plan to make it easier for them to do so. This work on our communications and profile, will lay the foundations for us to develop a supporter network of regular givers and community fundraisers.

Developing our trading income

We'd like to explore the potential to increase our unrestricted income from our therapy centre on Abbeydale Road. We plan to review what we offer and engage our current hirers in consultation so we can develop the service we offer, as well as carry out some renewals to the space. This work, alongside our communications strategy, will help us to attract new hirers, which in turn will generate additional funds for our charitable work.

Continuing to develop client voice in the organisation

As we enter into the fourth year of our Big Lottery Fund grant, we're keen to build on our client engagement work, to offer a greater range of involvement and influencing opportunities for former service users. We will review the work done on this so far and prepare a strategy for embedding client voice throughout the organisation.

Structure, governance and management

SWCTS is a charitable company limited by guarantee, incorporated on 15 November 1989 and registered as a charity on 26 March 1992.

The company was established under a memorandum of association which set out its objects and powers and is governed by its articles of association.

Members of SWCTS guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2017 was 8 (2016:10). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 12 to the accounts.

A person wishing to become a trustee must be aged 18 or over and either recommended by the Trustees or nominated for election by a member. All trustees must retire at each AGM but can offer themselves for re-election or further co-option. Trustees can at any time co-opt someone to be a trustee, but the total number of co-opted trustees cannot be more than half of the number of elected trustees.

Trustees delegate responsibility for the day-to-day management of the charity jointly to the Clinical Manager and the Business Development Manager. In August 2017, these job titles were changed to Head of Clinical Services (HOCS) and Chief Executive Officer (CEO) respectively with the HOCS reporting to the CEO and the CEO reporting to the Board.

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for the year ended 31 March 2017

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed. A risk register has been established and reviewed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

A significant risk area is the potential for a loss of funding. With this in mind a funding strategy is in place which works towards a mixed economy of funding and the generation of unrestricted income reserves.

Risks are minimised by a clear system of authorisation and well-documented financial controls approved by the trustees and regularly reviewed. Procedures are in place to ensure compliance with the health and safety of staff, volunteers, clients and visitors to the charity's premises.

Statement of responsibilities of the trustees

The trustees (who are also directors of Sheffield Women's Counselling and Therapy Service Limited 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Statement of Recommended Practice
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the 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 the 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.

Independent Examiner

Susan Cooper of Slade & Cooper Ltd was re-appointed as the charitable company's Independent Examiner during the year and has expressed her willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

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Trustees' annual report

for the year ended 31 March 2017

The trustees' annual report has been approved by the trustees on 15th December 2017 and signed on their behalf by

Carol Jepson

Chair

Jude Dodds

Treasurer

Independent examiner's report
to the members of
Sheffield Women's Counselling and Therapy Service Limited

I report on the accounts of the company for the year ended 31 March 2017 which are set out on pages 12 to 26.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Susan Cooper FCCA DChA
Slade & Cooper Ltd.
Chartered Certified Accountants
Green Fish Resource Centre
46-50 Oldham Street
Manchester
M4 1LE

18th December 2017

Sheffield Women's Counselling and Therapy Service Limited

Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2017

	Note	Unrestricted funds £	Restricted funds £	Total funds 2017 £	Total funds 2016 £
Income from:					
Donations and legacies	3	4,241	-	4,241	6,285
Charitable activities:	4	-	217,182	217,182	229,775
Other trading activities	5	21,220	-	21,220	27,730
Investments	6	110	-	110	199
Total income		25,571	217,182	242,753	263,989
Expenditure on:					
Raising funds	7	3,680	-	3,680	2,603
Charitable activities:	8	11,689	220,549	232,238	240,264
Total expenditure		15,369	220,549	235,918	242,867
Net income/(expenditure) for the year	10	10,202	(3,367)	6,835	21,122
Transfer between funds		-	-	-	-
Net movement in funds for the year		10,202	(3,367)	6,835	21,122
Reconciliation of funds					
Total funds brought forward		266,030	7,208	273,238	252,116
Total funds carried forward		276,232	3,841	280,073	273,238

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

Sheffield Women's Counselling and Therapy Service Limited
Company number 2443288

Balance sheet as at 31 March 2017

	Note	2017		2016	
		£	£	£	£
Fixed assets					
Tangible assets	15		161,600		165,916
Total fixed assets			161,600		165,916
Current assets					
Debtors	16	5,340		6,578	
Cash at bank and in hand	17	119,688		143,137	
Total current assets		125,028		149,715	
Liabilities					
Creditors: amounts falling due in less than one year	18	(6,555)		(24,498)	
Net current assets			118,473		125,217
Total assets less current liabilities			280,073		291,133
Creditors: amounts falling due after more than one year	20		-		(17,895)
Net assets			280,073		273,238
The funds of the charity:					
Restricted income funds	21		3,841		7,208
Unrestricted income funds	22		276,232		266,030
Total charity funds			280,073		273,238

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' (trustees') responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors (trustees) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 15 to 26 form part of these accounts.

Approved by the trustees on 15 December 2017 and signed on their behalf by:

Carol Jepson (Chair)

Judith Dodds (Treasurer)

Sheffield Women's Counselling and Therapy Service Limited

Statement of Cash Flows
for the year ending 31 March 2017

	Note	2017 £	2016 £
Cash provided by/(used in) operating activities	25	(5,664)	41,137
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		110	199
Proceeds from sale of tangible fixed assets		-	-
Purchase of tangible fixed assets		-	-
Proceeds from sale of investments		-	-
Purchase of investments		-	-
Cash provided by/(used in) investing activities		110	199
<i>Cash flows from financing activities:</i>			
Repayment of borrowing		(17,895)	(3,896)
Cash inflows from new borrowing		-	-
Cash provided by/(used in) financing activities		(17,895)	(3,896)
Increase/(decrease) in cash and cash equivalents in the year		(23,449)	37,440
Cash and cash equivalents at the beginning of the year		143,137	105,697
Cash and cash equivalents at the end of the year		119,688	143,137

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Sheffield Women's Counselling and Therapy Service Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

c Income

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 the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

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Notes to the accounts for the year ended 31 March 2017 (continued)

d 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), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

e Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure 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.

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

h Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

i Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Land & buildings	50 years
Improvements to property	4 years
Fixtures & fittings	3 years
Equipment	4 years

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017 (continued)

j 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.

k Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

l 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.

m Financial instruments

The charity 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.

n Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 11. There were no outstanding contributions at the year end. The costs of the defined contribution scheme are included within support and governance costs and allocated to the funds of the charity using the methodology set out in note 11.

The money purchase plan is managed by The Pensions Trust and the plan invests the contributions made by the employee and employer in an investment fund to build up over the term of the plan a pension fund which is then converted into a pension upon the employee's normal retirement year age when eligible for a state pension. The total expense ratio of the plan is 0.45% for the main fund, and total expense ratio is less than 0.52%, and this is deducted from the investment fund annually. The trust has no liability beyond making its contributions and paying across the deductions for the employee's contributions. There were no contributions outstanding at the year-end.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017 (continued)

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
Donations	4,241	-	4,241	6,285
Total	4,241	-	4,241	6,285
<i>Total by fund 31 March 2016</i>	6,285	-	6,285	

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
Big Lottery Fund Reaching Communities	-	96,549	96,549	94,900
NHS Sheffield CCG	-	88,633	88,633	73,633
Tudor Trust	-	32,000	32,000	31,000
South Yorkshire Community Foundation	-	-	-	17,600
Child and Adult Victims of Sexual Abuse Support Fund	-	-	-	12,642
Total	-	217,182	217,182	229,775
<i>Total by fund 31 March 2016</i>	-	229,775	229,775	

5 Income from other trading activities

	2017 £	2016 £
Room hire	20,778	20,529
Training income	-	6,205
Other income	442	996
	21,220	27,730

All income from other trading activities is unrestricted.

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017 (continued)

6 Investment income

	Unrestricted £	Restricted £	2017 £	2016 £
Income from bank deposits	110	-	110	199
	<u>110</u>	<u>-</u>	<u>110</u>	<u>199</u>
	<u><u>110</u></u>	<u><u>-</u></u>	<u><u>110</u></u>	<u><u>199</u></u>

7 Cost of raising funds

	2017 £	2016 £
Staff costs	3,680	2,603
	<u>3,680</u>	<u>2,603</u>
	<u><u>3,680</u></u>	<u><u>2,603</u></u>

All expenditure on cost of raising funds is unrestricted.

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017 (continued)

8 Analysis of expenditure on charitable activities

	Total 2017 £	Total 2016 £
Staff costs	145,526	142,360
Recruitment	10	786
Supervision	2,938	6,683
Associate therapists	41,713	45,381
Staff training	1,759	2,815
Staff travel & subsistence	412	576
Volunteer costs	6,017	2,986
User costs	548	987
Subscription & reference	708	1,944
Office supplies	3,807	4,250
Consultancy fees & expenses	515	557
Events & conferences	100	2,651
Premises costs	7,214	8,050
Office costs	8,050	7,427
Equipment & repairs	4,923	3,992
Miscellaneous	1,016	1,426
Legal & professional	-	-
Depreciation	4,316	4,316
Loan interest	1,213	1,504
Governance costs (see note 9)	1,453	1,573
	<hr/>	<hr/>
	232,238	240,264
	<hr/> <hr/>	<hr/> <hr/>
	2017 £	2016 £
Restricted expenditure	220,549	230,895
Unrestricted expenditure	11,689	9,369
	<hr/>	<hr/>
	232,238	240,264
	<hr/> <hr/>	<hr/> <hr/>

9 Analysis of governance and support costs

	Basis of apportionment	Governance £	Total 2017 £
Independent examination fees	Governance	480	480
Accountancy services	Governance	960	960
Legal and professional	Governance	13	13
		<hr/>	<hr/>
		1,453	1,453
		<hr/> <hr/>	<hr/> <hr/>

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017 (continued)

10 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2017	2016
	£	£
Depreciation	4,316	4,316
Loss or profit on disposal of fixed assets	-	-
Interest payable	1,213	1,504
Operating lease rentals:		
Property	2,750	2,750
Other	1,273	1,273
Independent examiner - accountancy fees	960	1,080
Independent examiner's fee	480	480
	149,206	144,963

11 Staff costs

Staff costs during the year were as follows:

	2017	2016
	£	£
Wages and salaries	131,858	128,748
Social security costs	6,935	7,825
Pension costs	10,413	8,390
	149,206	144,963
Allocated as follows:		
Cost of raising funds	3,680	2,603
Charitable activities	145,526	142,360
Governance costs	-	-
	149,206	144,963

No employees has employee benefits in excess of £60,000 (2016: Nil).

The average number of staff employed during the period was 7 (2016: 7).

The average full time equivalent number of staff employed during the period was 3.9 (2016: 4.2).

The key management personnel of the charity comprise the trustees, the Clinical Manager and the Business Development Manager. The total employee benefits of the key management personnel of the charity were £75,503 (2016: £67,691).

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017 (continued)

12 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2016: Nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2016: nil).

13 Government grants

The government grants recognised in the accounts were as follows:

	2017 £	2016 £
NHS Sheffield CCG	88,633	73,663
South Yorkshire Community Foundation (Sheffield CCG Health Fund)	-	17,600
Office of Police & Crime Commissioner for Norfolk (Child and Adult Victims of Sexual Abuse Support Fund)	-	12,642
	88,633	103,905
	88,633	103,905

14 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

15 Fixed assets: tangible assets

	Property & improvements £	Fixtures & fittings £	Equipment £	Total £
Cost				
At 1 April 2016	191,840	11,213	2,283	205,336
	191,840	11,213	2,283	205,336
At 31 March 2017	191,840	11,213	2,283	205,336
	191,840	11,213	2,283	205,336
Depreciation				
At 1 April 2016	27,065	11,213	1,142	39,420
Charge for the year	3,745	-	571	4,316
	30,810	11,213	1,713	43,736
At 31 March 2017	30,810	11,213	1,713	43,736
	30,810	11,213	1,713	43,736
Net book value				
At 31 March 2017	161,030	-	570	161,600
	161,030	-	570	161,600
At 31 March 2016	164,775	-	1,141	165,916
	164,775	-	1,141	165,916

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017 (continued)

16 Debtors

	2017 £	2016 £
Trade debtors	2,116	2,963
Prepayments and accrued income	3,224	3,615
	<hr/>	<hr/>
	5,340	6,578

17 Cash at bank and in hand

	2017 £	2016 £
Cash at bank and on hand	119,688	143,137
	<hr/>	<hr/>
	119,688	143,137
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18 Creditors: amounts falling due within one year

	2017 £	2016 £
Loan repayments	-	5,400
Trade creditors	1,088	523
Other creditors and accruals	1,622	3,575
Deferred income	3,845	15,000
	<hr/>	<hr/>
	6,555	24,498
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19 Deferred income

	2017 £	2016 £
NHS Sheffield CCG		
Deferred grant brought forward	15,000	-
Grant received		15,000
Released to income from charitable activities	(15,000)	-
Training fees in advance	3,845	-
	<hr/>	<hr/>
Deferred grant carried forward	3,845	15,000
	<hr/> <hr/>	<hr/> <hr/>

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017 (continued)

20 Creditors: amounts falling after more than one year

	2017 £	2016 £
Social Enterprise Investment Fund loan	-	17,895
	<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>
Repayable in 2-5 years by instalments	-	17,895
	<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>
Due in more than one year	-	17,895
Due in less than one year	-	5,400
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Total loan outstanding	-	23,295
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The loan was repaid in the year. It was previously repayable over 10 years and interest was charged at no more than 6%.

21 Analysis of movements in restricted funds

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2017 £
Big Lottery Fund - Reaching Communities	7,208	96,549	(99,916)	-	3,841
NHS Sheffield CCG	-	88,633	(88,633)	-	-
Tudor Trust	-	32,000	(32,000)	-	-
City Foundation	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
Total	7,208	217,182	(220,549)	-	3,841
	<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>
Previous reporting period	Balance at 1 April 2015 £	Income £	Expenditure £	Transfers £	Balance at 1 April 2016 £
Big Lottery Fund - Reaching Communities	8,048	94,900	(95,740)	-	7,208
NHS Sheffield CCG	-	73,633	(73,914)	281	-
Tudor Trust	-	31,000	(31,000)	-	-
Child Sexual Abuse Enquiry Fund	-	12,642	(12,642)	-	-
South Yorkshire City Foundation	-	17,600	(17,600)	-	-
	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
Total	8,048	229,775	(230,896)	281	7,208
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Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017 (continued)

Analysis of movements in restricted funds (continued)

Name of fund	Description, nature and purposes of the fund
Big Lottery Fund - Reaching Communities	Providing counselling, psychotherapy and therapeutic group support to women who have experienced chronic trauma and abuse.
NHS Sheffield CCG	Providing counselling and psychotherapy to women who have experienced childhood sexual abuse.
Tudor Trust	Providing counselling, psychotherapy and therapeutic group support to women who have experienced chronic trauma and abuse.
Child and Adult Victims of Sexual Abuse Support Fund South Yorkshire Community Foundation (Sheffield CCG Health Fund)	To improve the health and wellbeing of adult women survivors of historic or recent sexual abuse. To provide specialist psychological assessments, counselling and psychotherapy for women affected by the impact of rape, sexual abuse and exploitation.

22 Analysis of movement in unrestricted funds

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers £	As at 31 March 2017 £
General fund	266,030	25,571	(15,369)	(15,000)	261,232
Building fund	-	-	-	3,000	3,000
Redevelopment fund	-	-	-	12,000	12,000
	266,030	25,571	(15,369)	-	276,232
	266,030	25,571	(15,369)	-	276,232
Previous reporting period	Balance at 1 April 2015 £	Income £	Expenditure £	Transfers £	As at 1 April 2016 £
General fund	244,068	34,214	(11,971)	(281)	266,030
	244,068	34,214	(11,971)	(281)	266,030
	244,068	34,214	(11,971)	(281)	266,030

Name of	Description, nature and purposes of the fund
General fund	The free reserves after allowing for all designated funds
Building fund	Fund to cover major repairs at 289 Abbeyfield Road.
Redevelopment fund	Fund for renewals at 289 Abbeyfield Road, IT infrastructure, branding and web development.

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2017 (continued)

23 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	161,600	-	-	161,600
Fixed asset investments	-			-
Net current assets/(liabilities)	99,632	15,000	3,841	118,473
Creditors of more than one year	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total	261,232	15,000	3,841	280,073
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

24 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods:

	Property		Equipment	
	2017 £	2016 £	2017 £	2016 £
Less than one year	2,750	2,750	-	-
One to five years	-	-	3,184	4,454
	<hr/>	<hr/>	<hr/>	<hr/>
	2,750	2,750	3,184	4,454
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

25 Reconciliation of net movement in funds to net cash flow from operating activities

	2017 £	2016 £
Net income/(expenditure) for the year	6,835	21,122
Adjustments for:		
Depreciation charge	4,316	4,316
Loss/(profit) on sale of fixed assets	-	-
(Gains)/losses on investments	-	-
Dividends, interest and rents from investments	(110)	(199)
Decrease/(increase) in debtors	1,238	903
Increase/(decrease) in creditors	(17,943)	14,995
	<hr/>	<hr/>
Net cash provided by/(used in) operating activities	(5,664)	41,137
	<hr/> <hr/>	<hr/> <hr/>