

Company number: 2443288

Charity Number: 1010129

Sheffield Women's Counselling and Therapy Service Limited

trading as

Saffron Sheffield

Report and financial statements

for the year ended 31 March 2020

Sheffield Women's Counselling and Therapy Service Limited

Reference and administrative information

for the year ended 31 March 2020

Charity name Sheffield Women's Counselling and Therapy Service Limited
also known as Saffron Sheffield

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:

Susan Bridgeford	Chair
Judith Dodds	Treasurer
Carol Jepson	
Ahmina Akhtar	
Teresa Allewell	
Stephanie Allan	
Pam Marshall	
Olivia Sinclair	

Key management Katherine Myles Chief Executive Officer

Personnel

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

Independent examiner Christy Lau FCCA CTA 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 2020

The trustees present their report and the unaudited financial statements for the year ended 31 March 2020. Included within the trustees' report is the directors' report as required by company law.

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 "Saffron Sheffield") 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.

Objects

The objects of Saffron Sheffield, 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 Saffron Sheffield meet the above objects:

- Service delivery: To provide free, accessible, high quality 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 Saffron Sheffield 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 Saffron Sheffield and planning activities for the year the trustees have kept in mind the Charity Commission's guidance on public benefit. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

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The most direct beneficiaries of our activities are women in Sheffield aged 16 and above who have experienced trauma or abuse in childhood or in adulthood, including:

- Sexual abuse, sexual violence, rape or sexual exploitation
- Domestic abuse and domestic violence, including coercive control
- Honour-based violence and female genital mutilation
- Torture and trafficking
- Being a witness or victim of a crime or an accident
- "County lines" or the exploitation of children and vulnerable people to aid illegal drugs distribution
- Emotional abuse
- Childhood neglect

Our clients are usually suffering from complex post-traumatic stress symptoms due to chronic or repeated instances of abuse and trauma.

We provide free psychotherapy as well as therapeutic group activities for these women.

Women accessing our services tell us that the support they receive has enabled them to maintain healthier relationships, and in many cases therapy has enabled them to maintain employment when they were struggling with their mental health. Women also often tell us that they have found it easier to attend community activities because of our service and that therapy has made them a better parent. 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.

In 2019 we adopted our new working name of Saffron Sheffield after being known for 30 years as Sheffield Women's Counselling and Therapy Service. We have retained Sheffield Women's Counselling and Therapy Service Limited as our legal name but we hope our new working name of Saffron Sheffield will be easier to remember and make our organisation more accessible for both potential clients and donors.

Achievements and performance

All Saffron Sheffield's 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 Saffron Sheffield's charitable purposes for the public benefit.

Activities

1:1 Therapy

Assessments

In 2019-2020 Saffron Sheffield offered 260 hours of assessment sessions and these were attended by 109 women. Only 6% of our assessments were missed without prior arrangement. We carried out comprehensive clinical assessments in order to obtain a detailed picture of clients' symptoms, to assess risk and to inform a personalised offer of therapy.

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Therapy sessions

118 women benefited from 1:1 therapy sessions. 1,453 1:1 therapy sessions were offered, of which only 6% were not attended without prior arrangement. 56 clients completed therapy in this time.

The number of 1:1 therapy sessions offered was affected by the need to recruit a new Head of Clinical Service in the middle of the year. In the period in which our outgoing Head of Clinical Service had finished working with us and prior to the new Head of Clinical Service taking up post, another staff therapist reduced her 1:1 client hours to fulfil additional duties which were part of the clinical lead role and essential to the safe running of the service. This change in staffing also meant that we were unable to recruit new volunteer therapists into the service, which has also impacted on the volume of overall delivery this year.

Therapeutic groups

We offered a 10-week group wellbeing course in the summer and we have run weekly therapeutic art sessions throughout the year, culminating in an exhibition of the art group's work at our 30th birthday fundraiser on 5th December 2019.

This fundraising event featured women performance poets, musicians and comedians and was attended by over 90 people, raising just over £1,200. We planned to continue marking our 30th year into 2020 by hosting a 30th Birthday Seminar for psychotherapists as well as a showcase event for partners and funders. Unfortunately these plans were disrupted due to Covid-19 and we hope to reschedule them.

Volunteer recruitment and team development

We have recruited, trained and supported five volunteer therapists to gain experience in delivering specialist trauma psychotherapy. Three of these volunteers were already qualified, another qualified while practising with us and the other volunteer therapist is in the final stages of qualification. All underwent rigorous selection and were able to demonstrate they had a good depth of experience in delivering psychotherapy prior to starting their volunteer placements with us.

We also updated all of our safeguarding and risk management policies in 2019 and hosted specialist training for all of our clinical team in safeguarding as psychotherapists.

New website and online registration facility

In May 2019 we launched our new working name, Saffron Sheffield, brand and website with the aim of ensuring that we are more accessible. We hope that our new name is easier to remember, say and spell!

Part of our new website includes a new option of online registration for our service, though the opportunity to register by post has been retained. This online registration facility has been very well received and has been used by a majority of our clients, who have found it convenient. It also provides for greater administrative efficiency.

Learning and growing

In October 2019 we commissioned an independent evaluation of our service. 52 clients were contacted, of whom 17 engaged in providing feedback in a variety of formats. There were 5 interviews in coffee shops or at one of Saffron Sheffield's two premises, 3 phone calls and 9 emails.

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for the year ended 31 March 2020

The evaluation report's findings were overwhelmingly positive. The following key themes were identified:

THERAPY OFFER: The number of sessions offered, which is based on individual circumstances and can be for up to a year (40 sessions), was a key positive factor mentioned by many women

UNDERSTANDING, EXPERIENCE AND RELATIONSHIPS: Some people spoke of how, during their initial assessment or when they met their therapist, that person just "got it" and understood the impact of the trauma they had experienced on their lives whereas other professionals had been unable to do this. In one instance, in a different service, the client's experience had been minimised and she had been encouraged to think the trauma she had experienced was not important.

FREE SERVICE, SPECIFICALLY FOR WOMEN: Some clients said that there was no way they could have accessed the type of support we provide for recovering from trauma and abuse if it had not been free. Some had paid for therapy in other settings but it had rapidly become unaffordable. Many clients mentioned how important it was that the therapists had been women.

INFORMAL, HOMELY SETTING: The non-stigmatising environment of Saffron Sheffield's premises, where therapy took place, and a cup of tea on arrival were important.

RESPONSIVE: There were good examples of therapists using their client's own language to talk about their difficulties and also being guided by what was and what was not a problem for their clients.

Partnership working

We belong to Sheffield Psychologies Board, where all psychology services commissioned by the NHS meet on a monthly basis to share practice, collaborate on service improvement and develop client/patient pathways. Through attendance at this meeting our CEO has developed strong relationships with the Directors of Psychology at Sheffield Teaching Hospitals Trust and Sheffield Health and Social Care Trust. Consequently, mental health practitioners across the city are better aware of our specialist service and how to signpost patients and we are better able to support clients to access other mental health services. We are well embedded in existing pathways and regularly liaise with other health and social care practitioners to ensure continuity of care.

Sheffield Psychologies Board met weekly in response to Covid-19, which enabled us to support one another, to have a better understanding of the city-wide picture amongst providers, to better inform our clients and to influence local priorities for recovery.

Saffron Sheffield also regularly meets and shares practice with other members of South Yorkshire's End Violence Against Women and Girls network and is an accredited member of the Survivors' Trust. Our clinical lead attends regular meetings for clinical leads of local counselling services and we recently joined Sheffield City Council's domestic and sexual abuse provider network.

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Outcomes

After receiving therapy clients reported that therapy had impacted them in the following ways:

- 100% achieved a personal goal they had set themselves
- 98% understood themselves better
- 96% had improved how they deal with problems
- 92% were looking after themselves better
- 92% were tackling difficult situations better
- 90% were coping better with their feelings
- 85% were feeling less isolated
- 85% had improved relationships
- 83% felt more self-confident
- 82% understood others better
- 81% (of parents) had become a more effective parent
- 61% (of those for whom it was applicable) were finding it easier to attend work, training or volunteering

In terms of how clients felt about the organisation:

- 98% said Saffron Sheffield was a welcoming place
- 98% said they would recommend Saffron Sheffield to a friend

Health outcomes

There was a strong positive trend among service users in self-reported improvements in physical health and in mental health-related emergency visits:

- 42% said their physical health had improved
- 9% were visiting A&E less often

Trauma symptoms

All clients who completed therapy showed a statistically significant reduction in trauma symptoms. We measure 22 different trauma symptoms using an evidence-based statistically validated tool - The Trauma Symptom Inventory-II (TSI-2).

Client voices from 2019-2020 on the difference that therapy has made for them

"I have had a lot of different counsellors and therapists over the years, and this is the only place where I have felt properly comfortable and [which] has genuinely helped me"

"This experience has made a massive difference to my everyday life and also the way I see things, process things and deal with issues of the past. [My therapist] has been welcoming, understanding and trusting. It has completely turned my life around and I am looking forward to the future! the most heartfelt thank you"

"This has been a very valuable service, and appeared in a time of need, every member of staff I encountered made me feel so welcome, and just being in the building alone I felt at ease. I can't say much more apart from how grateful I am for all the support I received and how positive I feel about myself and how confident I am about dealing with anything that comes my way."

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"I feel a lot more stable with my emotions & coping mechanisms. I still have off days but I have learnt & still am learning how to cope better with these & not let them take over my life. I feel a lot more optimistic & empowered."

"I'm a lot happier and seem to have dealt with my fears about my past - much more focused on the future me now."

"The service provided has been invaluable for my mental health. It has helped me deal with issues I'd tried to numb for years."

"[I] realised it is time to focus on myself & building myself back up. [The] therapy has started to focus more on looking after myself & putting things in place."

"I have really enjoyed & benefitted from therapy & would recommend it. Very nice people, you can be honest & say anything, you know you can trust them - the first time in my life I have been able to. You have helped me a lot, thank you."

Covid-19

The Covid-19 crisis only impacted the last two weeks of the year under review. However, at the time of writing we would like to reflect in this report on how we have adapted our service since the end of March 2020.

In March clients were given the option to suspend therapy or continue remotely where appropriate, with holding support for those who didn't continue. We now assess new clients via telephone and offer telephone therapy where this is assessed to be safe and appropriate. The uptake for telephone therapy amongst new clients was high and we secured additional funding in order to be able to deliver online video therapy from July. Our usual group work was temporarily suspended but at the time of writing we are co-producing an online group format with our clients.

Those who have not engaged in the service during lockdown have still been offered a range of support or signposting. It has been difficult for clients who are single mums with young children to access any kind of remote working due to not having a confidential space or anyone to help with childcare. It has also been difficult for those clients who live with a partner who does not know about their history and these clients may also struggle to find a confidential space and may be concerned about being overheard.

We have secured new funding to deliver between one and three 1:1 individual wellbeing sessions (offered via video or telephone) to all clients on our waiting list to help their functioning, symptom management and wellbeing while they wait for 1:1 therapy.

We have participated in Sheffield Psychology Board meetings on a weekly basis throughout the pandemic and in April we offered and delivered clinical supervision to a front line NHS worker from our most senior therapist.

On April 9th the national domestic abuse helpline reported a 120% increase in calls since the Covid-19 lockdown began. We know that many women who are current victims of domestic abuse often also have histories of trauma and abuse and that for many the Covid-19 crisis has caused additional trauma and/or abuse, increased the risk of abuse and also exacerbated trauma symptoms. Therefore, we think it is crucial that we increase our usual therapy provision to meet the increased demand which is certain to follow. In addition to this, we

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know many front-line workers and many families have been or will be impacted by the trauma of the current crisis and this has led to an additional need for specialist trauma therapy.

Plans for the future

We are focusing on our telephone and video therapy offers for the foreseeable future due to the Covid-19 pandemic. Committing to remote delivery of our services, supported by remote working by our staff, enables us to focus our time and energy on supporting clients while we are still experiencing localised tightening and easing of lockdown measures and the public health situation remains uncertain. We remain alert to opportunities to safely and sustainably resume face-to-face work and while we hope that this can recommence soon, we are well prepared and resourced now to work dynamically, whatever the public health situation.

Clients, therapists and support staff are all learning from this opportunity to work in a different way and we plan to integrate elements of what we have learned during the pandemic into our usual practice.

The Covid-19 crisis has impacted on our ability to raise income via our trading and community fundraising activities. Ordinarily we generate income to fund our charitable work via hiring out rooms for private therapists. At the start of 2020 we had begun on a strong trajectory towards our goal of increasing our room hire income from £30k to £50k over three years. In April this growing income stream was reduced to zero. Whilst we were able to open on a limited basis in September, subject to stringent Covid-19 security measures, demand has dropped and we can no longer rely on this as a steady and growing income stream.

At the start of the pandemic we directed our efforts into emergency funding applications in order to mitigate the loss of our trading income. While we were successful in mitigating this loss for the current financial year, we are concerned that this income stream will not be rebuilt for next year so we are working hard to ensure we can raise the funds needed to continue our current levels of delivery.

Financial review

At the end of the reporting period the charity held total funds of £249,622 (2019: £302,201). Of this, £0 (2019: £7,578) is restricted funds and £249,622 (2019: £294,623) is unrestricted income funds. In 2019 £3,723 was designated by the trustees for development work and £41,126 designated to fund part of our 2019-2020 operating budget. For 2020-2021 the trustees are undesignating the remaining £628 balance of these 2019 designated funds.

Of the total funds, £149,795 (2019: £153,540) is held in tangible fixed assets (largely our therapy centre at 289 Abbeydale Road) and £99,827 (2019: £148,661) is held in net current assets.

Thus the charity holds £99,827 (2019: £96,234) in free reserves as of 31st March 2020.

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Income

In 2019-2020 we used our designated service continuity fund (£41,126) to mitigate the end of a five year National Lottery Grant while we successfully secured new multi-year grant funding for 2020-2023.

The Sheffield Clinical Commissioning Group has continued to acknowledge the importance of our work in Sheffield, awarding us £80,997 in 2019-2020. We are very appreciative of the fact that our role as a specialist service continues to be recognised by them and our grant agreement has been renewed until March 2022.

Alongside this we were fortunate to be awarded 15 grants totalling £39,000, ranging from £500 to £10,000 from local and national charitable trusts.

In the third quarter of 2019-2020 we successfully secured a three year award of £177,500 from the Henry Smith Charity to fund our Head of Clinical Service and Senior Therapist roles from April 2020 - March 2023.

In addition to our grant funding we continued to earn income via the rental of therapy space from our premises on Abbeydale Road. Our income from this activity in 2019-2020 was £24,538 (2019: £25,469). We are extremely grateful to all of our hirers for their custom and partnership.

In 2019 we rebranded our organisation in order to raise our profile in our locality and better engage the community in our work. Our donations from individual supporters, fundraisers and organisations grew from £1,979 in 2018-2019 to £8,349 in 2019-2020. We were fortunate to be supported by many individuals and organisations in the community, including the Lord Mayor of Sheffield, Mindbody Online, Nether Edge Farmers' Market, Sheffield City Council Private Rental Awards Dinner and Party for the People, to name but a few.

Expenditure

As a provider of specialist services our therapist costs are our main expenditure. We strive to ensure a balanced team which includes experienced as well as trainee and newly qualified therapists. This means that we need paid roles as well as volunteers. We are 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 particular, the board has considered the impact of Covid-19 on our usual income generation activity. The pandemic and associated restrictions reduced our trading income to zero in April 2020. At the time of preparing this report we have been able to secure grant funding in order to mitigate the loss of our trading income for 2020-2021. We are now directing our energy into securing further funding to mitigate the likely scenario that this income stream will not be recovered by April 2021. However, we are also working hard to adapt our room hire, and offer it in a way in which the risks associated with Covid-19 are reduced. At the time of preparing this report we are tentatively recommencing our room

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hire activity at a much reduced capacity and subject to stringent hygiene protocols. However, we hope to fully rebuild our trading activity as and when it is appropriate but our business plan will seek to fund our work independently of this income stream as we cannot depend upon it.

The pandemic has also impacted our community fundraising activity, which had been steadily increasing in recent years. We are taking steps to adapt our community fundraising to digital formats but we do not anticipate that this income stream will be reliable over the next six months and are focusing on grant applications accordingly.

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 £88,730, is appropriate at the end of the reporting period. The wind down costs have been calculated at £4,627. The current level of free reserve is consistent with this. At the time of writing this report, we are aware that our income for 2020-2021 will be inflated due to extraordinary Covid-19 funding, to approximately £240,000. On this basis our reserve level would only approximate to four months' operating costs. However, much of this increased expenditure for 2020-2021 can be revised as required.

Designations

The £628 balance on the Development Fund has been undesignated. All other designated funds have been fully spent and undesignated.

Structure, governance and management

Sheffield Women's Counselling and Therapy Service is a charitable company limited by guarantee, incorporated on 15 November 1989 and registered as a charity on 26 March 1992. Sheffield Women's Counselling and Therapy Service adopted the trading name Saffron Sheffield in 2019.

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 Saffron Sheffield 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 2020 was 8 (2019:8). 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 11 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.

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for the year ended 31 March 2020

Trustees delegate responsibility for the day-to-day management of the charity to the Chief Executive Officer (CEO).

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.

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Trustees' annual report

for the year ended 31 March 2020

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.

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

The trustees' annual report has been approved by the trustees on 30/10/2020 and signed on their behalf by

Susan Bridgeford

Chair

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

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2020 which are set out on pages 14 to 31.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your company'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 that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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.

Christy Lau FCCA CTA DChA

Slade & Cooper Limited
Green Fish Resource Centre, 46-50 Oldham Street
Manchester, M4 1LE

Date 18/12/2020

Sheffield Women's Counselling and Therapy Service Limited

Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2020

	Note	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	3	8,349	-	8,349	1,979
Charitable activities	4	1,500	118,497	119,997	180,126
Other trading activities	5	24,838	-	24,838	27,423
Total income		34,687	118,497	153,184	209,528
Expenditure on:					
Raising funds	6	14,596	-	14,596	8,738
Charitable activities	7	65,092	126,075	191,167	197,254
Total expenditure		79,688	126,075	205,763	205,992
Net income/(expenditure) for the year	9	(45,001)	(7,578)	(52,579)	3,536
Net movement in funds for the year		(45,001)	(7,578)	(52,579)	3,536
Reconciliation of funds					
Total funds brought forward		294,623	7,578	302,201	298,665
Total funds carried forward		249,622	-	249,622	302,201

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

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Company number 2443288

Balance sheet as at 31 March 2020

	Note	2020	2019
		£	£
Fixed assets			
Tangible assets	14	149,795	153,540
		149,795	153,540
Total fixed assets			
Current assets			
Debtors	15	10,904	4,407
Cash at bank and in hand	16	139,406	162,804
		150,310	167,211
Total current assets			
Liabilities			
Creditors: amounts falling due in less than one year	17	(50,483)	(18,550)
		99,827	148,661
Net current assets			
Total assets less current liabilities		249,622	302,201
Net assets		249,622	302,201
The funds of the charity:			
Restricted income funds	19	-	7,578
Unrestricted income funds	20	249,622	294,623
		249,622	302,201
Total charity funds		249,622	302,201

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 17 to 31 form part of these accounts.

Approved by the trustees on 30/10/2020 and signed on their behalf by:

Susan Bridgeford (Chair)

Judith Dodds (Treasurer)

Sheffield Women's Counselling and Therapy Service Limited

Statement of Cash Flows
for the year ending 31 March 2020

	Note	2020 £	2019 £
Cash provided by/(used in) operating activities	23	(23,398)	23,502
Increase/(decrease) in cash and cash equivalents in the year		(23,398)	23,502
Cash and cash equivalents at the beginning of the year		162,804	139,302
Cash and cash equivalents at the end of the year		139,406	162,804

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Notes to the accounts for the year ended 31 March 2020

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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

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.

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2020 (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 2020 (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 10. 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 8.

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.

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 2020 (continued)

3 Income from donations and legacies

	Total 2020 £	Total 2019 £
Donations	8,349	1,979
Total	8,349	1,979

All donations and legacies income is unrestricted.

4 Income from charitable activities

Current reporting period	Unrestricted £	Restricted £	Total 2020 £
NHS Sheffield CCG	-	80,997	80,997
Evan Cornish Foundation	-	10,000	10,000
The Talbot Trusts	-	5,000	5,000
Donald Forrester Trust	-	5,000	5,000
Sheffield Town Trust	-	4,000	4,000
J.G. Graves Charitable Trust	-	3,000	3,000
The Scurrah Wainwright Charity	-	3,000	3,000
The Sheffield Church Burgesses Trust	-	2,000	2,000
The Albert Hunt Trust	-	2,000	2,000
Ecclesiastical Movement for Good	1,000	-	1,000
James Neill Trust Fund	-	1,000	1,000
The Zachary Merton and George Woofindin Convalescent Trust	-	1,000	1,000
The Barnabas Charitable Trust	-	1,000	1,000
The Cutlers' Company Charitable Trust	-	500	500
Hyman Winstone Foundation	500	-	500
Total	1,500	118,497	119,997
Previous reporting period	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2019</i> £
<i>Big Lottery Fund Reaching Communities</i>	-	106,493	106,493
<i>NHS Sheffield CCG</i>	-	73,633	73,633
Total	-	180,126	180,126

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2020 (continued)

5 Income from other trading activities

	2020 £	2019 £
Room hire	24,538	25,469
Training income	300	1,830
Other income	-	124
	<hr/>	<hr/>
	24,838	27,423
	<hr/> <hr/>	<hr/> <hr/>

All income from other trading activities is unrestricted.

6 Cost of raising funds

	2020 £	2019 £
Staff costs	9,285	7,092
Fundraising costs	5,311	1,646
	<hr/>	<hr/>
	14,596	8,738
	<hr/> <hr/>	<hr/> <hr/>

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 2020 (continued)

7 Analysis of expenditure on charitable activities

	Total 2020 £	Total 2019 £
Staff costs	131,022	125,310
Recruitment	1,385	1,716
Supervision	450	1,080
Associate therapists	20,276	23,269
Staff training	350	1,801
Staff travel & subsistence	352	808
Volunteer costs	19	10
User costs	190	8
Subscription & reference	253	1,053
Office supplies	3,119	3,110
Consultancy fees & expenses	5,715	1,460
Events & conferences	481	1,283
Awareness raising	1,097	-
Premises costs	16,244	26,558
Office costs	3,344	3,462
Equipment & repairs	378	384
Depreciation	3,745	3,745
Bad debts	-	207
Governance costs (see note 8)	2,747	1,990
	<hr/>	<hr/>
	191,167	197,254
	<hr/> <hr/>	<hr/> <hr/>
	2020 £	2019 £
Restricted expenditure	126,075	176,399
Unrestricted expenditure	65,092	20,855
	<hr/>	<hr/>
	191,167	197,254
	<hr/> <hr/>	<hr/> <hr/>

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2020 (continued)

8 Analysis of governance and support costs

	Basis of apportionment	Governance £	Total 2020 £
Trustees training	Governance	860	860
Independent examination fees	Governance	480	480
Accountancy services	Governance	960	960
Legal and professional	Governance	447	447
		2,747	2,747
		2,747	2,747

Previous reporting period

	Basis of apportionment	Governance £	Total 2019 £
<i>Trustees training</i>	<i>Governance</i>	<i>400</i>	<i>400</i>
<i>Independent examination fees</i>	<i>Governance</i>	<i>480</i>	<i>480</i>
<i>Accountancy services</i>	<i>Governance</i>	<i>960</i>	<i>960</i>
<i>Legal and professional</i>	<i>Governance</i>	<i>150</i>	<i>150</i>
		<i>1,990</i>	<i>1,990</i>
		<i>1,990</i>	<i>1,990</i>

9 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2020 £	2019 £
Depreciation	3,745	3,745
Operating lease rentals:		
Property	2,750	2,750
Other	1,273	1,273
Independent examiner - accountancy fees	800	800
Independent examiner's fee	400	400
	3,745	3,745

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2020 (continued)

10 Staff costs

Staff costs during the year were as follows:

	2020	2019
	£	£
Wages and salaries	124,249	116,338
Social security costs	6,118	6,814
Pension costs	9,940	9,250
	140,307	132,402
	140,307	132,402
Allocated as follows:		
Cost of raising funds	9,285	7,092
Charitable activities	131,022	125,310
	140,307	132,402
	140,307	132,402

No employee has employee benefits in excess of £60,000 (2019: Nil).

The average number of staff employed during the period was 7.4 (2019: 8).

The key management personnel of the charity comprise the trustees and Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £40,113 (2019: £46,061).

11 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2019: 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 (2019: nil).

12 Government grants

The government grants recognised in the accounts were as follows:

	2020	2019
	£	£
NHS Sheffield CCG	80,997	73,633
	80,997	73,633
	80,997	73,633

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2020 (continued)

13 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.

14 Fixed assets: tangible assets

	Property & improvements £	Fixtures & fittings £	Equipment £	Total £
Cost				
At 1 April 2019	191,840	3,607	2,283	197,730
Disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2020	191,840	3,607	2,283	197,730
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Depreciation				
At 1 April 2019	38,300	3,607	2,283	44,190
Charge for the year	3,745	-	-	3,745
Disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2020	42,045	3,607	2,283	47,935
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Net book value				
At 31 March 2020	149,795	-	-	149,795
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<i>At 31 March 2019</i>	<i>153,540</i>	<i>-</i>	<i>-</i>	<i>153,540</i>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Sheffield Women's Counselling and Therapy Service Limited
Notes to the accounts for the year ended 31 March 2020 (continued)

15 Debtors

	2020 £	2019 £
Trade debtors	688	1,160
Prepayments and accrued income	10,216	3,247
	10,904	4,407

16 Cash at bank and in hand

	2020 £	2019 £
Cash at bank and in hand	139,406	162,804
	139,406	162,804

17 Creditors: amounts falling due within one year

	2020 £	2019 £
Other creditors and accruals	4,333	4,550
Deferred income	46,150	14,000
	50,483	18,550

18 Deferred income

	2020 £	2019 £
Deferred grant brought forward	14,000	-
Grant received	46,150	14,000
Released to income from charitable activities	(14,000)	-
	46,150	14,000

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2020 (continued)

19 Analysis of movements in restricted funds

Current reporting period	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
Big Lottery Fund - Reaching Communities	7,578	-	(7,578)	-	-
NHS Sheffield CCG	-	80,997	(80,997)	-	-
Evan Cornish Foundation	-	10,000	(10,000)	-	-
The Talbot Trusts	-	5,000	(5,000)	-	-
Donald Forrester Trust	-	5,000	(5,000)	-	-
Sheffield Town Trust	-	4,000	(4,000)	-	-
J.G. Graves Charitable Trust	-	3,000	(3,000)	-	-
The Scurrah Wainwright Charity	-	3,000	(3,000)	-	-
The Sheffield Church Burgesses Trust	-	2,000	(2,000)	-	-
The Albert Hunt Trust	-	2,000	(2,000)	-	-
James Neill Trust Fund	-	1,000	(1,000)	-	-
The Zachary Merton and George Woofindin	-	1,000	(1,000)	-	-
The Barnabas Charitable Trust	-	1,000	(1,000)	-	-
The Cutlers' Company Charitable Trust	-	500	(500)	-	-
Total	7,578	118,497	(126,075)	-	-
Previous reporting period	<i>Balance at 1 April 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Balance at 31 March 2019 £</i>
Big Lottery Fund - Reaching Communities	3,851	106,493	(102,766)	-	7,578
NHS Sheffield CCG	-	73,633	(73,633)	-	-
Total	3,851	180,126	(176,399)	-	7,578

Sheffield Women's Counselling and Therapy Service Limited
Notes to the accounts for the year ended 31 March 2020 (continued)

19 Analysis of movements in restricted funds (cont.)

Name of fund	Description, nature and purposes of the fund
NHS Sheffield CCG	Providing counselling and psychotherapy to women who have experienced childhood sexual abuse.
Evan Cornish Foundation	Providing in-depth assessment sessions and tailored and holistic psychotherapy for women experiencing complex post traumatic stress due to their experiences of abuse.
The Talbot Trusts	Towards the cost of one-to-one part-time therapists who provide vital counselling sessions for women who are victims of trauma or abuse.
Donald Forrester Trust	Towards the cost of one-to-one part-time therapists who provide vital counselling sessions for women who are victims of trauma or abuse.
Sheffield Town Trust	Towards the cost of one-to-one part-time therapists who provide vital counselling sessions for women who are victims of trauma or abuse.
J.G. Graves Charitable Trust	Towards the cost of one-to-one part-time therapists who provide vital counselling sessions for women who are victims of trauma or abuse.
The Scurrah Wainwright Charity	Towards the cost of one-to-one part-time therapists who provide vital counselling sessions for women who are victims of trauma or abuse.
The Sheffield Church Burgesses Trust	Towards the cost of one-to-one part-time therapists who provide vital counselling sessions for women who are victims of trauma or abuse.
The Albert Hunt Trust	Providing life-changing therapy to women in Sheffield who are survivors of abuse.
James Neill Trust Fund	Providing life-changing therapy to women in Sheffield who are survivors of abuse.
The Zachary Merton and George Woofindin Convalescent Trust	Providing life-changing therapy to women in Sheffield who are survivors of abuse.
The Barnabas Charitable Trust	Providing life-changing therapy to women in Sheffield who are survivors of abuse.
The Cutlers' Company Charitable Trust	Towards the cost of one-to-one counselling sessions.
Big Lottery Fund - Reaching Communities	Providing counselling, psychotherapy and therapeutic group support to women who have experienced chronic trauma and abuse.

Sheffield Women's Counselling and Therapy Service Limited
Notes to the accounts for the year ended 31 March 2020 (continued)

20 Analysis of movement in unrestricted funds

Current reporting period	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	As at 31 March 2020 £
General fund	249,774	34,687	(35,467)	628	249,622
Redevelopment fund	3,723	-	(3,095)	(628)	-
Business continuity fund	41,126	-	(41,126)	-	-
	<u>294,623</u>	<u>34,687</u>	<u>(79,688)</u>	<u>-</u>	<u>249,622</u>
Previous reporting period	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers £	As at 31 March 2019 £
General fund	274,814	29,402	(16,868)	(37,574)	249,774
Building fund	3,000	-	-	(3,000)	-
Redevelopment fund	17,000	-	(12,725)	(552)	3,723
Business continuity fund	-	-	-	41,126	41,126
	<u>294,814</u>	<u>29,402</u>	<u>(29,593)</u>	<u>-</u>	<u>294,623</u>

Name of unrestricted fund	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 Rd
Redevelopment fund	Development fund for website and planned renewals at 289 Abbeydale Rd
Business continuity fund	Designated to fund otherwise unfunded operating costs in the 2019-2020 organisational budget

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2020 (continued)

21 Analysis of net assets between funds

Current reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	149,795	-	-	149,795
Net current assets/(liabilities)	99,827	-	-	99,827
Total	249,622	-	-	249,622
Previous reporting period	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	153,540	-	-	153,540
Net current assets/(liabilities)	96,234	44,849	7,578	148,661
Total	249,774	44,849	7,578	302,201

22 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	
	2020 £	2019 £	2020 £	2019 £
Less than one year	2,750	2,750	636	636
	2,750	2,750	636	636

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2020 (continued)

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

	2020 £	2019 £
Net income/(expenditure) for the year	(52,579)	3,536
Adjustments for:		
Depreciation charge	3,745	3,745
Decrease/(increase) in debtors	(6,497)	1,338
Increase/(decrease) in creditors	31,933	14,883
	<hr/>	<hr/>
Net cash provided by/(used in) operating activities	(23,398)	23,502
	<hr/> <hr/>	<hr/> <hr/>