

**Leicester Rape Crisis Limited**

**Directors' report and financial statements**

**for the year ended 31st March 2015**

**Company registration number 04381572**

**Charity registration number 1095540**

**Cheyettes Ltd**

**Chartered Certified Accountants**

**Leicester**

**Leicester Rape Crisis Limited**  
**Financial statements**  
**for the year ended 31st March 2015**

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**Leicester Rape Crisis Limited**

**Reference and administrative details  
at 31st March 2015**

Directors and trustees (at date of approval of report)	J. Avery R. Barnes C. Gunby R.A. Thacker
Company number	04381572
Charity number	1095540
Principal & registered office	21 Upper King Street Leicester LE1 6XF
Auditors	Cheyettes Ltd 167 London Road Leicester LE2 1EG
Bankers	Bank of Scotland P.O. Box 1,000 BX2 1LB

## **Leicester Rape Crisis Limited**

### **Directors' report for the year ended 31st March 2015**

The trustees, who are also the directors of Leicester Rape Crisis Limited for the purposes of the Companies Act and hereafter referred to collectively as "the trustees", present their report and the audited financial statements for the year ended 31st March 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005 in preparing the annual report and the financial statements of the charity.

#### **Reference and administrative details**

All reference and administrative information of the charity is either provided in the information on page 1 or set out hereunder.

#### **Structure, governance and management**

Leicester Rape Crisis Limited was incorporated as a company limited by guarantee on 26th February 2002. It is a registered charity, registration number 1095540 and is governed by its Memorandum and Articles of Association.

The trustees who served during the year are as stated below:

J. Avery  
R. Barnes  
Z. Ganeshpanchan (resigned 16th January 2015)  
C. Gunby  
R.A. Thacker  
L. Wood (resigned 21st January 2015)

Appointment of the trustees is governed by the Memorandum and Articles of Association. The trustees are authorised to appoint new trustees by resolution to fill vacancies arising during the year.

Trustees are recruited from current volunteers already working for Leicester Rape Crisis, through word of mouth and through advertising at Voluntary Action Leicester.

Comprehensive training is given to all new trustees by Voluntary Action Leicester and continuous training is available.

Whilst the business of the charity is managed by the board of trustees with all decisions taken being discussed at monthly committee meetings, the charity employs a part time manager to organise the day to day running of the centre; during the year this position was held by Rajo Saira prior to her replacement by Lynda Yorke.

In addition, the charity employs part time administrators to assist in ongoing operational matters and client care.

R.A. Thacker, a trustee of the charity, provides bookkeeping and payroll services to the charity through RT Accountancy Services Limited. All services are provided on an arms-length basis and details of charges raised are included in the notes to the financial statements.

## **Leicester Rape Crisis Limited**

### **Directors' report for the year ended 31st March 2015**

#### **Risk management**

The trustees operate a risk management policy which comprises the following :

- an ongoing review of the various risks which the charity faces in respect of the sector in which it operates;
- the establishment of systems, where considered necessary, to mitigate the risks identified;
- the implementation of such procedures to minimise the impact on the charity should those risks materialise.

In respect of non-financial risks such as Health and Safety, the trustees have examined operational and business uncertainties faced by the charity and have established appropriate systems in order to minimise potential risks.

#### **Objectives and activities**

The company was established for charitable purposes, in particular to prevent and relieve suffering caused to women who have been, or are potentially, subject to sexual abuse or harassment. Specifically it has continued to provide counselling, advice and support. As such, the activities are undertaken to further the charitable purposes for the public benefit.

In this respect, the charity relies upon unpaid volunteers who provide a wide range of skills and without whose support the charity would be unable to function. The charity therefore expresses its heartfelt gratitude to all those volunteers who have helped in the operating of the charity during the year.

#### **Achievements and performance**

During the year the charity received 1,125 calls to the helpline with 1,866 hours of support and counselling sessions provided.

The charity has maintained a relationship with its three major funders; Leicester City Council, Leicestershire County Council and the Office for Police and Crime Commissioning (OPCC). In January of this year we participated in the consultation process that was organised by the City Council on behalf of the three major funders of support for survivors of both Domestic Violence and Sexual Violence. Three models of delivery were proposed. Leicester Rape Crisis, along with other charities supporting both Domestic Violence and Sexual Violence victims, counselled strongly for funding for Sexual Violence to be ring-fenced. Regrettably, the Commissioners went with a model of having one large service to deliver to both groups.

Throughout the year we continued to employ a Young person's worker, although the original funding for this post ended in October 2014. We were fortunate in securing an additional amount from the County Council and as the Young person's worker supports young girls in County Schools, then this additional funding allowed the charity to maintain this post.

The charity provides a full training programme for its staff and during the year a variety of specialist training has been delivered to volunteers.

## **Leicester Rape Crisis Limited**

### **Directors' report for the year ended 31st March 2015**

#### **Operating leases**

The property is leased. The charity has carried out maintenance work to the building in accordance with the terms of the lease.

#### **Financial review and reserves policy**

It is the policy of the trustees to maintain a reasonable level of reserves designed to provide sufficient resources for the charity to continue in operation for the foreseeable future. The policy requires a regular ongoing review of the reserves that are available and those which will be required to fund operations and mitigate any adverse conditions that may arise. The Statement of Financial Activities shows a net surplus for the year of £19,686; total reserves at the end of the year were £146,993; no restricted funds were held at the

The present level of funding is considered adequate to support the continued operation of the Centre and the trustees consider the financial position to be satisfactory. The principal sources of funding for the charity have been grants from local authorities, the Office of the Police and Crime Commissioners and Womens Aid Leicester Ltd. Other sustainable sources of funding are sought on an ongoing basis.

#### **Plans for future periods**

It is anticipated that the charity will continue operating and fundraising throughout the year. A Business Plan has been developed to help secure long term financial stability.

The charity has been successful in a tendering bid for the OPCC and delivery of this contract commenced in September 2014.

It is proposed during 2015/16 that the charity will continue monitoring outgoings carefully to ensure it continues to stay within budget.

#### **Trustees' responsibilities in relation to the financial statements**

The trustees (who are also directors of Leicester Rape Crisis Limited for the purposes of company law) are responsible for preparing the 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 the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements the trustees are required to:

## **Leicester Rape Crisis Limited**

### **Directors' report for the year ended 31st March 2015**

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2005;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information (information needed by the charitable company's auditors in connection with preparing their report) of which the charitable company's auditors are unaware, and
- the trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Board on \_\_\_\_\_ and signed on its behalf by

**J. Avery**  
**Chairperson**

## **Independent auditor's report to the members of Leicester Rape Crisis Limited**

We have audited the financial statements of Leicester Rape Crisis Limited for the year ended 31st March 2015 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard Applicable to Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement (set out in their annual report) the trustees' (who are also the directors of Leicester Rape Crisis Limited for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

### **Scope of the audit of the financial statements**

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

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out below:

In common with many other charities of this size and nature we are responsible for assisting with the preparation of the financial statements and, when required, for the preparation and submission of returns to the tax authorities.

### **Opinion on the financial statements**

In our opinion :

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31st March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and



**Independent auditor's report to the members of  
Leicester Rape Crisis Limited**

- the financial statements have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006.**

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

**Matters on which we are required to report by exception**

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

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

**Philip John Dymond (senior statutory auditor)  
For and on behalf of Cheyettes Ltd  
Chartered Certified Accountants and  
Statutory Auditors**

**167 London Road  
Leicester  
LE2 1EG**

**Leicester Rape Crisis Limited**

**Statement of financial activities  
(incorporating the income and expenditure account)  
for the year ended 31st March 2015**

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2015 £	Total funds 2014 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds :</b>					
<i>Voluntary income :</i>					
Grants receivable	2	102,995	141,992	244,987	159,422
Donations and gifts		6,779	-	6,779	5,327
<i>Investment income</i>	3	19	-	19	20
<b>Total incoming resources</b>		<u>109,793</u>	<u>141,992</u>	<u>251,785</u>	<u>164,769</u>
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	4	275	1,403	1,678	124
<b>Charitable activities</b>	5	64,940	158,879	223,819	121,043
<b>Governance costs</b>	6	3,429	3,173	6,602	4,573
<b>Total resources expended</b>		<u>68,644</u>	<u>163,455</u>	<u>232,099</u>	<u>125,740</u>
<b>Net (outgoing)/incoming resources before transfers</b>		41,149	(21,463)	19,686	39,029
<b>Transfers between funds</b>	13	(12,410)	12,410	-	-
<b>Net movement in funds</b>		28,739	(9,053)	19,686	39,029
Total funds brought forward		118,254	9,053	127,307	88,278
<b>Total funds carried forward</b>		<u>146,993</u>	<u>-</u>	<u>146,993</u>	<u>127,307</u>

**Leicester Rape Crisis Limited**

**Balance sheet  
as at 31st March 2015**

		2015		2014	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	<b>8</b>		649		1,623
<b>Current assets</b>					
Debtors	<b>9</b>	95,488		34,073	
Cash at bank and in hand		100,667		102,375	
		<u>196,155</u>		<u>136,448</u>	
<b>Creditors: amounts falling due within one year</b>	<b>10</b>	<u>(49,811)</u>		<u>(10,764)</u>	
<b>Net current assets</b>			146,344		125,684
<b>Net assets</b>			<u>146,993</u>		<u>127,307</u>
<b>Funds</b>					
Restricted	<b>12</b>		-		9,053
Unrestricted			146,993		118,254
			<u>146,993</u>		<u>127,307</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on \_\_\_\_\_ and signed on its behalf by

**J. Avery**  
**Director**

**Company registration number 04381572**  
**Charity registration number 1095540**

## **Leicester Rape Crisis Limited**

### **Notes to the financial statements for the year ended 31st March 2015**

#### **1. Accounting policies**

##### **1.1. Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing these financial statements, the charity follows best practice as laid down in the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005 and the Companies Act 2006.

##### **1.2. Company status**

The charity is a company limited by guarantee. In the event of winding up, the liability in respect of the guarantee is limited to £1 per member.

##### **1.3. Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity which have not been designated for any other purposes. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are those which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by a donor or when funds are raised for particular restricted purposes.

##### **1.4. Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy, except when donors specify that donations and grants given to the charity must be used in future accounting periods, the income is then deferred until those periods.

Gifts in kind for distribution are included at valuation and recognised as income when they are distributed to projects. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

##### **1.5. Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Charitable expenditure comprises those costs incurred by the charity on the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities, and those costs of an indirect nature necessary to support them based upon either time spent on the actual activities or usage.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees.

## Leicester Rape Crisis Limited

### Notes to the financial statements for the year ended 31st March 2015

#### 1.6. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	-	computers at 33.3% per annum on a straight line basis
	-	others at 10% per annum on a straight line basis

#### 2. Grants receivable

The principal sources of grants receivable during the year were local authorities, the Office of the Police and Crime Commissioners and Womens Aid Leicestershire Ltd.

#### 3. Investment income

	Unrestricted funds 2015 £	Total funds 2014 £
Interest receivable	19	20

#### 4. Costs of generating voluntary income

	Unrestricted funds 2015 £	Total funds 2014 £
Advertising and publicity	1,678	124

#### 5. Charitable activities

	Support costs £	Training/ consultancy £	Client care £	Total 2015 £	Total 2014 £
Counselling services	-	-	100,948	100,948	15,220
YPGA direct costs	-	-	1,443	1,443	239
Staff costs	36,064	18,032	18,031	72,127	71,242
Agency staff	679	-	679	1,358	-
Supervision and consultancy	-	2,862	2,861	5,723	5,833
Premises costs	4,457	2,229	6,686	13,372	11,791
General office expenses	5,575	6,969	15,330	27,874	15,744
Depreciation and amortisation	325	162	487	974	974
	<u>47,100</u>	<u>30,254</u>	<u>146,465</u>	<u>223,819</u>	<u>121,043</u>

**Leicester Rape Crisis Limited**

**Notes to the financial statements  
for the year ended 31st March 2015**

**6. Governance costs**

	Unrestricted funds	Restricted funds	Total funds 2015	Total funds 2014
	£	£	£	£
Office expenses	1,223	3,121	4,344	2,570
Audit	2,085	-	2,085	1,800
Bank charges	121	52	173	203
	3,429	3,173	6,602	4,573
	3,429	3,173	6,602	4,573

**7. Staff costs**

	2015	2014
	£	£
Salaries	69,549	67,124
Agency staff	1,358	-
Social security costs	2,578	4,118
	73,485	71,242
	73,485	71,242

During the year no employee earned £60,000 per annum or more and no remuneration was paid or expenses reimbursed to the trustees (2014 - £nil).

The average number of employees during the year was:

	Number	Number
Direct charitable expenditure	4	4
Administration	1	1
	5	5
	5	5

**Leicester Rape Crisis Limited**

**Notes to the financial statements  
for the year ended 31st March 2015**

<b>8. Tangible fixed assets - held for use by the charity</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>		
At 1st April 2014	7,013	7,013
At 31st March 2015	<u>7,013</u>	<u>7,013</u>
<b>Depreciation</b>		
At 1st April 2014	5,390	5,390
Charge for the year	974	974
At 31st March 2015	<u>6,364</u>	<u>6,364</u>
<b>Net book values</b>		
At 31st March 2015	<u>649</u>	<u>649</u>
At 31st March 2014	<u>1,623</u>	<u>1,623</u>
<b>9. Debtors</b>	<b>2015 £</b>	<b>2014 £</b>
Trade debtors	91,260	29,615
Other debtors	-	886
Prepayments and accrued income	4,228	3,572
	<u>95,488</u>	<u>34,073</u>
<b>10. Creditors: amounts falling due within one year</b>	<b>2015 £</b>	<b>2014 £</b>
Trade creditors	47,495	8,823
Other taxes and social security costs	1,033	893
Accruals and deferred income	1,283	1,048
	<u>49,811</u>	<u>10,764</u>

## Leicester Rape Crisis Limited

### Notes to the financial statements for the year ended 31st March 2015

#### 11. Related party transactions

R.A. Thacker, a trustee of Leicester Rape Crisis Limited, provides bookkeeping and payroll services through RT Accountancy Services Limited. During the year the charity was charged £5,505 by RT Accountancy Services Limited (2014 - £1,964); £665 remained outstanding at the year end.

12. Funds movement	At 1st April 2014 £	Incoming resources £	Outgoing resources £	Transfers £	At 31st March 2015 £
<b>Restricted funds</b>					
The Home Office:					
Women's Aid - ISVA	-	7,315	(17,315)	10,000	-
Lloyds TSB Foundation:					
Child Specific Worker	5,448	-	(7,549)	2,101	-
Santander - Young Peoples Group Activities	3,605	-	(3,935)	330	-
OPCC	-	134,677	(134,656)	(21)	-
	<u>9,053</u>	<u>141,992</u>	<u>(163,455)</u>	<u>12,410</u>	<u>-</u>

#### *Women's Aid*

This funding was provided by the Home Office in order for the charity, in co-ordination with Women's Aid Leicestershire, to provide an Independent Sexual Violence Advisor for the county. ISVAs are victim-focused advocates who are funded to work with victims of serious sexual crimes to enable them to access the services they need in the aftermath of the abuse they have experienced and support them through the criminal justice process as necessary.

#### *Lloyds TSB Foundation*

This funding was provided to cover the employment costs of a part time child specific worker at the charity. The employee is trained specifically to work with young service users within the organisation who have been the victims of rape, sexual assault or suffered childhood sexual abuse.

#### *Santander Fund*

The Santander Fund facilitates a Young Women's Support Group, to build confidence, self esteem and positive interactions, sustainable networks with others in group and longer term recovery.

#### *OPCC*

The Office of the Police and Crime Commissioner provided funding for a sexual violence support and outreach service in Leicestershire and Rutland.



**Leicester Rape Crisis Limited**

**Notes to the financial statements  
for the year ended 31st March 2015**

**13. Analysis of transfers between restricted and unrestricted funds**

	<b>Unrestricted £</b>	<b>Restricted £</b>
Women's Aid - ISVA	(10,000)	10,000
Lloyds TSB Foundation	(2,101)	2,101
Santander - Young Peoples Group Activities	(330)	330
OPCC	21	(21)
	<u>(12,410)</u>	<u>12,410</u>

The charity match funds with Women's Aid and is responsible for the first £10,000 of annual costs incurred; this is provided by an appropriate transfer from the charity's unrestricted funds to the project fund as shown above.

Transfers relating to the Lloyds Bank and Santander funded projects were to cover costs incurred in excess of sums received.

**14. Analysis of net assets between funds**

	<b>Tangible fixed assets £</b>	<b>Net current assets £</b>	<b>Total £</b>
Restricted funds	-	-	-
Unrestricted funds	649	146,344	146,993
	<u>649</u>	<u>146,344</u>	<u>146,993</u>

**15. Guarantee**

The charitable company is limited by guarantee of £1 per member.

**Leicester Rape Crisis Limited**

**Detailed income and expenditure account  
for the year ended 31st March 2015**

	2015		2014	
	£	£	£	£
<b>Income</b>				
Grants receivable - Leicester City Council		77,595		75,738
Grants receivable - Leicestershire County Council		25,000		29,861
Grants receivable - Ministry of Justice		-		30,000
Grants receivable - Womens Aid ISVA		7,315		4,223
Grants receivable - LTSB		-		13,000
Grants receivable - young peoples group activities		-		5,000
Grants receivable - OPCC		134,677		-
Grants receivable - others		400		1,600
Donations and other income		6,779		5,327
		251,766		164,749
<b>Direct costs</b>				
Counselling services	100,948		15,220	
YPGA direct costs	1,443		239	
		(102,391)		(15,459)
<b>Gross income</b>		149,375		149,290
<b>Administrative expenses</b>				
	129,708		110,281	
		(129,708)		(110,281)
<b>Operating income</b>		19,667		39,009
<b>Other income and expenses</b>				
<b>Interest receivable</b>				
Bank deposit interest	19		20	
		19		20
<b>Net income for the year</b>		19,686		39,029

**Leicester Rape Crisis Limited**

**Administrative expenses  
for the year ended 31st March 2015**

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
<b>Administrative expenses</b>		
Salaries	72,127	71,242
Agency staff - interim manager	1,358	-
Rent, rates, light and heat	11,896	10,236
Insurances	1,087	1,589
Repairs and maintenance	1,476	1,555
Office expenses	4,344	2,570
Advertising and publicity	1,678	124
Telephone expenses	1,553	1,473
Volunteers expenses	4,967	4,022
Staff expenses	2,741	1,848
Legal and professional	9,012	3,763
Bookkeeping and payroll costs	3,789	714
External supervision	5,723	5,833
Audit	2,085	1,800
Bank charges	173	203
Sundry expenses	4,725	2,335
Depreciation on fixtures, fittings and equipment	974	974
	<u>129,708</u>	<u>110,281</u>