

Charity Registration No. NIC103644

Company Registration No. NI036140 (Northern Ireland)

**FOOTPRINTS WOMENS CENTRE**  
**ANNUAL REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

WEDNESDAY



\*J7I8EGC8\*

JNI 07/11/2018 #96

COMPANIES HOUSE

\*J7H9FITN\*

JNI 24/10/2018 #58

COMPANIES HOUSE

## FOOTPRINTS WOMENS CENTRE

---

### LEGAL AND ADMINISTRATIVE INFORMATION

---

|                          |   |                              |
|--------------------------|---|------------------------------|
| <b>Directors</b>         | Ms J Poots  |                              |
|                          | Ms N Braniff  |                              |
|                          | Miss M Boyle  |                              |
|                          | Ms U Carberry   |                              |
|                          | Mrs B Donaghy   |                              |
|                          | Mrs S Glymond   |                              |
|                          | Mrs M McNeill   |                              |
|                          | Ms A Fisher   | (Appointed 25 February 2018) |
| <b>Centre Director</b>   | Ms I Loughran   |                              |
| <b>Charity number</b>    | NIC103644   |                              |
| <b>Company number</b>    | NI036140  |                              |
| <b>Registered office</b> | 84a Colinmill<br>Poleglass<br>Dunmurry<br>Belfast<br>BT17 0AR   |                              |
| <b>Auditor</b>           | GMcG LISBURN<br>Century House<br>40 Crescent Business Park<br>Lisburn<br>Co. Antrim<br>BT28 2GN                   |                              |
| <b>Bankers</b>           | Danske Bank<br>Belfast Finance Centre<br>P.O. Box 183<br>Donegall Square West<br>Belfast<br>Co. Antrim<br>BT1 6JS |                              |
|                          | Ulster Bank Limited<br>130 Andersonstown Road<br>Belfast<br>BT11 9BY  |                              |
| <b>Solicitors</b>        | Edwards & Co<br>28 Hill Street<br>Belfast<br>Co. Antrim<br>BT1 2LA  |                              |

---

# **FOOTPRINTS WOMENS CENTRE**

---

## **CONTENTS**

---

|  | <b>Page</b> |
|--|-------------|
| Directors' report                              | 1 - 7       |
| Statement of Directors' responsibilities       | 8           |
| Independent auditor's report                   | 9 - 11      |
| Consolidated Statement of financial activities | 12          |
| Consolidated Balance sheet                     | 13          |
| Company Balance sheet                          | 14          |
| Consolidated Statement of cash flows           | 15          |
| Notes to the accounts                          | 16 - 32     |

---

# FOOTPRINTS WOMENS CENTRE

---

## DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

---

The Directors present their report and accounts for the year ended 31 March 2018.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the charity's memorandum and articles of association, the Companies Act 2006 and "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 2016)."

### Chair's Report

It is with great pleasure that I introduce myself as the newly elected Chairperson. The skills and experience gained as a Director on Footprints Board will I'm sure support me in the task of developing the organisation's strategy for 2018/2023. I have worked on Footprints Board for over twenty years and look forward to working in partnership and in collaboration with other organisations in shaping the organisation's future.

Organisational change, funding and political unpredictability presented the Directors with a very challenging and stressful year. The Board have played a crucial role in providing organisational stability, strong leadership and organisational focus and are to be applauded for their hard work and support.

I also wish to pass on sincere thanks and appreciation to the previous Chairperson Mary McNeill, for her dedication to Footprints, her leadership and her friendship to the organisation.

On behalf of the Board of Directors I would also like to give a special mention to Gillian Gibson who left the organisation in November 2017, having provided leadership and commitment for nearly twenty five years. Gillian has led the organisation through success, change and crisis and the Board give commendation to her hard work, dedication to Footprints and wish her the very best for her future.

I would like to thank the staff for their forbearance and co-operation in supporting the sustainability of the organisation over this past year.

Isobel Loughran was recruited to the role of Centre Director in November 2017. She brings strong leadership and in-depth knowledge of the organisation. I believe this will support Footprints in dealing with the process of change in management and in optimising future adaptability.

I would also like to welcome Brigid Burns to the team as Finance and Administration Manager. Brigid joined Footprints in January 2018 and has been invaluable in supporting the organisations finance and administration's functions, including the preparation of accounts.

Footprints have always led and supported local partnerships in ensuring more sustainable, diverse and effective services are available to meet community needs. We continue our successful partnership working through **The Urban Villages Programme**; Sally Gardens leads our community capacity building project which also includes Scoil Na Fuiseoige and Lagmore community forum, **Colin Early Intervention Project**. Footprints has hosted two 'Strengthening Families' programmes and two Incredible Years programmes; **Fareshare** Our **FEED Project** has developed positive partnership working with Fareshare, Food Network and LIDL in reducing food poverty in the local area. Footprints continues to work collaboratively with Windsor, Ballybeen and Atlas Women's Centres, building upon long established links and supporting one another through many shared challenges in building Good Relations in Colin.

Children in Need provided funding for an innovative 3 year Family empowerment programme. We recruited a Family Empowerment Worker in January 2018 and the programme has been extremely successful working with women and their families through bespoke support activities and programmes.

Two key areas in which Footprints wish to make a difference are in reducing domestic violence incidents within the Colin community and tackling food poverty. In both areas, we continue to make a significant impact and we are incredibly proud to have opened the first social supermarket in Northern Ireland funded by the Department for Communities.

I would like to thank the funders who continue to provide essential support to Footprints Women's Centre and our vital services, and the staff and volunteers who ensure delivery, of these services to those most in need.

## **FOOTPRINTS WOMENS CENTRE**

### **DIRECTORS' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **Our Purposes and activities**

The purposes of the charity are:

(a) The promotion for the public benefit of urban regeneration in the Colin area and the surrounding catchment areas in Belfast and the city of Lisburn (the "area of benefit"), an area of social and economic deprivation, by all or any of the following means:

- (i) the relief of poverty in such ways as may be thought fit;
- (ii) the relief of unemployment among women in such ways as may be thought fit, including assistance to find employment;
- (iii) the advancement of education, training or retraining and providing unemployed women with work experience;
- (iv) the creation of training and employment opportunities for women by the provision of workspace, buildings and/or land for use on favourable terms;
- (v) the provision of recreational facilities for women or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need of such facilities;
- (vi) The preservation and protection of health of women and the provision of childcare.

(b) To provide encouragement and practical support services to existing and new women's groups in the area of benefit so as to increase their efficiency and effectiveness in achieving their charitable aims.

(c) To develop the capacity and skills of women in the area of benefit in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.

(d) To promote social inclusion, equality of opportunity and good relations across all diversity strands, including race, ethnicity, gender, age, sexual orientation, religion and disability and to encourage diversity.

The vision that shapes our annual activities is, to enable women and children to grow to ensure their voices are heard and that they take their rightful place in a just and equal society. The charity also has general aims relating to each key area of activity all of which link to the charity's purpose.

In shaping our objectives for the year and planning our activities, the directors have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'. Footprints Women's Centre relies on grants and the income generated through the services delivered by Footprints Trading Limited. We strive to provide open access to all services, programmes, activities and projects, enabling women and children to reach their full potential.

We endeavour to encourage all women and children within the Colin community to actively engage and participate within Footprints at whatever level is appropriate for them.

#### **The strategies employed to achieve the charity's aims and objectives are to:**

- Lobby and work to influence policy to support better services for women and children
- Generate income through a social enterprise model that will enable us to develop autonomously and to sustain the services delivered within Footprints Women's Centre.
- Continue to build upon our existing early intervention programmes responding to emerging need
- Continue to champion the case for social justice as it affects the lives of women and children.

Putting these strategies into action we have 5 key areas of activity which are: Support Services; Children's Services, Training and Education, Sustainable Living and Women's Empowerment.

Within each key area of activity we deliver a range of programmes, services and projects.

## **FOOTPRINTS WOMENS CENTRE**

### **DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **Support Services**

Support Services for women continue to be a core area of work within the Centre alongside Children's Services. Footprints offer the only 'open door' crisis intervention services in the Colin Community for women. The daily demand for the service, demonstrates the overwhelming need that exists within the community for vital support services.

We employed Sharon Gallagher as Support Services Manager in November 2017 and a Women's Support worker in January 2018. They bring with them specialist skills and experience ensuring that services continue to meet the diverse range of needs of the women and families in the area.

In addition to the 'open door' service, Support Services also provide a weekly drop-in groups; complementary therapies; childcare respite; a Senior Citizen's lunch club; a 1:1 support service for women experiencing domestic violence; court support; advocacy; referral to specialist agencies; stress management techniques; assist suicide first aid contact point and; domestic violence awareness raising programmes.

All of this work is delivered by a highly skilled team who have developed positive working relationships with key agencies, including Social Services, Belfast and Lisburn Women's Aid, PSNI, Multi Agency Risk Assessment Conference, NIHE, Colin Neighbourhood Partnership, Sally Gardens and Colin Surestart.

In March 2018 Footprints led the annual 'Circle of Hope' event as part of a series of International Women's Day events. Footprints currently chair the Colin Domestic Violence Forum and works with community and elected representatives in ensuring women's safety is at the heart of Colin.

#### **Children's Services**

Over the last year we have continued to foster strong working relations with Colin Early Intervention Community, facilitating the delivery of 'Strengthening Families' and 'Incredible Years' programmes.

The Day-care facility continues to be registered for 52 places, and operates as part of our Social Enterprise delivering affordable and flexible childcare to working parents and women in full time education/training. In addition, we continue to deliver day-care through a Service Level Agreement (SLA) for childcare respite for South Eastern Trust (SET).

The SET, SLA provides childcare places for children at risk of going into care and families in need of support. The Centre also takes emergency social services referrals.

Without this vital service many children would be left in unstable circumstances in relation to family life and environment.

The childcare team is led by Caroline Greer, appointed in February 2018. She brings with her experience and knowledge of Early Years and business acumen, essential to the development of Footprints Daycare services as a high quality competitive enterprise.

#### **Training and Education**

Footprints deliver a successful capacity building programme, funded by Urban Villages and in partnership with Sally Gardens Community Centre and Scoil Na Fuisioige and Lagmore Community Centre. This has enabled the centre to provide 150 women with the opportunity to participate in empowerment, leadership and personal development courses delivered by highly skilled tutors.

A recent consultation undertaken by Footprints reflects that women from Colin prioritise training and education as an overwhelming need within the community, many highlighting the loss of accredited learning programmes for adult women returners. For this season the Board of Directors will continue to prioritise Training and Education within the forthcoming strategic plan (2018-2023).

Footprints remain the only community based adult learning and training facility within Colin, with an on-site Crèche.

## **FOOTPRINTS WOMENS CENTRE**

### **DIRECTORS' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **Sustainable Living Project**

Footprints Sustainable Living Programme within the Centre is managed by a Sustainable Living Manager Eileen Wilson and includes: Feed Project, Footprints Deli and Catering service. Eileen has worked tirelessly over the years, bringing her talents skills and commitment to her work and department and the launch of the Social Supermarket in January. Eileen secured funding for the programme through the Department of Communities.

The Drop in space was reorganised to facilitate a twice weekly One Stop Shop. Breakfast is provided and Footprints Support Team are present to meet with Feed project members and provide specialist support in addition to wrap around e.g referral to counselling, mental health services and Women's Aid.

Cookery demonstrations and taster sessions during the One Stop shops have been most effective engaging members with menu planning, budgeting and nutritional advice. At demonstrations members select items from The Food Store and the project worker will 'Make a meal of it' We have also facilitated sessions for Syrian women to cook their traditional foods in Footprints kitchen to share with other members.

In the Colin area it has been difficult to engage BME groups. Membership of the Social Supermarket and the cooking and sharing of food together has proven to be a successful way of working with BME families. This has resulted in a partnership with CRAIC NI. A 5 week programme for 20 Syrian families will be facilitated at Footprints in August 2018, 'Supporting Families with English as an Additional Language'

A business plan for Footprints Food Services was completed in May 2018 through Belfast City Council's Go Social Programme. The business plan examines how Footprints Women's Centre can develop the Social Supermarket, Footprints Deli and Catering Service into a sustainable enterprise.

#### **Women's Empowerment**

Women's Empowerment is now a core area of activity within the organisation, primarily through a rolling programme of Women's Empowerment courses. Through such courses we are engaging with women who may eventually take up leadership roles within their community or, within the women's centre. In this way it is our intention to consolidate future leadership within the organisation, ensuring the long term sustainability of Footprints as a vital community based resource that works primarily for the benefit of women and children.

#### **Volunteers**

Volunteers play a key role in supporting the delivery of the objects and activities within the organisation. Over the last year there have been up to 50 volunteers involved in all aspects of the Centre's work. Volunteers offer a minimum of 3-5 hours per week. Volunteers have supported the following:

- Reception cover;
- Senior Citizen's Lunch Club and Activities;
- Transition Communities Project;
- Support Programme;
- Childcare;
- Catering;
- Family Support including family trips;
- Representation, lobbying and hosting; and
- Healthy Relations.

Volunteers trained by Footprints Womens Centre also support other community organisations within the local community.

## **FOOTPRINTS WOMENS CENTRE**

### **DIRECTORS' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **Financial review**

The results for the period are set out on pages 12 to 32. The group returned net incoming resources of £45,146 (2017 - net outgoing resources of £793) of which there were unrestricted net incoming resources of £77,973 (2017 - £26,578) and restricted net outgoing resources of £32,827 (2017 - £27,371). At 31 March 2018, the level of unrestricted reserves held was £192,789 (2017 - £114,816).

The Directors have set aside £40,048 (2017 - £40,048) out of unrestricted funds in relation to Core Activities, Business Reserves, Governance Costs and Programme Costs.

#### **Reserves policy**

It is the policy of the charity to aim to maintain free reserves in unrestricted funds at a level equivalent to between two and three month's expenditure. The Directors consider that reserves should be the equivalent of three month's personnel and overhead costs, calculated and reviewed annually. Reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

#### **Going Concern**

The 2018/19 economic climate still remains uncertain. However, based on the available information on the future, the directors consider that Footprints Womens Centre has the plans and resources to manage its business risk successfully. The group's business activities, together with the factors likely to affect its future development, performance and position are set out in the Centre's reserves policy and projected budget planning.

Footprints funding streams have changed over the last few years and the Board of Directors recognise the higher level of risk. A new 5 year strategic plan will be developed over the coming year to address these risks. The Directors have a reasonable expectation that Footprints Womens Centre has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and accounts.

#### **Risk management**

The directors have a risk management strategy which comprises:

- An annual and mid review of the principal risks and uncertainties that the charity and its subsidiary Footprints Trading Ltd face;
- The establishment of policies, systems and procedures to mitigate those risks identified in the annual/mid review; and
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is a major financial risk which could affect the charity. Attention has been focused upon the development of a funding strategy alongside a business strategy developed to maximise income generation, thus securing profit to be 'gifted' to the Women's Centre.

Directors and Senior Management have also been focussed on non-financial risks arising from fire, health and safety, building maintenance and security. These risks are managed by having robust policies and procedures in place, and regular awareness training for staff.



## **FOOTPRINTS WOMENS CENTRE**

### **DIRECTORS' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **Plans for the future**

A new strategic plan for 2018-23 has been developed with key strategic themes: Sustainability, Service delivery and Empowerment.

Key priorities will be to support the continuation of work to decrease the levels of domestic violence incidents and food poverty in the Colin area. The recent recruitment and ongoing development of Footprints support team will continue to provide local leadership through Colin Domestic Violence Sub Group, MARAC representation and partnerships with Women's Aid. The Children in Need Empowerment project will continue for the next two years in bringing innovative and bespoke activities in supporting women and families.

Funding has been secured through Urban villages to implement plans for extension and refurbishment of centre space. The additional space will provide development opportunities for income generation through the social supermarket, venue and event hire and new funding opportunities.

Successful local partnership working will continue through consortiums with Sally Garden community Centre, Lagmore community Association and Scoil na Faiseoige, providing women focused personal development activities and programmes.

Childcare Services will continue to consolidate staff in continuing to ensure business competitiveness and review plans for future development opportunities in securing sustainability.

Over the coming year we will continue to deliver an education programme with a particular focus on (1) engaging women in personal development and confidence building programmes that will lead to progression onto our Women's Empowerment, Leadership and Volunteer programmes; (2) Social and Leisure courses particularly targeting the 50+ age group; (3) Employability Programmes where funding can be secured to ensure that adequate support services are in place to allow full participation.

In the year ahead Footprints will continue to grow and develop Footprints Community Food Initiative; this vital service operates in partnership with Fare Share and is pioneering easy access to low cost food to those most in need through food redistribution.

## FOOTPRINTS WOMENS CENTRE

### DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

---

#### Structure, governance and management

The charity is a company limited by guarantee and is governed by its memorandum and articles of association.

The Directors who served during the year were:

Ms J Poots

Ms N Braniff

Miss M Boyle

Ms U Carberry

Ms B Devlin

(Resigned 16 April 2018)

Mrs B Donaghy

Mrs S Glymond

Ms I Loughran

(Resigned 11 October 2017)

Mrs M McNeill

Dr E McShane

(Resigned 25 February 2018)

Ms A Fisher

(Appointed 25 February 2018)

New directors are appointed by the members of the company at the annual general meeting.

Footprints Women's Centre is managed by a voluntary board of directors who are responsible for both the management of the charity and the trading arm owned by the charity, Footprints Trading Ltd. The board of directors meet monthly to oversee the management of the Centre. A finance and personnel sub-committee has been established. These groups meet monthly. There is a separate Board for the trading company and this Board meets bi-monthly.

The Board of Directors employs a Centre Director who is responsible for the day-to-day management of the organisation. The Board of Directors conducts bi-annual reviews of the strategic plan, and at the same time reviews Board performance. Policies and procedures are reviewed and updated on an ongoing basis.

The charity receives a gift aid donation from its trading subsidiary Footprints Trading Ltd when it makes a surplus in the year. Footprints Trading Ltd run a number of charitable activities which are also in pursuit of the charitable objectives of Footprints Womens Centre.

#### Key management personnel

The directors consider the board of directors, and the senior management team to comprise the key management personnel of the charity in charge of directing and controlling, running and operating the organisation on a day to day basis. All directors give of their time freely and no director received remuneration in the year.


The pay of the senior staff is benchmarked against NJC Scales.

#### Disclosure of information to auditor

Each of the Directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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

The Directors' report was approved by the Board of Directors.



Ms U Carberry

Director

Dated: 15/10/18

**STATEMENT OF DIRECTORS' RESPONSIBILITIES  
FOR THE YEAR ENDED 31 MARCH 2018**

---

The directors are responsible for preparing the Directors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

## **FOOTPRINTS WOMENS CENTRE**

### **INDEPENDENT AUDITOR'S REPORT**

#### **TO THE MEMBERS OF FOOTPRINTS WOMENS CENTRE**

---

##### **Opinion**

We have audited the accounts of Footprints Womens Centre (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the accounts:

- give a true and fair view of the state of the group and parent charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

##### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Directors' use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or
- the Directors have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the accounts are authorised for issue.

## **FOOTPRINTS WOMENS CENTRE**

### **INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF FOOTPRINTS WOMENS CENTRE**

---

#### **Other information**

The other information comprises the information included in the annual report, other than the accounts and our auditor's report thereon. The Directors are responsible for the other information. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Directors' Report for the financial year for which the accounts are prepared is consistent with the accounts; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

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

- 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.
- 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 parent charitable company's accounts are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

## FOOTPRINTS WOMENS CENTRE

### INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF FOOTPRINTS WOMENS CENTRE

---

#### Responsibilities of Directors

As explained more fully in the Statement of Directors' Responsibilities, the Directors' are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Directors are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### Use of our report

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 and regulations made under that Act. 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 its members as a body, for our audit work, for this report, or for the opinions we have formed.



**Stephen Houston (Senior Statutory Auditor)**  
for and on behalf of GMcG LISBURN

**Chartered Accountants**  
**Statutory Auditor**

15 October 2018

Century House  
40 Crescent Business Park  
Lisburn  
Co. Antrim  
BT28 2GN

## FOOTPRINTS WOMENS CENTRE

### CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2018

|   | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2018<br>£ | Total<br>2017<br>£ |
|---|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>   |       |                            |                          |                    |                    |
| Donations and legacies  | 4     | 10,275                     | 72                       | 10,347             | 16,157             |
| Charitable activities   | 5     | -                          | 340,422                  | 340,422            | 351,875            |
| Other trading activities  | 7     | 301,214                    | -                        | 301,214            | 305,235            |
| Investments   | 8     | 245                        | -                        | 245                | 249                |
| <b>Total income</b>   |       | <b>311,734</b>             | <b>340,494</b>           | <b>652,228</b>     | <b>673,516</b>     |
| <b>Expenditure on:</b>  |       |                            |                          |                    |                    |
| Raising funds   | 9     | 187,490                    | -                        | 187,490            | 223,551            |
| Charitable activities   | 10    | 38,404                     | 381,188                  | 419,592            | 450,758            |
| <b>Total resources expended</b>   |       | <b>225,894</b>             | <b>381,188</b>           | <b>607,082</b>     | <b>674,309</b>     |
| <b>Net incoming/(outgoing) resources before transfers</b>               |       | <b>85,840</b>              | <b>(40,694)</b>          | <b>45,146</b>      | <b>(793)</b>       |
| Gross transfers between funds   | 20    | (7,867)                    | 7,867                    | -                  | -                  |
| <b>Net income/(expenditure) for the year/<br/>Net movement in funds</b> |       | <b>77,973</b>              | <b>(32,827)</b>          | <b>45,146</b>      | <b>(793)</b>       |
| Fund balances at 1 April 2017   |       | 114,816                    | 662,686                  | 777,502            | 778,295            |
| <b>Fund balances at 31 March 2018</b>                                   |       | <b>192,789</b>             | <b>629,859</b>           | <b>822,648</b>     | <b>777,502</b>     |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# FOOTPRINTS WOMENS CENTRE

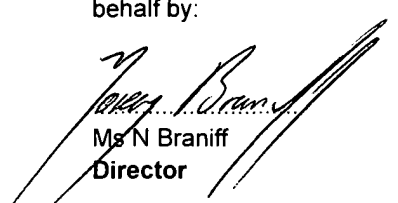
## CONSOLIDATED BALANCE SHEET

AS AT 31 MARCH 2018

|   | Notes | 2018<br>£ | £       | 2017<br>£ | £       |
|---|-------|-----------|---------|-----------|---------|
| <b>Fixed assets</b>                                   |       |           |         |           |         |
| Tangible assets                                       | 16    |           | 623,927 |           | 653,691 |
| <b>Current assets</b>                                 |       |           |         |           |         |
| Debtors   | 17    | 100,002   |         | 31,400    |         |
| Cash at bank and in hand                              |       | 120,409   |         | 97,074    |         |
|   |       | 220,411   |         | 128,474   |         |
| <b>Creditors: amounts falling due within one year</b> | 18    | (21,690)  |         | (4,663)   |         |
| Net current assets                                    |       |           | 198,721 |           | 123,811 |
| <b>Total assets less current liabilities</b>          |       |           | 822,648 |           | 777,502 |
| <b>Income funds</b>                                   |       |           |         |           |         |
| Restricted funds                                      | 19    |           | 629,859 |           | 662,686 |
| <u>Unrestricted funds</u>                             |       |           |         |           |         |
| Designated funds                                      | 21    | 40,048    |         | 40,048    |         |
| General unrestricted funds                            |       | 152,741   |         | 74,768    |         |
|   |       |           | 192,789 |           | 114,816 |
|   |       |           | 822,648 |           | 777,502 |

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

The accounts were approved and authorised for issue by the Directors on 15/10/18 and signed on its behalf by:

  
Ms N Braniff  
Director

  
Ms U Carberry  
Director

Company Registration No. NI036140



# FOOTPRINTS WOMENS CENTRE

## COMPANY BALANCE SHEET

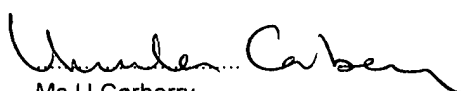
FOR THE YEAR ENDED 31 MARCH 2018

|   | Notes | 2018<br>£ | £ | 2017<br>£ | £ |
|---|-------|-----------|---|-----------|---|
| <b>Fixed assets</b>                                   |       |           |   |           |   |
| Tangible assets                                       | 16    | 623,927   |   | 653,691   |   |
| <b>Current assets</b>                                 |       |           |   |           |   |
| Debtors   | 17    | 109,110   |   | 59,421    |   |
| Cash at bank and in hand                              |       | 85,684    |   | 50,505    |   |
|   |       | 194,794   |   | 109,926   |   |
| <b>Creditors: amounts falling due within one year</b> | 18    | (13,617)  |   | (3,659)   |   |
| Net current assets                                    |       | 181,177   |   | 106,267   |   |
| <b>Total assets less current liabilities</b>          |       | 805,104   |   | 759,958   |   |
| <b>Income funds</b>                                   |       |           |   |           |   |
| Restricted funds                                      | 19    | 629,859   |   | 662,686   |   |
| <u>Unrestricted funds</u>                             |       |           |   |           |   |
| Designated funds                                      | 21    | 40,048    |   | 40,048    |   |
| General unrestricted funds                            |       | 135,197   |   | 57,224    |   |
|   |       | 175,245   |   | 97,272    |   |
|   |       | 805,104   |   | 759,958   |   |

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

The accounts were approved and authorised for issue by the Directors on 15/10/18 and signed on its behalf by:

  
Ms N Braniff  
Director

  
Ms U Carberry  
Director

Company Registration No. NI036140

---

**FOOTPRINTS WOMENS CENTRE****STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED 31 MARCH 2018**

---

|   | Notes | 2018<br>£ | £           | 2017<br>£ | £           |
|---|-------|-----------|-------------|-----------|-------------|
| <b>Cash flows from operating activities</b>                   |       |           |             |           |             |
| Cash generated from operations                                | 23    |           | 23,290      |           | 19,625      |
| <b>Investing activities</b>                                   |       |           |             |           |             |
| Purchase of tangible fixed assets                             |       | (200)     |             | (13,703)  |             |
| Interest received   |       | 245       |             | 249       |             |
|   |       | <hr/>     |             | <hr/>     |             |
| <b>Net cash generated from/(used in) investing activities</b> |       |           | 45          |           | (13,454)    |
| <b>Net cash used in financing activities</b>                  |       |           | -           |           | -           |
|   |       |           | <hr/>       |           | <hr/>       |
| <b>Net increase in cash and cash equivalents</b>              |       |           | 23,335      |           | 6,171       |
| Cash and cash equivalents at beginning of year                |       |           | 97,074      |           | 90,903      |
|   |       |           | <hr/>       |           | <hr/>       |
| <b>Cash and cash equivalents at end of year</b>               |       |           | 120,409     |           | 97,074      |
|   |       |           | <hr/> <hr/> |           | <hr/> <hr/> |

# FOOTPRINTS WOMENS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

---

### 1 Charity information

Footprints Womens Centre is a private company limited by guarantee incorporated in Northern Ireland. The registered office and place of business is 84a Colmill, Poleglass, Dunmurry, Belfast, BT17 0AR.

### 2 Accounting policies

#### 2.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006, the Charities Act (Northern Ireland) 2008 and "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)" and UK Generally Accepted Accounting Practice (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 2.2 Basis of consolidation

The consolidated financial statements incorporate those of Mar-Train Heavy Haulage Ltd and all of its subsidiaries (ie entities that the group controls through its power to govern the financial and operating policies so as to obtain economic benefits).

All intra-group transactions, balances and unrealised gains on transactions between group companies are eliminated on consolidation. Unrealised losses are also eliminated unless the transaction provides evidence of an impairment of the asset transferred.

#### 2.3 Going concern

At the time of approving the accounts, the directors have a reasonable expectation that the charity has adequate resources to continue its operational existence for the foreseeable future. Thus, the directors continue to adopt the going concern basis of accounting in preparing the accounts.

#### 2.4 Charitable funds

Unrestricted funds are available for use at the discretion of the Directors in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the Directors for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

#### 2.5 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# FOOTPRINTS WOMENS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2018

---

The charity receives government grants in respect of the provision of specified services, projects and activities. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

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.

Income from activities for raising funds represents amounts receivable for goods and services and is recognised to the extent that it is probable that the economic benefits will flow to the company and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable for goods and services provided in the normal course of business, exclusive of trade discounts.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### 2.6 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under one of the following headings: Costs of raising funds, Expenditure on charitable activities and Other expenditure.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, depreciation costs and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at the office. Office costs, depreciation costs, governance costs and payroll costs are allocated to charitable activities based on usage. The allocation of the support costs is analysed in note 12.

#### 2.7 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                       |                   |
|-----------------------|-------------------|
| Land and buildings    | 2% straight line  |
| Plant and equipment   | 25% straight line |
| Fixtures and fittings | 25% straight line |
| Computers             | 33% straight line |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 2.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

## FOOTPRINTS WOMENS CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

---

#### 2.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 2.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 2.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 2.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

## FOOTPRINTS WOMENS CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2018

#### 3 Critical accounting estimates and judgements

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

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

##### Key sources of estimation uncertainty

##### Fixed assets

The annual depreciation charge on fixed assets depends primarily on the estimated lives of each type of asset and estimates of residual values. The directors regularly review these assets lives and change them as necessary to reflect current thinking on remaining lives in light of prospective economic utilisation and physical condition of the assets concerned. Changes in assets lives can have a significant impact on depreciation charges for the period. Detail of the useful lives is included in the accounting policies.

##### Restricted and unrestricted funds

Judgements are made in relation to allocation of income and expenditure to restricted and unrestricted funds. The directors consider it appropriate to allocate these funds based on interpretation of donations received.

#### 4 Donations and legacies

|                                  | Unrestricted<br>funds | Restricted<br>funds | Total<br>2018 | Total<br>2017 |
|----------------------------------|-----------------------|---------------------|---------------|---------------|
|                                  | £                     | £                   | £             | £             |
| Donations and gifts              | 7,715                 | 72                  | 7,787         | 16,157        |
| Charitable activities            | 2,560                 | -                   | 2,560         | -             |
|                                  | <u>10,275</u>         | <u>72</u>           | <u>10,347</u> | <u>16,157</u> |
| For the year ended 31 March 2017 | <u>8,124</u>          | <u>8,033</u>        |               | <u>16,157</u> |

**FOOTPRINTS WOMENS CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**5 Charitable activities**

|  | Training<br>and<br>Education | Womens<br>Services | Childrens<br>services | Healthy<br>Living | Catering<br>Services | Total<br>2018  | Total<br>2017  |
|--|------------------------------|--------------------|-----------------------|-------------------|----------------------|----------------|----------------|
|  | £                            | £                  | £                     | £                 | £                    | £              | £              |
| Grants receivable for charitable activities (see note 6) | <u>23,914</u>                | <u>72,599</u>      | <u>154,906</u>        | <u>71,978</u>     | <u>17,025</u>        | <u>340,422</u> | <u>351,875</u> |
| Analysis by fund:  |                              |                    |                       |                   |                      |                |                |
| Restricted funds   | <u>23,914</u>                | <u>72,599</u>      | <u>154,906</u>        | <u>71,978</u>     | <u>17,025</u>        | <u>340,422</u> |                |
| <b>For the year ended 31 March 2017</b>                  |                              |                    |                       |                   |                      |                |                |
| Restricted funds   | <u>26,219</u>                | <u>106,979</u>     | <u>160,227</u>        | <u>39,661</u>     | <u>18,789</u>        |                | <u>351,875</u> |

# FOOTPRINTS WOMENS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

### 6 Grants receivable for charitable activities

|                                       | 2018<br>£      | 2017<br>£      |
|---------------------------------------|----------------|----------------|
| Awards for all                        | -              | 9,904          |
| BBC Children in Need                  | 9,864          | 28,545         |
| BCC Community Development Partnership | -              | 500            |
| BCC Good Relations                    | -              | 729            |
| BCC Revenue                           | 18,000         | 18,000         |
| BCC Keeping Women Safe                | 9,036          | -              |
| BCC Police and Community Safety       | -              | 7,248          |
| BCC Volunteers                        | 500            | (100)          |
| Belfast Health Development Unit       | -              | 997            |
| Belfast Strategic Partnership         | 679            | -              |
| Blackburn Trust                       | 849            | -              |
| BRO                                   | -              | 1,960          |
| BRO Community Development             | 32,317         | 37,506         |
| BRO Health and Development            | 43,941         | 44,233         |
| CLEAR                                 | 3,696          | 4,950          |
| Comic Relief                          | -              | 1,620          |
| Danske Bank                           | -              | 1,000          |
| DFC - CIF                             | 67,128         | 66,144         |
| DFC - Social Supermarket              | 36,197         | -              |
| DFC - WCCF                            | 93,038         | 100,111        |
| Live Here Love Here                   | -              | 2,200          |
| PHA Celebrating Age                   | -              | 150            |
| PSCP Domestic Violence                | 1,000          | -              |
| Santander                             | -              | 5,000          |
| SEHSCT Horticultural                  | 500            | -              |
| SET SLA                               | 16,789         | 16,788         |
| Urban Villages                        | 6,888          | 4,390          |
|                                       | <u>340,422</u> | <u>351,875</u> |

### 7 Other trading activities

|                  | 2018<br>£      | 2017<br>£      |
|------------------|----------------|----------------|
| Childcare income | 279,893        | 286,261        |
| Catering income  | 21,321         | 18,974         |
|                  | <u>301,214</u> | <u>305,235</u> |



## FOOTPRINTS WOMENS CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

#### 8 Investments

|                     | 2018 | 2017 |
|---------------------|------|------|
|                     | £    | £    |
| Interest receivable | 245  | 249  |

#### 9 Raising funds

|                                | 2018    | 2017    |
|--------------------------------|---------|---------|
|                                | £       | £       |
| <u>Costs of raising funds:</u> |         |         |
| Trading costs                  | 19,663  | 21,522  |
| Wages and salaries             | 167,827 | 202,029 |
|                                | 187,490 | 223,551 |

# FOOTPRINTS WOMENS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

### 10 Charitable activities

|   | Training and<br>education | Womens<br>services | Childrens<br>services | Healthy Living | Catering<br>services | Total<br>2018  | Total<br>2017  |
|---|---------------------------|--------------------|-----------------------|----------------|----------------------|----------------|----------------|
|   | £                         | £                  | £                     | £              | £                    | £              | £              |
| Staff costs                             | 13,240                    | 82,747             | 120,797               | 39,422         | 17,235               | 273,442        | 310,101        |
| Depreciation and impairment             | 4,392                     | 4,461              | 12,458                | 4,326          | 4,326                | 29,963         | 38,883         |
| Catering purchases                      | 1                         | -                  | -                     | 209            | 11,473               | 11,682         | 8,919          |
| Tutor costs                             | 4,895                     | 1,600              | -                     | 465            | -                    | 6,960          | 1,460          |
| Programme costs                         | 4,024                     | 4,688              | 1,324                 | 5,915          | 17                   | 15,968         | 24,254         |
| Other staff costs                       | 40                        | 39                 | 1,146                 | 39             | 39                   | 1,303          | 819            |
| Evaluation costs                        | -                         | -                  | 1,020                 | -              | -                    | 1,020          | 3,700          |
| Equipment and materials                 | -                         | -                  | 3,289                 | -              | -                    | 3,289          | 5,767          |
| Gardening costs                         | -                         | -                  | -                     | -              | -                    | -              | 2,750          |
| Volunteer costs                         | -                         | 1,332              | -                     | -              | -                    | 1,332          | 1,251          |
| Childcare support                       | -                         | 2,594              | -                     | -              | -                    | 2,593          | 2,250          |
| Food Store                              | -                         | -                  | -                     | 18,857         | -                    | 18,857         | -              |
|   | <u>26,592</u>             | <u>97,461</u>      | <u>140,034</u>        | <u>69,233</u>  | <u>33,090</u>        | <u>366,409</u> | <u>400,154</u> |
| Share of support costs (see note 12)    | 7,693                     | 9,832              | 9,016                 | 12,001         | 8,932                | 47,474         | 43,813         |
| Share of governance costs (see note 12) | 1,141                     | 1,142              | 1,142                 | 1,142          | 1,142                | 5,709          | 6,791          |
|   | <u>35,426</u>             | <u>108,435</u>     | <u>150,192</u>        | <u>82,376</u>  | <u>43,164</u>        | <u>419,592</u> | <u>450,758</u> |
| <b>Analysis by fund</b>                 |                           |                    |                       |                |                      |                |                |
| Unrestricted funds                      | 4,568                     | 4,568              | 4,568                 | 4,306          | 20,395               | 38,404         |                |
| Restricted funds                        | 30,858                    | 103,867            | 145,624               | 78,070         | 22,769               | 381,188        |                |
|   | <u>35,426</u>             | <u>108,435</u>     | <u>150,192</u>        | <u>82,376</u>  | <u>43,164</u>        | <u>419,592</u> |                |
| <b>For the year ended 31 March 2017</b> |                           |                    |                       |                |                      |                |                |
| Unrestricted funds                      | 9,649                     | 9,666              | 9,516                 | 9,766          | 29,291               |                | 67,888         |
| Restricted funds                        | 31,792                    | 110,433            | 184,473               | 38,257         | 17,915               |                | 382,870        |
|   | <u>41,441</u>             | <u>120,099</u>     | <u>193,989</u>        | <u>48,023</u>  | <u>47,206</u>        |                | <u>450,758</u> |

# FOOTPRINTS WOMENS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 11 Description of charitable activities

#### Training and education

Footprints currently provide the only community based adult learning and training facility within Colin, with an on-site creche.

#### Womens services

Support services for women are a core area of work within the Centre, providing vital support programmes to women in the community who are most vulnerable.

#### Childrens services

Children's services offers vital services to children and parents within the Colin community, providing daycare services alongside work to champion the needs of vulnerable children.

#### Healthy Living

The Sustainable Living project seeks to engage the community in various food initiatives. The aim is to promote healthier living, and to tackle food poverty within the Colin community.

#### Catering services

Catering services provided within the Centre across the various services offered, and also for the local community.

### 12 Support costs

|                        | Support costs | Governance costs | 2018          | 2017          | Basis of allocation |
|------------------------|---------------|------------------|---------------|---------------|---------------------|
|                        | £             | £                | £             | £             |                     |
| Rent and rates         | 2,467         | -                | 2,467         | 2,841         | Useage              |
| Heat & light           | 8,349         | -                | 8,349         | 8,215         | Useage              |
| Travel                 | 746           | -                | 746           | 1,109         | Useage              |
| Printing & postage     | 3,858         | -                | 3,858         | 4,018         | Useage              |
| Telephone              | 3,086         | -                | 3,086         | 3,299         | Useage              |
| Computer costs         | 4,245         | -                | 4,245         | 2,846         | Useage              |
| Cleaning               | 1,726         | -                | 1,726         | 3,110         | Useage              |
| Repairs                | 8,357         | -                | 8,357         | 8,635         | Useage              |
| Insurance              | 4,329         | -                | 4,329         | 4,912         | Useage              |
| Training costs         | 1,190         | -                | 1,190         | 777           | Useage              |
| Sundry                 | 5,788         | -                | 5,788         | 1,122         | Useage              |
| Subscriptions          | 1,699         | -                | 1,699         | 1,587         | Useage              |
| Hospitality            | 1,494         | -                | 1,494         | 1,144         | Useage              |
| Bank charges           | 140           | -                | 140           | 198           | Useage              |
| Audit fees             | -             | 4,213            | 4,213         | 4,238         | Governance          |
| Legal and professional | -             | 1,496            | 1,496         | 2,553         | Governance          |
|                        | <u>47,474</u> | <u>5,709</u>     | <u>53,183</u> | <u>50,604</u> |                     |
| Analysed between       |               |                  |               |               |                     |
| Charitable activities  | <u>47,474</u> | <u>5,709</u>     | <u>53,183</u> | <u>50,604</u> |                     |

Governance costs includes payments to the auditors of £4,213 (2017- £4,238) for audit fees.

# FOOTPRINTS WOMENS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 13 Directors

None of the Directors (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 14 Employees

#### Number of employees

The average monthly number employees during the year was:

|  | 2018<br>Number | 2017<br>Number |
|--|----------------|----------------|
| Managerial, administrative and childcare | 32             | 37             |

#### Employment costs

|                       | 2018<br>£ | 2017<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 417,964   | 478,152   |
| Redundancy costs      | -         | 3,000     |
| Social security costs | 19,236    | 24,475    |
| Pension costs         | 4,069     | 6,503     |
|                       | 441,269   | 512,130   |

The charity considers its key management personnel to comprise of the directors and the Centre Director. The total employment benefits including employer pension contributions of the key management personnel were £45,891 (2017 - £43,792).

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

### 15 Taxation

As a charity the company is not liable to corporation tax.

# FOOTPRINTS WOMENS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 16 Tangible fixed assets

#### Group and Company

|                                    | Land and<br>buildings<br>£ | Plant and<br>equipment<br>£ | Fixtures<br>and fittings<br>£ | Computers<br>£ | Total<br>£ |
|------------------------------------|----------------------------|-----------------------------|-------------------------------|----------------|------------|
| <b>Cost</b>                        |                            |                             |                               |                |            |
| At 1 April 2017                    | 883,918                    | 98,734                      | 31,498                        | 34,127         | 1,048,277  |
| Additions                          | -                          | 200                         | -                             | -              | 200        |
| Disposals                          | -                          | (1,014)                     | -                             | -              | (1,014)    |
| At 31 March 2018                   | 883,918                    | 97,920                      | 31,498                        | 34,127         | 1,047,463  |
| <b>Depreciation and impairment</b> |                            |                             |                               |                |            |
| At 1 April 2017                    | 250,657                    | 91,402                      | 24,150                        | 28,377         | 394,586    |
| Depreciation charged in the year   | 17,514                     | 2,756                       | 6,760                         | 2,934          | 29,964     |
| Eliminated in respect of disposals | -                          | (1,014)                     | -                             | -              | (1,014)    |
| At 31 March 2018                   | 268,171                    | 93,144                      | 30,910                        | 31,311         | 423,536    |
| <b>Carrying amount</b>             |                            |                             |                               |                |            |
| At 31 March 2018                   | 615,747                    | 4,776                       | 588                           | 2,816          | 623,927    |
| At 31 March 2017                   | 633,261                    | 7,332                       | 7,348                         | 5,750          | 653,691    |

### 17 Debtors

|   | 2018<br>£ | 2017<br>£ |
|---|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| <b>Group</b>                                |           |           |
| Trade debtors                               | 58,852    | 10,565    |
| Corporation tax recoverable                 | 485       | 1,216     |
| Other debtors                               | 38,681    | 18,019    |
| Prepayments and accrued income              | 1,984     | 1,600     |
|   | 100,002   | 31,400    |
| <b>Company</b>                              |           |           |
| Amounts owed by group undertakings          | 26,550    | 34,829    |
| Corporation tax recoverable                 | 485       | 1,216     |
| Other debtors                               | 80,091    | 21,776    |
| Prepayments and accrued income              | 1,984     | 1,600     |
|   | 109,110   | 59,421    |

## FOOTPRINTS WOMENS CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

#### 18 Creditors: amounts falling due within one year

|                                    | 2018<br>£     | 2017<br>£    |
|------------------------------------|---------------|--------------|
| <b>Group</b>                       |               |              |
| Other taxation and social security | 6,762         | -            |
| Trade creditors                    | 7,436         | 764          |
| Accruals and deferred income       | 7,492         | 3,899        |
|                                    | <u>21,690</u> | <u>4,663</u> |
| <b>Company</b>                     |               |              |
| Other taxation and social security | 4,247         | -            |
| Trade creditors                    | 5,211         | 764          |
| Accruals and deferred income       | 4,159         | 2,895        |
|                                    | <u>13,617</u> | <u>3,659</u> |

# FOOTPRINTS WOMENS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                                      | Movement in funds          |                       |                       |              |                             |
|--------------------------------------|----------------------------|-----------------------|-----------------------|--------------|-----------------------------|
|                                      | Balance at 1<br>April 2017 | Incoming<br>resources | Resources<br>expended | Transfers    | Balance at 31<br>March 2018 |
|                                      | £                          | £                     | £                     | £            | £                           |
| Awards for All                       | 9,624                      | -                     | (3,789)               | -            | 5,835                       |
| BBC Children in Need                 | 5,440                      | 9,864                 | (9,193)               | -            | 6,111                       |
| BCC Revenue                          | 1,000                      | 18,000                | (24,986)              | 5,986        | -                           |
| BCC Good relations                   | 1                          | -                     | -                     | -            | 1                           |
| BCC Keeping Women Safe               | -                          | 9,036                 | (7,465)               | -            | 1,571                       |
| BCC Volunteers                       | -                          | 500                   | (508)                 | 8            | -                           |
| Belfast Health Development Unit      | 332                        | -                     | -                     | -            | 332                         |
| Belfast Strategic Partnership        | -                          | 679                   | (679)                 | -            | -                           |
| Big Lottery - Energy Efficient Venue | 41,622                     | -                     | (925)                 | -            | 40,697                      |
| Big Lottery - CNP                    | 3,267                      | -                     | (71)                  | -            | 3,196                       |
| Blackburn Trust                      | -                          | 849                   | -                     | -            | 849                         |
| Buildings Reserve                    | 490,960                    | -                     | (14,454)              | -            | 476,506                     |
| BRO                                  | 880                        | -                     | (880)                 | -            | -                           |
| BRO Community Development            | 45                         | 32,317                | (32,199)              | -            | 163                         |
| BRO Health and Development           | 503                        | 43,941                | (44,704)              | 260          | -                           |
| BRO Sectional build                  | 94,976                     | -                     | (7,719)               | -            | 87,257                      |
| CLEAR                                | 2,000                      | 3,696                 | (3,692)               | -            | 2,004                       |
| Colin - Surestart                    | 1,250                      | -                     | -                     | -            | 1,250                       |
| Comic Relief                         | 1,194                      | -                     | (1,194)               | -            | -                           |
| DCAL                                 | 2,667                      | -                     | (1,332)               | -            | 1,335                       |
| DEL                                  | 193                        | -                     | (193)                 | -            | -                           |
| DFC - CIF                            | -                          | 67,128                | (67,749)              | 621          | -                           |
| DFC - Social Supermarket             | -                          | 36,197                | (37,122)              | 925          | -                           |
| DFC - WCCF                           | 4,785                      | 93,038                | (97,022)              | -            | 801                         |
| Flax project                         | -                          | 72                    | -                     | -            | 72                          |
| PSCP Domestic Violence               | -                          | 1,000                 | (1,000)               | -            | -                           |
| Santander                            | 1,947                      | -                     | (1,947)               | -            | -                           |
| SEHSCT Horticultural                 | -                          | 500                   | (500)                 | -            | -                           |
| SET SLA                              | -                          | 16,789                | (14,910)              | -            | 1,879                       |
| Urban Villages                       | -                          | 6,888                 | (6,955)               | 67           | -                           |
|                                      | <u>662,686</u>             | <u>340,494</u>        | <u>(381,188)</u>      | <u>7,867</u> | <u>629,859</u>              |

## FOOTPRINTS WOMENS CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

---

#### 19 Restricted funds

(Continued)

##### **Awards for All**

Funded by the Big Lottery, this project has been designed to develop an empowerment infrastructure within Footprints Women's Centre that will lead to stronger engagement with women from the Colin Neighbourhood and ensure that the services delivered by the organisation are needs lead and will provide women with the access to empowerment programmes, will regenerate future leadership and will promote transparency through a clear communication strategy. Ultimately, this will empower women to lobby effectively on issues affecting their lives and will effect real change.

##### **BBC Children in Need**

To fund the salary of a full-time family empowerment worker.

##### **BCC Revenue**

The provision of funding for the running costs of the building.

##### **BCC Good Relations (Kuh-nekt Project)**

This project focused on building connectivity between individuals from diverse backgrounds who attended both Windsor and Footprints Women's Centres. The key focus was relationship building, collaboration, and mutual respect/understanding, reducing fear and encouraging mobility outside distinct communities. Budget lines included a project introduction, exchange visits to both centres, a day at Belfast Activity Centre and a visit to Colin Allotments.

##### **BCC Keeping Women Safe**

Funding for safety resources and a therapeutic programme for women, and also contributing to salary costs for a Women's Support Worker.

##### **BCC Volunteers**

Funding programme and volunteer expenses.

##### **Belfast Health Development Unit**

This project offered funding towards Footprints Women's Centre 'Fruit of the Future' project as part of the Family Friendly Belfast Event held to launch the fruit tree planting in the grounds of the centre.

##### **Belfast Strategic Partnership**

Funded an event for Syrian families who have recently been rehoused in West Belfast to introduce Footprints Women's Centre's services. Traditional Syrian and Irish foods were prepared for families to sample and an interpreter from Barnardo's assisted with communication.

##### **Big Lottery - Energy Efficient Venue**

Funding to carry out an energy audit, to increase the energy efficiency of the premises.

##### **Big Lottery - CNP Nutrition/Physical Activity and Domestic Violence**

Partnership to support people in the Colin Neighbourhood area, targeting the most vulnerable and socially deprived.

##### **Blackburn Trust**

Funded an event to celebrate the success of women learners in last academic year and encouragement for learners to stay engaged in lifelong learning through Footprints Training Programmes. The event also celebrated 100 years of women's suffrage



## FOOTPRINTS WOMENS CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

---

#### 19 Restricted funds

(Continued)

##### **Buildings reserve**

Funding for the premises used by the charity.

##### **BRO**

The Belfast Regeneration Office funded costs relating to the refurbishment of the Footprints Women's Centre Catering facility. This allowed for the replacement of the kitchen flooring and worktops.

##### **BRO Community Development**

Funding for salaries for Women's Support Manager and caretaker.

##### **BRO Health Development**

Funding for salaries for Sustainable Living Manager, receptionists and cleaners.

##### **BRO - Sectional Build**

Funding for the sectional building creche and office space.

##### **CLEAR**

To fund women's support programme costs.

##### **Colin - Surestart**

To match fund childcare places for DEL training and education project.

##### **Comic Relief**

As part of the Community Foundation of Northern Ireland this project was aimed at tackling Food Poverty within the Colin area, focusing on lone parents and senior citizens, it provided nutritional support for families and individuals in crisis in the form of a meal or takeaway food parcel. The programme also included cookery skills, budgeting, menu planning and information on the role of nutrition to support good health.

##### **DCAL**

Funding for a new server.

##### **Department of Education and Learning (DEL)/ESR**

Funding for salaries for training and education co-ordinator, administration/finance assistant, ICT trainer/support as well as running costs of the charity. DEL provides funding for 65% of the total costs incurred with 35% being match funded by the charity.

##### **DFC Community Investment Fund**

Funding for salary for the centre manager and part salary for finance manager.

##### **DFC Social Supermarket**

One year funding from DfC to pilot a Social Supermarket project which will enable members to access surplus, in date, quality food, destined for landfill at reduced prices. Members will also access a range of Wrap around Services e.g Finance, Benefits Advice and Employability Skills to support a transition out of poverty.

## FOOTPRINTS WOMENS CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

---

#### 19 Restricted funds

(Continued)

##### **DFC – WCCF**

Funded by the Department for Communities, this project provided onsite childcare places for women attending training and development, family support programmes, volunteering and other facilitated programmes. Budget lines included salary costs, replenishment of equipment and registration costs.

##### **Flax Project**

A project run by Windsor Women's Centre as a cross community programme partnering with Footprint Womens Centre.

##### **PCSP Domestic Violence**

Staff completed training to understand principles of advocacy work relating to domestic and sexual violence. Understanding risk in relation to domestic and sexual violence and how to apply appropriate methods of risk assessments with adults and how to provide a first response to a domestic and sexual violence victim at first response. It also provided an understand how risk assessments informs safety planning and risk management process and provided knowledge of all other agencies and support networks available to victims of domestic or sexual violence. Training was delivered by Women's Aid Belfast/ Lisburn.

##### **Santander**

This project funded the 'Slow Food for Families' programme which enables women and children to develop skills and knowledge to grow and cook healthy family meals together.

##### **SEHSCT Horticultural**

Funded a 10 week Horticulture Therapy programme for the 50+ group to encourage them to become more active and reduce isolation. Horticulture skills were developed in Footprints Food Garden.

##### **SET SLA**

Block and spot contracts for the provision of childcare services.

##### **Urban Villages**

As part of partnership with Poleglass Community Association and Ionad na Faiseoige, Footprints delivered an Education & Learning programme in the Colin area which addressed issues of low self-confidence, isolation and mental health and helped residents to more fully engage with their community life/issues. Courses included mindfulness, life coaching, first aid, confidence building and women's empowerment.

#### 20 Transfers

Transfer made from the unrestricted fund to the restricted fund in the year were as follows:

**BCC Revenue** - The transfer of £5,986 relates to the reimbursement of unrestricted funds used during the year.

**BCC Volunteers** - The transfer of £8 relates to the reimbursement of unrestricted funds used during the year.

**BRO Health and Development** - The transfer of £260 relates to the reimbursement of unrestricted funds used during the year.

**DfC CIF** - The transfer of £621 relates to the reimbursement of unrestricted funds used during the year.

**DfC Social Supermarket** - The transfer of £925 relates to the reimbursement of unrestricted funds used during the year.

**Urban Villages** - The transfer of £67 relates to the reimbursement of unrestricted funds used during the year.

# FOOTPRINTS WOMENS CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 21 Designated funds

#### Group and Company

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                 | Balance at 1<br>April 2017<br>£ | Movement in funds<br>Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>March 2018<br>£ |
|-----------------|---------------------------------|---|----------------------------|----------------------------------|
| Designated fund | 40,048                          | -   | -                          | 40,048                           |
|                 | <u>40,048</u>                   | <u>-</u>  | <u>-</u>                   | <u>40,048</u>                    |

### 22 Analysis of net assets between funds

|  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>£     |
|--|----------------------------|--------------------------|----------------|
| <b>Group</b>                                       |                            |                          |                |
| Fund balances at 31 March 2018 are represented by: |                            |                          |                |
| Tangible assets                                    | 14,377                     | 609,550                  | 623,927        |
| Current assets/(liabilities)                       | 178,412                    | 20,309                   | 198,721        |
|  | <u>192,789</u>             | <u>629,859</u>           | <u>822,648</u> |

#### Company

Fund balances at 31 March 2018 are represented by:

|                              |                |                |                |
|------------------------------|----------------|----------------|----------------|
| Tangible assets              | 14,373         | 609,550        | 623,923        |
| Current assets/(liabilities) | 160,872        | 20,309         | 181,181        |
|                              | <u>175,245</u> | <u>629,859</u> | <u>805,104</u> |

### 23 Cash generated from operations

|   | 2018<br>£     | 2017<br>£     |
|---|---------------|---------------|
| Surplus/(deficit) for the year                                    | 45,146        | (793)         |
| Adjustments for:  |               |               |
| Investment income recognised in statement of financial activities | (245)         | (249)         |
| Depreciation and impairment of tangible fixed assets              | 29,963        | 38,883        |
| Movements in working capital:                                     |               |               |
| (Increase) in debtors   | (68,601)      | (10,878)      |
| Increase/(decrease) in creditors                                  | 17,027        | (7,338)       |
| <b>Cash generated from operations</b>                             | <u>23,290</u> | <u>19,625</u> |