

Charity registration number 1098323

Company registration number 04539479 (England and Wales)

**WATFORD WOMEN'S CENTRE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# WATFORD WOMEN'S CENTRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Catherine Tyack Liz Hunter Suzannah Trivedi Jyoti Tailor Shamini Grayson Shalina Ganatra Ann Beatty Natalie Kemp Stephanie Sykes Ruth Paterson Caroline Brazier
<b>Chief Executive Officer</b>	Fiona Miller
<b>Secretary</b>	Fiona Miller
<b>Charity number</b>	1098323
<b>Company number</b>	04539479
<b>Principal address</b>	83 Market Street Watford Hertfordshire WD18 0PT
<b>Registered office</b>	83 Market Street Watford Hertfordshire WD18 0PT
<b>Independent examiner</b>	Gary Howard FCA Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE
<b>Bankers</b>	NatWest Bank Plc 72-74 High Street Watford Hertfordshire WD17 2GZ

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# **WATFORD WOMEN'S CENTRE**

## **CONTENTS**

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	<b>Page</b>
Trustees' report	1 - 5
Statement of Trustees' responsibilities	6
Independent examiner's report	7
Statement of financial activities	8 - 9
Balance sheet	10
Notes to the financial statements	11 - 21

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# **WATFORD WOMEN'S CENTRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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The Trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements 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 2019)".

#### **Objectives and activities**

##### *Charitable objects*

In accordance with the Memorandum and Articles of Association, the charity is established to promote any charitable purpose for the benefit of women in Watford and the surrounding areas, (the beneficiaries) without distinction of race, sexual orientation, or religious or political or other opinion by the advancement of education and training, the preservation and support of physical and mental health, and the provision of facilities for recreation and leisure time activities in the interests of social welfare with the object of improving the quality of life of the beneficiaries.

##### *Aims of the charity*

To improve and increase the choices available to the service user through education.

To enable and improve access to accurate information and advice.

To improve the emotional wellbeing of the service user.

To enable service users to access services at a reasonable cost.

To influence external organisations at a local, regional and national level in furtherance of these aims.

##### *Objectives for the year*

Provide a range of educational, recreational, and training courses.

Provide a weekly Advice Session with qualified advisors.

Provide support appointments during working hours.

Provide domestic abuse outreach services for BME communities

Provide low cost long and short term counselling service.

Provide volunteering opportunities.

Provide a worker to advocate for and support users to access external services

Engage in partnership working with other organisations, attend meetings and affiliate to other organisations.

##### *Public benefit statement*

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

##### *Volunteers*

In 2021-22 we recruited and trained a number of MyAlly telephone support line volunteers. All volunteers have lived experience and undertake a six-week training process that includes safeguarding, DA awareness, Listening Skills and telephone skills. Successful candidates then progress to supervised calls before taking up agreed shifts. Our counselling volunteers continued to provide remote counselling sessions throughout the year.

# **WATFORD WOMEN'S CENTRE**

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

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### *Activities during the year*

- In 2021 - 22 the charity partially returned to face-to-face support services while maintaining a blended approach to service delivery within all provision
- We increased our accredited programmes to provide more opportunities for service users to gain recognised qualifications
- Our My Ally telephone support line dealt with 176 calls during the year and 48 emails
- We established 2 women's support groups and 43 women attended these groups to develop their peer networks and share experiences
- Our Women's Advocate attended 52 Community events and 206 women were signposted to WWC services
- Our team of 14 volunteer counsellors provided 1,356 hours of therapy delivered to a caseload of 85 clients
- Through our contract with Hertfordshire Adult Family Learning Service (Now named Step2Skills) we enrolled 594 learners on community learning programmes ranging from ESOL to personal development and wellbeing. 75 Learners enrolled on accredited programmes
- We continued to deliver our Domestic Abuse awareness course 'My Life' and this year delivered 5 courses enrolling 45 women in total
- The National Careers Service via Realise Futures contracted the Centre to offer Information, Advice and Guidance sessions to men and women looking to return to work, volunteering, or learning. The funding provided 900 sessions of IAG both remote and face to face and 25% achieved a learning and/or job outcome

#### **Achievements and performance**

This year we increased our reach and support for women experiencing domestic abuse through access to telephone, email and peer to peer groups. This access to more immediate practical and emotional support grew our engagement, and early intervention work by 100% compared to the previous year

We worked more closely with JCP and community stakeholders this year to support Afghan refugees and migrants who were housed in hotels and temporary accommodation. We engaged with Hotel Managers, travelled to their accommodation to deliver ESOL programmes and supported them with Employability Skills and knowledge through our Careers Service.

In 2021/22 we were particularly proud to receive a positive MATRIX reassessment with 'no areas for improvement' a testimony to the quality of our Customer Service across all provision within the charity. The charity also once again passed the Cyber Essential Plus accreditation which demonstrates the security of our data and MIS systems.

Much of the year we focused on challenging fundraising targets for the complete refurbishment of our Premises at Market Street. By 1st April 2022 we had achieved the full target of £75,000 to begin the works which will provide a more welcoming space for service users and staff and create new counselling spaces to accommodate the increased demand for mental health support

Strategically, in addition to the refurbishment of the centre, we began planning for the restructuring of our domestic abuse service following the retirement of our long serving Domestic Abuse Co-Ordinator.

# **WATFORD WOMEN'S CENTRE**

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

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### **Financial review**

##### *Overview*

This year's activities have seen an decrease in total reserves of £2,442 from £438,487 to £436,045 of which £94,619 is restricted.

##### *Incoming resources*

Total incoming resources for the year ended 31 March 2022 were £493,641, compared with £468,513 for the year to 31 March 2021.

##### *Balance sheet*

The Balance Sheet is showing a healthy position with creditors covered by current assets.

##### *Reserves policy*

We review our reserves annually. Our aim is to support three months' running costs for core activities, which we assess to be approximately £85,000 of reserves. However, we consider that we also need an additional reserve calculation based on 25% of annual expenditure. This additional measure ensures we remain able to cover all costs for an orderly wind up of services, in the event that core funding for the Women's Centre should suddenly cease.

##### *Principal sources of income*

Our principal sources of income have historically comprised service level agreements, grant funding and project funding. Careful planning ensures that our income is used to best effect to deliver the charity's objects via the management team and in consultation with the Trustees.

##### *Investment policy*

We have examined our investment practice this year and will be putting surplus funds on deposit to maximise the income we make from investments over the coming financial year.

##### *Risk management*

We have reviewed the possible risks to the charity, each of the sub-groups have assessed the risks relating to their area of work and reported back to the main board. The greatest risk to the charity is still considered to be financial instability; the organisation continues to expand on its income generating work in line with the business plan.

#### **COVID-19**

Post Covid the charity, intends to maintain a blended approach to service delivery in order that we can expand our reach and support clients who prefer to access support more flexibly.

The Trustees remain confident that the charitable company will be able to deliver significantly against our aims and objects within the resources that will be available for 2022-23.

# **WATFORD WOMEN'S CENTRE**

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **Plans for the future**

We will undertake a period of consultation in the Summer 2022 to inform our strategic planning with the intention of publishing our 3-year strategic plan in January of 2023. We will maintain consistency within our high-level priorities of:

1. Organisational sustainability
2. Improving outcomes for Service users
3. Operating efficiency.

Post Covid we will also include a strategic priority focused on the Wellbeing of Staff and Volunteers.

We will undertake sustainability planning for the MyAlly support line. We will engage the Community Lottery Fund Managers in continuation funding possibilities and will also explore self-sustaining options with the Volunteer Co-Ordinator and Service Manager.

We will continue to work with the Police & Crime Commissioner into 2025 on the delivery of specialist counselling services to victims of sexual and domestic abuse. We will create more opportunities for qualified and experienced counsellors to gain paid work with WWC through this contract and develop case study evidence for the MOJ to evidence the positive impact of this work

We will work towards achieving Trauma Quality Marks with the organisation AVA, who are leading the development of this work with specialist women's organisations

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

Watford Women's Centre was registered as a Company Limited by Guarantee on 19 September 2002 and was registered as a charity on 2 July 2003.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. The Articles were amended by Special Resolution at the 2009 AGM to enable members to serve for 3 years before re-election.

Any member of the company can apply to be a Trustee. Recruitment of Trustees is largely through public advertisement as well as some personal recommendation. All potential Trustees go through an application process, including a visit to the Centre, completing application forms and an interview with at least two Trustees who make a recommendation to the main board. If successful, the applicant is co-opted to the board until the next AGM when they stand for election. Trustees can then stand for re-election on a three yearly cycle. During the financial year there was one resignation from and five appointments to the board.

Conflicts of interest are recorded on pro-forma. There were no registered conflicts of interest in this year.

## **WATFORD WOMEN'S CENTRE**

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

#### ***FOR THE YEAR ENDED 31 MARCH 2022***

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The structure of the Centre consists of a CEO, Operations Manager, Specialist Staff, Office Staff, Tutors, Trustees and Volunteers.

In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

The following Trustees served on our board since 1 April 2021:

Catherine Tyack

Liz Hunter

Suzannah Trivedi

Sheila Edmund

(Resigned 27 November 2021)

Jyoti Tailor

Shamini Grayson

Shalina Ganatra

Ann Beatty

(Appointed 3 June 2021)

Natalie Kemp

(Appointed 12 June 2021)

Stephanie Sykes

(Appointed 30 June 2021)

Ruth Paterson

(Appointed 12 June 2021)

Caroline Brazier

(Appointed 7 July 2022)

The Trustees' Report was approved by the Board of Trustees.

**Ruth Paterson**

Trustee

Dated: 10 December 2022

**Jyoti Tailor**

Trustee

Dated: 10 December 2022

## **WATFORD WOMEN'S CENTRE**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2022***

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The Trustees, who are also the directors of Watford Women's Centre for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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 financial statements, the Trustees 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

# **WATFORD WOMEN'S CENTRE**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF WATFORD WOMEN'S CENTRE**

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I report to the Trustees on my examination of the financial statements of Watford Women's Centre (the charity) for the year ended 31 March 2022.

#### **Responsibilities and basis of report**

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

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

#### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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

#### **Gary Howard FCA**

Howard Wilson Chartered Accountants  
36 Crown Rise  
Watford  
Hertfordshire  
WD25 0NE

Dated: 12 December 2022

# WATFORD WOMEN'S CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

### Current financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
	Notes				
<b>Income from:</b>					
Voluntary income including donations and legacies	3	24,248	-	24,248	75,114
Activities and facilities for the benefit of women in Watford	4	98,167	370,671	468,838	393,024
Fundraising activities	5	555	-	555	375
<b>Total income</b>		<u>122,970</u>	<u>370,671</u>	<u>493,641</u>	<u>468,513</u>
<b>Expenditure on:</b>					
Activities and facilities for the benefit of women in Watford	6	<u>171,081</u>	<u>325,002</u>	<u>496,083</u>	<u>344,547</u>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(48,111)	45,669	(2,442)	123,966
Fund balances at 1 April 2021		<u>389,537</u>	<u>48,950</u>	<u>438,487</u>	<u>314,521</u>
<b>Fund balances at 31 March 2022</b>		<u><u>341,426</u></u>	<u><u>94,619</u></u>	<u><u>436,045</u></u>	<u><u>438,487</u></u>

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.

## WATFORD WOMEN'S CENTRE

### STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

Prior financial year

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes			
<b>Income from:</b>				
Voluntary income including donations and legacies	3	75,114	-	75,114
Activities and facilities for the benefit of women in Watford	4	142,876	250,148	393,024
Fundraising activities	5	375	-	375
<b>Total income</b>		<u>218,365</u>	<u>250,148</u>	<u>468,513</u>
<b>Expenditure on:</b>				
Activities and facilities for the benefit of women in Watford	6	138,384	206,163	344,547
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<u>79,981</u>	<u>43,985</u>	<u>123,966</u>
Fund balances at 1 April 2020		<u>309,556</u>	<u>4,965</u>	<u>314,521</u>
<b>Fund balances at 31 March 2021</b>		<u><u>389,537</u></u>	<u><u>48,950</u></u>	<u><u>438,487</u></u>

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.

# WATFORD WOMEN'S CENTRE

## BALANCE SHEET

AS AT 31 MARCH 2022

		2022	2021
	Notes	£	£
<b>Fixed assets</b>			
Tangible assets	9	201,329	207,660
<b>Current assets</b>			
Debtors	10	31,446	-
Cash at bank and in hand		236,244	234,537
		267,690	234,537
<b>Creditors: amounts falling due within one year</b>	11	(32,974)	(3,710)
Net current assets		234,716	230,827
<b>Total assets less current liabilities</b>		436,045	438,487
<b>Income funds</b>			
Restricted funds	12	94,619	48,950
<u>Unrestricted funds</u>			
Designated funds	13	245,000	245,000
General unrestricted funds		96,426	144,537
		341,426	389,537
		436,045	438,487

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 10 December 2022

Ruth Paterson  
Trustee

Jyoti Tailor  
Trustee

Company Registration No. 04539479

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **1 Accounting policies**

#### **Charity information**

Watford Women's Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is 83 Market Street, Watford, Hertfordshire, WD18 0PT.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

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

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aims and uses of the restricted funds are set out in the notes to the accounts.

#### **1.4 Income**

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.

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular purposes they have been allocated on a basis consistent with the use of resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

#### 1.6 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
Office equipment	25% straight line
Computer equipment	25% 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 the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 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.

#### 1.9 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.

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### **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.

#### **1.10 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.

#### **1.11 Retirement benefits**

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

#### **1.12 Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees 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.

## WATFORD WOMEN'S CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

#### 3 Voluntary income including donations and legacies

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
Donations and gifts	22,748	35,999
Government grants receivable	1,500	39,115
	<u>24,248</u>	<u>75,114</u>
<b>Government grants receivable</b>		
Hertfordshire County Council	1,500	15,905
Watford Borough Council	-	8,296
HMRC - CJRS grants	-	14,914
	<u>1,500</u>	<u>39,115</u>

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 4 Activities and facilities for the benefit of women in Watford

	2022 £	2021 £
Fees received	97,446	92,949
Performance related grants	371,392	300,075
	<u>468,838</u>	<u>393,024</u>
Analysis by fund		
Unrestricted funds	98,167	
Restricted funds	370,671	
	<u>468,838</u>	
<b>For the year ended 31 March 2021</b>		
Unrestricted funds		142,876
Restricted funds		250,148
		<u>393,024</u>
<b>Performance related grants</b>		
Herts Adult and Family Learning Service (including DCLG Migrant fund)	135,026	103,784
Lifelines International Fund for Education	-	31,840
People's Postcode Lottery	13,000	-
Big Lottery Fund/Awards For All	91,233	84,833
Police & Crime Commissioner for Hertfordshire	30,500	19,130
TK Maxx	15,200	-
The Clothworkers' Foundation	20,000	-
National Lottery Community Fund: Phoenix Rising	34,852	25,111
Garfield Weston Foundation	20,000	-
John Lewis Community Fund	-	15,000
Other	11,581	20,377
	<u>371,392</u>	<u>300,075</u>

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 5 Fundraising activities

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Fundraising income	555	375

### 6 Activities and facilities for the benefit of women in Watford

	2022	2021
	£	£
Staff costs	321,013	242,905
Depreciation and impairment	6,330	7,206
Supervision, trainers and other staff costs	66,758	48,933
Project costs	3,503	976
Premises costs	19,153	4,267
Insurance costs	4,911	2,089
Repairs and maintenance costs	27,810	4,383
Office costs	8,286	5,273
Communication costs	26,102	18,943
Travel and subsistence costs	340	15
General expenses	7,829	5,038
Legal and professional costs	1,549	2,419
Bank charges and other finance costs	46	-
Governance costs	2,453	2,100
	496,083	344,547

#### Analysis by fund

Unrestricted funds	171,081
Restricted funds	325,002
	496,083

#### For the year ended 31 March 2021

Unrestricted funds	138,384
Restricted funds	206,163
	344,547

Governance costs comprise fees paid to the independent examiners of £2,400 (2021: £2,100), and trustees' expenses of £53 (2021: £Nil).

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 7 Trustees

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

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Charitable activities	15	14

#### Employment costs

	2022 £	2021 £
Wages and salaries	295,672	225,590
Social security costs	19,825	13,419
Other pension costs	5,516	3,896
	<u>321,013</u>	<u>242,905</u>

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

### 9 Tangible fixed assets

	Land and buildings £	Office equipment £	Computer equipment £	Total £
<b>Cost</b>				
At 1 April 2021	250,000	40,958	100,066	391,024
At 31 March 2022	<u>250,000</u>	<u>40,958</u>	<u>100,066</u>	<u>391,024</u>
<b>Depreciation and impairment</b>				
At 1 April 2021	45,000	40,958	97,407	183,365
Depreciation charged in the year	5,000	-	1,330	6,330
At 31 March 2022	<u>50,000</u>	<u>40,958</u>	<u>98,737</u>	<u>189,695</u>
<b>Carrying amount</b>				
At 31 March 2022	<u>200,000</u>	<u>-</u>	<u>1,329</u>	<u>201,329</u>
At 31 March 2021	<u>205,000</u>	<u>-</u>	<u>2,660</u>	<u>207,660</u>

## WATFORD WOMEN'S CENTRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

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<b>10 Debtors</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Trade debtors	31,446	-
	<u>          </u>	<u>          </u>
<b>11 Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	6,363	-
Trade creditors	22,765	219
Other creditors	1,749	1,340
Accruals and deferred income	2,097	2,151
	<u>          </u>	<u>          </u>
	<u>32,974</u>	<u>3,710</u>

# **WATFORD WOMEN'S CENTRE**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2022**

### **12 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:

	Balance at 1 April 2020	Movement in funds		Balance at 1 April 2021	Movement in funds		Balance at 31 March 2022
	£	Incoming resources	Resources expended	£	Incoming resources	Resources expended	£
Heritage Lottery Grant	514	-	-	514	-	(514)	-
HAFLS	-	103,784	(87,481)	16,303	135,026	(135,770)	15,559
Police & Crime Commissioner for Hertfordshire	-	-	-	-	30,500	(30,500)	-
MyAlly Project	1,880	54,833	(56,713)	-	91,233	(91,233)	-
What Women Want Project - Big Lottery Fund	2,322	-	-	2,322	-	(2,322)	-
Lifelines	-	31,840	(18,707)	13,133	-	(13,133)	-
John Lewis Community Fund	-	15,000	-	15,000	-	(15,000)	-
Phoenix Rising	-	25,111	(25,111)	-	34,852	(34,852)	-
Garfield Weston Foundation	-	-	-	-	20,000	-	20,000
TK Maxx	-	-	-	-	15,200	-	15,200
The Clothworkers' Foundation	-	-	-	-	20,000	-	20,000
Watford & Three Rivers	-	-	-	-	5,000	-	5,000
Locality Budget grants	-	-	-	1,300	5,860	(1,300)	5,860
People's Postcode Lottery	-	-	-	-	13,000	-	13,000
Other	249	3,277	(1,846)	378	-	(378)	-
	4,965	233,845	(189,860)	48,950	370,671	(325,002)	94,619

## **WATFORD WOMEN'S CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2022**

#### **12 Restricted funds**

**(Continued)**

Community Outreach Worker is funding from Hertfordshire County Council towards the employment of a community outreach worker.

Heritage Lottery Grant is funding for the Oral History Research Project.

HAFLS provides for the delivery of Community Learning in deprived neighbourhoods and Personal development programmes. The course offer includes: recreational and vocational learning of which a proportion is accredited using nationally recognised qualifications.

MyAlly is a Big Lottery funded project to provide a support telephone line, email and face-to-face service for women impacted by domestic abuse or relationship struggles.

What Women Want project, is a lottery funded programme to improve the mental health of women who were isolated by developing and supporting a variety of social groups.

Lifelines is funding from Lifelines International Fund for Education to enable continuation of domestic abuse support and counselling services to women most in need.

John Lewis Community Fund is to support people back into work.

Phoenix Rising is a programme, funded by the National Lottery Community Fund, focused on specialist domestic abuse casework advocacy and support for BAME and migrant women who face significant barriers to access and take up of support services.

The grant from the Police & Crime Commissioner for Hertfordshire is funding for counselling and a women's advocate.

The grants from Garfield Weston Foundation, TK Maxx, The Clothworkers' Foundation, Watford & Three Rivers and Locality Budgets are towards the refurbishment of the charity premises.

The grant from the People's Postcode Lottery is for translation services.

# WATFORD WOMEN'S CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 13 Designated funds

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:

	Movement in funds		Movement in funds		
	Balance at 1 April 2020 £	Incoming resources £	Balance at 1 April 2021 £	Incoming resources £	Balance at 31 March 2022 £
Salary Contingency Fund	35,000	-	35,000	-	35,000
Property Fund	210,000	-	210,000	-	210,000
	<u>245,000</u>	<u>-</u>	<u>245,000</u>	<u>-</u>	<u>245,000</u>

The salary contingency fund has been created to deal with any potential charge which may arise due to changes in legislation. This fund will be reviewed annually.

The property fund comprises the charitable company's premises which are required for day to day operations.

### 14 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	201,329	-	201,329	207,660	-	207,660
Net current assets	140,097	94,619	234,716	181,877	48,950	230,827
	<u>341,426</u>	<u>94,619</u>	<u>436,045</u>	<u>389,537</u>	<u>48,950</u>	<u>438,487</u>

### 15 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.