

COMPANY NUMBER: 3860803
CHARITY NUMBER: 1091544

SAFENET DOMESTIC ABUSE SERVICE

Report and Financial Statements

Year ended 31 March 2015

Directors, Executive Officers, Advisors and Bankers

Board

Chair K Ainsworth

Vice Chair S Livesey

Other Directors J M Davies
S E Mayor
R Horman
J Cooper

Executive Officers

Charity Manager and Company Secretary H.J.Gauder

Registered Office

Centenary Court
Croft Street
Burnley
BB11 2ED

External Auditor

Beever & Struthers
Chartered Accountants and Business Advisors
St George's House
215-219 Chester Road
Manchester
M15 4JE

Solicitors

Forbes Solicitors
Rutherford House
4 Wellington Street
St. Johns
Blackburn
BB 8DD

Bankers

Yorkshire Bank
25 Manchester Road
Burnley
Lancashire
BB11 1HX

Report of the Directors (continued)

Growth Targets 2012 - 2015

- **To successfully retain the existing Supporting People contract for the Burnley based SafeNet refuge service when the current term expires.**
- **To successfully retain the management of the IDVA service, subject to partner organisations continuing to provide the required funding (funding is reviewed on an annual basis).**
- **To successfully maintain the Children's Service at the Burnley based refuge as a minimum at the current service levels.**
- **To extend and expand SafeNet specialist services both within Lancashire and beyond. Specifically:**
 - Establish the new Lancaster Refuge and secure Supporting People funding beyond the initial 12 month contract term (that commences when the refuge opens at the end of 2012).
 - Extend the provision of dispersed 'safe houses' by one per year, thus achieving an increase from one property as at April 2012 to three properties by April 2014.
 - Establish the new drop-in service at Calico's head office for the IDVA and Outreach services by December 2012.
 - Produce a feasibility study by April 2013 for the provision of an accommodation based service for women with complex needs, for example, including alcohol, drug use and mental health challenges. In the event that the feasibility study demonstrates a viable scheme is deliverable and also that suitable funding is accessible then to ensure the service is operational by April 2014
- **To explore regional refuge accommodation development opportunities, taking account of local intelligence.**

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the directors consider how planned activities will contribute to the aims and objectives they have been set.

The Company undertakes and manages its activities in line with the above objectives through the provision of support contracts. The directors receive regular updates on performance and feel that the objectives have been achieved as set out in the next section.

Achievements and Performance

SafeNet has achieved its targets for 2012 -14 as follows:

Targets & Progress 2012-15

- **To successfully retain the existing Supporting People contract for the Burnley based SafeNet refuge service when the current term expires.** This was achieved and the contract retained for a further two years when Lancashire County Council exercised the option to extend the existing contract for a further two years (as contractually permitted). Currently refuge services have a temporary extension of contract and we are in a direct retender process having submit our tender application, the result of which will be known end May 2015.
- **To successfully retain the management of the IDVA service, subject to partner organisations continuing to provide the required funding (funding is reviewed on an annual basis).** This was achieved. The contract was awarded to Safer Lancashire consortia of which SafeNet are a member and SafeNet were re-commissioned to deliver community based support services via the IDVA contract to high and medium risk victims/survivors from June 2014 to June 2016.
- **To successfully maintain the Children's Service at the Burnley based refuge as a minimum at the current service levels.** This has been achieved and exceeded – SafeNet gained a further 3 years Children In Need funding for on-site refuge children's services, a donation from Rochdale Womens' Refuge which has funded a 3 year SafeNet Schools Project and was also awarded LCC funds to deliver an Early Support service in Burnley and Lancaster.
- **To extend and expand SafeNet specialist services both within Lancashire and beyond. Specifically:**
 - The new Lancaster Refuge was established as planned and we have secured on-going Supporting People funding beyond the initial 12 month contract term for the following two years until end March 2016;
 - We have extended the provision of dispersed 'safe houses' by one per year, thus achieving an increase from one property as at April 2012 to three properties by December 2014;
 - We established the new drop-in service at Calico's head office for the IDVA Outreach service by May 2013;
 - We produced a feasibility study by April 2013 for the provision of an accommodation based service for women with complex needs, for example, including alcohol, drug use and mental health challenges. The feasibility study demonstrates a viable scheme is deliverable though further suitable funding is being sought. We plan to build an additional specialist purpose built refuge building and establishing the new 'refuge recovery service' in the next 3 years.

Report of the Directors (continued)

- Establish a project to focus on increasing SafeNet's capacity to grow, raise significant funds for services and develop our volunteer capacity

SafeNet has a proactive approach to increasing its income and works closely with our Calico partners to secure the best level of income from Housing Benefits and to secure steady, re-occurring funding for its Children's Services and for its community based services.

We will continue to work hard to find effective solutions to funding issues and to work in partnership with funding agencies to ensure we gain appropriate funding for all our services.

Structure, Governance and Management

Governing Document

The Company is registered as a Charity (no. 1091544) with the Charity Commission.

The Charity is constituted as a Company limited by guarantee (no. 3860803) and is governed by its Articles of Association. New Articles of Association were adopted on 1 Nov 2013.

The Articles of Association are such that the Company is a subsidiary of The Calico Grp Limited, a company limited by guarantee (registered number 08747100). On 1st November 2013 the Calico group undertook a restructure with The Calico Grp Limited becoming the new parent company. This was done to enable the growth of the group.

The Articles of Association also ensure that the directors (who for the purposes of charity law are charity trustees) are the only members of the Company. Details of current trustees can be found on page 1.

In the event of the Company being wound up members are required to contribute an amount not exceeding £10.

Appointment of Directors

The charity either advertises for new directors in the local press, or approaches women with appropriate skills and/or experience to contribute to the management of the organisation. Directors are initially appointed as trustees for a probationary 6 month period during which new members will attend an agreed induction training programme with the goal of becoming full board members at the end of the 6 month period.

Directors' Induction and Training

New directors undergo training on their legal obligations under charity and company law; the content of the Articles of Association; the board and decision making processes; the business plan and recent financial performance of the charity. During the induction training programme, held over four training sessions, they learn about the organisation's purpose, history, aims and objectives, services, staff and volunteers, facilities, security, funding, residents' participation, strategic work, multi-agency and partnership involvement. They also meet key staff to learn about their work roles.

The background of the trustees means they are already familiar with the work being undertaken and their responsibilities as trustees. Presentations have been made to each Board meeting to further identify and explain the work being undertaken by the charity and its governance structure.

Organisation

The activities of the charity are divided into five separate work streams – the provision of housing related support (Refuge Support), support to children both resident and non-resident (Children's Services), Outreach support and phone line, support to victims in legal and court process (IDVA Service) and management of the housing service.

Each of these areas is provided with support and guidance from the employees of the parent body, The Calico Grp Limited under the direction of the Charity Manager Helen Gauder.

Related Parties

SafeNet Domestic Abuse Service is a subsidiary of The Calico Grp Limited. The Calico Grp Limited employees provide services, e.g. payroll to the employees SafeNet Domestic Abuse Service. An arm's length charge is made for these services. The day to day management of the charity is delegated to the Charity Manager.

None of the directors receive any remuneration in respect of their roles as directors. Expenses of £325 (2013: £219) were paid to 3 trustees in respect of travel costs.

Karen Ainsworth is also a board member of Calico Homes Limited.

Risk Management

The directors have undertaken a review of the major strategic risks faced by the charity and have put in place systems to mitigate SafeNet's exposure to the major risks. These systems are reviewed annually.

Report of the Directors (continued)


Statement as to disclosure of information to auditors

The directors who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which auditors are unaware. Each of the directors have confirmed that they have taken all steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

Auditor

Beever & Struthers, Chartered Accountants and Business Advisors have indicated their willingness to be appointed into office. A resolution will be proposed at the Annual General Meeting to reappoint them as auditor to the charity for the ensuing year.

Approved by the trustees and signed on their behalf by:-



Helen Gauder
Company Secretary

Statement of Financial Activities

For the year ended 31 March 2015	Note	Total Unrestricted Funds Year ended 31 March 2015 £'000	Total General Restricted Funds Year ended 31 March 2015 £'000	Total Restricted Fixed asset Funds Year ended 31 March 2015 £'000	Total Funds Year ended 31 March 2015 £'000	Total Funds Year ended 31 March 2014 £'000
Incoming resources						
<i>Incoming resources from generated funds:</i>						
<i>Voluntary income:</i>						
Grants and donations	2	44	-	-	44	47
Investment income	3	2	-	-	2	1
		<u>46</u>	<u>-</u>	<u>-</u>	<u>46</u>	<u>48</u>
<i>Incoming resources from charitable activities</i>	4	770	273	-	1,043	1019
Total incoming resources		<u>816</u>	<u>273</u>	<u>-</u>	<u>1,089</u>	<u>1067</u>
Resources expended						
<i>Charitable activities:</i>						
Direct Costs		759	313	-	1,072	966
Governance costs	6	2	-	-	2	2
Total resources expended	5	<u>761</u>	<u>313</u>	<u>-</u>	<u>1,074</u>	<u>968</u>
Net incoming resources before transfers	7	55	(40)	-	15	99
Gross Transfers between funds	13	(8)	8	-	-	-
Net Movement in Funds		<u>47</u>	<u>(32)</u>	<u>-</u>	<u>15</u>	<u>99</u>
Total Funds Brought Forward at 1 April 2014		<u>695</u>	<u>61</u>	<u>158</u>	<u>914</u>	<u>815</u>
Total Funds Carried Forward at 31 March 2015	13	<u>742</u>	<u>29</u>	<u>158</u>	<u>929</u>	<u>914</u>

All of the activities in the financial period are derived from continuing operations.

The Statement of Financial Activities includes all gains and losses in the period.

The notes on pages 11 to 16 form part of the accounts.

Notes to the Financial Statements

1. Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005, the Charity (Accounts & Reports) Regulation 2008, applicable UK Accounting Standards and the Charities Act 2011.

As permitted under the Companies Act the company has adapted the Companies Act formats to reflect the special nature of its activities.

Going concern

The financial statements have been prepared on a going concern basis as the trustees are of the opinion that the Company has adequate resources to continue in operational existence for the foreseeable future.

Cash flow statement

The charity has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No.1, on the grounds that it is entitled to the exemptions available for small companies.

Incoming resources

Voluntary income and donations are included in incoming resources when they are receivable, except when the donors specify that they must be used in future accounting periods if donor's conditions have not been fulfilled, then the income is deferred.

Grants, where entitlement is not conditional on the delivery of specific performance by the company, are recognised when the company becomes unconditionally entitled to the grant. Grants, where related to performance and specific deliverances are accounted for as the company earns the right to consideration of its performance,

Investment income is recognised on a receivable basis.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs and attributable to more than one activity, such as support costs, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Pensions

The Company participates in a stakeholder pension scheme; a defined contribution pension scheme. Contributions to the defined contribution pension plans are charged to the statement of financial activities in the year to which they relate. The assets of the scheme are invested and managed independently of the finances of the Company.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Assets with a cost of over £100 are capitalised.

Depreciation of Freehold Housing Property

Freehold land is not depreciated. Where a housing property comprises two or more major components with substantially different Useful Economic Lives, each component is accounted for separately and depreciated over its individual Useful Economic Life on the basis of original cost, less the proportion of other grants attributable to the component. Expenditure relating to subsequent replacement or renewal of components is capitalised as incurred and any remaining net book value relating to the original component is written off to the Income and Expenditure account in the year it is disposed of.

Major components and their useful economic lives are as follows:

Structure – general needs refuge accommodation	75 years
Bathrooms	30 years
Kitchens	20 years

Notes to the Financial Statements

5. Analysis of charitable expenditure

	Refuge Services £'000	Support Contracts £'000	2015 Total £'000	2014 Total £'000
Direct costs:				
Staff Costs	459	265	724	707
Other Direct Costs	302	48	350	261
	<u>761</u>	<u>313</u>	<u>1,074</u>	<u>968</u>

6. Governance costs

	2015 £'000	2014 £'000
Auditor's fees	2	2
	<u>2</u>	<u>2</u>

7. Net incoming resources

Net incoming resources are stated after charging:

	2015 £'000	2014 £'000
Depreciation of tangible fixed assets	26	25
Operating lease costs: other	49	46
Auditor's fees	2	2
	<u>77</u>	<u>73</u>

8. Employees

	2015 £'000	2014 £'000
Staff costs:		
Salaries and wages	654	639
Social security costs	52	50
Other pension costs	18	20
	<u>724</u>	<u>709</u>

No employees earned over £60,000 per annum. (2014: Nil)

None of the trustees receive any remuneration in respect of their roles as trustees. Expenses of £375 (2014: £325) were paid to three trustees in respect of travel costs.

The average number of employees during the year, by function was:

	2015 No.	2014 No.
Direct charitable activities	33	28
Management and administration of the charity	6	7
	<u>39</u>	<u>35</u>
Number of Full Time Equivalent Employees	<u>27</u>	<u>25</u>

Notes to the Financial Statements

12. Analysis of net assets between funds

	Restricted Funds 2015	General Unrestricted Funds 2015	Restricted Funds 2014	General Unrestricted Funds 2014
	£'000	£'000	£'000	£'000
Tangible fixed assets	158	584	158	537
Net current assets	29	158	61	158
	<u>187</u>	<u>742</u>	<u>219</u>	<u>695</u>

13. Movements in funds

	Total at 31 March 2014	Incoming Resources	Outgoing Resources	Gross Transfers between Funds	Total at 31 March 2015
	£'000	£'000	£'000	£'000	£'000
General unrestricted funds	695	816	761	(8)	742
Fixed Asset Restricted Fund	158	-	-	-	158
General Restricted funds	61	273	313	8	29
	<u>914</u>	<u>1089</u>	<u>1074</u>	<u>-</u>	<u>929</u>

The Restricted Fixed Asset fund is amortised over the life of the fixed assets it relates to by an annual gross transfer to the unrestricted fund.

14. Restricted Funds

Fixed Asset Restricted Fund

Capital Grants include:

The Henry Smith Charity donated £100,000 for freehold property renovation costs.

Take Pride Community Fund granted £25,200 for improvements.

Francis C Scott Charitable Trust donated £15,000 for fixtures and fittings.

The Galbraith Trust donated £1,500 for work on the communal garden.

Green Partnership Awards donated £550 for garden works.

Garfield Weston Foundation £25,000 for communal garden.

General Restricted Funds

The breakdown of this year's expenditure is as follows:

Funding Source	Project	£ '000
BBC Children In Need	Domestic Violence Children's Workers	22
LCC Prevention & Early Intervention Fund	Domestic Violence Strategic Co-ordinator	30
LCC Safer Lancashire Board	Independent Domestic Violence Advisor	100
Burnley Borough Council	Sanctuary Project	7
LCC	Early Support Service	78
Burnley Community Support Workers	Children's Support Workers	76