

# **SURVIVE**

(A Company Charity limited by guarantee)

## **Annual Report & Financial Statements for the year ended**

**31st March 2016**

(Registered Charity Number: 1069129)  
(Registered Company Number: 3455000)

# **outsourcE**

Charity accounts preparation & independent examination  
service

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# **SURVIVE**

(A Company Charity limited by guarantee)

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## Directors' Report (incorporating the Trustees' Annual Report)

For the year ended: 31st March 2016

The Board of Trustees, who are also Directors of the charity for the purpose of the Companies Act 2006, present their annual report and financial statements for the year ended 31 March 2016. The statements appear in the format required by the Accounting and Reporting by Charities, Statement of Recommended Practice (SORP 2015). The report and statements also comply with the Companies Act 2006 as Survive was incorporated by guarantee on 24/10/1997.

### Reference and Administration details

**Charity Name** Survive (Support for survivors of rape and sexual abuse)

**Other name(s) Charity is known by**

**Status** A registered charity established as a Company limited by guarantee, not having a share capital.

**Registered as a Company on** 24/10/1997

**Registered as a Charity on** 15/04/1998

**Registered Company number** 3455000

**Registered Charity number** 1069129

**Charity's principal address** Priory Street Centre

15 Priory Street

York

**Postcode** YO1 6ET

**Bank** National Westminster Bank PLC

1 Market Street

York

**Postcode** YO1 9YH

**Independent Examiner** Karen Wood ACMA, CGMA

Outsource

29 Millfield Road, York

**Postcode** YO23 1NH

**Names of the directors (trustees) who manage the charity**

Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
--------------	-----------------	-----------------------------------	---------------------------------------------------------------

Jo Dent  
 Caz Crosbie  
 Janina Pirozek  
 Fliss Emery  
 Sue Andrews  
 Jenny Bell  
 Damon Reid  
 Lesley Eastman

**Name of chief executive or names of senior staff members**

Dani Wardman

**Structure, governance and management****Description of the charity's trusts**

**Governing Document:** Memorandum and Articles of Association

**How the charity is constituted** Charity, Company Limited By Guarantee

**Trustee selection methods** Elected by Members

**Objectives and activities****Summary of the objects of the charity set out in its governing document**

We seek to support men and women who have experienced rape, sexual assault as adults or sexual abuse in childhood. We aim to enable them to make sense of their experiences and to assist them with making choices that are right for them as individuals. Additionally, we raise awareness of the relevant issues in the wider community

## **Summary of the main activities undertaken for the public benefit in relation to these objects**

### Helpline

Anonymous and supportive helpline.

### Ladies Coffee Mornings

Held every Monday 10am-12pm

### 1:1 Meetings

Offering both emotional and practical face to face support. Just ring or email and we will arrange an appointment at our York office with you.

### Men's Support Group

The Men's Group runs bi-weekly on a Monday evening.

Library Service specialist books, outreach 1:1 appointments in the community and counselling

Borrow specialist books about rape and recovery free of charge for up to 1 month.

### Counselling

Our counsellors understand the complexities of Surviving sexual violence and abuse. They work with post traumatic stress disorder, dissociative conditions, complex trauma, depression and anxiety in a safe and confidential setting.

Our counselling service is always in high demand. Should there be a waiting list when you enquire, we can offer you supportive 1:1 sessions while you wait for your counselling assessment.

### Outreach

Our outreach team goes out into the community to support Survivors where they need it. This could be attending medical appointments, 1:1 meetings at home or practical help.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

## **Achievements and performance**

### **Summary of the main achievements of the charity during the year**

No. of Clients - 167

No in groups - 21

1:1 support sessions - 964

No. support related calls - 538

No. support related emails - 178

## **Financial Review**

### **Reserves Policy**

The Trustees have considered the level of free reserves that the charity will require to sustain its operation in the future. Free reserves exclude those represented by fixed assets and restricted funds. At March 2015 free reserves amounted to £40,336 which meets our target of sufficient funds to meet three months expenditure. Whilst the current level of reserves may prove sufficient it is the Trustees' view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility.

### **Funds materially in deficit**

None

### **Further financial review details (OPTIONAL)**

## **Other optional information (OPTIONAL)**

None

## **Trustee's responsibilities in relation to the financial statements**

Company law requires the directors (trustees) to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors (trustees) are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The directors (trustees) are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities, as well as exercising proper financial controls.

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

### **Disclosure of information**

In accordance with company law, as the company's Directors, each of the Board of Trustees certify that so far

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- As Directors of the company, they have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

### **Exemptions**

The trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet)

## **Declaration**

**The trustees declare that they have approved the trustees' report above**

**Signed on behalf of the charity's trustees**

**Signature**

**Full Name**

**Position**

**Date**

## Independent Examiner's Report on the Accounts

I report on the accounts of: **SURVIVE**  
for the year **31st March 2016** which are set out on pages 6 to 14.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the "2011 Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention

1) which gives me reasonable cause to believe that in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Karen Wood ACMA,CGMA  
Community Accountant  
Outsource  
29 Millfield Road  
York  
YO23 1NH

Date:

## SURVIVE

### Statement of Financial Activities for the year ended: 31st March 2016

(incorporating Income & Expenditure accounts)

	Note	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
<b>Income and endowments from:</b>					
Donations and legacies	3.1	38,438	69,407	107,845	106,293
Other trading activities	3.2	-	-	-	483
Investments	3.3	12	-	12	11
<b>Total income</b>	<b>3</b>	<b>38,450</b>	<b>69,407</b>	<b>107,857</b>	<b>106,787</b>
<b>Expenditure on:</b>					
Raising funds	4.1	2,000	-	2,000	2,000
Charitable activities	4.2	43,588	55,536	99,124	71,001
<b>Total expenditure</b>	<b>4</b>	<b>45,588</b>	<b>55,536</b>	<b>101,124</b>	<b>73,001</b>
<b>Net income/(expenditure)</b>		<b>- 7,138</b>	<b>13,871</b>	<b>6,733</b>	<b>33,786</b>
<b>Gross transfers between funds</b>		-	-	-	-
<b>Net movement in funds</b>		<b>(7,138 )</b>	<b>13,871</b>	<b>6,733</b>	<b>33,786</b>
<b>Total funds brought forward</b>		47,474	18,222	65,696	31,910
<b>Total funds carried forward</b>		<b>40,336</b>	<b>32,093</b>	<b>72,429</b>	<b>65,696</b>

## SURVIVE

### Balance Sheet as at: 31st March 2016

	Note	2016	2015
<b>Current Assets</b>			
Cash at bank and in hand		72,432	63,119
Debtors & prepayments	8	588	4,430
<b>Total Current Assets</b>		<b>73,020</b>	<b>67,549</b>
<b>Current Liabilities: Amounts falling due within one year</b>			
Creditors and accruals	9	(591 )	(1,853 )
<b>Net Current Assets</b>		<b>72,429</b>	<b>65,696</b>
<b>Net Assets</b>		<b>72,429</b>	<b>65,696</b>
<b>Funds of the Charity</b>			
Unrestricted Funds (General)		40,336	47,474
Restricted Funds		32,093	18,222
<b>Total Funds Carried Forward</b>	10	<b>72,429</b>	<b>65,696</b>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors (trustees) acknowledge their responsibilities for:

- i) ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The financial statements were approved by the trustees and signed on their behalf by:

**Ronald Joseph McCormick**  
Trustee

# **SURVIVE**

**Notes to the accounts for the year ended:**

**31st March 2016**

## **1.1 Basis of accounting**

The financial statements are prepared under the historical cost convention. Survive adopted the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRRSE) (effective 1 January 2015).

This has resulted in some changes to the presentation of the Statement of Financial Activities in the current year and, where applicable, the prior year comparative figures have been reclassified to conform with the revised presentation. The adoption has resulted in minor changes to the accounting policies for income to clarify the timing of income recognition but these did not have any impact on the recognition or measurement of income in the current or for prior periods.

## **Accounting policies**

### **Income and endowments**

#### **Recognition of income**

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- receipt is probable; and
- the monetary value can be measured with sufficient reliability.

#### **Incoming resources with related expenditure**

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.

#### **Grants and donations**

Grants and donations are only included in the SoFA when the charity has evidence of entitlement to the resources and receipt is probable.

#### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

## **Expenditure and Liabilities**

### **Expenditure**

#### **Raising funds**

Cost of raising funds comprise those costs associated with attracting voluntary income.

#### **Charitable activities**

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

## **Assets**

### **Tangible fixed assets for use by the charity**

These are capitalised if they can be used for more than one year and cost at least £750. They are valued at cost or, if gifted, at the value to the charity on receipt, less depreciation.

### **Fund accounting**

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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

# SURVIVE

## Notes to the accounts for the year ended: 31 March 2016

	Unrestricted funds 2016 £	Restricted funds 2016 £	Total 2016 £	Unrestricted funds 2015 £	Restricted funds 2015 £	Total 2015 £
<b>3.1 Donations and legacies</b>						
Rape Support Ministry of Justice	30,000	-	30,000	45,000	-	45,000
Big Lottery Fund Grant		69,407	69,407	-	37,046	37,046
Lloyds TSB			-	-	9,950	9,950
The Persula Foundation			-	-	2,265	2,265
Aviva			-	-	1,500	1,500
Other grants	-	-	-	2,418	-	2,418
Donations	8,438	-	8,438	8,114	-	8,114
	<b>38,438</b>	<b>69,407</b>	<b>107,845</b>	<b>55,532</b>	<b>50,761</b>	<b>106,293</b>
<b>3.2 Other trading activities</b>						
Fundraising events	-	-	-	483	-	483
	-	-	-	<b>483</b>	-	<b>483</b>
<b>3.3 Investments</b>						
Interest received	12	-	12	11	-	11
	<b>12</b>	<b>-</b>	<b>12</b>	<b>11</b>	<b>-</b>	<b>11</b>
<b>Total income</b>	<b>38,450</b>	<b>69,407</b>	<b>107,857</b>	<b>56,026</b>	<b>50,761</b>	<b>106,787</b>

# SURVIVE

## Notes to the accounts for the year ended: 31 March 2016

	Unrestricted funds 2016 £	Restricted funds 2016 £	Total 2016 £	Unrestricted funds 2015	Restricted funds 2015	Total 2015 £
<b>4.1 Raising funds</b>						
Staff salaries	<u>2,000</u>	-	<u>2,000</u>	<u>2,000</u>	-	<u>2,000</u>
<b>4.2 Charitable activities</b>						
Staff salaries	18,912	51,130	70,042	19,766	27,436	47,202
Staff training & expenses	4,151	2,486	6,637	1,082	956	2,038
Volunteer expenses	284	533	817	167	15	182
Supervision	1,288	1,112	2,400	620	330	950
Rent & service charge	8,642	-	8,642	3,473	7,200	10,673
Books & publications	-	-	-	296	-	296
Office costs	4,729	275	5,004	4,047	2,138	6,185
Subscriptions	413	-	413	85	-	85
Repairs & maintenance	668	-	668	199	265	464
DBS checks	425	-	425	267	-	267
Payroll charges	844	-	844	774	-	774
Bank charges	7	-	7	39	-	39
Advertising & publicity	837	-	837	1,032	-	1,032
Insurance	918	-	918	212	-	212
AGM & meeting costs	677	-	677	120	-	120
Independent examination	480	-	480	360	-	360
Professional fees	313	-	313	-	-	-
Depreciation	-	-	-	122	-	122
	<u>43,588</u>	<u>55,536</u>	<u>99,124</u>	<u>32,661</u>	<u>38,340</u>	<u>71,001</u>
<b>Total expenditure</b>	<u><u>45,588</u></u>	<u><u>55,536</u></u>	<u><u>101,124</u></u>	<u><u>34,661</u></u>	<u><u>38,340</u></u>	<u><u>73,001</u></u>

## SURVIVE

Notes to the accounts for the year ended: 31st March 2016

### 5 Trustee expenses & examination fees

#### 5.1 Trustee expenses

No trustees received a remuneration for services rendered during the year, nor were any trustees' out of pocket expenses reimbursed.

	<b>2016</b>	<b>2015</b>
	£	£
<b>5.2 Fees for examination of the accounts</b>		
Independent Examiner's fees for reporting on the	<b>480</b>	<b>360</b>
Other fees paid to the Independent Examiner	-	-

### 6 Staff costs and emoluments

	<b>2016</b>	<b>2015</b>
	£	£
Gross wages, salaries and	67,334	46,883
Employers National Insurance	3,422	2,116
Employers pension	1,286	203
	<b>72,042</b>	<b>49,202</b>
 Average number of employees	<b>3</b>	<b>3</b>

### 7 Cash at bank and in hand

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2016</b>	<b>Total 2015</b>
	£	£	£	£
Current bank account	17,628	32,093	49,721	40,059
Deposit bank account	22,284		22,284	22,273
Paypal	290		290	691
Cash in hand	137		137	96
	<b>40,339</b>	<b>32,093</b>	<b>72,432</b>	<b>63,119</b>

Cash held on behalf of third parties of £470 (2014:£470) has been excluded from the current account balance.

### 8 Debtors and prepayments

	<b>2016</b>	<b>2015</b>
	£	£
<b>Amounts falling due within one year</b>		
Prepayments and accrued	588	4,430
	<b>588</b>	<b>4,430</b>

<b>9 Creditors and accruals</b>	<b>2016</b>	<b>2015</b>
Amounts falling due within	£	£
Trade creditors	-	1,493
Accruals and deferred	591	360
	<b>591</b>	<b>1,853</b>

## 10 Movement of funds

### 10.1 Movement of major funds

#### 2016

Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
<b>Unrestricted Funds</b>					
General funds	32,474	38,450	45,588	-	25,336
Designated	15,000				15,000
	<u>47,474</u>	<u>38,450</u>	<u>45,588</u>	<u>-</u>	<u>40,336</u>
<b>Restricted</b>					
Big Lottery	6,527	69,407	43,841	-	32,093
Lloyds TSB	10,917	-	10,917	-	-
Persula Fdn	778	-	778	-	-
	<u>18,222</u>	<u>69,407</u>	<u>55,536</u>	<u>-</u>	<u>32,093</u>
<b>Total Funds</b>	<b><u>65,696</u></b>	<b><u>107,857</u></b>	<b><u>101,124</u></b>	<b><u>-</u></b>	<b><u>72,429</u></b>

#### 2015

Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
<b>Unrestricted Funds</b>					
General funds	11,109	56,026	34,661	-	32,474
Designated	15,000	-	-		15,000
	<u>26,109</u>	<u>56,026</u>	<u>34,661</u>	<u>0</u>	<u>47,474</u>
<b>Restricted</b>					
Big Lottery	-	37,046	30,519	-	6,527
Lloyds TSB	5,801	9,950	4,834	-	10,917
Persula Fdn	-	2,265	1,487		778
Aviva	-	1,500	1,500	-	-
	<u>5,801</u>	<u>50,761</u>	<u>38,340</u>	<u>-</u>	<u>18,222</u>
<b>Total Funds</b>	<b><u>31,910</u></b>	<b><u>106,787</u></b>	<b><u>73,001</u></b>	<b><u>-</u></b>	<b><u>65,696</u></b>

## 10.2 Details of Funds Held

### Unrestricted Funds (General)

The General fund is unrestricted and available for general purposes.

### Restricted Funds

The restricted funds are only available for the purposes specified for each fund, which

#### Big Lottery Fund

#### Lloyds TSB

#### Persula Fdn

#### Aviva

## 11 Net assets between funds

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2015</b>	<b>Total 2014</b>
<b>Balances at</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Current assets	40,927	32,093	73,020	67,549
Current liabilities	(591)	-	(591)	(1,853)
	<b><u>40,336</u></b>	<b><u>32,093</u></b>	<b><u>72,429</u></b>	<b><u>65,696</u></b>