

SURVIVE
(Support for Survivors of rape and sexual abuse)

(A Company Charity limited by guarantee)

Annual Report & Financial Statements
for the year ended

31st March 2018

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

outsourcing

Charity accounts preparation & independent examination
service

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SURVIVE

(A Company Charity limited by guarantee)

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Trustees' Annual Report

From: 1st April 2017

To: 31st March 2018

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 31st March 2018. The financial statements comply with the Companies Act 2006 and Accounting and Reporting by Charities, Statement of Recommended Practice (SORP 2015).

Charity's full name Survive (Support For Survivors Of Rape And Sexual Abuse)

Registered Company number 3455000

Registered Charity number 1069129

Objectives and activities

Summary of the purposes of the charity set out in its governing document

We support Survivors of sexual abuse and violence including abuse in childhood as well as rape and abuse in adulthood. We support both men and women from the age of 18 onwards. We offer a holistic service in order to find the right intervention for each individual. We do not offer advice only support and choices to empower the Survivor to make positive steps towards recovery.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

Survive offer the following services - Counselling, 1:1 Emotional Support, Advocacy, Groups, Helpline and Book Loan Service.

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, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

No. of Clients - **252**

No in groups - **85**

1:1 support sessions including counselling - **2427**

No. support related calls - **1056**

No. support related emails - **749**

Financial review

Review of the charity's financial position at the end of the period

We are taking £88,174 forward into next year, £58,388 in reserves and £29,786 in restricted funds

Statement explaining the policy for holding reserves stating why they are held

Survive aim for 6 months reserves to ensure that the service can be closed down effectively should the charity fail to find funding.

Amount of reserves held

£58,388 unrestricted reserves. £15,000 of this is designated for redundancy costs.

Reasons for holding zero reserves

N/A

Funds materially in deficit

n/a

Explanation of any uncertainties about the charity continuing as a going concern

N/A

Structure, governance and management

Description of the charity's trusts

Type of governing document

Memorandum

How the charity is constituted

Charity, Company Limited by Guarantee

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

Recruitment process using various channels - online website used is Reach Volunteering

Reference and administration details

Charity's full name Survive (Support For Survivors Of Rape And Sexual Abuse)

Other names the charity is known by Survive

Charity's principal address 25 Micklegate, York, YO1 6JH
 15 Priory Street, York, YO1 6ET
 Enter Charity address
 Postcode YO1 6JH

Names of the 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
Janina Pirozek	Chair		
Liz Lockey	Treasurer		
N/A	Secretary		
Joanna Dent			
Sue Andrew			
Jenny Bell			
Sue O'Leary-Hall		9th Feb 2018	

Corporate trustees – names of the directors at the date the report was approved
--

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Name of Company Secretary

Name	Dates acted if not for whole year
Liz Lockey	1st April 2017 - 1st Feb 2018

Names and addresses of advisers (OPTIONAL)

Type of adviser	Name	Address
Funding	Steve Johnson	Unknown

Name of chief executive or names of senior staff members (OPTIONAL)

Dani Wardman

Trustee responsibilities in relation to 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;
- Observe the methods and principles of the Charities SORP
- 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.

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the

Disclosure of information

In so far as the Trustees are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- The Trustees 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 Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature

Full Name Janina Pirozek

Position Chair

Date 02/05/2018

Independent Examiner's Report on the Accounts

I report on the accounts of: **SURVIVE**
for the year **31st March 2018** which are set out on pages 6 to 15.

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:

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Statement of Financial Activities for the year ended: 31st March 2018

(incorporating Income & Expenditure accounts)

	Note	Unrestricted funds	Restricted funds	Total 2018	Total 2017
		£	£	£	£
Income and endowments from:					
Donations and legacies	3.1	53,057	95,722	148,779	124,707
Other trading activities	3.2	8,726	-	8,726	5,044
Investments	3.3	6	-	6	7
Total income	3	61,789	95,722	157,511	129,758
Expenditure on:					
Raising funds	4.1	3,000	-	3,000	2,500
Charitable activities	4.2	50,613	103,168	153,781	112,243
Total expenditure	4	53,613	103,168	156,781	114,743
Net income/(expenditure)		8,176	(7,446)	730	15,015
Gross transfers between funds		(1,403)	1,403	-	-
Net movement in funds		6,773	(6,043)	730	15,015
Total funds brought forward		51,615	35,829	87,444	72,429
Total funds carried forward		58,388	29,786	88,174	87,444

SURVIVE
(Support for Survivors of rape and sexual abuse)

Balance Sheet as at: 31st March 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	7	8,342	-
Total fixed assets		<u>8,342</u>	<u>-</u>
 Current Assets			
Cash at bank and in hand	8	68,061	87,150
Debtors & prepayments	9	18,495	794
Total Current Assets		<u>86,556</u>	<u>87,944</u>
 Current Liabilities: Amounts falling due within one year			
Creditors and accruals	10	(6,724)	(500)
Net Current Assets		<u>79,832</u>	<u>87,444</u>
 Net Assets		<u><u>88,174</u></u>	<u><u>87,444</u></u>
 Funds of the Charity			
Unrestricted Funds (General)		58,388	51,615
Restricted Funds		29,786	35,829
Total Funds Carried Forward	11	<u><u>88,174</u></u>	<u><u>87,444</u></u>

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 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 (Charities SORP (FRS 102)).

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

Trustee

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Statement of Cash Flows for the year ended: 31st March 2018

	Total 2018 £	Total 2017 £
Cash flows from operating activities		
Net income/(expenditure) for the year	730	15,015
Add: Depreciation for the year	1,562	-
	<hr/>	<hr/>
Working capital changes		
(Increase)/decrease in debtors	(17,701)	(206)
Increase/(decrease) in creditors	6,224	(91)
	<hr/>	<hr/>
Net cash provided by/(used in) operating activities	(9,185)	14,718
Cash flows used in investing activities		
Purchase of fixed assets	9,904	-
Change in cash and cash equivalents in the year	(19,089)	14,718
Cash and cash equivalents at 1 April 2017	87,150	72,432
	<hr/>	<hr/>
Cash and cash equivalents at 31 March 2018	68,061	87,150

SURVIVE

(Support for Survivors of rape and sexual abuse)

Notes to the accounts for the year ended:

31st March 2018

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and the 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 (Charities SORP (FRS 102)).

1.2 Change of basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1.3 Change to previous accounts

No changes have been made to accounts for previous years.

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. Depreciation is provided at rates to write off the cost of the asset over a 4 year period (25% straight line basis) with the asset being written off at the end of this period.

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.

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Notes to the accounts for the year ended: 31 March 2018

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £	Unrestricted funds 2017 £	Restricted funds 2017 £	Total 2017 £
3.1 Donations and legacies						
Rape Support Ministry of Justice	43,812	-	43,812	42,000	-	42,000
Big Lottery Fund Grant	-	34,608	34,608	-	69,170	69,170
Joseph Rowntree Foundation	-	-	-	-	4,850	4,850
York MH Directory	-	-	-	-	2,500	2,500
EMDR	-	20,769	20,769	-	-	-
NHS Website	-	18,076	18,076	-	-	-
Ampleforth Support Line	-	22,269	22,269	-	-	-
Donations	9,245	-	9,245	6,187	-	6,187
	53,057	95,722	148,779	48,187	76,520	124,707
3.2 Other trading activities						
Fundraising events	3,450	-	3,450	1,049	-	1,049
Training income	4,550	-	4,550	3,995	-	3,995
Room hire	726	-	726	-	-	-
	8,726	-	8,726	1,049	-	5,044
3.3 Investments						
Interest received	6	-	6	7	-	7
	6	-	6	7	-	7
Total income	61,789	95,722	157,511	49,243	76,520	129,758

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Notes to the accounts for the year ended: 31 March 2018

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £	Unrestricted funds 2017	Restricted funds 2017	Total 2017 £
4.1 Raising funds						
Staff salaries	<u>3,000</u>	-	<u>3,000</u>	<u>2,500</u>	-	<u>2,500</u>
4.2 Charitable activities						
Staff salaries	42,485	72,019	114,504	31,892	44,411	76,303
Staff training & expenses	-	3,293	3,293	328	4,134	4,462
Volunteer expenses	-	-	-	172	7	179
Supervision	60	3,120	3,180	-	3,505	3,505
Events	3,140	42	3,182	-	-	-
Rent & service charge	9	13,450	13,459	6,157	6,983	13,140
Utilities & cleaning	215	2,102	2,317			
Web hosting	-	2,860	2,860	-	1,665	1,665
Office costs	516	3,612	4,128	682	2,815	3,497
Subscriptions	35	-	35	-	65	65
Repairs & maintenance	3,665	1,660	5,325	81	2,288	2,369
DBS checks	-	-	-	-	57	57
Payroll charges	-	257	257	-	1,108	1,108
Bank charges	17	-	17	12	-	12
Advertising & publicity	250	-	250	122	558	680
Insurance	57	1,400	1,457	-	814	814
AGM & meeting costs	164	128	292	-	430	430
Independent examination	-	500	500	-	500	500
Funding advice	-	3,000	3,000	-	3,000	3,000
Professional fees	-	163	163	13	444	457
Depreciation	-	1,562	1,562			
	<u>50,613</u>	<u>103,168</u>	<u>153,781</u>	<u>39,459</u>	<u>72,784</u>	<u>112,243</u>
Total expenditure	<u>53,613</u>	<u>103,168</u>	<u>156,781</u>	<u>41,959</u>	<u>72,784</u>	<u>114,743</u>

SURVIVE

(Support for Survivors of rape and sexual abuse)

Notes to the accounts for the year ended: 31st March 2018

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.

	2018	2017
	£	£
5.2 Fees for examination of the accounts		
Independent Examiner's fees for reporting on the accounts	500	500
Other fees paid to the Independent Examiner	-	-

6 Staff costs and emoluments

	2018	2017
	£	£
Gross wages, salaries and Employers National Insurance	110,045	73,056
Employers pension	5,983	4,008
	1,476	1,739
	117,504	78,803
Average number of employees	4	4

7 Tangible fixed assets

	Refurbish	Equipment	Total
	£	£	£
7.1 Cost or valuation			
Balance b/fwd	-	-	-
Additions	6,246	3,658	9,904
Balance c/fwd	6,246	3,658	9,904
7.2 Depreciation			
Balance b/fwd	-	-	-
Charge for year	1,562	-	1562
Balance c/fwd	1,562	-	1,562
7.3 Net book value			
Brought forward	-	-	-
Carried forward	4,684	3,658	8,342

8 Cash at bank and in hand

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Current Nat West account	2,304	29,786	32,090	64,359
Current CAF account	13,227	-	13,227	-
Deposit bank account	22,297	-	22,297	22,292
Paypal	154	-	154	231
Cash in hand	293	-	293	268
	<u>38,275</u>	<u>29,786</u>	<u>68,061</u>	<u>87,150</u>

9 Debtors and prepayments

	2018	2017
	£	£
Amounts falling due within one year		
Debtors	3,783	200
Prepayments and accrued income	14,712	594
	<u>18,495</u>	<u>794</u>

10 Creditors and accruals

	2018	2017
	£	£
Amounts falling due		
Trade creditors	6,224	-
Accruals and deferred income	500	500
	<u>6,724</u>	<u>500</u>

10 Movement of funds

10.1 Movement of major funds

2018

Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted Funds					
General funds	36,615	61,789	53,613	(1,403)	43,388
Designated	15,000	-	-	-	15,000
	<u>51,615</u>	<u>61,789</u>	<u>53,613</u>	<u>(1,403)</u>	<u>58,388</u>
Restricted					
Big Lottery	31,524	34,608	66,132	-	-
York MH	858	-	-	(858)	-
JRF	3,447	-	4,850	1,403	-
EMDR	-	20,769	6,746	-	14,023
NHS Website	-	18,076	3,171	858	15,763
Ampleforth	-	22,269	22,269	-	-
	<u>35,829</u>	<u>95,722</u>	<u>103,168</u>	<u>1,403</u>	<u>29,786</u>
Total Funds	<u>87,444</u>	<u>157,511</u>	<u>156,781</u>	<u>-</u>	<u>88,174</u>

2017

Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted Funds					
General funds	25,336	53,238	41,959	-	36,615
Designated	15,000	-	-	-	15,000
	<u>40,336</u>	<u>53,238</u>	<u>41,959</u>	<u>-</u>	<u>51,615</u>
Restricted					
Big Lottery	32,093	69,170	69,739	-	31,524
York MH	-	2,500	1,642	-	858
JRF	-	4,850	1,403	-	3,447
	<u>32,093</u>	<u>76,520</u>	<u>72,784</u>	<u>-</u>	<u>35,829</u>
Total Funds	<u>72,429</u>	<u>129,758</u>	<u>114,743</u>	<u>-</u>	<u>87,444</u>

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

Counselling and outreach projects

York MH

A website directory for mental health services in York

JRF

Dedicated funds for a male engagement service to aid male survivors into our service, we saw male referrals increase from 22% of all clients to 29%

EMDR

Restricted funds to set up a dedicated EMDR service as well as training x3 volunteers / staff in EMDR. Increasing our EMDR client load from just 3 clients per week to 12.

NHS Website

Dedicated funds to set up a Yorkshire and Humberside website for specialist sexual violence services to enable users to navigate the different options easily

Ampleforth

A helpline and auxiliary services for those who had experienced sexual abuse or violence within any institution or setting relating to Ampleforth

11 Net assets between funds

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
Balances at 31st March 2018	£	£	£	£
Fixed assets	-	8,342	8,342	-
Current assets	68,958	17,675	86,633	87,944
Current liabilities	(6,724)	-	(6,724)	(500)
	62,234	26,017	88,251	87,444

	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
Balances at 31st March 2017	£	£	£	£
Current assets	52,115	35,829	87,944	73,020
Current liabilities	(500)	-	(500)	(591)
	51,615	35,829	87,444	72,429