



Sheffield Women's Counselling  
and Therapy Service

# Sheffield Women's Counselling and Therapy Service Limited

*trading as*

## Saffron Sheffield

Report and Financial Statements  
for the Year Ended 31 March 2024

Charity Registration Number 1010129 (England & Wales)  
Company Registration Number 02443288

## Reference and Administration Details

**Charity Name:** Sheffield Women's Counselling and Therapy Service Limited, also known as Saffron Sheffield

**Charity No:** 1010129 (England & Wales)

**Company No:** 02443288

### Registered Office & Operational Address:

289 Abbeydale Road, Sheffield, South Yorkshire S7 1FJ

**Trustees:** Trustees who are also directors under company law and who served during the year and up to the date of this report were as follows:

Emma Draper (*Chair*)

Ahmina Akhtar (*Deputy Chair*)

Judith Dodds (*Treasurer*)

Olivia Sinclair

Gillian Godden

Teresa Allewell (*Resigned at AGM on 20/11/23*)

Afolasade Ladejobi (*Resigned at AGM on 20/11/23*)

### Key Management Personnel:

Sarah Smart (Chief Executive Officer)

Ingrid Harris (Head of Clinical Services)

Keren Bramman (Finance Manager)

Danielle Hogan (Office Manager)

**Bankers:** Co-operative Bank plc

PO Box 250, Delf House, Southway, Skelmersdale WN8 6WT

### Independent Examiner:

Christy Lau FCCA CTA DChA, Slade & Cooper Limited

Beehive Mill, Jersey Street, Ancoats, Manchester, M4 6JG

Saffron Sheffield’s Board of Trustees presents its report and unaudited financial statements for the year ended 31 March 2024. As company law requires, the trustees’ report includes the directors’ report.

The reference and administration details on page 1 form part of this report. All financial statements comply with current statutory requirements, the memorandum and articles of association of Sheffield Women’s Counselling and Therapy Service Limited (“**the company**” or “**the charity**” or “**Saffron Sheffield**”) and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

## **Structure, Governance and Management**

Sheffield Women’s Counselling and Therapy Service Limited is a charitable company limited by guarantee, incorporated on 15 November 1989 and registered as a charity on 26 March 1992. The directors established the company under a Memorandum of Association, which sets out its objects and powers, and its Articles of Association govern it. Sheffield Women’s Counselling and Therapy Service Limited adopted the trading name Saffron Sheffield in 2019.

The trustees delegate the charity’s day-to-day responsibility to the CEO, supported by the Head of Clinical Services. Saffron Sheffield’s management and governance are guided by local, regional, and national policy and informed by feedback from current and past clients.

We are an organisational member of the British Association for Counselling and Psychotherapy (BACP) and became registered with the Fundraising Regulator in October 2023. We also hold memberships with The Survivor’s Trust, the National Council for Voluntary Organisations (NCVO), and the Association of Chief Executives for Voluntary Organisations (ACEVO).



### **Board of Trustees**

During 2023-24, the board comprised 5 - 7 trustees. Two trustees resigned from their posts in November 2023 due to relocating further away from Sheffield. New trustees will be recruited during the second half of 2024.

A person wishing to become a trustee must be aged 18 or over and recommended by the trustees after an appropriate recruitment process. Trustees must retire at each AGM

but can offer themselves for re-election or further co-option. Trustees can at any time co-opt someone to be a trustee, but the total number of co-opted trustees can be, at most, half the number of elected trustees.

After a review in 2023, the trustees reduced the number of times they meet each year from ten to eight, including the AGM. The CEO, Head of Clinical Services, and Finance Manager continue to provide complete reports covering financial performance, clinical outcomes, and staff well-being at quarterly business meetings.

All trustees completed in-depth safeguarding training provided by the NSPCC in 2023. As a result, a new safeguarding committee was developed comprising two trustees alongside the CEO, Head of Clinical Services, and Office Manager. The committee will meet quarterly to discuss current issues and review our policies and procedures.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in Notes to the Accounts, Note 11. The trustees of Saffron Sheffield guarantee to contribute an amount not exceeding £1 to the charity's assets in the event of winding up.

## **Risk Management**

Although Saffron Sheffield's current turnover is below the threshold requirement to report on Risk Management, the trustees believe it remains good practice to carry out reviews appropriate to the scale and risk of our service.

Saffron Sheffield's Risk Register and Risk Appetite Framework, reflecting all aspects of the charity's operations, are annually reviewed to ensure the appropriate management of any organisational risks.

We have appropriate and robust policies and processes for our service, such as safeguarding, health and safety, data security and finance. We ensure all staff have read and understood them and have continuous access to those relevant to their post and responsibilities.

The following are specific risk reviews and actions undertaken during the reporting period.

- To ensure that Saffron Sheffield remained a fair and unbiased employer committed to equal opportunities and that we were up to date with required employment legislation, we reviewed, updated and developed our Whistleblowing, Anti-Bullying, Harassment, and EDI policies.
- After recognising a safer recruitment gap during a review of our Safeguarding Policies, it was agreed that all trustees must undergo a DBS check every three years, regardless of whether they are involved in client-facing activities.
- The trustees continued to engage a specialist data security and protection company, Custodia Continuity, to audit all systems and data controls to ensure continuous client confidentiality and legal compliance. During this year, Custodia

Continuity also worked with the CEO to implement the following;

- creating a new secure and robust data backup process for our client database
- delivering annual data security training for all staff and trustees
- installing antivirus software and endpoint security on all laptops
- continuous management and updating of all data security and compliance policies
- starting the process of becoming Cyber Essentials certified
- Significant concerns were raised with our CEO regarding the online donation platform Saffron Sheffield used after our Finance Manager could not log on for several weeks and did not receive any response to her queries by telephone or email. After discussing with Custodia Continuity, we decided to cancel our agreement with this platform and find a more professional and secure alternative. The new platform, *JustGiving*, was implemented in December 2023.

We manage any specific client risk through assessments at several stages throughout the therapy journey. Our therapists undertake structured assessments and have support from the Head of Clinical Service to share decision-making and ensure any intervention is proportionate.

All clinical staff receive clinical supervision from either the Head of Clinical Services or another qualified and approved therapist. We ensure all supervisors follow best practice guidance from the BACP.

## **Objectives and Activities**

The trustees have given due regard to the Charity Commission's guidance on public benefit when annually reviewing the charity's objectives and planning its activities, complying with the duty in section 4 of the 2006 act.

The objectives of Saffron Sheffield, as set out in its governing document, are

- to promote and protect the mental health and wellbeing of women and girls, in particular through the provision of counselling and psychotherapy, and
- to advance the education of the public with regard to the mental health and wellbeing of women and girls.

This report will examine how Saffron Sheffield's activities in the reporting year have contributed to its objectives and highlight how the charity has benefited the people it aims to help.

## **Who We Help**

The direct beneficiaries of our activities are women in Sheffield aged 16 and over who have experienced trauma in childhood or adulthood. Our clients usually suffer from complex post-traumatic stress symptoms due to chronic or repeated instances of trauma.

Women self-refer to our service, with 78% of our 2023-24 beneficiaries having been signposted in by their GP (18%), Community Mental Health Teams and other NHS Services (7%), Sheffield Talking Therapies - IAPT (14%), Online Search Engine/Social Media (6%), Friends/Family (6%), Social Services (4%), University Support (3%), IDVA/ISVAs (3%) or other organisations or individuals (17%).

These same beneficiaries also relayed to us the following experiences and trauma responses when they registered with us for therapy;

#### *Traumatic experiences*

- 37% experienced sexual abuse, rape or sexual exploitation as a child.
- 24% experienced sexual abuse, rape or sexual exploitation as an adult.
- 47% experienced physical domestic abuse.
- 71% experienced mental/emotional/controlling (coercive) behaviour.
- 27% experienced sexual domestic abuse.
- 27% experienced financial domestic abuse.
- 1% experienced exploitation, modern slavery, trafficking or county lines.
- 14% experienced being a victim or witness of a crime or an accident.
- 19% experienced health or medical-related trauma.
- 59% experienced relationship trauma.
- 22% experienced traumatic bereavement.

#### *Traumatic responses*

- 99% had depression, anxiety or stress.
- 15% had self-harmed.
- 38% had suicidal thoughts.
- 8% had attempted suicide.
- 8% were misusing substances.
- 8% were misusing alcohol.

Women who access our support frequently disengage with other services, suffering additional distress, thereby increasing the risk of further abuse or exploitation.

We work with women who are often denied access to other services because

- They are actively self-harming
- They have recently attempted suicide
- They are still living with their abuser
- They are displaying significant dissociative symptoms
- They are assessed as too vulnerable to begin a therapeutic intervention.

The correlation between deprivation and poor mental health is well documented, and we recently undertook some research that showed 37% of our clients at that time lived in postcode areas of Sheffield that are ranked in the lowest 15% of wards in the Indices of Deprivation 2019.

As a further indicator of our clients' often challenging circumstances this year, we noted that 36% were unemployed. Feedback tells us that those in work (26% full-time, 20% part-time) routinely struggled to hold down a job due to trauma symptoms. Alongside this, we monitored that;

- 21% were women of the global majority.
- 12% were in part or full-time education.
- 51% self-disclosed their mental ill health as a disability.
- 84% had previously accessed therapeutic services in Sheffield.
- 50% were caring for children.
- 38% lived alone.
- 3% were in temporary accommodation.
- 3% were retired.

### **External Impacts**

Several external impacts have exacerbated the mental health fragility of many women we support.

#### ***Cost of Living Crisis***

Research from the Living Wage Foundation has shown that the cost of living crisis disproportionately impacted women. Many are trapped in low-paid and insecure jobs, such as cleaners, catering staff and care workers. Over half of low-paid workers have been forced to rely on food banks. Poverty and financial stress extend the symptoms of previous trauma experiences and put women at higher risk of severe mental health problems.

A study by Women's Aid also reports that the cost of living crisis is devastatingly impacting vulnerable women, with nearly three-quarters of domestic abuse victims saying the spiralling cost of living has stopped them from escaping their abusive partner safely.

In response to this crisis, we offer free essential hygiene and toiletry products in our premises bathrooms for our clients to take discreetly. We also have an emergency assistance fund for clients who need help affording transportation to and from their therapy sessions, which helps to manage the risk of interrupted therapy.

#### ***Media & World Events***

The strain of living through and absorbing news headlines and social media commentary on femicide and domestic abuse - alongside political corruption and conflicts in Ukraine and the Middle East - has been continuous over the past twelve months. For our clients, this barrage of bad news has resulted in additional emotional distress, fear, concern and an ongoing lack of trust in those whose purpose is to protect society.

## ***NHS Waiting Times***

We know that healthcare delays can worsen the mental health of our clients. The wait for diagnosis, care and treatment can mean weeks and months filled with fear and worry. In a call for evidence in 2021 to inform the first-ever government-led Women's Health Strategy, it was found that 60% of women could not access the health services they needed. In recent years, there has been a general lack of GP appointments and delays in female cancer screening services.

## ***Criminal Court Delays***

According to the Institute for Government, the effects of the pandemic and barristers strike *'have severely affected the functioning of the criminal courts in recent years, with hearings delayed and the case backlog growing to record highs. The situation in the crown court, which conducts more serious or complex hearings, is much worse.'*

Statistica states on its website that in 2023, *'the mean average for a serious criminal offence to reach a conclusion in the crown courts of England and Wales was 676 days.'*

Whilst we can work with pre-trial women, the additional stress and pressure of waiting for justice can add to their trauma experience. Our clients often feel even more vulnerable during their engagement with the police and courts, and these delays bring uncertainty to their lives that hinder their ability to move forward.

## **Our Service**

We provide free, accessible, high-quality psychotherapy and wellbeing activities for women in Sheffield who have experienced trauma. We help women understand that their trauma is not their fault, alleviate their distress and help them rebuild their lives. We continue to see how essential our specialised service is in Sheffield, especially with the disproportionate impact of external forces on women becoming increasingly apparent.

### ***1:1 Therapy***

- *Waiting List*

In the face of increasing demand and continued rising costs, there are limits to the service we can safely provide. Despite the generosity of our donors, our current capacity only allows us to work with an average of 75 women at any given time. Alongside this, exacerbated trauma symptoms relating to external impacts have increased the number of sessions each woman needs. 82% of our clients now require 20 or more sessions, with 23% of those being offered the full 40 sessions. Because of this, women move slowly through our service and our waiting list remains closed for longer.

We opened our waiting list in January 2024, and 681 women registered for 1:1

therapy, a 134% increase from our previous intake in June 2022.  
As of the 31st March 2024;

- 672 women were waiting to be offered an assessment
- 16 women were in the assessment process, and
- 26 women had completed the assessment process and were waiting to start their 1:1 therapy

We communicate quarterly with women registered for our service, advising them of an estimated waiting time.

- *Assessments*

We offered 418 clinical assessments during 2023-24. 160 women attended 364 of these assessments.

We undertake comprehensive clinical assessments to obtain a detailed picture of client symptoms, assess their risk to themselves and others, and inform an appropriate personalised therapy offer. For each client receiving therapy in this reporting year, we undertook the following;

- A starting point session, identifying suitability for our specialist therapy.
- Full clinical assessments at therapy's beginning, middle and end using an internationally recognised tool (TSI-II).

As an agile organisation, we have continued to learn and adapt our working processes to maintain expanded delivery levels. In February 2024, our Head of Clinical Services and Senior Therapists completed a piece of work examining the advantages and disadvantages of removing the starting point session. This was done for the following reasons;

- The current assessment process had been in place for several years and, when designed, was fit for purpose. However, since then, we have experienced significant year-on-year growth in both registration numbers and complexity in client presentations, the main result of which is the slower movement of women through our service.
- We have seen increased waiting times between a client's starting point session and their full clinical assessment, potentially making the information out-of-date as a client's situation may have changed during the waiting period.
- The emotional toll of increased waiting times can exacerbate trauma symptoms, and we needed to address this in an informed and practical way to ensure the safety of our clients.

We concluded that removing the starting point for our new intake of women would immediately save approximately 750 clinical hours. These hours would then be more effectively used for full clinical assessments, making the waiting time

shorter, less taxing, and more trauma-informed, as clients will only need to explain their trauma once. This new process, for which we also reworked our assessment paperwork, was trialled in March 2024 with great success. Besides having no negative impact on clients and no loss of necessary data collection, we found that it also made the full assessment quicker to complete as there was no repetition. This process will now be rolled out as general practice for our service from April 2024.

- *Therapy Sessions*

Helping women walk free from the severe and multiple traumatic experiences of their past can take time. In 2023-24, we offered long-term, tailored, specialised therapy of 6 - 40 sessions, focusing on the woman and her needs. This approach helped therapy progress at a manageable pace. It gave clients time to feel stable and trustful enough to go deeper and share the details of their traumatic experiences.

191 women benefited from the 2,791 1:1 therapy sessions offered, and 90 clients completed therapy during this year.

## **Wellbeing**

- *1:1 Sessions*

We offered tailored wellbeing support to help manage the risk for clients waiting for 1:1 therapy. During this year, we provided 123 1:1 wellbeing support sessions attended by 41 women.

## **Accessibility**

- *Non-English Speakers*

This year, we continued to develop our processes and pathways to support clinical work with clients for whom English is not their first language. This included reviewing and updating our client paperwork to make it easier to translate. In addition to Urdu and Punjabi, we can now take clients who speak Farsi, Arabic, and Polish. Over the next 12 months, we will also add Albanian, Kurdish Sorani, and Czech.

Using a translation service is working well, and our first non-English speaking client supported by Language is Everything was allocated in October 2023.

## **Recruitment and Team Development**

At Saffron Sheffield, we employ and engage highly skilled professionals.

We recruited one replacement associate therapist and two volunteer therapists to the

clinical team during this reporting period. All underwent rigorous selection and demonstrated a good depth of experience in delivering psychotherapy for trauma and abuse before starting with us.

Both of our Senior Therapists have completed supervision training and have continued to supervise some of our clinical staff and volunteers. We have continued to hold a monthly reflective practice for our clinical team.

We recruited an ex-service user for the Volunteer Client Engagement Representative post in 2023. We also secured a 100-hour volunteer position from Sheffield University for nine weeks over the summer to support this role in developing client resources and planning for future activities.

One of our employed fundraisers resigned from her post and moved to work with us in the same role as an associate.

At the end of March 2024, we had ten employed staff (7 FTE), eight associate staff and six volunteers.

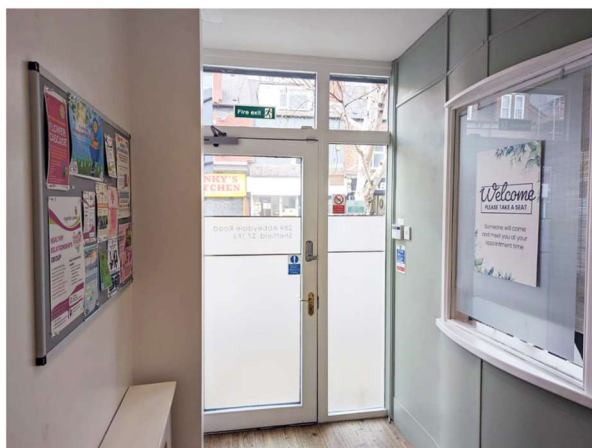
Saffron Sheffield staff and trustees undertook the following CPD opportunities during this reporting period:

- *Clinical*
  - Integrating Creative Methods into Practice
  - Understanding & Working with Survivors of Sexualised Trauma
  - Vicarious & Secondary Trauma - Ensuring Care for the Carer
  - Neurodiversity 101
- *Governance / Management*
  - Cyber Security & Data Protection (GDPR)
  - Trustee Safeguarding (NSPCC)
  - Risk Management (ACEVO)
  - Organisational Growth (ACEVO)
  - Charity Boardroom Dynamics and the Role of the CEO (ACEVO)
  - Women in Leadership
  - Menopause at Work (ACAS)
  - Sickness Absence - Supporting Your Staff (ACAS)
  - Preventing Charity Fraud (Civil Society Media)
- *Fundraising*
  - Corporate Fundraising (SYFAB)
  - Government Contracts (School for Social Entrepreneurs)

## **Client Engagement**

Recruiting a volunteer Client Engagement Representative allowed us to advance our Client Engagement strategy this year. With support from the CEO, they organised and delivered the following activities;

- The development of a Client Engagement mailing list for anyone who had completed therapy with us over three months previously. This list will be used to share information about upcoming events and to request information from them via surveys or questionnaires.
- The painting and refurbishment of our waiting room at our premises.
- Planning for our first two engagement events in April 2024, bringing together previous clients to socialise, be creative and discuss ways they could support Saffron.
- The co-production of a values statement for any future client engagement activity.



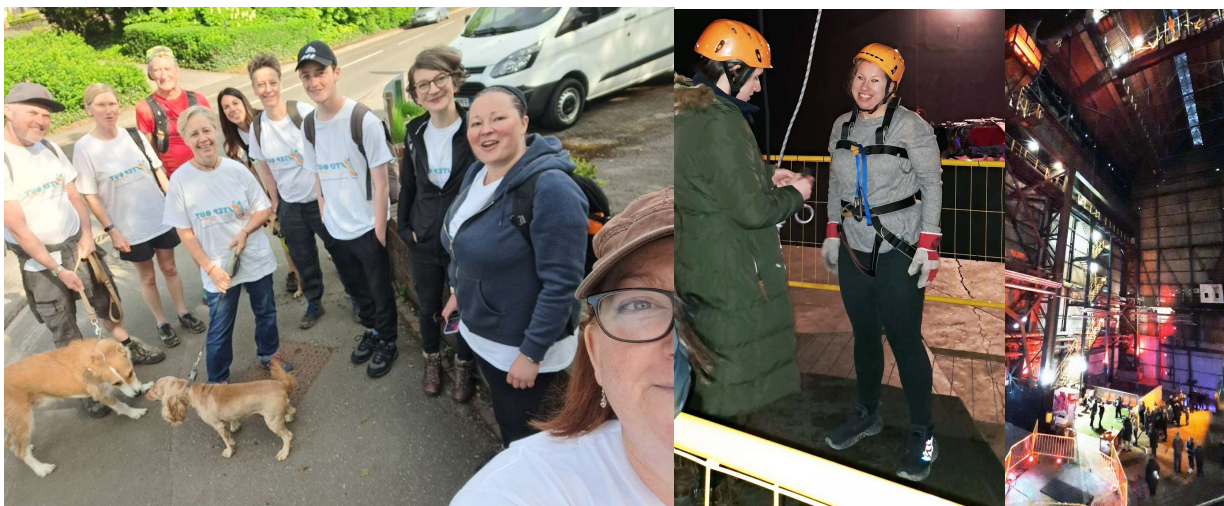
## **Fundraising**

Our services remain in high demand, so income diversification and financial sustainability remain priorities.

During this reporting period, we secured significant multi-year grant funding from The National Lottery Community Fund, The Henry Smith Charity, and Sheffield ICB. We

were also successfully awarded the government's Suicide Prevention grant funding, which became available early in 2024.

We undertook two Big Give campaigns, receiving matched donations from their 'Kind2Mind' and 'Women and Girls' funds. Sheffield Wednesday Football Club gave us another opportunity to bucket collect outside the stadium on a match day in September. We also supported several individual donation events during the year, including a 'Step out for Saffron' walking challenge in May 2023, which raised £1,502, and a sponsored abseil challenge in January 2024, which raised £5,597.



Recognising the need to remain transparent and accountable in all aspects of fundraising, this year, we registered with the Fundraising Regular and implemented their Code of Practice.

### **External Training**

We provided training opportunities for therapists and other mental health workers in Sheffield during 2023-24. In May, a 'Neurodiversity 101' workshop was delivered to 23 delegates from 14 Sheffield organisations, and a day of training from Zoe Lodrick had a total attendance of 68 delegates from over 30 organisations, including representatives from CAMHS Sheffield, the British Army, Together Women, IDAS, Sheffield University, and Sheffield County Council.

### **Partnerships**

Saffron Sheffield plays an active role in several networks within the Sheffield and South Yorkshire area and nationally.

### ***Sheffield Psychologies Board (SPB)***

Our CEO became co-Chair of the SPB in January 2024. This board meets monthly to share practice, collaborate on service improvements, and develop client/patient pathways. Consequently, mental health practitioners across the city are better aware of our specialist service and how to signpost clients to us.

### ***End Violence Against Women and Girls (WAVES)***

WAVES is a Sheffield voluntary sector forum for organisations whose primary purpose is working to end violence against women and their children. Saffron is a member organisation and works collaboratively to share resources, information, and best practices to develop a strong voice to tackle domestic and sexual abuse, rape and other forms of male or gender-based violence.

Our CEO and Client Engagement Representative attended WAVES' first annual event, 'Can You Hear Us', alongside other Sheffield women's services and co-hosted a round table discussion with senior stakeholders from a range of sectors on long-term mental health provision for women who have experienced domestic abuse.

### ***Mental Health Partnership Network (MHPN)***

This network was developed to support and sustain Sheffield's strong mental health voluntary sector. It ensures that the mental health voice is heard, its diverse perspectives are represented in several inter-agency forums, and opportunities are maximised to influence policy and decision-makers, funders and commissioners, and other partner agencies. Saffron Sheffield's CEO has been a member of the MHPN's Steering Committee since September 2021.

### ***The Survivors Trust***

The Survivors Trust is the largest umbrella agency for specialist rape and sexual abuse services in the UK. It has been providing infrastructure support to members for the past 15 years. Saffron Sheffield is one of 124 member agencies based in the UK and Ireland.

### ***Synergy (Sheffield Mental Health Alliance)***

The alliance comprises a group of voluntary and community sector partners who come together, along with experts by experience, to improve the provision of mental health services across Sheffield and positively influence the sector and the wider system.

### ***Sheffield City Council's Domestic and Sexual Abuse Provider Consultation Group***

This group exists to provide a formal forum for commissioned and non-commissioned providers working in and around domestic abuse and sexual abuse to consult and be consulted on local, regional and national initiatives and developments.

### ***Clinical Lead Network***

This is an informal network for all heads/leads of third-sector therapeutic services in Sheffield, Doncaster, Rotherham and Barnsley. They meet every other month, allowing peer support discussion and consultation on clinical and professional topics. The Head

of Clinical Services represents Saffron Sheffield at these meetings.

Our CEO also attended the 'Working Together to Address Health Inequalities' workshop hosted by the Sheffield Health & Wellbeing board.

## **Achievement and Performance**

This year, we have again successfully helped many women deal with the consequences of broken relationships, sexual or domestic abuse, bereavement and other traumatic experiences. Women accessing our service have told us that due to our support, they could better recognise the potential for unhealthy relationships, enabling them to make better choices, build resilience and keep themselves safe.

Our work has wider, additional benefits for the families and communities of the women we directly support. Our clients told us that therapy has made them better parents. Many also found it easier to attend or volunteer in community activities. Therapy has also helped several women keep or find new employment.

We are confident that our blended therapy offer achieved the same standards for building therapeutic relationships, ensuring client satisfaction and reducing trauma symptoms, anxiety, and depression. Our clinical results have continued to be strong, and client testimonies have demonstrated that our service remains critical for the women of Sheffield.

Our activities have proved life-changing for clients. Our in-depth assessment process has proved invaluable, and significant psychological change has occurred due to our specialist 1:1 therapy.

### **Client Outcomes**

We capture a balance of quantitative and qualitative data, and the combination of clinical monitoring using the Trauma Symptom Inventory-II (TSI-2) and self-reported changes whilst identifying personal goals reflects our holistic, collaborative approach.

Our monitoring system is customised, and we are confident it provides the best data collection outcomes for our organisation, clients, and funders. We are mindful of the value and profoundly personal nature of focused therapy time for our beneficiaries, so we endeavour to monitor change with minimal client disruption.

From April 2023 to March 2024, we collected information on 24 different trauma symptoms from all 90 clients who completed therapy. Although we monitor and capture data from various points in the therapeutic journey, we focus our reporting of outcomes primarily on women who have completed therapy with us to provide a more conclusive reflection of change.

The outcomes for this reporting period below show the continuing effectiveness of our

work. Of the 90 women who completed therapy in the reporting period:

- 82% had a statistically significant reduction in their trauma symptoms
- 95% felt more self-confident
- 91% felt better able to say 'no' and be assertive when they needed to be
- 89% felt better able to have healthy boundaries in their relationships
- 100% achieved a personal goal they set for themselves
- 95% felt they were better able to recognise abuse in a relationship
- 96% understood themselves better
- 94% were coping better with their feelings

We received feedback forms from 85 of the 90 clients who completed therapy. These showed a positive trend among clients in self-reported improvements in physical health and mental health-related emergency visits:

- 44% said their physical health had improved
- 35% were visiting their GP less often
- 23% were visiting A&E less often

Feedback forms also showed how clients felt about Saffron Sheffield:

- 100% were happy with the service they received
- 100% would recommend Saffron Sheffield to a friend
- 98% were satisfied with their initial contact and response

Of the 23 clients who completed their 1:1 wellbeing sessions this year, 21 (91%) saw a reduction in depression symptoms as measured by the Patient Health Questionnaire (PHQ), and 19 (83%) experienced a decrease in their general anxiety as measured by the Generalised Anxiety Disorder (GAD) 7 scale.

## **Client Voices**

*"Saffron has been a lifesaver for me. I was welcomed in without judgement, and my therapist listened to me with compassion, enabling me to achieve the goals I set out at the start of my therapy."*

*"I am definitely thinking about things differently. I am able to notice my fight/flight response much quicker and understand where this comes from. I am less stressed overall and feel more comfortable in myself."*

*"For me, the fact that this therapy is even available has been life-changing. Being with a women-only service has provided me with an environment where I feel completely safe and heard by the therapist and the service as a whole. It has been helpful that this is a free service to reduce any financial stress."*

*"Being able to speak to somebody with a kind voice and unpack all the pain I have been in*

*has given me time to reflect on things and better understand myself and my relationships. I feel like my therapy has saved my life. My therapist has been incredibly kind, an excellent listener, and nonjudgmental."*

*"When I have had therapy before, I guess it has not been specialised enough. At Saffron, I have not felt pressured or rushed and felt understood in a way I have not felt before."*

*"It's been a different experience for me, having only been in NHS services. Saffron is a lot more person-centred, and I am in the lead. Things like always being on time, the room always being prepared, and being given a heads up if a session is being cancelled helped me trust it."*

*"The sessions offered did not feel limited. I felt I was assessed properly and provided the right amount of support. The fact that I can have a female therapist and that it is a female-only service has enabled me to feel safe to engage in therapy and the service as a whole."*

*"I believe that the service has had a huge impact on me. I have learned a lot and do not need others to validate or inform me of who I am. I am starting to know who I am for myself. I also feel that my body is healing as well."*

*"Having services that can help someone like me, at my age, who has had past trauma but has not had much contact or support from other services. It's never too late to do the reflection and focus on your mental health. It's just amazing that it's free, and I feel very privileged to have had this support."*

*"I am forever grateful to Saffron for giving me this opportunity to grow."*

*"The service from everyone - all staff - clinical and office staff has always been really helpful and polite. I have recommended the service to lots of people. I feel like I have really benefited in terms of understanding myself, not just recognising my behaviours but also changing my behaviours. People have mentioned that I have become a more positive person - not just outwardly but also in my thought processes."*

*"I feel like even though it was a long wait due to covid, that the wait was worth it. Therapy has helped me really engage with how I feel and my body and how different parts of my life affect me, but also how to recognise those feelings and how to respond. I wish I had more sessions, but at the same time, I don't think I need them!"*

*"To be honest, I didn't think anything was going to change, but I feel different. My friends have said they have seen such a change in me in the past year. Incredible."*

*"I have found my therapy very rewarding. It has been really good to speak with someone who has unconditional empathy and through this establish a trusting relationship This has made me feel very safe to talk about myself and find more healthy ways of coping with both past and present difficulties."*

*"I thought when I first started 'who would want to listen to me.' I feel like something is clicking in my brain now. I feel different and not as traumatised by my abuse. The 40 sessions have given me the time to work deeper and speak about things that were tightly locked away."*

*"After everything I have kept bottled up in me for so long, I finally feel free. I feel like I can breathe and finally can consider myself a functioning and self sufficient member of society, and do more meaningful work in improving and furthering myself."*

*"Saffron has provided me with therapy that I would not have otherwise been able to afford. My therapist, through Saffron, has changed my life."*

*"I have changed from a confused dysfunctional person to someone who feels confident they have the tools to live safely. Thank you Saffron."*

*"Saffron showed me that change is possible."*

*"My therapist has successfully given me the space to explore my past traumas in both a sensitive and validating way. During our sessions, I have felt secure enough to release emotions which were previously repressed, and I have been taught how to reframe my past experiences and learn how to be compassionate with my younger self. My therapist has provided me with coping tools which I'll be able to utilise for the rest of my life, and for that, I'll be forever grateful."*

*"I wouldn't have been able to have therapy if it weren't for video calls. The video option has made it 100% accessible for me. I'm comfortable and safe, and it's made it easier for me to open up to my therapist."*

*"The therapy Saffron has offered me has been life-changing. I feel like we managed to kickstart the healing of my trauma, as well as personal growth that would have taken me many years to resolve by myself, if at all."*

*"I've had therapy before, which had nowhere near the same impact as what Saffron offers. It was the specific trauma-based approach and expertise that finally helped me overcome and deal with my trauma and the resulting patterns that I carried throughout adulthood."*

*"I've learned so much about myself, and for the first time in my life, I feel like I can finally start moving forward, which is tremendous and exciting."*

*"What a lifeline therapy with Saffron has been for me - I'm genuinely not sure I would still have been here without it."*

*"This is the first time I have been spoken to and treated like a human being."*

## **Financial Review**

### **Overview**

At the end of the reporting period, the charity held total funds of £336,292 (2023: £311,647). Of this, £42,342 (2023: £4,544) is held in Restricted funds and £293,950 (2023: £307,103) in Unrestricted funds. The Unrestricted funds total of £293,950 comprises the value of Saffron Sheffield's main premises (289 Abbeydale Road), which

is a fixed asset of £134,815, free reserves of £116,000, a designated building fund of £14,000 and a designated fund of £29,135 which is allocated towards service delivery in the new financial year 2024-25. This breakdown is shown in the Notes to the Accounts, Note 20. Net current assets at the end of the reporting period were £201,477 (2023: £173,087).

## **Income**

Total income for the reporting period came to £363,512, an increase from the previous year (2023: £292,799). The Sheffield Integrated Care Board (ICB), formally the Clinical Commissioning Group (CCG), has continued to acknowledge the importance of our work in Sheffield, awarding us £85,428 in the reporting period. We appreciate that the ICB continues to recognise our role as a specialist service provider by renewing our 3-year grant agreement and continuing the same level of funding until 2026-27.

In addition, we were fortunate to have been awarded 21 grants totalling £257,190 (2023: £201,706) from a range of local and national charitable trusts, which are detailed in the Notes to the Accounts, Note 4. 8 of these grants are multi-year funding agreements, and include the National Lottery, The Henry Smith Charity and the Leathersellers Company Charitable Trust, who we specifically targeted to help ensure future funding security.

Per our funding strategy, we continued seeking opportunities to diversify our income streams with more individual donor fundraising activities. These included an ongoing partnership with Sheffield Wednesday Football Club - taking a bucket collection outside Hillsborough Stadium on match days, a matched funding appeal, peer-to-peer sponsored events including a 150ft indoor abseil and the 'Step out for Saffron' walking challenge. We have also increased our digital presence, including supporter emails, social media channels and website development, enabling a more straightforward process for online donations. We also delivered three external CPD training events to therapists and professionals across South Yorkshire.

The total income from donations, which includes individual giving and campaign activity, during the reporting period was £15,131 (2023: £11,430). The new income stream from training events was £4,470.

We are encouraged that our income from individual donations is significantly higher than the previous year despite the current cost of living pressures. We will continue to monitor the situation, manage risk, and be agile in our strategic decision-making regarding our ongoing fundraising activities.

## **Expenditure**

Total expenditure for the reporting period came to £338,867, an increase compared to the previous year (2023: £298,067). As a provider of specialist services, staff costs continue to be our main expenditure, and we increased capacity across the staff team in the year in response to the increased demand for our services.

In the reporting period, we increased all staff salaries by 2% due to the continued rising cost of living. We also invested in a translation service to increase the inclusivity of our services to women for whom English was not their first language and installed a new VoIP digital alarm system in our building.

### **Reserves Policy**

The trustees review the reserves yearly to ensure they align with Charity Commission guidance. We hold reserve funds to;

- meet expenditure commitments in the event of cash flow difficulties, which could otherwise bring about an interruption to service for our clients
- pay for unforeseen expenditure
- enable the winding up of the charitable company in the event of ceasing to operate

The level of required reserves agreed by the trustees is an amount sufficient to cover at least four months of fixed and essential running costs (as per the budgeted costs for the financial period). The trustees have therefore approved an increase to the level of reserves held up to £116,000 for the financial year ahead (£108,000 for the financial year ending 31 March 2024). Reserves are held in a separate bank account, which enables the charity to benefit from increased protection for its cash deposits under the Financial Services Compensation Scheme (FSCS) and quarterly interest payments.

### **Plans for the Future**

As we finalise this report, we are focused on several ongoing fundraising activities, including individual appeals, sponsored events, and community activities, to continue to diversify our income.

Our CEO and Head of Clinical Services will spend time during 2024 reviewing the current structure of our team, ensuring that it best serves the needs of a growing organisation, and making positive changes where required, in consultation with the Board of Trustees.

Our CEO and Client Engagement Representative will continue building the client engagement programme with activities planned for the autumn of 2024, including a craft and coffee group and a storytelling workshop.

We have secured a donated energy efficiency audit for our building, which will help us secure funding for some much-needed renovation and building maintenance, including new windows, damp-proofing, and solar panel installation.

## Statement of Responsibilities of the Trustees

The trustees (who are also directors of Sheffield Women's Counselling and Therapy Service Limited for the purposes of company law) are responsible for preparing the trustees' annual report and 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 an accurate and fair view of the charitable company's state of affairs and the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

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 Statement of Recommended Practice
- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose the charitable company's financial position with reasonable accuracy at all times and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the charitable company's assets and, hence, for taking reasonable steps to prevent and detect fraud and other irregularities.

Additionally, the trustees are responsible for maintaining the integrity of the corporate and financial information on the charitable company's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. The trustees have prepared this report in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006.

The trustees' annual report has been approved by the trustees on 28 October 2024 and signed on their behalf by:

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Judith Dodds, Treasurer

---

Gillian Godden, Trustee

Independent examiner's report to the members of  
Sheffield Women's Counselling and Therapy Service Limited (Saffron Sheffield)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 23 to 44.

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

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

Having satisfied myself that the accounts of the company 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 your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

Since the company'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 Association of Chartered Certified Accountants, 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

Christy Lau FCCA CTA DChA  
Slade & Cooper Limited  
Beehive Mill, Jersey Street, Ancoats Manchester, M4 6JG

Date 19 November 2024

Sheffield Women's Counselling and Therapy Service Limited

Statement of Financial Activities  
(including Income and Expenditure account)  
for the year ended 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
<b>Income from:</b>					
Donations and legacies	3	15,131	-	15,131	11,430
Charitable activities	4	62,500	280,118	342,618	281,369
Other trading activities	5	4,612	-	4,612	-
Investments		1,151	-	1,151	-
<b>Total income</b>		<b>83,394</b>	<b>280,118</b>	<b>363,512</b>	<b>292,799</b>
<b>Expenditure on:</b>					
Raising funds	6	39,597	-	39,597	31,941
Charitable activities	7	56,950	242,320	299,270	266,126
<b>Total expenditure</b>		<b>96,547</b>	<b>242,320</b>	<b>338,867</b>	<b>298,067</b>
<b>Net income/(expenditure) for the year</b>	9	<b>(13,153)</b>	<b>37,798</b>	<b>24,645</b>	<b>(5,268)</b>
<b>Net movement in funds for the year</b>		<b>(13,153)</b>	<b>37,798</b>	<b>24,645</b>	<b>(5,268)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	21	307,103	4,544	311,647	316,915
<b>Total funds carried forward</b>	21	<b>293,950</b>	<b>42,342</b>	<b>336,292</b>	<b>311,647</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

A full comparative Statement of Financial Activities is available on the last page of the financial statements.

Sheffield Women's Counselling and Therapy Service Limited  
Company number 02443288

Balance sheet as at 31 March 2024

	Note	2024		2023	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	14		134,815		138,560
<b>Total fixed assets</b>			<b>134,815</b>		<b>138,560</b>
<b>Current assets</b>					
Debtors	15	36,266		9,494	
Cash at bank and in hand	16	185,058		216,636	
<b>Total current assets</b>		<b>221,324</b>		<b>226,130</b>	
<b>Liabilities</b>					
Creditors: amounts falling due in less than one year	17	(19,847)		(53,043)	
<b>Net current assets</b>			<b>201,477</b>		<b>173,087</b>
<b>Total assets less current liabilities</b>			<b>336,292</b>		<b>311,647</b>
<b>Net assets</b>			<b>336,292</b>		<b>311,647</b>
<b>The funds of the charity:</b>					
Restricted income funds	19		42,342		4,544
Unrestricted income funds	20		293,950		307,103
<b>Total charity funds</b>			<b>336,292</b>		<b>311,647</b>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' (trustees') responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006
- The directors (trustees) acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 26 to 44 form part of these accounts.

Approved by the trustees on 28/10/2024 and signed on their behalf by:

.....  
Judith Dodds, Treasurer

.....  
Gillian Godden, Trustee

Sheffield Women's Counselling and Therapy Service Limited

Statement of Cash Flows  
for the year ending 31 March 2024

	Note	2024 £	2023 £
<b>Cash provided by/(used in) operating activities</b>	22	<b>(32,729)</b>	<b>(38,744)</b>
Increase/(decrease) in cash and cash equivalents in the year		(31,578)	(38,744)
Cash and cash equivalents at the beginning of the year		216,636	255,380
<b>Cash and cash equivalents at the end of the year</b>	16	<b>185,058</b>	<b>216,636</b>

# Sheffield Women's Counselling and Therapy Service Limited

## Notes to the accounts for the year ended 31 March 2024

### **1 Accounting policies**

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### **a Basis of preparation**

The financial statements have been prepared in accordance with 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), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Sheffield Women's Counselling and Therapy Service Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

#### **b Preparation of the accounts on a going concern basis**

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

#### **c Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

# Sheffield Women's Counselling and Therapy Service Limited

## Notes to the accounts for the year ended 31 March 2024 (continued)

### **d Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

### **e Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

### **f Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

### **g Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

### **h Operating leases**

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

### **i Tangible fixed assets**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Land & buildings	50 years
Improvements to property	4 years
Fixtures & fittings	3 years
Equipment	4 years

# Sheffield Women's Counselling and Therapy Service Limited

## Notes to the accounts for the year ended 31 March 2024 (continued)

### **j Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **k Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **l 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.

### **m Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### **n Pensions**

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 10. There were £nil outstanding contributions at the year end.

The money purchase plan is managed by The Pensions Trust and the plan invests the contributions made by the employee and employer in an investment fund to build up over the term of the plan a pension fund which is then converted into a pension upon the employee's normal retirement year age when eligible for a state pension. The total expense ratio of the plan is 0.45% for the main fund, and total expense ratio is less than 0.52%, and this is deducted from the investment fund annually. The trust has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

## **2 Legal status of the charity**

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**3 Income from donations and legacies**

	Total 2024 £	Total 2023 £
Donations		
Individual Giving, Gift aid and The Big Give campaign activity	10,610	8,072
The Big Give (matched donations)	2,021	358
Hasluck Charitable Trust	2,000	-
Gripple Foundation	500	1,000
Arnold Clark Community Fund	-	1,000
The Cooperative Bank	-	1,000
	<hr/>	<hr/>
<b>Total</b>	15,131	11,430
	<hr/> <hr/>	<hr/> <hr/>

All donations and legacies income is unrestricted.

# Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

## 4 Income from charitable activities

<b>Current reporting period</b>	Unrestricted £	Restricted £	Total 2024 £
NHS South Yorkshire ICB	-	85,428	85,428
The Leathersellers' Foundation	25,000	-	25,000
Sheffield Town Trust	-	2,000	2,000
J.G. Graves Charitable Trust	-	3,000	3,000
The Cutlers' Company Charitable Trust	1,000	-	1,000
Henry Smith Charity	-	63,700	63,700
South Yorkshire Mayoral Combined Authority / MoJ	-	23,382	23,382
James Neill Trust Fund	2,000	-	2,000
Zachary Merton & George Woofindin Convalescent Trust	-	500	500
Evan Cornish Foundation	-	10,000	10,000
Charles and Elsie Sykes Trust	2,000	-	2,000
The National Lottery Community Fund	-	64,230	64,230
People's Postcode Lottery	25,000	-	25,000
Wesleyan Foundation	-	10,000	10,000
South Yorkshire Mayoral Combined Authority	-	7,500	7,500
February Foundation	-	5,000	5,000
Schroder Charity Trust	4,000	-	4,000
Souter Charitable Trust	3,000	-	3,000
The Secretary of State for Health and Social Care	-	2,678	2,678
Sheffield Church Burgesses Trust	-	2,000	2,000
The Big Give Digital Grant	-	700	700
Hyman Winstone	500	-	500
<b>Total</b>	<b>62,500</b>	<b>280,118</b>	<b>342,618</b>

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**4 Income from charitable activities (cont.)**

<b>Previous reporting period</b>	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2023</i> £
<i>NHS South Yorkshire ICB</i>	-	83,021	83,021
<i>Sheffield City Council Covid recovery</i>	-	50,000	50,000
<i>The Leathersellers' Foundation</i>	25,000	-	25,000
<i>Sheffield City Council Tackling Inequalities</i>	-	10,000	10,000
<i>Sheffield Town Trust</i>	-	2,000	2,000
<i>J.G. Graves Charitable Trust</i>	-	3,000	3,000
<i>The Cutlers' Company Charitable Trust</i>	1,000	-	1,000
<i>Henry Smith Charity</i>	-	60,000	60,000
<i>Lloyds Bank Foundation for England &amp; Wales</i>	2,250	-	2,250
<i>South Yorkshire Mayoral Combined Authority / MoJ</i>	-	23,382	23,382
<i>The Brelms Trust CIO</i>	-	3,466	3,466
<i>James Neill Trust Fund</i>	2,000	-	2,000
<i>The Talbot Trusts</i>	-	2,500	2,500
<i>Zachary Merton &amp; George Woofindin Convalescent Trust</i>	-	750	750
<i>Evan Cornish Foundation</i>	-	10,000	10,000
<i>Charles and Elsie Sykes Trust</i>	2,000	-	2,000
<i>The Tramlines Trust</i>	1,000	-	1,000
<b>Total</b>	<u>33,250</u>	<u>248,119</u>	<u>281,369</u>

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**5 Income from other trading activities**

	2024 £	2023 £
Saffron merchandise sales	142	-
Training income	4,470	-
	<hr/>	<hr/>
	4,612	-
	<hr/> <hr/>	<hr/> <hr/>

All income from other trading activities is unrestricted.

**6 Cost of raising funds**

	2024 £	2023 £
Staff costs	32,559	26,942
Fundraising costs	7,038	4,999
	<hr/>	<hr/>
	39,597	31,941
	<hr/> <hr/>	<hr/> <hr/>

All expenditure on cost of raising funds is unrestricted.

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**7 Analysis of expenditure on charitable activities**

	Total 2024 £	Total 2023 £
Staff costs (see note 10)	230,026	198,996
Recruitment	250	1,280
Supervision	900	1,275
Associate therapists	28,277	30,067
Staff training	2,256	3,071
Staff travel & subsistence	204	237
Volunteer costs	65	76
User costs	42	5
Subscription & reference	1,367	293
Office supplies	521	792
Consultancy fees & expenses	7,269	4,617
Events & conferences	2,467	-
Awareness raising	1,767	3,212
Premises costs	10,946	9,560
Office costs	4,205	4,323
Equipment & repairs	1,644	1,694
Depreciation	3,745	3,745
Governance costs (see note 8)	3,319	2,883
	<hr/>	<hr/>
	299,270	266,126
	<hr/> <hr/>	<hr/> <hr/>
	2024 £	2023 £
Restricted expenditure	242,320	259,345
Unrestricted expenditure	56,950	6,781
	<hr/>	<hr/>
	299,270	266,126
	<hr/> <hr/>	<hr/> <hr/>

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**8 Analysis of governance and support costs**

	Basis of apportionment	Governance £	Total 2024 £
Trustees training and recruitment	Governance	442	442
Independent examination fees	Governance	504	504
Accountancy services	Governance	1,906	1,906
Legal and professional	Governance	467	467
		3,319	3,319
		3,319	3,319

***Previous reporting period***

	<i>Basis of apportionment</i>	<i>Governance</i> £	<i>Total 2023</i> £
<i>Independent examination fees</i>	<i>Governance</i>	<i>480</i>	<i>480</i>
<i>Accountancy services</i>	<i>Governance</i>	<i>1,700</i>	<i>1,700</i>
<i>Legal and professional</i>	<i>Governance</i>	<i>703</i>	<i>703</i>
		<i>2,883</i>	<i>2,883</i>
		<i>2,883</i>	<i>2,883</i>

**9 Net income/(expenditure) for the year**

This is stated after charging/(crediting):	2024 £	2023 £
Depreciation	3,745	3,745
Operating lease rentals:		
Property	-	423
Independent examiner's fees (net of VAT)		
Accountancy fees	1,342	1,207
Independent examination	420	400
QuickBooks Online subscription	246	210
	3,745	5,785
	3,745	5,785

# Sheffield Women's Counselling and Therapy Service Limited

## Notes to the accounts for the year ended 31 March 2024 (continued)

### 10 Staff costs

Staff costs during the year were as follows:

	2024	2023
	£	£
Wages and salaries	230,717	199,685
Social security costs	13,411	10,547
Pension costs	18,457	15,706
	262,585	225,938
	262,585	225,938
<b>Allocated as follows:</b>		
Cost of raising funds	32,559	26,942
Charitable activities	230,026	198,996
	262,585	225,938
	262,585	225,938

No employee has employee benefits in excess of £60,000 (2023: Nil).

The average number of staff employed during the period was 11 (2023: 11).

The key management personnel of the charity comprise the trustees and Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £48,600 (2023: £41,814).

### 11 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2023: Nil).

Aggregate donations from related parties were £622 (2023: £651).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

A declaration of interest was made in 2022/23 which relates to the supplier Custodia Continuity who were contracted to provide data security consultancy and support (to the value of £4,644 in the year ended 31 March 2024 (2023: £4,617) which is shown under Consultancy fees in Note 7, Expenditure breakdown).

One of the Directors of Custodia Continuity is the partner of a key staff member (Finance Manager) and therefore, in the interests of transparency, the Trustees consider it appropriate to disclose this as a related party transaction. The decision to engage Custodia Continuity was reviewed by the Chair of Trustees at the time prior to the contract being issued.

No other person related to the charity or Trustees had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2023: Nil).

# Sheffield Women's Counselling and Therapy Service Limited

## Notes to the accounts for the year ended 31 March 2024 (continued)

### 12 Government grants

The government grants recognised in the accounts were as follows:

	2024 £	2023 £
NHS South Yorkshire ICB	85,428	83,021
South Yorkshire Mayoral Combined Authority / MoJ	23,382	23,382
South Yorkshire Mayoral Combined Authority	7,500	-
The Secretary of State for Health and Social Care	2,678	-
Sheffield City Council	-	60,000
	118,988	166,403
	118,988	166,403

The unfulfilled conditions and contingencies attaching to the grants were to complete restricted projects (see note 19).

### 13 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

### 14 Fixed assets: tangible assets

	Property & improvements £	Fixtures & fittings £	Equipment £	Total £
<b>Cost</b>				
At 1 April 2023	191,840	3,607	2,283	197,730
Additions	-	-	-	-
Disposals	(4,590)	-	-	(4,590)
	187,250	3,607	2,283	193,140
	187,250	3,607	2,283	193,140
<b>Depreciation</b>				
At 1 April 2023	53,280	3,607	2,283	59,170
Charge for the year	3,745	-	-	3,745
Disposals	(4,590)	-	-	(4,590)
	52,435	3,607	2,283	58,325
	52,435	3,607	2,283	58,325
<b>Net book value</b>				
At 31 March 2024	134,815	-	-	134,815
	134,815	-	-	134,815
<i>At 31 March 2023</i>	<i>138,560</i>	<i>-</i>	<i>-</i>	<i>138,560</i>
	<i>138,560</i>	<i>-</i>	<i>-</i>	<i>138,560</i>

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**15 Debtors**

	2024 £	2023 £
Grants receivable	34,793	7,521
Other debtors	-	238
Prepayments and accrued income	1,473	1,735
	<hr/>	<hr/>
	36,266	9,494
	<hr/> <hr/>	<hr/> <hr/>

**16 Cash at bank and in hand**

	2024 £	2023 £
Cash at bank and in hand	185,058	216,636
	<hr/>	<hr/>
	185,058	216,636
	<hr/> <hr/>	<hr/> <hr/>

**17 Creditors: amounts falling due within one year**

	2024 £	2023 £
Other creditors and accruals	9,347	6,343
Deferred income	10,500	46,700
	<hr/>	<hr/>
	19,847	53,043
	<hr/> <hr/>	<hr/> <hr/>

**18 Deferred income**

	2024 £	2023 £
Deferred grant brought forward	46,700	88,250
Grant received	10,500	46,700
Released to income from charitable activities	(46,700)	(88,250)
	<hr/>	<hr/>
Deferred grant carried forward	10,500	46,700
	<hr/> <hr/>	<hr/> <hr/>

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**19 Analysis of movements in restricted funds**

<b>Current reporting period</b>	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
NHS South Yorkshire ICB	4,544	85,428	(89,972)	-	-
Sheffield Town Trust	-	2,000	(2,000)	-	-
J.G. Graves Charitable Trust	-	3,000	(3,000)	-	-
Henry Smith Charity	-	63,700	(53,473)	-	10,227
South Yorkshire Mayoral Combined Authority / MoJ	-	23,382	(23,382)	-	-
Zachary Merton & George Woofindin Convalescent Trust	-	500	(500)	-	-
Evan Cornish Foundation	-	10,000	(10,000)	-	-
The National Lottery Community Fund	-	64,230	(32,115)	-	32,115
Wesleyan Foundation	-	10,000	(10,000)	-	-
South Yorkshire Mayoral Combined Authority	-	7,500	(7,500)	-	-
February Foundation	-	5,000	(5,000)	-	-
The Secretary of State for Health and Social Care	-	2,678	(2,678)	-	-
Sheffield Church Burgesses Trust	-	2,000	(2,000)	-	-
The Big Give Digital Grant	-	700	(700)	-	-
<b>Total</b>	<b>4,544</b>	<b>280,118</b>	<b>(242,320)</b>	<b>-</b>	<b>42,342</b>

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**19 Analysis of movements in restricted funds (cont.)**

<b>Previous reporting period</b>	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Balance at 31 March 2023 £</i>
<i>NHS South Yorkshire ICB</i>	<i>13,581</i>	<i>83,021</i>	<i>(92,058)</i>	<i>-</i>	<i>4,544</i>
<i>Sheffield City Council Covid Recovery</i>	<i>-</i>	<i>50,000</i>	<i>(50,000)</i>	<i>-</i>	<i>-</i>
<i>Sheffield City Council Tackling Inequalities</i>	<i>-</i>	<i>10,000</i>	<i>(10,000)</i>	<i>-</i>	<i>-</i>
<i>Sheffield Town Trust J.G. Graves Charitable Trust</i>	<i>-</i>	<i>2,000</i>	<i>(2,000)</i>	<i>-</i>	<i>-</i>
<i>Henry Smith Charity South Yorkshire Mayoral Combined Authority / MoJ</i>	<i>-</i>	<i>3,000</i>	<i>(3,000)</i>	<i>-</i>	<i>-</i>
<i>South Yorkshire's Community Foundation</i>	<i>-</i>	<i>60,000</i>	<i>(60,000)</i>	<i>-</i>	<i>-</i>
<i>The Brelms Trust CIO</i>	<i>1,489</i>	<i>-</i>	<i>(1,489)</i>	<i>-</i>	<i>-</i>
<i>The Talbot Trusts</i>	<i>-</i>	<i>3,466</i>	<i>(3,466)</i>	<i>-</i>	<i>-</i>
<i>Zachary Merton &amp; George Woofindin Convalescent Trust</i>	<i>-</i>	<i>2,500</i>	<i>(2,500)</i>	<i>-</i>	<i>-</i>
<i>The Big Give</i>	<i>-</i>	<i>750</i>	<i>(750)</i>	<i>-</i>	<i>-</i>
<i>Evan Cornish Foundation</i>	<i>700</i>	<i>-</i>	<i>(700)</i>	<i>-</i>	<i>-</i>
<i>Evan Cornish Foundation</i>	<i>-</i>	<i>10,000</i>	<i>(10,000)</i>	<i>-</i>	<i>-</i>
<b>Total</b>	<b>15,770</b>	<b>248,119</b>	<b>(259,345)</b>	<b>-</b>	<b>4,544</b>

# Sheffield Women's Counselling and Therapy Service Limited

## Notes to the accounts for the year ended 31 March 2024 (continued)

### 19 Analysis of movements in restricted funds (cont.)

Name of fund	Description, nature and purposes of the fund
NHS South Yorkshire ICB	One year extension of 2020-23 grant towards the running costs of the charity. The funding enables the provision of Saffron Sheffield's service which offers women who have suffered sexual abuse an opportunity to explore their feelings and experiences in a safe, supportive women only setting.
Sheffield Town Trust	Towards the running costs of the organisation, enabling the provision of therapy and counselling sessions for women who have experienced trauma or abuse.
The JG Graves Charitable Trust	Towards the cost of specialist therapy provision for women, supporting women to recover and rebuild their lives after trauma or abuse.
The Henry Smith Charity - Improving Lives Grant	The first of three years' continuation funding towards the running costs of the charity and, in particular, to maintain the post of Head of Clinical Service and to contribute to Senior Therapist posts.
South Yorkshire Mayoral Combined Authority (formally SY Police & Crime Commissioner) - Victim Services Grant/Ministry of Justice	The second of three years' funding towards the cost of therapy provision for women who have experienced trauma or abuse. The fund contributes to the cost of three part-time Therapist posts.
The Zachary Merton & George Woofindin Convalescent Trust	Towards the running costs of the organisation, enabling the provision of therapy and counselling sessions for women who have experienced trauma or abuse.
Evan Cornish Foundation	The first of a two year grant towards the cost of specialist therapy provision for women, supporting women to recover and rebuild their lives after trauma or abuse.
The National Lottery Community Fund	The first of three years' funding towards the cost of therapy provision for women who have experienced trauma or abuse. The fund also contributes to Client Engagement activities.
Wesleyan Foundation (South Yorkshire's Community Foundation)	Towards the cost of specialist therapy provision for women, supporting women to recover and rebuild their lives after trauma or abuse. The fund has contributed to the cost of a part-time Therapist post.
South Yorkshire Mayoral Combined Authority (formally SY Police & Crime Commissioner) - Community Grant Scheme	Funding to support women who have suffered domestic abuse in Sheffield by contributing to the cost of two Senior Therapist posts.

# Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

## 19 Analysis of movements in restricted funds (cont.)

<b>Name of fund</b>	<b>Description, nature and purposes of the fund</b>
The February Foundation	Towards the running costs of the organisation, enabling the provision of therapy and counselling sessions for women who have experienced trauma or abuse.
The Secretary of State for Health and Social Care - Suicide Prevention Grant Fund	Towards the cost of delivering long term trauma therapy for vulnerable women in Sheffield.
Sheffield Church Burgesses Trust	Towards the cost of specialist therapy provision for women, supporting women to recover and rebuild their lives after trauma or abuse.
The Big Give Digital Grant	A Women and Girls Digital grant which was allocated towards IT and Data Security services in the year.

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**20 Analysis of movement in unrestricted funds**

<b>Current reporting period</b>	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
General fund	246,560	58,394	(40,139)	(14,000)	250,815
Building fund	-	-	-	14,000	14,000
Business continuity fund	60,543	25,000	(56,408)	-	29,135
	<u>307,103</u>	<u>83,394</u>	<u>(96,547)</u>	<u>-</u>	<u>293,950</u>
<b>Previous reporting period</b>	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
General fund	245,305	19,680	(18,425)	-	246,560
Business continuity fund	55,840	25,000	(20,297)	-	60,543
	<u>301,145</u>	<u>44,680</u>	<u>(38,722)</u>	<u>-</u>	<u>307,103</u>

**Name of unrestricted fund**

**Description, nature and purposes of the fund**

General fund	The General Fund figure after allowing for all designated funds. This figure comprises Saffron Sheffield's free reserves of £116,000 and the value of its fixed asset (property at 289 Abbeydale Road) £134,815.
Building fund	Building fund for maintenance and improvements to premises on Abbeydale Road
Business continuity fund	Designated to fund otherwise unfunded operating costs in the 2024-25 operational budget. This fund includes a further £25,000 received from The Leathersellers' Foundation which has been designated to fund operating costs in the 2024-25 financial year.

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**21 Analysis of net assets between funds**

<b>Current reporting period</b>	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	134,815	-	-	134,815
Net current assets/(liabilities)	116,000	43,135	42,342	201,477
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total</b>	<b>250,815</b>	<b>43,135</b>	<b>42,342</b>	<b>336,292</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Previous reporting period</b>	General fund £	Designated funds £	Restricted funds £	Total £
<i>Tangible fixed assets</i>	<i>138,560</i>	<i>-</i>	<i>-</i>	<i>138,560</i>
<i>Net current assets/(liabilities)</i>	<i>108,000</i>	<i>60,543</i>	<i>4,544</i>	<i>173,087</i>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total</b>	<b>246,560</b>	<b>60,543</b>	<b>4,544</b>	<b>311,647</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**22 Reconciliation of net movement in funds to net cash flow from operating activities**

	2024 £	2023 £
<b>Net income/(expenditure) for the year</b>	24,645	(5,268)
<b>Adjustments for:</b>		
Depreciation charge	3,745	3,745
Decrease/(increase) in debtors	(26,772)	7,616
Increase/(decrease) in creditors	(33,196)	(44,837)
	<hr/>	<hr/>
<b>Net cash provided by/(used in) operating activities</b>	<b>(32,729)</b>	<b>(38,744)</b>
	<hr/> <hr/>	<hr/> <hr/>

Sheffield Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2024 (continued)

**23 Prior year Statement of Financial Activities (including Income and Expenditure account)**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
<b>Income from:</b>					
Donations and legacies	3	11,430	-	11,430	11,945
Charitable activities	4	33,250	248,119	281,369	235,806
Other trading activities	5	-	-	-	1,521
<b>Total income</b>		<b>44,680</b>	<b>248,119</b>	<b>292,799</b>	<b>249,272</b>
<b>Expenditure on:</b>					
Raising funds	6	31,941	-	31,941	19,436
Charitable activities	7	6,781	259,345	266,126	255,560
<b>Total expenditure</b>		<b>38,722</b>	<b>259,345</b>	<b>298,067</b>	<b>274,996</b>
<b>Net income/(expenditure) for the year</b>	9	<b>5,958</b>	<b>(11,226)</b>	<b>(5,268)</b>	<b>(25,724)</b>
<b>Net movement in funds for the year</b>		<b>5,958</b>	<b>(11,226)</b>	<b>(5,268)</b>	<b>(25,724)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		301,145	15,770	316,915	342,639
<b>Total funds carried forward</b>		<b>307,103</b>	<b>4,544</b>	<b>311,647</b>	<b>316,915</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.