

## Report of the Trustees & Financial Statements

Year Ended 31st March 2021

This report contains the Charity progress in the year  
April 2020 to 31st March 2021, including the impact  
Covid-19 has had on the organisation

**Karen Christie**  
CEO, SWAN Womens Centre  
September 2021

**Report of the Trustees & Financial Statements  
for the Year Ended 31 March 2021**

---

This page is intentionally Left Blank

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

### TABLE OF CONTENTS

Chair's Message 2020-2021.....	4 -
Introduction.....	5 -
Objectives & Activities .....	5 -
Objectives and Aims .....	5 -
Public Benefit.....	5 -
Staff and Volunteers .....	5 -
Significant Activities .....	6 -
Befriending Project .....	6 -
Adult Counselling and Listening Service .....	6 -
Counselling and Listening Service (aged 13 years +) .....	7 -
Emotional Well-being Support Groups .....	8 -
Outreach Service.....	8 -
Therapeutic Allotment Project – Eco Therapy .....	9 -
Achievement And Performance.....	9 -
Charitable Activities .....	9 -
Courses and Activities.....	9 -
Fundraising Activities.....	9 -
Donations .....	9 -
Financial Review .....	10 -
Principal Funding Sources.....	10 -
Reserves and Investment Policy.....	10 -
General Reserves.....	10 -
Designated Reserves .....	10 -
Future Plans.....	10 -
Structure, Governance And Management.....	11 -
Governing Document.....	11 -
Responsibilities of the Trustees .....	11 -
Recruitment of New Trustees .....	11 -
Appointment of New Trustees .....	11 -
Organisational Structure.....	11 -
Induction and Training of New Trustees.....	11 -
Wider Network .....	11 -
Related Parties .....	12 -
Reference And Administrative Details.....	12 -
Independent Examiners' report to the Trustees.....	13 -
Responsibilities and basis of report .....	13 -
Independent examiner's statement .....	13 -

**Report of the Trustees & Financial Statements  
for the Year Ended 31 March 2021**

Statement of Financial Activities (SOFA).....	- 14 -
Balance Sheet.....	- 15 -
Notes to the Financial Statements.....	- 16 -
1.    ACCOUNTING POLICIES .....	- 16 -
Basis of preparing the financial statements .....	- 16 -
Income.....	- 16 -
Expenditure .....	- 16 -
Governance costs.....	- 16 -
Tangible fixed assets.....	- 16 -
Taxation.....	- 16 -
Fund accounting.....	- 17 -
Hire purchase and leasing commitments.....	- 17 -
Pension costs and other post-retirement benefits .....	- 17 -
2.    OTHER TRADING ACTIVITIES.....	- 17 -
3.    INVESTMENT INCOME .....	- 17 -
4.    CHARITABLE ACTIVITIES COSTS .....	- 17 -
5.    NET INCOME/(EXPENDITURE) .....	- 17 -
6.    TRUSTEES' REMUNERATION AND BENEFITS.....	- 17 -
Trustees' expenses.....	- 17 -
7.    STAFF COSTS.....	- 18 -
8.    TANGIBLE FIXED ASSETS .....	- 18 -
9.    DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR .....	- 18 -
10.   CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR.....	- 18 -
11.   MOVEMENT IN FUNDS .....	- 19 -
11.   MOVEMENT IN FUNDS - continued .....	- 20 -
12.   RELATED PARTY DISCLOSURES.....	- 20 -
13.   RESTRICTED FUNDS .....	- 21 -
14.   DESIGNATED FUNDS .....	- 21 -
15.   TRANSFERS.....	- 21 -

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

---

### CHAIR'S MESSAGE 2020-2021

As chair of the SWAN Women's Centre it is my honour and pleasure to introduce our annual report.

If there was ever a time that the SWAN's services were needed, it has been the last twelve months – with women and girls made more vulnerable by the fear, isolation, escalated family tensions and economic uncertainty created by the Coronavirus and the national lockdowns which followed.

And I am proud to say, that in year of challenges and hardship, with much of the country closed down and the work of many organisations brought to a standstill, the SWAN has stood up and played its part in meeting the national crisis.

So on behalf of the trustees and myself I want to pay tribute to the hard work, dedication, bravery and creativity of our staff and volunteers. In a year like no other, I have been amazed (but not surprised) to see how the team at the SWAN have adapted and overcome the many and various challenges posed by the Coronavirus.

For most of the year we were unable to open our doors to the public however we quickly adapted our services to ensure that those within our community who needed our support, would still be able to access it from SWAN Women's Centre. Our services quickly moved from face to face meetings to telephone calls, emails, online sessions or text messaging. In addition to the services that we usually deliver (befriending, counselling, outreach, legal advice) our staff and volunteers offered new and vital practical support such as shopping and picking up prescriptions for people who were unable to leave their home.

And our staff and volunteers did this despite facing their own personal challenges created by the pandemic; family and friends furloughed or unable to work; the challenges of home working and home learning; and the constant threat posed by the virus.

In partnership with other charities, we worked to make sure that anyone who needed support, received it.

Of course none of this would have been possible without the continued support of our funders; our local Clinical Commissioning Groups, Sefton Council, Lloyds Bank Foundation, PH Holt Foundation, Merseyside Community Foundation and many others, who have allowed us to use their funding flexibly to ensure that we could meet needs of the women who accessed our services during this very difficult year.

Planning for the year ahead has been challenging in an environment of increased need and short term funding for charities. We have already seen requests for our counselling service increase by more than 100% when compared to the same time in 2019.

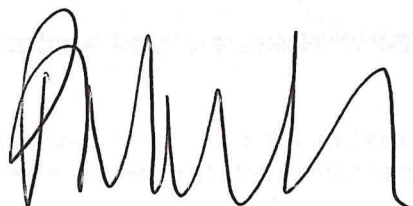
The full, long term impact of Covid-19 will not be fully understood for many years and we are working with a range of partners to prepare for the future challenges that may come – for instance working with other services and charities to support a likely rise in the level of young people struggling with their mental health.

And I know that the staff, volunteers, supporters and funders of SWAN will come together in the years ahead to meet these new challenges. What the Coronavirus has shown us, is that together we are capable of rising to any challenge.

**So, on behalf of myself and the other trustees**

**I want to say thank you not just for your work, dedication, creativity and perseverance in the year gone by,  
but also for all your continued efforts in the years ahead**

P HARDY 2021



## **Report of the Trustees & Financial Statements for the Year Ended 31 March 2021**

---

### INTRODUCTION

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2019).

### OBJECTIVES & ACTIVITIES

#### Objectives and Aims

##### **Vision**

*Where women and teenage girls feel secure, confident and positive,  
where they can transform their lives and celebrate their true worth and value*

##### **Mission**

*“To support and empower women and teenage girls to improve their mental health and wellbeing.”*

#### Public Benefit

We are ideally located, in the heart of a socially deprived community with easy access, for all, on foot or travelling by public transport.

All our charitable activities focus on the provision of support for women and girls who have experienced or are experiencing anxiety, depression, stress or poor mental health, or, those women and girls who have become socially excluded as a result of factors such as unemployment, financial hardship, ill health (physical or mental) and youth or old age. Our purpose is to support women and girls and help them overcome such difficulties through the delivery of a range of services, which support them to transform their lives and celebrating their true worth.

#### Staff and Volunteers

We had 10 paid members of staff during the year and over 70 volunteers. We are indebted to all of those who supported our community during this very difficult year. We have been extremely grateful to all the team who have worked throughout the pandemic to ensure that those who require our support have been able to access it whether that has been online, telephone or face to face. Throughout the year we have received over 100% increase in the request for counselling services. Without the commitment and selflessness of the entire team, we would not have been able to meet those needs. However we did and we continue to recognise that it is equally important now to care for and support our own staff and volunteers.

We have a very diverse group of volunteers who carry out many roles throughout the organisation and this allows the organisation to significantly increase the number of people that we are able to offer support and services to. They have taken part in activities such as shopping, picking up medication and telephone support during the past year. Almost all of our 70 volunteers returned to volunteer as we came out of lockdown.

Our Volunteer Co-ordinator has a lead role in ensuring that volunteers are recruited, supported and trained to carry out their roles effectively.

**The Board of Trustees fully recognises the excellent work that the staff and volunteers carry out and values the contribution everyone makes to the success of the Women's Centre**

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

### Significant Activities

The significant activities of the charity that provide public benefit, include the following:

#### *Befriending Project*

This project is led by our Befriending Co-ordinator who recruits and trains women in our community to become volunteer Befrienders. Volunteers are matched with women in the local community who experience isolation, depression, anxiety and/or stress. The volunteers will offer friendship and support, sometimes meeting for a chat or supporting women to attend a local group or facility. The Befriender will also support their client to attend interviews, appointments, or sometimes just provide company for them at home. We provide this support for up to 12 months. This year we have recruited 16 volunteers who provided a befriending service to 25 women.

#### What we do – Case Study

Barbara has been supported by her befriender Michelle for almost two years. She initially came to the service after her husband passed away and she was experiencing loneliness and isolation. She had very clear goals and things that she wanted to achieve with her befriender. She wanted to increase her confidence and feel able to leave her home on her own. Barbara feels that she has built up a very special bond with Michelle. It is evident to see the difference in Barbara as an individual throughout the course of her time working with Michelle. She now openly meets others, challenges herself to step outside of her comfort zone socially and recently, at the time of writing, told Michelle that she is going to start saying yes to more opportunities that present themselves to her. For someone to go from struggling to go out with her befriender to now displaying such great levels of independence it is amazing to see.

Barbara described her time with Michelle as ...'*finding her in a heap*' and through working with her, leaving her '*more rounded, capable and strong*'.

Barbara now wants to volunteer for the service in the future and we have agreed to revisit this in January 2022.

#### Impact statement by user

*"We made good progress together pre-COVID with regards to my goal of getting back into the gym, then COVID hit. I took the wins we managed in the time before then. Michelle is a star, all round fabulous human being.*

In July 2021, the befriending relationship ended. It was measured, planned and co-created. Rating the service, Barbara offered a **"5+++++++ - I have no words for how much the service has helped me"**

#### *Adult Counselling and Listening Service*

We have been providing counselling services to women experiencing mental health problems in Sefton since 1992. Our reputation as an award winning counselling placement provider has enabled us to recruit and retain 15 qualified Volunteer Counsellors as well as offer placements to 16 Counsellors in training. We have 3 counselling employees including a Counselling and Wellbeing Manager.

Between 2020-2021, over 300 women accessed over 2000 counselling sessions. Most of these have been provided online or via telephone though when government guidance allowed, we have provided face to face sessions.

#### Example of Counselling - During Covid pandemic

**Background:** This client started her counselling on 28th September 2020, while the centre was open and working face to face with clients.

This client was an NHS nurse working on a busy surgical ward that had been 'on RED' or COVID-19 positive during the national lock down. She is very dedicated to her work and considers herself a very efficient, practical nurse; she stressed the importance of her work colleagues and how they work as a team and support each other. She is also a Mum of four children. She struggles to find time for herself.

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

**Presenting Issues:** Client is off work, she has low mood, said 'a few weeks ago she woke up feeling rubbish and this feeling hasn't gone away.' She first presented with the difficulties she was having with one of her children. She feels 'angry', 'embarrassed', 'ashamed' and 'stupid'. She was unsure if counselling could help.

During the first session we discussed her workload and the impact of COVID-19 in her job and the numbers of deaths she was witnessing at work. She didn't feel that this was the reason why she was feeling so low but it was suggested as a reason by her family and friends. In subsequent sessions she described losing three significant members of her family within the last three years. She attended to their practical needs and realised that she hadn't grieved for them as there had been a blurring of her roles as caregiver from her professional background but also as a bereaved relative.

**Support:** At the beginning of each session she would say, 'I don't know what I'm going to talk about.' Then she was surprised at how much she talked and what came up for her. She described herself as feeling calmer but still feeling 'no joy' and no idea how to build in time for herself to relax, she thought she might take up a new hobby. She talked about her job, that she loved its practicality, logical, problem-solving focus, she was so proud of her work and her professionalism. That she could deal with any difficult situation without becoming upset. She was able to tell me about a situation that occurred in work, it upset her deeply and she hadn't been able to talk about it to anyone. A cancer patient was recovering well from life-saving surgery and should have made a full recovery but had contracted Corona virus. This meant it was no longer possible for the family of this patient to say their goodbyes in person. This greatly affected her. She felt devastated and it reduced her to tears. At the next session she said she felt better about the situation and being able to get in touch with her emotions helped. She contracted Corona virus herself when halfway through her counselling sessions and self-isolated for a number of weeks before returning once fully recovered.

She was able to resume her counselling sessions once she felt well enough but as the national lock down prevented us working face-to-face and the last two sessions were delivered via online counselling.

**Outcomes:** This client felt able to talk in this 'safe space' and she felt able to express her emotions and cry freely. She was able to get in touch with her emotions something she stopped herself doing, as a coping strategy. She had initially talked about wanting to move away from nursing and had even applied for a job at her local supermarket. She said that if she did go back to nursing she would allow herself to feel emotions and not push them all away. During her final session she said that she felt ready to go back to nursing and had set a return date. She said she would be a much better nurse for having had counselling.

### *Counselling and Listening Service (aged 13 years +)*

This is our 2<sup>nd</sup> year of providing a counselling service to teenage girls. Young people can self-refer into the services but many have come with their parents/carers or have been referred by schools or their GPs

### **Case Study**

This young person came into the centre in May 2021, shortly after the centre reopened up after the most recent COVID lockdown. They asked if they could talk to someone as they were experiencing relationship problems at home. She said that they did not feel seen or heard by her parents. She was also experiencing some physical health problems too and parents 'blamed' her for her poor mental health as they felt she was making it up.

We worked together for 6 weeks utilising a variety of techniques including creative play. We used coloured pens and paper to explore feelings and thoughts through. Through introducing the creative elements, it transpired that this young person also experienced some level of Obsessive Compulsive Disorder. She shared with me that she was waiting for support from Children and Adolescent Mental Health Services for support with this.

Throughout her counselling sessions she was very committed to making changes in the way that she thought and very much wanted to be proactive in her own recovery. We worked together to help her identify a way forward. She created a road map for her life, one that identified her coping mechanisms and helped her create an understanding of what and why they worked for her. In her final counselling session she said that she felt that her anxiety had reduced overall. In fact when we measured her responses we found that her overall anxiety score was below that which we would expect for someone of her age.

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

---

### *Emotional Well-being Support Groups*

These groups are facilitated by a qualified Counsellor. The aim of the group is to empower the members to make positive changes in their lives by listening, using mindful techniques, discussion and by supporting each other within the group. Most of the women who attend the groups are experiencing anxiety, stress, depression or other mental health problems.

These groups usually meet face to face but during corona virus pandemic we have moved groups online and women have accessed the support either using Zoom or sometimes on a one to one basis via the telephone.

We take a person-centred, holistic, whole-person approach to delivering support, based on the premise that all people need to feel respected and worthy of respect. They need to belong and be in contact with others in order to feel competent, recognised, listened to without judgement and understood with empathy.

The aim of the facilitator to provide a place where members feel safe enough to talk with honesty as well as build trust in the group, so there can be an exchange of genuine communications that are heard with empathy and without fear of judgement. Talking openly and honestly helps each group member to understand themselves and others better.

The groups are weekly, ninety minute meetings, at the same time each week. There are ground rules which each member has agreed to prior to joining the group. There are two groups, an afternoon and an evening group. The groups are open and referrals from self or other professionals are welcome. Prospective members have a pre-group meeting with the Counsellor and together they decide if the group will meet the needs of the perspective member and the group as a whole.

During 2020 – 2021, 25 women attended the support group (when the centre was open and we were able to run them) over 12 months. We carried out 29 telephone support sessions and 9 in house support sessions.

### *Outreach Service*

Based at the SWAN Centre the outreach service works with women who cannot access community based services due to severe anxiety, agoraphobia or emotional problems and who often do not get any support from statutory services because they do not fit the criteria of severe mental illness. We aim to help women build their confidence and develop their individual potential to integrate into their local communities. An experienced Counsellor provides services to women at home.

During the year, the Outreach Service supported 16 women and carried out 490 support sessions over the phone.

### **Example of the Outreach Service during Covid pandemic**

**Background:** Ms C was referred to the centre by Adult Social Services. We carried out an assessment of her needs and then started to provide services at home before the whole country went into lockdown in March 2020. We have carried out telephone contact on a weekly basis since then.

Ms C was in an abusive marriage for over 20 years and has been separated from her ex-partner for 10 years. She doesn't like to go out alone and depends on her daughter to go shopping for her. Ms C says that she finds it hard to concentrate and just wants to sleep most of the time. Ms C also has problems with hoarding and impulsive buying making the home very cluttered. Ms C also has a number of health issues, as well as struggling with anxiety, she also has back problems and a hearing impairment.

**Actions:** Before lockdown we were working with the realistic goals that she had set to help her manage her anxiety as well as other areas in her life. One of the goals was to get up at a regular time and getting dressed to add some structure to her day. Previously Ms C would spend all day in bed.

**Impact of Lockdown:** As a result of lockdown we have now been unable to meet face to face but we have maintained weekly telephone contact. When the lockdown began Ms C started panic buying things which in turn increased the clutter in her home. Ms C has become more anxious and she is arguing with her family more as they are at home most of the day. Ms C is spending even more time in bed which is not only impacting on her mental health but also her physical health. However Ms C is very isolated and lonely and she doesn't appear to have any friends, so our telephone conversation each week is her contact with the outside world and she likes to hear what other people are doing. We will start face to face meetings as soon as government guidance allows us to do so.

## **Report of the Trustees & Financial Statements for the Year Ended 31 March 2021**

---

### *Therapeutic Allotment Project – Eco Therapy*

Eco therapy is the name given to a wide range of therapeutic programmes which aim to improve your mental and physical wellbeing through engaging in nature and outdoor activities.

This project is delivered by an experienced Counsellor as well as a Gardener. It is an intensive (year long) programme and we work with women in the community who struggle with their mental health and do not engage with other mental health services.

We have an allotment that is based in Litherland and the women who attend the project work on the landscape, improve their knowledge of growing vegetables organically and engage in therapeutic sessions with the counsellor. They also make friends and create support networks that they can call on outside of this therapeutic space.

We have opened the allotment to the group when it was safe to do so. However outside of those times we have continued to provide telephone or online support to all named attendees. We work with 5 women and we carried out 82 in person/telephone or online sessions throughout the year.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable Activities**

#### *Courses and Activities*

As the centre has been closed for the majority of the year we have been unable to offer the level of in house activities or courses usually on offer. However during the periods of limited opening times we offered a number of socially distanced, small group activities such as knitting, card making, mosaic art as well as a managed number of coffee afternoons. We also kept in touch on a weekly basis via telephone throughout the pandemic with all the women who attend regular group activities. There are approximately 30 women who fall into this group.

#### *Fundraising Activities*

This year community fundraising has not been possible this year due to Covid 19 regulations.

#### *Donations*

We have received regular direct debit donations via Local Giving.

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

---

### FINANCIAL REVIEW

#### Principal Funding Sources

The charity's principal funding sources are Southport and Formby Clinical Commissioning Group, South Sefton Clinical Commissioning Group and Sefton Council. The Steve Morgan foundation provided 3 years funding for us to deliver the Befriending Project which ended this year. Rosa Foundation provided additional funding to increase counselling provision during the Covid 19 pandemic.

As a response to the pandemic we received a number of small grants from grant making trusts and local organisations such as Sefton Stars. We used these funds to increase support services available to local women and girls during the lock down phase of epidemic.

#### Reserves and Investment Policy

The trustees have identified financial risk as a result of the many continuing changes to government funding policies; accordingly these uncertainties have been considered and addressed when setting the charity's reserves policy. The trustees recognise that the circumstances of the charity will change over time and as such the reserves policy is reviewed annually. The amount held in reserves is also monitored regularly during the course of the year as part of the quarterly budgetary and management reporting.

#### General Reserves

The trustees have set a target range for free general reserves of £150,000 excluding fixed assets and aim to retain working capital within that range. The amount is representative of six months running costs, redundancy costs and provides short term financial security in the event of service level agreements with Clinical Commissioning Groups and/or Local Authorities being withdrawn or reduced. The reserve provides the trustees with sufficient solvency and time to take whatever action would be necessary in such circumstances. Net current assets at the balance sheet date amounted to **£171,902** and therefore fall within the required level expected. Community fundraising has not been possible during the year, due to restrictions related to Covid 19.

#### Designated Reserves

##### Contingency Fund:

The trustees felt it was prudent and a matter of best practice to set aside a separate reserve that would ensure the charity met its contractual redundancy and other liabilities in the event there was a decrease or withdrawal of regular income and the charity found it unable to continue in existence.

##### Investment policy:

Cash balances held by the charity, but not required for day to day working capital are held in a separate interest bearing account with easy access.

### FUTURE PLANS

There is national recognition that mental health services are under resourced and we see the evidence of this. We plan to seek funding to increase our teenage girls counselling services as well women's counselling services. We are also focused on developing the charities use of digital resources so that women can still access our services outside of the centre. We are also expanding our support to pregnant and new mums who have been isolated during lockdown. We hope that by providing support and the opportunity to talk to other new mums, it will prevent pregnancy related depression or isolation. The charity will continue to look for opportunities to provide services that women and girls in our community require. We will expand ourf contracts and establish opportunities for unrestricted income. We will maintain and develop new partnerships that will enable us to continue providing services for women.

## **Report of the Trustees & Financial Statements for the Year Ended 31 March 2021**

---

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Governing Document**

The organisation is a charitable company limited by guarantee, formed in 1989 and achieved charitable status in 1992. The organisation was established under a Memorandum of Association and is governed by its Articles of Association. The organisation constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

#### **Responsibilities of the Trustees**

The trustees are expected to comply with all the requirements as laid down in the following Charity Commission Publications

- The Essential Trustee
- The Hallmarks of an Effective Charity

#### **Recruitment of New Trustees**

The members of the Board are both directors of the company and charity trustees. The organisation has robust policies and procedures to identify potential trustees and to recruit appropriately skilled people. All potential board members are interviewed by the Chair and/or Vice Chair, or delegated trustees of the organisation to identify skills and values that will be of value to the organisation.

#### **Appointment of New Trustees**

All new Trustees complete a formal application and interview process prior to meeting with the Chair of Trustees and Chief Executive. A trustee is appointed at a general meeting having been recommended by a serving trustee and appropriate notice to members eligible to vote has been given. A simple majority of members eligible to vote is required to appoint the trustee.

#### **Organisational Structure**

The Board of Trustees holds 6 weekly Board meetings, an AGM and up to two development days per year, The Board develops the Strategic Plan for the organisation. The Board have a broad range of skills that include financial monitoring; risk management; human resources and training. The Board delegates the day to day management of the organisation to a Chief Executive who has responsibility for the implementation of the strategic plan and line management responsibility for staff. The Chief Executive also has responsibility for Quality Assurance and the on-going development of the organisation.

#### **Induction and Training of New Trustees**

New trustees receive information about the organisation including previous year's financial statements, various budgets, business plans, officer's reports and organisational structure. Trustees will meet with the Chief Executive to be briefed on the organisation's current financial and strategic position. A Trustee Development day takes place on an annual basis. The focus of the development days is strategic planning, team building and enhancing understanding of the range of services delivered by the organisation.

#### **Wider Network**

The charity works in partnership with a range of other local organisations and has set up and facilitates the CEO Network for 3rd Sector leaders in Sefton. We are a representative on our Sefton Healthwatch, Sefton Council Overview and Scrutiny Committee (Childrens) as well as Health and Social Care Forum. We are a member of the Voluntary Sector Advisory Group in Sefton and we work closely with both Sefton's and Liverpool's voluntary sector as well as our local Council and Clinical Commissioning Groups.

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

### Related Parties

SWAN has a wide range of stakeholders including: people who use our services, commissioning bodies such as Local Authorities and Clinical Commissioners, other funding bodies, staff and volunteers. SWAN works to a range of national and local strategies that are relevant to the services delivered. The organisation works in partnership with a range of agencies, particularly in the public and third sectors and seeks to influence both the development and implementation of strategies and policies that impact on the lives of women who experience poor mental health.

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Company number

02720502 (Not specified/Other)

#### Registered Charity number

1011971

#### Registered office

Former Litherland Library Linacre Road Litherland  
Liverpool Merseyside L21 6NR

#### Trustees

- Mrs P Hardy - Chair of Trustees
- Ms C Wallis- Vice Chair of Trustees
- Mrs J Anderton - Trustee
- Ms S A Oldnall - Trustee
- Ms A Horsfield- Trustee
- Miss B Kent - Trustee

#### Chief executive officer

- Ms K Christie

#### Independent Examiner

Suzanne Draper FCCA ACA  
ACCA, ICAEW  
SB&P Chartered Accountants  
Oriel House 2/8 Oriel Road  
Bootle Merseyside  
L20 7EP

#### Bankers

Unity Trust Bank  
Nine Brindley Place  
Birmingham B1 2HB

#### Solicitors

Brabners Chaffe Street LLP  
Horton House Exchange Flags  
Liverpool L2 3YL

Approved by order of the board of Trustees on 21<sup>st</sup> September 2021



Mrs P Hardy – Chair of Trustees

**Report of the Trustees & Financial Statements  
for the Year Ended 31 March 2021**

---

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES

Independent examiner's report to the trustees of SWAN Womens Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's 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 charity'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

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:

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.



Suzanne Draper FCCA ACA ACCA, ICAEW

SB&P Chartered Accountants

Oriel House 2/8 Oriel Road Bootle Merseyside L20 7EP

Date: 21/9/2021

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

### STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		12,574	92,394	104,968	61,581
<b>Charitable activities</b>					
Women's support services		-	129,683	129,683	128,500
Other trading activities	2	8,300	-	8,300	35,651
Investment income	3	20	-	20	78
Other income		27,950	-	27,950	27,695
<b>Total</b>		<b>48,844</b>	<b>222,077</b>	<b>270,921</b>	<b>253,505</b>
<b>EXPENDITURE ON</b>					
Raising funds		-	-	27,950	27,695
<b>Charitable activities</b>					
Women's support services	4	39,960	171,359	211,319	197,706
<b>Total</b>		<b>39,960</b>	<b>171,359</b>	<b>239,269</b>	<b>225,401</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(19,066 )</b>	<b>50,718</b>	<b>31,652</b>	<b>28,104</b>
Transfers between funds	11	20,307	(20,307 )	-	-
Net movement in funds		1,241	30,411	31,652	28,104
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		118,253	21,997	140,250	112,146
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>119,494</b>	<b>52,408</b>	<b>171,902</b>	<b>140,250</b>

The notes form part of these financial statements

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

### BALANCE SHEET

**Balance Sheet  
31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	19,431	-	19,431	29,315
<b>CURRENT ASSETS</b>					
Debtors	9	213	-	213	208
Cash at bank and in hand		107,866	52,409	160,275	118,966
		<u>108,079</u>	<u>52,409</u>	<u>160,488</u>	119,174
<b>CREDITORS</b>					
Amounts falling due within one year	10	(8,017)	-	(8,017)	(8,239)
<b>NET CURRENT ASSETS</b>		<u>100,062</u>	<u>52,409</u>	<u>152,471</u>	110,935
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>119,493</u>	<u>52,409</u>	<u>171,902</u>	140,250
<b>NET ASSETS</b>		<u>119,493</u>	<u>52,409</u>	<u>171,902</u>	140,250
<b>FUNDS</b>	11				
Unrestricted funds				119,493	118,253
Restricted funds				52,409	21,997
<b>TOTAL FUNDS</b>				<u>171,902</u>	140,250

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

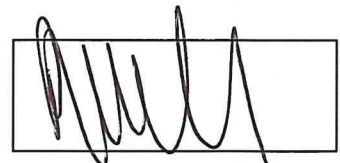
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on

21<sup>st</sup> September  
2021

and were signed on its behalf by:  
**P Hardy - Trustee**



## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

---

### NOTES TO THE FINANCIAL STATEMENTS

#### 1. ACCOUNTING POLICIES

##### *Basis of preparing the financial statements*

The accounts have been prepared on the going concern basis.

The Board of Trustees have considered the financial position of the charity and its ability to continue as a going concern. Subject to external funding continuing at a similar level to this year, it is envisaged that the result for the year ending 31 March 2022 will be a surplus of between £30,000 and £35,000.

Looking towards the year ending 31 March 2022, and again, subject to the regular grant providers (CCG's) and local authorities, continuing to support the charity, together with regular and continued monitoring of cost levels, the management and Board of Trustees are confident that the charity's operation will continue. The management and Board of Trustees think it is unlikely that the regular funding provided will be completely withdrawn but consideration does have to be given to the fact that the funding is based on budgetary demands of the individual local authorities and CCG's and there is always a possibility that funding could be at risk in the future.

##### *Income*

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### *Expenditure*

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### *Governance costs*

Governance costs include costs relating to the longer term strategic planning and development of the charity. Included is 100% of the management salary costs that The Board of Trustees feel fairly represents and reflects the time spent on the charity's longer term continuity and development.

##### *Tangible fixed assets*

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	- 25% on cost
Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

##### *Taxation*

The charity is exempt from corporation tax on its charitable activities.

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Fundraising events	7,705	31,572
Room hire	595	4,079
	<b>8,300</b>	<b>35,651</b>

## 3. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Deposit account interest	20	78
	<b>20</b>	<b>78</b>

## 4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs £	Totals £
Women's support services	169,977	41,342	211,319
	<b>169,977</b>	<b>41,342</b>	<b>211,319</b>

## 5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Depreciation - owned assets	9,884	9,930
Hire of plant and machinery	2,237	3,017
	<b>12,121</b>	<b>12,947</b>

## 6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

### 7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.21	31.3.20
Staff	<u>10</u>	<u>11</u>

No staff members were paid in excess of £60,000 during the year

### 8. TANGIBLE FIXED ASSETS

	Short leasehold £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 April 2020 and 31 March 2021	<u>66,877</u>	<u>9,660</u>	<u>5,999</u>	<u>82,536</u>
<b>DEPRECIATION</b>				
At 1 April 2020	38,216	9,660	5,345	53,221
Charge for year	9,554	-	330	9,884
At 31 March 2021	<u>47,770</u>	<u>9,660</u>	<u>5,675</u>	<u>63,105</u>
<b>NET BOOK VALUE</b>				
At 31 March 2021	<u>19,107</u>	<u>-</u>	<u>324</u>	<u>19,431</u>
At 31 March 2020	28,661	-	654	29,315

### 9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Prepayments and accrued income	<u>213</u>	<u>208</u>

### 10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Social security and other taxes	2,163	3,859
Other creditors	1,174	1,480
Accrued expenses	4,680	2,900
	<u>8,017</u>	<u>8,239</u>

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

### 11. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	103,253	(19,067 )	20,307	104,493
Contingency fund (designated)	15,000	-	-	15,000
	<b>118,253</b>	<b>(19,067 )</b>	<b>20,307</b>	<b>119,493</b>
<b>Restricted funds</b>				
P H Holt	6,051	-	(6,051)	-
Lloyds Bank Foundation	-	33,000	-	33,000
NHS CCG's	13	(12)	(1)	-
Steve Morgan Foundation	3,521	-	(3,521)	-
MIND	2,108	-	(2,108)	-
Community Fund - Lancashire	1,670	-	(1,670)	-
Community Fund - SWACA	8,634	(1,678)	(6,956)	-
Eleanor Rathbone	-	10,000	-	10,000
SWACA	-	9,409	-	9,409
	<b>21,997</b>	<b>50,719</b>	<b>(20,307 )</b>	<b>52,409</b>
<b>TOTAL FUNDS</b>	<b>140,250</b>	<b>31,652</b>	<b>-</b>	<b>171,902</b>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	20,894	(39,961 )	(19,067 )
<b>Restricted funds</b>			
National Lottery Community Fund	8,454	(8,454)	-
Lloyds Bank Foundation	33,000	-	33,000
Sefton Social Services	49,850	(49,850 )	-
NHS CCG's	79,833	(79,845 )	(12)
Allotment Project	2,470	(2,470)	-
Steve Morgan Foundation	12,800	(12,800 )	-
Community Fund – Lancashire	5,000	(5,000)	-
Community Fund – SWACA	-	(1,678)	(1,678)
Eleanor Rathbone	10,000	-	10,000
Rosa Foundation	9,870	(9,870)	-
SWACA	10,800	(1,391)	9,409
	<b>222,077</b>	<b>(171,358 )</b>	<b>50,719</b>
<b>TOTAL FUNDS</b>	<b>242,971</b>	<b>(211,319 )</b>	<b>31,652</b>

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

### 11. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
General fund	85,176	21,586	(3,509)	103,253
Contingency fund (designated)	15,000	-	-	15,000
	<u>100,176</u>	<u>21,586</u>	<u>(3,509)</u>	<u>118,253</u>
<b>Restricted funds</b>				
P H Holt	1,274	3,994	783	6,051
NHS CCG's	4	(3,500)	3,509	13
Allotment Project	783	-	(783)	-
Steve Morgan Foundation	-	3,521	-	3,521
Young women project	803	(803)	-	-
MIND	9,106	(5,331)	(1,667)	2,108
Community Fund – Lancashire	-	3	1,667	1,670
Community Fund – SWACA	-	8,634	-	8,634
	<u>11,970</u>	<u>6,518</u>	<u>3,509</u>	<u>21,997</u>
<b>TOTAL FUNDS</b>	<u>112,146</u>	<u>28,104</u>	<u>-</u>	<u>140,250</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources Movement expended £	in funds £
<b>Unrestricted funds</b>			
General fund	56,314	(34,728)	21,586
<b>Restricted funds</b>			
P H Holt	15,379	(11,385)	3,994
Sefton Social Services	49,849	(49,849)	-
NHS CCG's	78,650	(82,150)	(3,500)
Steve Morgan Foundation	25,600	(22,079)	3,521
Young women project	-	(803)	(803)
MIND	10,745	(16,076)	(5,331)
Community Fund - Lancashire	8,334	(8,331)	3
Community Fund - SWACA	8,634	-	8,634
	<u>197,191</u>	<u>(190,673)</u>	<u>6,518</u>
<b>TOTAL FUNDS</b>	<u>253,505</u>	<u>(225,401)</u>	<u>28,104</u>

### 12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

## Report of the Trustees & Financial Statements for the Year Ended 31 March 2021

---

### 13. RESTRICTED FUNDS

#### Sefton Social Services

The purpose of this fund is to contribute towards running costs of the charity.

#### NHS CCG's

Funding is received from NHS South Sefton and NHS Southport & Formby CCG's to provide the following services:

- counselling and listening
- outreach
- support group
- other running costs

#### P H Holt

The purpose of this fund is to utilise the allotment to develop the gardening group and provide an eco therapeutic space for vulnerable women who are struggling with mild/moderate mental health problems.

#### Steve Morgan Foundation

A grant awarded to assist with funding the befriending project.

#### Young women project

A grant awarded to provide a support group for young women to make a tangible and long term difference to their health, well being, confidence.

#### MIND

A grant awarded to provide specific leadership opportunities for women.

#### Community Fund - Lancashire

A grant awarded towards the cost of delivering counselling services to young people.

#### Community Fund - Merseyside

A grant awarded towards the cost of delivering counselling services to women affected by domestic abuse. Awarded in April 2020 for delivery in April 2020 and 2021.

#### Eleanor Rathbone

A grant awarded to help cover costs of delivering the Befriending service to local women struggling with mental health issues and isolation in Liverpool.

#### ROSA

A grant awarded to help cover costs of 3 counsellors to provide telephone and online counselling services for women and girls aged 14 plus.

#### Lloyds Bank Foundation

A grant awarded for core funding to help the development of the organisation and help towards payroll costs.

#### SWACA

A dual grant awarded towards the cost of delivering counselling services to women affected by domestic abuse.

### 14. DESIGNATED FUNDS

The contingency fund has been designated by the trustees to provide for redundancy and other costs in the event of a winding up. The amount has been reduced during the year to reflect a reduction in contractual redundancy costs.

### 15. TRANSFERS

There have been transfers between restricted funds and unrestricted general funds which represents fully expended grants received in the year.