



SWAN

WOMENS CENTRE



Report of the Trustees &
Financial Statements
Year Ended 31st March 2023

**Report of the Trustees & Financial Statements
for the Year Ended 31 March 2023**

This page is intentionally Left Blank

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

TABLE OF CONTENTS

Chair's Message 2022-2023.....	- 4 -
Introduction.....	- 6 -
Objectives & Activities.....	- 6 -
Objectives and Aims.....	6
Significant Activities.....	- 7 -
Volunteering.....	-7-
Befriending Project.....	-8-
Error! Bookmark not defined.	
Adult Counselling Service.....	-10-
Teenage Girls Counselling Service (aged 13 years +).....	- 11 -
Emotional Well-being Support Groups.....	- 13 -
Achievement And Performance.....	- 14 -
Charitable Activities.....	- 14 -
Courses and Activities.....	- 14 -
Fundraising Activities.....	- 15 -
Donations.....	- 15 -
Financial Review.....	- 16 -
Principal Funding Sources.....	- 16 -
Reserves and Investment Policy.....	- 16 -
General Reserves.....	- 16 -
Designated Reserves.....	- 16 -
Future Plans.....	- 16 -
Structure, Governance And Management.....	- 17 -
Governing Document.....	- 17 -
Responsibilities of the Trustees.....	- 17 -
Recruitment of New Trustees.....	- 17 -
Appointment of New Trustees.....	- 17 -
Organisational Structure.....	- 17 -
Induction and Training of New Trustees.....	- 17 -
Wider Network.....	- 17 -
Related Parties.....	- 17 -
Reference And Administrative Details.....	- 18 -
Independent Examiners' report to the Trustees.....	- 19 -
Responsibilities and basis of report.....	- 19 -
Independent examiner's statement.....	- 19 -
Statement of Financial Activities (SOFA).....	- 20 -
Balance Sheet.....	- 21 -

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

Notes to the Financial Statements.....	- 22 -
1. ACCOUNTING POLICIES.....	- 22 -
Basis of preparing the financial statements.....	- 22 -
Income.....	- 22 -
Expenditure.....	- 22 -
Governance costs.....	- 22 -
Tangible fixed assets.....	- 22 -
Taxation.....	- 22 -
Fund accounting.....	- 23 -
Hire purchase and leasing commitments.....	- 23 -
Pension costs and other post-retirement benefits.....	- 23 -
2. OTHER TRADING ACTIVITIES.....	- 23 -
3. INVESTMENT INCOME.....	- 23 -
4. CHARITABLE ACTIVITIES COSTS.....	- 23 -
5. NET INCOME/(EXPENDITURE).....	- 23 -
6. TRUSTEES' REMUNERATION AND BENEFITS.....	- 23 -
Trustees' expenses.....	- 23 -
7. STAFF COSTS.....	- 24 -
8. TANGIBLE FIXED ASSETS.....	- 24 -
9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR.....	- 24 -
10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR.....	- 24 -
11. MOVEMENT IN FUNDS.....	- 25 -
11. MOVEMENT IN FUNDS - continued.....	- 26 -
12. RELATED PARTY DISCLOSURES.....	- 26 -
13. RESTRICTED FUNDS.....	- 27 -
14. DESIGNATED FUNDS.....	- 27 -
15. TRANSFERS.....	- 27 -
Detailed Statement of Financial Activities (SOFA).....	Error! Bookmark not defined.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

CHAIR'S MESSAGE 2022-2023

It is a great honour to present to you the annual report of Swan Women's Centre as Chair and on behalf of all of the Trustees. The last 12 months have once again proved the value of having a women's mental health charity firmly established in the Borough of Sefton – we are immensely proud that we have been able to extend our outreach services and establish physical operational base in Southport in the last year.

Unfortunately the demand for mental health services has continued to grow. The cost of living crisis and impact on mental health and relationships has created new demand for our services. We have found that we are dealing not just with more clients but with women who have more complex situations and life stories. We have adapted our ways of working to see more women this year than ever before and worked hard with other agencies in the Borough to assist with crisis management - ensuring counselling services are locally available and to those in most need.

I know what a tremendous relief our service users feel when they see the warm and welcoming doors of the centre open, even if they do not need the support on that day. We recognise the wide range of support services we offer can support and empower women to make positive differences in their lives. That is why we endeavour to offer a holistic supportive environment for women and girls. We also offer and have further strengthened our Befriender service in the last year – this service matches a befriender with a women in the community with friendship and support with every day life challenges to build up confidence and independence.

As a smaller charity we recognise that partnership working is critical to expand our reach and this year we continue to work in partnership with Sefton Women and Children's Aid delivering counselling services for women in Sefton.

Last year we delivered 3501 counselling sessions to 813 women and 411 counselling session to just over 133 young people. This is a remarkable achievement and would not be possible without the dedication of all of the volunteers who make SWAN a fabulous organisation. We have 86 women who volunteer for us. Volunteers provided approximately 8000 hours this year. At minimum wage this equates to a contribution of £84,943.84.

As part of this annual report I would like to thank our funders who show great confidence in our services, ethos and offer.

Our commissioners, funders and donors for the year 22/23 included:

- Lloyds Bank Foundation
- Sefton Council
- John Moores Foundation
- NHS Clinical Commissioning Groups (these became Integrated Care Boards in July 2022).
- Sefton Women and Children Aid (SWACA)
- Sefton CVS
- Alder Hey - NHS
- LCVS
- Community Foundation for Lancashire and Merseyside

At SWAN we are ambitious for our organisation, our community and the women who use our service. We have exciting plans for next year which will include;

- Extending our young women and girls counselling services
- Enhancing our holistic mental health offer with Yoga, Mindfulness and Breathing classes
- Reviewing our approach to communication and promotion of our services
- Achieving accreditation as a Living Wage employer

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

Finally, SWAN would not be able to deliver the support and services to women and girls in Sefton without the dedication of our staff - they are passionately committed to the ethos of the organisation and give more than we could ever repay. As ever we have had some new starters and leavers over the last 12 months and we wish everyone who is part or has been part of the SWAN family our best wishes and thanks.

Trish Hardy
SWAN Women's Centre
Chair of Trustees.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

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 2023. 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

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

The charity is ideally located, in the heart of an economically deprived community with easy access to the women's centre, for all, on foot or travelling by public transport.

All our charitable activities focus on the provision of services and support for women and girls who have experienced or are experiencing poor mental health, due to many different factors 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 improve their mental health, transform their lives and celebrating their true worth.

Paid Staff and Volunteers

We had 8 paid members of staff during the year and 86 volunteers.

Though both staff and volunteers continued to provide support and services from home during the Covid epidemic, we were very pleased to be able to plan for the centre being fully operational again.

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 2023

Significant Activities

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

Volunteering

Volunteers play a vital role in the success of the organisation and our Volunteer Co-ordinator has a lead role in ensuring that volunteers are supported and trained to carry out their roles effectively. We have over 80 volunteers at the charity and they carry out a wide variety of support services including counselling, befriending, trustees, administration, activities etc.

The Reception team consists of 10 volunteers who provide a welcome and a cup of tea for anyone who comes into the centre. These volunteers are the first person that clients and visitors meet and they endeavour to put all of those who use our centre, at ease, immediately. They have vast knowledge of our services as well as what else is also available within the locality. They bring their own knowledge and experience with them.

Our volunteers are trained to ensure that they have an understanding of mental wellbeing but many may have experienced their own mental health challenges. This gives them a great deal of insight and empathy into some of the experiences of those who use our services.

Currently our activity volunteers run groups such as Card Making classes, Knitting group, Ceramics group, as well as a weekly Coffee afternoon.

Our board of Trustees, who are also volunteers, ensure that the charity meets its legal responsibilities as well fulfilling its full potential. They are passionate about the work that they carry out on behalf of women and girls and we appreciate the time and their experience that dedicate freely to the centre.

86 women currently volunteer for the charity.



Volunteer Trustees



Volunteer Receptionist

A Volunteers Perspective

"I became a volunteer after using the services myself. I really wanted to give something back! I really enjoy my role, everyone is very helpful and I feel valued".

"I love supporting the women that come into the centre every week. I know that what I do makes a difference".

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

Befriending

This project is in its 6th year of working with women in the community who experience loneliness, isolation, and who are now ready to re-engage with their local community. Since November 2022, the service has also employed a project worker to work alongside the Co-ordinator.

We recruit volunteer Befrienders who can commit to working alongside the woman, in their community, for up to 12 months. Each woman receiving the service is offered 12 months of support and thus, we request 12 months commitment from each volunteer befriender.

The projects focus has been on helping women build their networks of support, through getting out into the community with the befriender. We hope that at the end of the 12 months of befriending that the individual feels more able to access activities within their community than when they started. The befriender does a number of activities with the client including: walking, going for coffee, joining interest groups, going to the cinema as well as going the gym and swimming. Support can also take the form of attending various appointments and completing of day to day tasks, such as shopping.

This year we recruited and trained 11 new volunteers to act as befrienders. This gives us a total of 25 befriending volunteers across the year.

We have support 41 women throughout the year.

Befriending service Case study

Ms L registered with the centre in November 2019. She has accessed various services and projects during this time. In May 2021 while she was working with another organisation, she requested a befriender. Ms L did not have a typical journey in the sense that she worked with two different befrienders.

Ms L was referred to the service by her social prescriber, as she was struggling with severe depression and anxiety which had led to her not looking after herself or her home. Ms L was isolated and had been living temporarily in respite whilst her home was being cleaned. At her assessment, she outlined her desire to re-engage with the world, sharing her unique interests which gave us plenty to think about when matching her with a volunteer Befriender. Ms L set herself some clear goals, early on in the relationship, amongst which she wanted to start walking through Rimrose Valley. One thing L appreciated about her volunteer – and vice versa – was the humour they shared, even in the toughest of times, and Ms L mentioning this at a review. She felt the volunteer provided the light of humour and calmness too. This helped to build Ms L's confidence in achieving her aims. By her 6 month review, L had achieved her main aim of re-entering the world and wanted to work towards the prospect of employment, showing her growth during the project.

At the end of the project, Ms L felt that she had achieved her aims and more, getting out in the community, regaining her identity and felt better prepared for future endeavours. Ms L commented this was directly down to the relationship she had built with her volunteer, stating it was calming, appreciative, and reciprocal. Ms L intends to volunteer with us at SWAN 6 months after her end date

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

with a view to regaining paid employment in the future, demonstrating a full circle approach that we greatly appreciate!



Impact statement from a woman who uses our Befriending Service

Below is a reflection written by one of women who accessed the Befriending Service

6 Reasons to Recommend the Befriending Service at Swan Women's Centre

It's more successful than online dating! Due to the intuition, insightfulness, and conscious reasoning on the part of the Befriending Service Co-Ordinator I am matched with a perfect for me befriender. Yesterday she finished my sentence, how's that for symbiosis! A mutually beneficial relationship by all accounts.

If you are feeling isolated and are experiencing anxiety and depression the befriending service is a safe resource. My befriender is completely non-judgemental and with gentle positivity is so beneficial to my emotional well-being. She has helped me to build confidence when outside - I actually go outside with her - and I have even managed to take myself solo to the beach which is a real breakthrough.

Professionalism is guaranteed! Due to thorough befriender training you can be sure that your befriender, whilst being so very friendly, kind and patient, always acts with utter professionalism. This helps to ensure that I too consciously follow guidelines, which can only be useful for returning to a job in the future.

At your own pace, you can reach positive goals! There is a real sense of moving forward as my befriender listens and talks through ideas of excursions from week to week. For the first time we ventured out from Waterloo to Formby - that's a first! - And I travelled back home on the bus solo to

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

boot! And together we have agreed a longer term plan of travelling in to the city, which will be a real development that I very much hope will be achieved quite soon!

We can all have off days can't we! There is no need to be nervous or worried about this as your befriender and the befriender service gets it! Sometimes I haven't felt up to doing exactly what we planned for a particular day. So my befriender manages to encourage me to do something, like go for a coffee, at least. And at other times I may not have spoken to anyone for a while so am full on verbal, often not pausing for breath! My befriender is so completely understanding, and patient with this. On the rare occasion that you have to change plans the Swan Women's Centre can get a message to your befriender in time. So whilst there are professional boundaries I feel seen, heard, acknowledged, and completely supported, whatever my mood or level of anxiety.

And that's not all! If you thought that the service is limited to befriending - it's not - there's so much more on offer! The Befriending Service Co-Ordinator often signposts you to additional health and well-being events, offered both within the Centre and beyond. Mentioned really positively, for example 'Lou, there's a group that meets on a Thursday afternoon, why not give it a try, it might really suit you'. So far I have been guided and with support with my confidence, I have enjoyed: person centred counselling; body massage with a bespoke blend of essential oils; women's coffee afternoon; crafting for the winter holiday, learning how to make a pom-pom reindeer; tending to the Centre's flower beds; introduction to their off-site allotment. Other events have also been highlighted including for International Women's Day; community events; political events, suiting my interests.

And most importantly, you can have loads of free cups of tea when you go along to the most welcoming Centre ever. How about that eh!

Adult Counselling Services

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 4 counselling employees including a Counselling and Wellbeing Manager.

Between April 2022 and March 2023,

813 women accessed our counselling service. We provided 3501 counselling sessions.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

Adult Counselling Case Study

Ms P, walked into the centre, very emotional and upset. She asked to see a counsellor. We ensure that we always have a counsellor in the office at all times for situations such as this. The counsellor took Ms P into a private room in order to try to understand what was causing her this amount of distress.

Presenting Issue

Ms P was a teacher at a local school. There had been an incident in school and she had been suspended while the situation was being investigated. She said that she loved her career but was considering a career change due to this situation. She had been to see her GP and had been signed off work due to anxiety and depression. She didn't know what to do next and was concerned about her reputation with her colleagues. Ms P also talked about a situation in her past that had led to her trying to take her own life. Ms P talked about having suicidal feelings related to her current situation but stated that she no longer felt like this. Although, clearly distraught she said that she realised this wasn't an option, She had too many people in her life who needed her. Once this lady was calmer we carried out a risk assessment as well as putting a safety plan together with her.

Support

Ms P was seen by one of our counsellors who has had experience of working with people who have complex mental health issues. We met with her on a weekly basis and provided 10 counselling sessions.

Outcome

She talked about her situation in school but also about her family circumstances. She was able to talk through a number of scenarios related to her circumstances and while she was attending counselling she returned to school for a meeting related to the suspension. She took the opportunity to prepare for her meeting with her counsellor. She said that just having someone to listen and to believe in her made a difference to how she saw herself. She found counselling to be a time that she was able to think about how she looks after her own well-being.

Impact Statement for Counselling client

"I was really down and depressed, however [my counsellor] has helped me to work through many of the issues that historically I have tried to push away. I have started to feel good about myself and I have been feeling more relaxed". I feel that I am able to identify and ask for help when I need some support.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

Teenage Girls Counselling Service (aged 13 years +)

During 2022 – 2023, 133 teenage girls accessed our counselling service

We have been delivering counselling services to teenager girls since 2019 and in the last 4 years we have expanded our services from the women's centre in Litherland to the Family Wellbeing Centre in Southport.

We provide 1:1 counselling sessions to teenage girls in a variety of ways. They can come into the office or we can deliver them online or via telephone.

Young people can self-refer into the services but many referrals come from parents/carers, schools, GPs or other professional who are also working with the family. The service was managed by the Teenage Girls Counselling Coordinator and 11 volunteer counsellors supported the service, throughout the year.

Case Study

L is a college student and her home life has been difficult over the last couple of years. There have been a lot of changes within the family. L's father has moved out and the relationships between her parents, herself and her siblings has been very difficult. She feels that this relationship has deteriorated over the past couple of years.

Presenting issues: L says she has always been an anxious person but her home situation and the uncertainty around the family relationships has exacerbated this. Her anxiety is predominantly linked to extreme fear of being alone at night; she said that she feels it rules her life. Her Early Health worker talked about the counselling service available and she agreed that it may help. After the initial assessment with L, it was clear that she was struggling with a number of aspects of her mental health. When asked what she would like from counselling she said that she wants help to change her negative thought patterns.

The expectations that L puts on herself to achieve are sometimes unrealistic, which can be unhelpful to her feeling of self-worth.

Actions: L was very upset when she attended her first counselling session. After an initial conversation we decided that 'Person Centred' therapy would be beneficial for L. Throughout the sessions we considering other therapeutic tools that may help L to change some of her negative thoughts.

On our first three sessions, we worked on exploring the core of her feelings around her fear and anxiety. We used visual and verbal mental health tools to help L. understand when her fear may have started and how the current situation is helping in maintaining some of those fears. There were a number of incidents in her childhood that may have contributed to her fear.

We worked on building L's resilience in relation to her current family circumstances, the changes she is experiencing and tools that she can use to manage her new normal. We also talked through options that would allow her to grow within that new space.

On week five and six we practiced deep visually guided relaxation to enable L. to work on managing her anxiety and fear. She can use these tools outside of the counselling relationship. We also worked on techniques that L could use to move forward, embedding the resilience she acknowledged that she had, during the counselling sessions.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

Impact statement from teenage counselling client

L. stated that the counselling sessions and deep relaxation has helped her to put certain aspects of her fear into a different frame that she finds useful. L said that she felt that the counselling had enabled her to communicate her anxiety more openly with other as well being able to speak to her parents about her worries.

Support Groups

We deliver two, **Counsellor facilitated**, Support Groups per week.

The aim of the facilitator is 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 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.

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.

They have become a tight knit group. They mutually support each other by sharing their thoughts and feelings and listening to each other's experiences.

During 2022 – 2023, 45 women attended the support group

Case study from a member of the support group

The newest member of the group is aged 53. She lives locally and has a husband and grown up children. She has been struggling with her mental health since Covid. During Covid she was a Manager of an older person's residential care home. She witnessed many deaths in the initial months of Covid and while she continued to work there throughout the pandemic, she has recently resigned from her post. She had been struggling with her mental health for over a year and eventually took time off. She was off work for 6 months and eventually realised that she could not go back to care work.

She feels that she has 'lost herself'. The whole group gave her a warm welcome and she shared experience of deciding to leave care work. Afterwards she commented that she felt the group understood her and that they didn't judge her for leaving her employment. We will continue to support her as long as she needs it.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

Achievement and Performance

Charitable Activities

Groups/Courses and Activities

Peer support groups

- Many of our peer support groups have started off as participants in the counsellor led support groups. However as the individuals become more confident, they no longer require the support of the counsellor but they have developed a very close network with each other. We therefore provide a venue and refreshments which enable them to continue to meet up and support each other. During this period we had 4 Peer Support groups running on a weekly basis.

Womens Empowerment Programme

- Provided by WOMENS' PACT

Business advice

- Provided by The Womens Organisation

Self Esteem Classes

- Provided by in house Counsellor

Art classes

- Provided by Pinto Art.
- Throughout the year we have ran a number of art groups, these are always very popular sessions. It is an opportunity for women to come together and make new friends while creating something that they are very proud of. The final session consists of a display of their art and a celebration in which they can invite family and friends along to view their work.



Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

Community Services

- The charity distributes Food Bank Vouchers to clients who need them on behalf of our local food banks.
- We distribute cold weather on behalf of the local council to clients who meet the criteria.
- We provide a free a family law advice clinic once a month. Provided by Canter Levin & Berg Solicitors.

Fundraising Activities

- We raise funds from a number of crafts that we make in the centre. The card making group sell cards that they make, within the centre. The knitting group knits items for sale at Christmas and Easter. Ex Christmas tree decorations, Easter bunnies.
- A number of clients have carried out fund raising activities for us this year including: skydiving and Liverpool 10K.

Donations

- Sefton Mayor – Charity of the year donation.
- We have a number of organisations who make a donation to the centre on a yearly basis. These are often without any prompt from the charity.
- Friends and supporters often name the charity as their preferred option for celebration donations.
- We have had a number of small donations left to us by ex-clients who have passes away.
- We occasionally receive small donations from clients at the end of their counselling.
- We continue to receive regular direct debit donations from regular supporters via Local Giving. We thank all of those who, despite often having limited financial resources themselves, continue to prioritise a donation to the women's centre.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

FINANCIAL REVIEW

Principal Funding Sources

The charity's principal funding sources are Southport and Formby and South Sefton Clinical Commissioning Groups (now Integrated Care Board NHS) and Sefton Council. A core funding grant from Lloyds Bank Foundation has enabled us to develop the organisation, people and services. John Moores Foundation has provided us with 2 years funding contribution towards the Befriending Project along with Eleanor Rathbone Charitable Trust. We work in partnership with Sefton Women and Children's AID (SWACA) to deliver a counselling service for women experiencing domestic abuse. Sefton CVS spot purchases counselling services from us too.

Reserves and Investment Policy

The trustees have identified financial risk resulting from continuing changes to government funding policies; grants and trusts are experiencing an increasing high volumes of applications which impacts on the number of successful applications, 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, leasing 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 £164,621. Unrestricted reserves amounted to £101,759.

Designated Reserves

The trustees felt it was prudent and a matter of best practice to designate a proportion of these reserve to ensure that the charity met its contractual redundancy costs and other liabilities in the event there was a decrease or withdrawal of regular income and the charity found it unable to continue. This amounts to £45,000.

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

In the last couple of years the demand for counselling services has increased by almost 50%. We have therefore adopted new ways of working to ensure that our resources and the time available to staff and volunteers, is used in the most effective way. One of the changes we have made involves providing online and telephone counselling services as well as face to face counselling. We have also invested in technology which has helped us to reduce the amount of time we spend carrying out administration tasks for the services.

The charity will continue to look for opportunities to further develop and expand the services that we deliver, according to need. We will seek to develop new partnerships as well as maintaining the strong relationships that we have with current partners. The focus of which is expanding the services that we provide for women and teenage girls.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

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 experience that will be of value to the organisation.

Appointment of New Trustees

All new Trustees complete a formal application with references are followed up before 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 responsibility for staff. The Chief Executive 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 the understanding of the 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 have a key role in Sefton Healthwatch, Sefton Council Overview and Scrutiny Committee (Children's Services) as well as Sefton 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 ICB.

Related Parties

SWAN has a wide range of stakeholders including: people who use our services, commissioning bodies such as Local Authorities and Clinical Commissioners, members of grant making trusts, 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 and teenage girls who experience poor mental health.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02720502

Registered Charity number

1011971

Registered office

Former Litherland Library Linacre Road, Litherland
Liverpool Merseyside L21 6NR

Trustees

- Mrs J Anderton (resigned 9.5.22)
- Ms C Wallis
- Mrs P Hardy
- Ms S A Oldnall
- Ms A Horsfield
- Miss B Kent
- Miss A K Farrell (appointed 18.5.22)
- Mrs L Mock (appointed 17.5.22)
- Miss L Williams (appointed 23.5.22)
- Miss A Tee (appointed 31.1.23)

Chief executive officer

- Ms K Christie

Independent Examiner

Suzanne Draper FCCA ACA
ACCA, ICAEW
SB&P Chartered Accountants
Oriol House 2/8 Oriol 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 5th September 2023 and signed on its behalf by:



Mrs P Hardy – Chair of Trustees

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

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 2023.

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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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:

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: 6/9/2023

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2023**

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		17,500	73,088	90,588	42,964
Charitable activities					
Women's support services		-	132,136	132,136	130,760
Other trading activities	2	8,278	3	8,281	20,491
Investment income	3	242	-	242	12
Other income		26,004	-	26,004	32,943
Total		52,024	205,227	257,251	227,170
EXPENDITURE ON					
Raising funds		-	-	-	
Charitable activities					
Women's support services	4	36,569	206,973	243,542	248,160
Total		36,569	206,973	243,542	248,160
NET INCOME/(EXPENDITURE)		15,455	(1,746)	13,709	(20,990)
Transfers between funds	11	10,506	(10,506)	-	-
Net movement in funds		25,961	(12,252)	13,709	(20,990)
RECONCILIATION OF FUNDS					
Total funds brought forward		127,796	23,116	150,912	171,902
TOTAL FUNDS CARRIED FORWARD		153,757	10,864	164,621	150,912

The notes form part of these financial statements

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

BALANCE SHEET

Balance Sheet
31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
FIXED ASSETS					
Tangible assets	8	964	-	964	10,721
CURRENT ASSETS					
Debtors	9	286	5,766	6,052	967
Cash at bank and in hand		157,727	8,223	165,950	152,355
		158,013	13,989	172,002	153,322
CREDITORS					
Amounts falling due within one year	10	(5,218)	(3,127)	(8,345)	(13,131)
NET CURRENT ASSETS		152,795	10,862	163,657	140,191
TOTAL ASSETS LESS CURRENT LIABILITIES		153,759	10,862	164,621	150,912
NET ASSETS		153,759	10,862	164,621	150,912
FUNDS	11				
Unrestricted funds				153,759	127,796
Restricted funds				10,862	23,116
TOTAL FUNDS				164,621	150,912

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 date:

5th September 2023

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



Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

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 2023 will be a surplus of between £10,000 and £15,000.

Looking towards the year ending 31 March 2023, and again, subject to the regular grant providers (ICB) 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 Integrated Commissioning Board 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. This includes any trustee expenses or administration costs for the board.

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 2023

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

	31.3.23	31.3.22
	£	£
Fundraising events	2,553	15,730
Room hire	5,728	4,761
	8,281	20,491
	8,281	20,491

3. INVESTMENT INCOME

	31.3.23	31.3.22
	£	£
Deposit account interest	242	12
	242	12
	242	12

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs	Totals
	£	£	£
Women's support services	196,989	46,553	243,542
	196,989	46,553	243,542

5. NET INCOME/(EXPENDITURE)

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

	31.3.23	31.3.22
	£	£
Depreciation - owned assets	10,067	9,882
Hire of plant and machinery	1,485	2,112
	11,552	12,000
	11,552	12,000

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

7. STAFF COSTS

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

	31.3.23	31.3.22
Staff	8	9
	8	9

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 £
COST				
At 1 April 2022	66,877	10,160	6,671	83,708
Additions	-	150	160	310
At 31 March 2023	66,877	10,310	6,831	84,018
DEPRECIATION				
At 1 April 2022	57,323	9,785	5,879	72,987
Charge for year	9,554	156	357	10,067
At 31 March 2023	66,877	9,941	6,236	83,054
NET BOOK VALUE				
At 31 March 2023	-	369	595	964
At 31 March 2022	9,554	375	792	10,721

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade debtors	5,766	60
Prepayments and accrued income	286	907
	6,052	967

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade creditors	681	4,888
Pension	696	
Other creditors	691	2,434
Social security and other taxes	2,401	2,650
Accrued expenses	3,876	3,159
	8,345	13,131

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

11. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	112,796	8,457	(19,494)	101,759
Contingency fund (designated)	15,000	-	30,000	45,000
Johnson Family Trust	-	6,000	-	6000
Mayor of Sefton	-	1000		1000
	127,796	15,457	10,506	153,759
Restricted funds				
Sefton Council	-	127	-	127
Lloyds Bank Foundation	15,116	(19,303)	4,187	-
John Moores Foundation	-	(3,456)	3,456	-
Allotment Project	-	191	-	191
Sefton CVS	8,000	(2,700)	(5,300)	-
NHS CCG's	-	12,259	(7,915)	4,344
SWACA	-	11,134	(4,934)	6,200
	23,116	(1,748)	(10,506)	10,862
TOTAL FUNDS	150,912	13,709	-	164,621

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	45,024	(36,567)	8,457
Johnson Family Fund	6,000	-	6,000
Mayor of Sefton Fund	1,000	-	1,000
Restricted funds			
John Moores Foundation	10,001	(13,457)	(3,456)
Lloyds Bank Foundation	27,250	(46,553)	(19,303)
Sefton Social Services	49,851	(49,724)	127
NHS CCG's	82,286	(70,027)	12,259
Allotment Project	1,500	(1,309)	191
SWACA	21,200	(10,066)	11,134
Community Foundation	4,947	(4,947)	-
Sefton CVS	(1,700)	(1,000)	(2,700)
Alder Hey	9,892	(9,892)	-
	205,227	(206,975)	(1,748)
TOTAL FUNDS	257,251	(243,542)	13,709

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	104,493	8,303	-	112,796
Contingency fund (designated)	15,000	-	-	15,000
	<u>119,493</u>	<u>8,303</u>	<u>-</u>	<u>127,796</u>
Restricted funds				
Lloyds Bank Foundation	33,000	(17,884)	-	15,116
Eleanor Rathbone	10,000	(5,000)	(5,000)	-
SWACA	9,409	(9,409)	-	-
Sefton CVS	-	8,000	-	8,000
Young women project	803	(803)	-	-
MIND	9,106	(5,331)	(1,667)	2,108
Rathbone Management Trust	-	(5,000)	5,000	-
	<u>52,409</u>	<u>(29,293)</u>	<u>-</u>	<u>23,116</u>
TOTAL FUNDS	<u>171,902</u>	<u>(20,990)</u>	<u>-</u>	<u>150,912</u>

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

	Incoming resources £	Resources Movement expended £	in funds £
Unrestricted funds			
General fund	53,845	(45,542)	8,303
Restricted funds			
Lloyds Bank Foundation	-	(17,884)	(17,884)
Rathbone Management Trust	-	(5,000)	(5,000)
Sefton Council	49,850	(49,850)	-
NHS CCG's	80,910	(80,910)	-
John Moores Foundation	10,000	(10,000)	-
Eleanor Rathbone	-	(5,000)	(5,000)
Rosa Foundation	3,264	(3,264)	-
SWACA	7,000	(16,409)	(9,409)
Sefton CVS	22,301	(14,301)	8,000
	<u>173,325</u>	<u>(202,618)</u>	<u>(29,293)</u>
TOTAL FUNDS	<u>227,170</u>	<u>(248,160)</u>	<u>20,990</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

Report of the Trustees & Financial Statements for the Year Ended 31 March 2023

13. RESTRICTED FUNDS

Sefton Social Services

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

NHS CCG's (ICB)

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

Young women project

A grant awarded to benefit women to make a tangible and long term difference to their health, well being, confidence and social economic activity.

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 persons.

Community Fund - SWACA

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 Bootle.

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

During the year, £7,643 has been transferred from the General Fund to Restricted Fund to cover overspend of restricted monies.

During the year, £22,493 has been transferred from Restricted Fund to General Fund to contribute towards the management charge.