

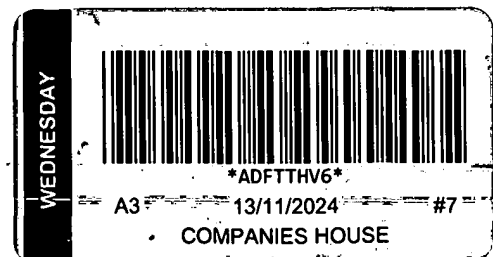
**FIRST STEPS WOMEN'S CENTRE**  
**(A company limited by guarantee)**

**Report and Financial Statements**  
**Year ending 31 March 2024**

**Company number: NI 066869**

**Charity Commission Number: NIC 101 202**

**Charity number: XR27582**



# FIRST STEPS WOMEN'S CENTRE

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# **FIRST STEPS WOMEN'S CENTRE**

## **MISSION STATEMENT**

Supporting women's wellbeing, personal and professional development

# **FIRST STEPS WOMEN'S CENTRE**

## **Resilience and Renewal: Thriving Through Adversity**

### **Introduction**

As Chairperson of First Steps Women's Centre, it is with immense pride and gratitude that I present this year's Annual Report. The past year has been one of extraordinary challenges, yet it has also been a year of remarkable resilience and renewal. Despite facing a 50% reduction in our funding and the difficult decision to reduce our staff by one-third in March 2023, we have emerged stronger, more united, and more committed than ever to our mission of empowering women through our Wellbeing, Life Skills, and Employability programmes.

### **Overcoming Adversity**

The loss of 50% of our funding in March 2023 was a significant blow. It forced us to make difficult decisions, including the reduction of our staff by a third. This was not an easy time for any of us; however, in the face of these challenges, our team displayed incredible resilience. The board and staff came together, pooling their collective wisdom, experience, and creativity to navigate through this storm.

Our immediate priority was to secure additional funding and I am delighted to report that, through the tireless efforts of our team, we succeeded in securing new funding equivalent to the amount we had lost. This was a crucial achievement that not only stabilised our operations but also allowed us to continue delivering and expanding our services.

### **Strategic Planning**

Despite the loss of funding and one-third of staff, the Board and Senior Management Team felt it necessary to revisit our strategic objectives. This was completed by end of May 2023, just 2 months after staff redundancies and the end of the European Social Fund programme.

### **Programme Successes**

Despite the financial and staffing challenges, this year has been one of our most successful in terms of programme delivery and outcomes. Our Wellbeing programme, funded through the Lottery and entitled VERA's Project (Valued, Empowered, Resilient, Assisting, Supporting) continued to provide vital support to women, helping them to build confidence, manage stress, and improve their mental and physical health. The feedback from participants has been overwhelmingly positive, with many reporting significant improvements in their quality of life.

Our Life Skills programmes also thrived, with record numbers of women enrolling in English for Speakers of Other Languages (ESOL) courses designed to enhance their personal and practical skills. From Pre-ESOL to Improving Your English, these courses have empowered women to take greater control of their lives and achieve their goals.

This year, we also launched our new Employability programme, which has quickly become a cornerstone of our services. This programme is designed to support women in gaining the skills, confidence, and experience they need to enter or re-enter the workforce. The success stories from this programme have been truly inspiring, with many participants securing meaningful employment and others embarking on further education or training.

# FIRST STEPS WOMEN'S CENTRE

## Gratitude and Acknowledgements

None of this would have been possible without the dedication, passion, and hard work of our staff and board members. Their unwavering commitment to our mission has been the driving force behind our success. I would also like to extend my deepest gratitude to our funders, partners, volunteers, tutors, and supporters. Your belief in our work and your generous contributions have enabled us to continue making a difference in the lives of the women we serve.

Finally, I want to acknowledge the incredible women who participate in our programmes. Your courage, determination, and resilience are at the heart of everything we do. We are honoured to be part of your journey and are inspired by your achievements.

## Looking Ahead

As we look to the future, we do so with renewed confidence and optimism. We have shown that even in the face of significant adversity, we can adapt, innovate, and thrive. Our focus in the coming year will be on building on our successes, exploring new opportunities for growth, and continuing to provide high-quality, impactful services to the women who rely on us.

In conclusion, the past year has proven that First Steps Women's Centre is more than just a service provider; we are a community, a lifeline, and a source of hope for many. Together, we have weathered the storm, and together, we will continue to make a lasting impact on the lives of women in our community.

Thank you.



Maria McGilly,

**Chairperson**

# **FIRST STEPS WOMEN'S CENTRE**

## **Chief Executive's Report April 2023 - March 2024**

### **Resilience in Action: A Year of Growth, Unity, and Impact**

#### **Introduction**

As CEO of First Steps Women's Centre, it is with great pride and gratitude that I present this Annual Report. This past year has been one of profound challenges and incredible successes. Despite the loss of 50% of our funding, our organisation has not only persevered but thrived. Through strategic partnerships, the tireless efforts of our team, and the unwavering support of our community, we have managed to increase and expand our services and deepened our impact. This report will highlight our key achievements, the resilience of our team, and our vision for the future.

#### **Overcoming Financial Challenges**

The year began with the significant challenge of losing 50% of our funding when the European Social Fund programme ceased in March 2023. The Centre lost 5 staff with over 60 years' experience. This could have severely impacted our ability to deliver critical services to the women who rely on us. However, through the collaborative efforts of our leadership team, including the Chairperson, Finance Manager, and Board of Directors, we navigated this crisis with determination and strategic thinking.

Our first success in overcoming this financial hurdle came through securing Lottery funding, which revitalised our Wellbeing programme. Thanks to this crucial support, we excelled in our outreach, recruiting 283 women and offering 43 diverse courses. These courses created a total of 429 places, empowering women with the tools and support needed to enhance their mental, physical, and emotional wellbeing.

#### **Expansion of Services: The Employability Programme**

In August 2023, we launched our new Employability programme in partnership with South West College. This initiative has proven to be a significant addition to our service offerings, particularly for women from economically inactive backgrounds. The programme has not only met but exceeded all of its initial targets, helping 15 women secure meaningful employment, a milestone that underscores our commitment to fostering independence and empowerment.

A key driver of this programme's success has been the innovative contributions of a highly creative new staff member. Their fresh perspective and dynamic approach have invigorated the team, resulting in innovative strategies that have directly contributed to the programme's early success.

#### **Community Relations Programme Successes**

This year also saw the flourishing of our Community Relations Programme, supported by funding from The Executive Office (TEO) & Choice Housing. One of the standout events was the hosting of a highly successful Human Library, where participants could "borrow" people instead of books and engage in meaningful conversations aimed at challenging stereotypes and fostering understanding.

## **FIRST STEPS WOMEN'S CENTRE**

In addition to this, our Centre hosted a series of cultural programmes and celebrations during the Christmas season, which brought together individuals from diverse backgrounds in a spirit of unity and celebration. These events have strengthened our ties with the community and underscored the importance of inclusion and cultural exchange.

### **Life Skills**

Our Life Skills programmes and services continues, alongside our Wellbeing programmes, to be the bedrock of all that we do. FSWC organised 5 ESOL (English for Speakers of Other Languages) and two additional literacy courses. Altogether over 125 women were recruited for these programmes. This may seem like an anomaly considering Brexit but the Centre has seen a surge in demand from local migrant women to come and gain a qualification in ESOL.

### **Support That Is the Difference**

I cannot conclude this report without mentioning the sterling work of our creche, minibus and counselling staff. These staff are the nuts and bolts of the success of the Centre. They are the ones who provide the glue that enables women to come and find what they need. Without the minibus many, many women would be unable to attend. Our Childcare team has registered 107 children and hosted 10 different migrant nationalities.

FSWC also provides a Counselling service which has been augmented by two student volunteers at times during the year. Demand continues to grow for counselling.

### **International Women's Day 2024**

A highlight of this year was our celebration of International Women's Day in March 2024. We were honoured to welcome Alina Gawhary, an exiled artist from Afghanistan, as our guest of honour. Alina's story of resilience and courage in the face of the Taliban government moved everyone in attendance. She shared her powerful artwork, which conveyed her experiences and the struggles of women in her homeland. The event was deeply emotional, drawing a large crowd of supporters who came together to show their solidarity with women around the world facing oppression.

### **Steadying the Ship: Leadership and Team Morale**

Throughout these challenges and successes, the resilience of our organisation has been evident. The steady guidance provided by our leadership team, comprising of the Chairperson, Finance Manager, Board of Directors, and myself, has been instrumental in navigating the complex landscape of reduced funding and expanding demand for services. Together, we have managed to stabilise our finances, maintain the quality of our programs, and continue making a positive impact in our community.

Equally important has been the morale and dedication of our staff. Despite the pressures of financial constraints and program expansion, our team has remained positive, motivated, and deeply committed to our mission. We recognised the importance of maintaining this high morale and prioritised team building activities throughout the year. Our Christmas celebrations were a time for reflection, gratitude, and celebration of our collective achievements.

## FIRST STEPS WOMEN'S CENTRE

### Looking Ahead

As we look to the future, we do so with a deep sense of optimism and a renewed commitment to our mission. The challenges of this past year have only strengthened our resolve. We will continue to seek out new opportunities to expand our services, foster community relations, and support the women who rely on us to take the first steps towards brighter futures.

In conclusion, I want to express my deepest thanks to our staff, board members, funders, tutors, partners, and the women we serve. Your unwavering support and dedication have made this year's successes possible. Together, we have proven that with resilience, creativity, and community, we can overcome any obstacle and achieve great things.

### Thanks



Michael McGoldrick

Chief Executive

# FIRST STEPS WOMEN'S CENTRE

## Report of the trustees for the year ending 31 March 2024

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2008, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

### Our purposes and activities

**Charity's Vision:** *Confident, Resilient, Empowered Women .*

**Charity's Mission:** *Supporting women's wellbeing, personal and professional development*

### Charity's Values:

- We value integrity, honesty and recognise our unique contribution
- We welcome all equally
- We value accountability and promote quality through continued reflection and improvement
- We use a person-centred approach, realising individual potential

### Our own constitution states that our objects include the:

- (a) relief of unemployment among women in such ways as may be thought fit, including assistance to find employment;
- (b) advancement of education, training or retraining and providing unemployed women with work experience;
- (c) provision of recreational facilities for women or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need of such facilities;
- (d) preservation and protection of health of women and the provision of childcare.
- (e) development of the capacity and skills of women in the area to benefit in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society;
- (f) promotion of social inclusion, equality of opportunity and good relations across all diversity strands, including race, ethnicity, age, sexual orientation, religion and disability and to encourage diversity.
- (g) establishment or securing the establishment of a centre, and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects, and;
- (h) promotion of all or any objects for the benefit of women who live in Mid Ulster (the "area of benefit") which now or hereafter may be deemed by law to be charitable.

As an integral part of the Mid Ulster community and voluntary sector the Charity continues to focus on the personal development of women for the benefit of the wider community. The charity also has the general aim of contributing to the quality of life of the women in our community by expanding their horizons through the provision of exciting, challenging and accessible educational courses.

## **FIRST STEPS WOMEN'S CENTRE**

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commissions guidance on 'Public Benefit: Running a Charity (PB2)'. The Centre relies on grant income to cover its operating costs.

We endeavour to encourage all within our community to take part in our courses and programmes. The strategies employed to achieve the charity's aims and objectives are to:

- present a range of courses for the enjoyment and advancement of education to women in our community;
- offer opportunities for women in our community to get involved in exploring their creative powers;
- provide facilities for women and children to develop;
- celebrate the diversity of cultures in our society by programming courses by, and with, tutors of different cultural backgrounds.

### **Financial review**

The income and expenditure for the year is detailed in the accounts.

A major financial concern for the Centre as with any charity will be the ongoing financial sustainability from funding in the years to come. The trustees are aware of the need to maintain free reserves, especially in the current economic climate. Continual fund raising will be necessary to retain sufficient levels of reserves.

We would like to acknowledge the continued support of our funders as referred to in note 4 in the accounts. It is important to recognise that their funding really does make an impact. It contributes to improve confidence and prepares women to become empowered.

The income for the year was £406K of which £394K was received as grant funding. The expenditure of £443K is expended on charitable activities.

The balance of funds at 31 March 2024 was £702K of which £370K was unrestricted income of which £150K designated funds and £174K restricted funds.

### **Reserves policy and Plans for the future**

Reserves are needed to bridge the gap between the spending and receiving of income as well as to cover unplanned emergency repairs and other expenditure. The trustees consider that the ideal level of reserves at 31<sup>st</sup> March 2024 would be £150k. These are unrestricted income funds freely available for use as the charity so determines and excludes any funds committed to revenue expenditure or to be invested in tangible fixed assets.

The European Social Fund (ESF) programme in Northern Ireland ended 31 March 2023, leaving a huge funding gap in the community. There was a promise made by the UK Government that ESF funding would be replaced pound for pound. This replacement funding, known as UK Shared Prosperity Fund (UKSPF) came online in April 2024. However, it has become clear that it is not a 100% replacement of the ESF Funding. The damage to community and voluntary infrastructure due to the loss of ESF funding (a loss of £27.3million annually within NI) is massive.

By March 31, 2024, FSWC had £200k in place for the year 2024-25. This equated to 40% of the annual funding. FSWC sought to identify alternative funding from a number of different sources. These included Peace Plus and the UKSPF. FSWC was fortunate to receive £259.5k over two years from UKSPF and £485k over five years from the Lottery

## FIRST STEPS WOMEN'S CENTRE

First Steps Women's Centre receives core salary funding for 4 part time posts from the Department for Communities, and has done for almost 20 years, with current funding confirmed until March 2025.

The trustees have a reasonable expectation that this funding will be extended; however, they are also taking steps to mitigate the risk of non-renewal funding by seeking alternative funding sources and exploring additional income streams. The trustees have also assessed the extent to which activities and expenditures may need to be scaled back if necessary.

The trustees, having reviewed the financials of the Centre, had considered that with future reduced available resources the Centre would have to consider operating on a 3-day week albeit with a potential reduced capacity. The trustees and staff and volunteers recognised the impact this would have on the users of the Centre, their families, staff and wider community. There was concern over potential reductions in the levels of Wellbeing, Life Skills and IT programmes. Services such as our Creche and minibus transport, Hygiene Bank and Benefit Checking Service would also be reduced

Fortunately these measures were not required. With current worldwide events, and its impacts being felt globally, First Steps Women's Centre is helping displaced families in providing a nourishing environment to feel secure and grow in confidence to enable them to integrate in our community. The importance of contributions from centres like ourselves should never be allowed to be underestimated or go unrecognised. Experience and feedback are indicators of the immeasurable value that FSWC has contributed to users and their families, and like all women who have attended this centre, we at FSWC, will never give up and will strive to ensure that we can continue to operate a 5-day week.

FSWC will continue to seek to build up reserves and to attract funding from other nongovernmental sources.

The Trustees have examined the charity's requirements for reserves considering the main risks to the organisation and established a formal policy which stipulates that free reserves be maintained at a level which ensures that the charity's core activity could continue during a period of unforeseen difficulty. Free reserves are defined by the Trustees as unrestricted income funds freely available for use as the charity so determines and thereby excludes any funds committed, invested in tangible fixed assets held by the charity and restricted or designated funds.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to a minimum to three month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Based on the year ended 31 March 2024 projected expenditure (excluding depreciation and non-recurring costs) of £425K, the target level of designated reserves is £150K. Free reserves of the charity as at 31st March 2024 are £325K of which £150K has already been designated to reserves. The Trustees are pleased to confirm that the charity is compliant with its reserves policy. The Trustees continue to strive to maintain a general level of reserves in accordance with their policy so that they will be able to continue the current activities of the charity.

## FIRST STEPS WOMEN'S CENTRE

### Reference and administrative details

Registered Office: 21a William Street, Dungannon, Co Tyrone, BT70 1DX.

### Our advisers

Auditor; E A Grimley & Co Limited, 16 Clonoe Village Business Park, 98 Washingbay Road, Clonoe  
Dungannon, Co Tyrone, BT71 4PU  
Bankers; Danske Bank Limited, Market Square, Dungannon, Co Tyrone  
Solicitors; P Haughey, William Street, Dungannon, Co Tyrone BT70 1DX

### Key management personnel First Steps Women's Centre: Trustees' and Directors

#### Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law.  
The trustees and officers serving during the year and since the year end were as follows:

|           |                    |           |                  |
|-----------|--------------------|-----------|------------------|
| Chair:    | Maria McGilly      |           |                  |
| Treasurer | Nicola Quinn       |           |                  |
|           | Paula Smyth        |           |                  |
|           | Wendy Wigton       |           |                  |
|           | Eleanor McGilly    |           |                  |
|           | Marli Wilson       |           |                  |
|           | Siobhan Wallace    | resigned  | 22 November 2023 |
|           | Katalin Hajdu      | resigned  | 22 November 2023 |
|           | Edel Cunningham    | resigned  | 23 April 2024    |
|           | Maria Campbell     | appointed | 23 April 2024    |
|           | Christine Davidson | appointed | 23 April 2024    |
|           | Svitlana Sukar     | appointed | 23 April 2024    |

#### Key management personnel:

Senior managers of First Steps Women's Centre:

Chief Executive Officer: Michael McGoldrick

### Structure, Governance and Management

#### Governing Document

First Steps Women's Centre is a Company Limited by Guarantee governed by its Memorandum and Articles of Association updated on 6 October 2021.

It is a registered charity with the Charity Commission Northern Ireland. The registration number is NIC 101 202.  
The charity was registered as a charity under the Corporation Taxes Act 1988, registration number XR 27582. First

## **FIRST STEPS WOMEN'S CENTRE**

Steps Women's Centre is registered with the Financial Conduct Authority. The registration number is FRN:618755.

### **Appointment of trustees**

As set out in the Articles of Association the maximum Board members shall be 10 and the minimum number 5. One third of the members shall be co-opted by way of public advertisement. All members are circulated with invitations to nominate trustees prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM. When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed.

### **Trustee induction and training**

New trustees undergo an orientation session to brief them on: their legal obligations under charity and company law, the Charity Commission guidance on public benefit, and inform them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity.

Any person wishing to become a board member must apply in writing for approval by the Trustees. It is a requirement that the board members attend an induction process covering good governance. During the induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

### **Organisation**

The board of trustees, which can have up to 10 members, administers the charity. The charity is managed by the Trustee Board, which meets at least 6 times per year.

The charity CEO liaises between meetings with the Chair and Treasurer to ensure the smooth running of the organisation.

To facilitate effective operations, the CEO has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment.

### **Related parties and co-operation with other organisations**

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee and senior manager of the charity with a funder must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

### **Pay policy for senior staff**

The rates of pay are in line with the NJC scale.

## **FIRST STEPS WOMEN'S CENTRE**

### **Risk management**

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity may face
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the CEO to ensure sufficient working capital by the centre.

Attention has also been focussed on non-financial risks arising from fire, health and safety staff, volunteers and clients. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place and regular awareness training for staff working in these operational areas.

### **Trustees' responsibilities in relation to the financial statements**

The charity trustees (who are also the directors of the First Steps Women's Centre for the purposes of company law) are responsible for preparing the trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

## FIRST STEPS WOMEN'S CENTRE

### Statement as to disclosure to our auditors

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information of which the charitable company's auditor is unaware, and
- the trustees, having made enquiries of fellow directors have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

### Auditors

E A Grimley & Co are deemed to be reappointed in accordance with section 487(2) of the Companies Act 2006.

This report was approved by the board of trustees and signed on its behalf by the chairperson



**Maria McGilly,**  
**(Chairperson)**

**Dated: 16 October 2024**

## FIRST STEPS WOMEN'S CENTRE

### Independent Auditor's report to the members of First Steps Women's Centre

#### Opinion on financial statements

We have audited the financial statements of First Steps Women's Centre (the 'charity') for the year ended 31 March 2024 which comprise the statement of Financial Activities, statement of financial position, and related notes including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In my opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, in the circumstances set out in note 22 to the financial statements, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are sections of this report.

#### Other Information

The other information comprises the information included in the annual report, other than the accounts and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have

## **FIRST STEPS WOMEN'S CENTRE**

### **Independent Auditor's Report (Continued)**

performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' report for the financial period for which the accounts are prepared is consistent with the accounts; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Trustees and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for my audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and the returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations I require for our audit.
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

### **Responsibilities of Trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the Trustees, who are also directors of the charity for the purposes of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with

## **FIRST STEPS WOMEN'S CENTRE**

### **Independent Auditor's Report (Continued)**

ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

The objectives of our audit in respect of fraud, are: to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charitable company.

Based on our understanding of the charitable company and its operating environment, we determined that the most significant frameworks which have a direct impact on the preparation of the financial statements are those related to the reporting framework, (FRS 102, the Charities Act (Northern Ireland) 2008, The Charities (Accounts and Reports) Regulations (Northern Ireland) 2015, the Charity SORP and the Companies Act 2006). Additionally, we concluded that there are significant laws and regulations in relation to the company's charitable status and activities of which non-compliance may have a material effect on the financial statements.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including how fraud might occur, including evaluating management's incentives and opportunities to manage earnings or influence the reported results. From the results of our assessment, we determined that the principal risks of fraud relate to posting inappropriate journal entries and use of charity funds for purposes outside of restrictions imposed by the donor. In common with all audits under ISAs (UK), we are required to perform specific procedures to respond to the risk of management override.

#### **Audit response to risks identified**

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. Audit procedures performed by the engagement team included:

- We obtained an understanding of the charitable company's internal control systems in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charitable company's internal control.
- We obtained an understanding of how the charitable company complies with relevant laws and regulations, including those as a result of its registration with the Charity Commission for Northern Ireland and charitable status with HM Revenue & Customs, by making enquiries of management and those charged with governance.
- Enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims.
- Enquiry of entity staff to identify any instances of non-compliance with laws and regulations.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud
- Reviewing minutes of meetings of those charged with governance

## FIRST STEPS WOMEN'S CENTRE

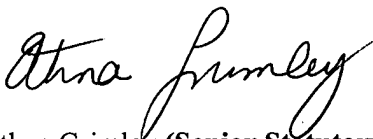
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- We test the completeness of income to address the risk of fraud in relation to revenue recognition
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions that are unusual or outside the normal course of business.
- Auditing the risk of use of charity funds outside of restrictions imposed by the donor by review of funding letters of offer to identify restrictions, and review of funding claims prepared by management to check compliance with restrictions.

We communicated relevant laws and regulations and potential fraud risks to all engagement team members, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit. There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment through collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 (Section 495) of the Companies Act 2006 and regulations made under that Act. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.



Ethna Grimley (Senior Statutory Auditor)  
for and on behalf of E A Grimley & Co Limited

Chartered Accountants and Statutory Auditor

Dated 16<sup>th</sup> October 2024

16 Clonoe Village Park  
98 Washingbay Road,  
Clonoe, Dungannon,  
Co. Tyrone,  
BT71 4PU

## FIRST STEPS WOMEN'S CENTRE

### Statement of Financial Activities (including income and expenditure account) for year ending 31 March 2024

|  | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | 2024<br>Total<br>Funds<br>£ | 2023<br>Total<br>Funds<br>£ |
|--|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>Income:</b>   |       |                            |                          |                             |                             |
| <i>Activities for generating funds</i>                                 |       |                            |                          |                             |                             |
| Donations and Legacies   | 3     | 11,550                     |                          | 11,550                      | 14,502                      |
| <i>Income from charitable activities:</i>                              |       |                            |                          |                             |                             |
| Grant Income   | 4     |                            | 394,013                  | 394,013                     | 515,841                     |
| Capital Grants   |       |                            | -                        | -                           | 1,947                       |
| <i>Investment income</i>   | 5     | 982                        |                          | 982                         | 1,022                       |
| <b>Total income</b>  |       | <b>12,532</b>              | <b>394,013</b>           | <b>406,545</b>              | <b>533,312</b>              |
| <b>Expenditure</b>   |       |                            |                          |                             |                             |
| <i>Expenditure on charitable activities:</i>                           |       |                            |                          |                             |                             |
| Expenditure  | 6     | -                          | 443,179                  | 443,179                     | 560,229                     |
| <b>Total expenditure</b>   |       | <b>-</b>                   | <b>443,179</b>           | <b>443,179</b>              | <b>560,229</b>              |
| <b>Net income/(expenditure) and net movement in funds for the year</b> |       | <b>12,532</b>              | <b>(49,166)</b>          | <b>(36,634)</b>             | <b>(26,916)</b>             |
| <b>Transfer between Funds</b>  |       | <b>(3,777)</b>             | <b>3,777</b>             | <b>-</b>                    | <b>-</b>                    |
| <b>Reconciliation of funds</b>   |       |                            |                          |                             |                             |
| Total Funds brought forward  |       | 324,073                    | 415,291                  | 739,364                     | 766,280                     |
| <b>Total funds carried forward</b>                                     |       | <b>332,828</b>             | <b>369,902</b>           | <b>702,730</b>              | <b>739,364</b>              |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**The notes on pages 22 to 34 form an integral part of these financial statements**

# FIRST STEPS WOMEN'S CENTRE

## Statement of Financial Position (balance sheet)

as at 31 March 2024

|                                  | Notes     | 31/03/2024<br>£ | 31/03/2023<br>£ |
|----------------------------------|-----------|-----------------|-----------------|
| <b>Fixed Assets</b>              | <b>12</b> | 319,673         | 349,454         |
| <b>Current Assets</b>            |           |                 |                 |
| Grant Income Receivable          | 13        | 75,055          | 45,359          |
| Prepayments                      |           | 2,910           | 5,401           |
| Bank                             |           | 312,688         | 344,427         |
| <b>Total Current Assets</b>      |           | <b>390,653</b>  | <b>395,187</b>  |
| <b>Current Liabilities</b>       | <b>14</b> |                 |                 |
| Credit Card                      |           | 221             | 1,505           |
| Other wages Costs                |           | 546             | -               |
| Accruals                         |           | 6,828           | 3,772           |
| <b>Total Current Liabilities</b> |           | <b>7,595</b>    | <b>5,277</b>    |
| Net Current Assets (CA _CL)      |           | 383,058         | 389,909         |
| Net Assets                       |           | <b>702,731</b>  | <b>739,363</b>  |
| <b>Represented BY</b>            |           |                 |                 |
| Restricted Funds                 | 16        | 369,902         | 415,291         |
| Designated Funds                 | 15        | 150,000         | 150,000         |
| Unrestricted Funds               | 15        | 182,828         | 174,073         |
|                                  |           | <b>702,730</b>  | <b>739,363</b>  |

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

The financial statements were approved by the trustees on 16<sup>th</sup> October 2024 and signed on its behalf:

Maria McGilly,

Chairperson



Company Number: NI065869

The notes on pages 22 to 34 form an integral part of these financial statements

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024

### 1 Accounting Policies

#### Charity Information

First Steps Women's Centre is a private company limited by guarantee incorporated in Northern Ireland. The registered office is 21a William Street, Dungannon, Co Tyrone, BT70 1DX.

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

#### a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity has taken advantage of the provision of SORP for charities applying FRS 102 Update Bulleting 1 not to prepare a Statement of Cash flows.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

#### b) Preparation of the accounts on a going concern basis.

The number of using the charity is increasing year on year but the uncertainty surrounding funding is a significant area of financial uncertainty that will invariably impact upon the services that we can offer. The trustees have mitigated these risks by continually challenging decisions made at government level to ensure that the impact of provisions of services is minimal.

The trustees are of the view that measures have been taken subsequent to the year-end to ensure continuous funding for the immediate future of the Centre for the next 12 to 18 months and that on this basis the charity is a going concern.

#### c) Income

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

## FIRST STEPS WOMEN'S CENTRE

### Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

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

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

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably.

In accordance with the Charities SORP (FRS 102), the general volunteer time spent within the charity is not recognised and refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

#### **e) Interest receivable**

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

#### **f) Fund accounting**

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

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

Restricted funds are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

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

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

- Expenditure on charitable activities includes the costs of Education, Childcare, Advice, Transport and representation undertaken to further the purposes of the charity and their associated support costs.

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

- Other expenditure represents those items not falling into any other heading.

The charity is not registered for Vat. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

### **h) Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs which support the Centre's programmes and activities. The bases on which support costs have been allocated are set out in note 7.

### **i) Operating leases**

The charity classifies the lease of printing, as operating leases; the title to the equipment remains with the lessor and the equipment is replaced every 5 years whilst the economic life of such equipment is normally 5 years. Rental charges are charged on a straight-line basis over the term of the lease.

### **j) Depreciation**

#### **Tangible fixed assets**

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

| <b>Asset Category</b>               | <b>Annual rate</b>   |
|-------------------------------------|----------------------|
| Building Adaptations                | 5% Straight Line     |
| Fixtures and fittings and Equipment | 20% Reducing Balance |
| Computers                           | 33% Straight Line    |

### **k) Debtors**

Funding due and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **l) Cash at bank and in hand**

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

### **m) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

### n) Pensions

Employees of the charity are entitled to join the Workers Pension Trust Scheme which is funded by contributions for employee and employer. Employees are automatically enrolled into the pension scheme unless they have exercised their right to opt out of scheme membership.

Employers Pension contribution represented 3% of pensionable pay and employee's contribution of 5% of pensionable pay. The trustees are satisfied that any foreseeable change in employer's contributions can be budgeted for without detriment to the charity's ongoing activities.

### o) Financial instruments

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

## 2 Legal status of the Trust

The organisation is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

## 3 Donations and Fundraising

| Income from donations and legacies | 2024          | 2023          |
|------------------------------------|---------------|---------------|
|                                    | £             | £             |
| Donations                          | 8,553         | 8,764         |
| Online Donations                   | 25            |               |
| Gift Aid                           | 1,572         | 1,233         |
| Rental Activity                    | 1,400         | 4,505         |
| <b>TOTAL</b>                       | <b>11,500</b> | <b>14,502</b> |

**The Centre benefits greatly from the involvement and enthusiastic support of its volunteers and supporters. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.**

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

### 4 Income from charitable activities

| Grant Income   | Restricted | Unrestricted | TOTAL      | TOTAL      |
|--|------------|--------------|------------|------------|
|  |            |              | 31/03/2024 | 31/03/2023 |
|  | £          | £            | £          | £          |
| European Social Fund / Department for Economy                      | -          | -            | -          | 271,472    |
| Department for Communities - CIF                                   | 59,271     | -            | 59,271     | 38,903     |
| Department for Communities - WCCF                                  | 38,189     | -            | 38,189     | 37,051     |
| Mid Ulster District Council -Strategic Community Development Grant | 7,000      | -            | 7,000      | 11,814     |
| The Pathway Fund   | 15,000     | -            | 15,000     | 15,000     |
| TEO (MEDF)   | 41,223     | -            | 41,223     | 40,373     |
| Dfc - Prep for Work  | -          | -            | -          | 2,789      |
| Clear/HSC  | -          | -            | -          | 5,669      |
| TESCO (Ground Works)   | -          | -            | -          | 1,125      |
| CIF - Non match Funding: Department for Communities                | -          | -            | -          | 26,993     |
| Garfield Weston Foundation   | -          | -            | -          | 30,000     |
| Charities Aid Foundation (CAF)                                     | 2,500      | -            | 2,500      | 2,250      |
| The 29th May 1961 Charitable Trust                                 | -          | -            | -          | 3,000      |
| Mid Ulster District Council - Community Development                | -          | -            | -          | 6,100      |
| ASDA Foundation  | -          | -            | -          | 500        |
| Screw Fix  | -          | -            | -          | 4,300      |
| DFC CIF Funding - Energy Grant Funding (22/23)                     | -          | -            | -          | 1,500      |
| The W.G Edwards Charitable Foundation                              | -          | -            | -          | 1,520      |
| Choice Housing   | 8,339      | -            | 8,339      | 3,100      |
| Big Lottery - VERA'S Project                                       | 93,035     | -            | 93,035     | -          |
| Apex Housing   | -          | -            | -          | 4,380      |
| B&Q Neighbourly  | -          | -            | -          | 3,000      |

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

|   |                |          |                |
|---|----------------|----------|----------------|
| The Edward Gostling Foundation          | -              | -        | 5,000          |
| MUC Donations                           | 100            | 100      | -              |
| UKPF - Levelling Up - REAP Project      | 106,899        | 106,899  | -              |
| The Halifax Foundation                  | 5,000          | 5,000    | -              |
| The Openwork Foundation                 | 15,000         | 15,000   | -              |
| STEP - Accounts Receivable              | 240            | 240      | -              |
| BREATHE DONATION CENTURION MINGT L      | 93             | 93       | -              |
| SWC - Accounts Receivable               | 424            | 424      | -              |
| DUNBIA UK                               | 200            | 200      | -              |
| DFC - Cost of Living Intervention 23/24 | 1,500          | 1,500    | -              |
|   | <u>394,013</u> | <u>-</u> | <u>394,013</u> |
|   |                |          | <u>515,841</u> |

| Income Allocated to Capital Grants | Restricted Funds | Restricted Funds |
|------------------------------------|------------------|------------------|
|                                    | 2024             | 2023             |
|                                    | £                | £                |
| DoH - HSC - Childcare Partnership  | -                | 1,947            |
|                                    |                  | <u>1,947</u>     |

### 5 Investment income

All of the investment income of arises from money held in interest bearing deposit accounts.

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

### 6 Analysis of expenditure on charitable activities

| Expenditure on charitable activities:   | 31/03/2024 |   | 31/03/2023 |         |
|---|------------|---|------------|---------|
|   | £          | £ | £          | £       |
| Wages and salaries                      | 204,997    |   | 204,997    | 280,963 |
| Redundancy Payment                      | -          |   | -          | 54,390  |
| Staff T&S /Expenses                     | 1,782      |   | 1,782      | 3,732   |
| Staff training and recruitment          | 1,582      |   | 1,582      | 2,959   |
| Facilitation & Events                   | 3,299      |   | 3,299      | 4,162   |
| Tutor Costs and Exam Fees               | 60,020     |   | 60,020     | 45,932  |
| Participant Travel                      | 1,419      |   | 1,419      | 1,391   |
| Participant Training & Course Materials | 372        |   | 372        | 371     |
| Volunteer Expenses                      | 1,307      |   | 1,307      | 1,040   |
| Refunds                                 | 319        |   | 319        | -       |
| Interpreter Services                    | -          |   | -          | 40      |
| Rent and Rates                          | 16,047     |   | 16,047     | 15,971  |
| Light and heat                          | 10,297     |   | 10,297     | 14,159  |
| Telephone                               | 3,545      |   | 3,545      | 2,920   |
| Printing, postage and stationery        | 3,895      |   | 3,895      | 2,966   |
| IT support                              | 7,379      |   | 7,379      | 3,787   |
| Motor expenses                          | 306        |   | 306        | 1,568   |
| Repairs and maintenance                 | 7,973      |   | 7,973      | 9,063   |
| Insurance                               | 5,925      |   | 5,925      | 4,826   |
| Small Equipment Purchase                | 5,898      |   | 5,898      | 643     |
| Creche Equipment                        | 1,986      |   | 1,986      | 2,478   |
| Professional Fees                       | 870        |   | 870        | -       |
| Subscriptions                           | 85         |   | 85         | 346     |
| Accreditation Fees Application          | -          |   | -          | 750     |
| Health and Safety                       | 24         |   | 24         | 124     |
| Donations to other Charities            | 550        |   | 550        | 987     |
| Emergency Assistance                    | 1,230      |   | 1,230      | 2,780   |

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

|                                 |                |                |                |
|---------------------------------|----------------|----------------|----------------|
| Misc Expenses                   | 1,077          | 1,077          | 1,493          |
| Advertising                     | 2,162          | 2,162          | 2,300          |
| Participant comfort expenses    | 1,322          | 1,322          | 920            |
| Counselling                     | 1,854          | 1,854          | -              |
| Depreciation of tangible assets | 29,782         | 29,782         | 31,762         |
| Support Costs - Note 7          | 65,877         | 65,877         | 65,404         |
| <b>Total Expenses</b>           | <b>443,179</b> | <b>443,179</b> | <b>560,229</b> |

Restricted Expenditure on charitable activities for 2024 £588,333 (2023 £560,229).

### 7 Analysis of governance and support cost

|               | Current Year    |              | 2023          |
|---------------|-----------------|--------------|---------------|
|               | General support | Governance   | Total         |
|               | £               | £            | £             |
| Salaries - SC | 57,688          |              | 56,874        |
| Audit fees    |                 | 3,300        | 3,148         |
| Legal Fees    | 4,690           |              | 5,195         |
| Bank charges  | 199             |              | 188           |
|               | <u>62,577</u>   | <u>3,300</u> | <u>65,404</u> |

| Net income/(expenditure) for the year | 2024   | 2023   |
|---------------------------------------|--------|--------|
|                                       | £      | £      |
| <b>This is stated after charging:</b> |        |        |
| Depreciation of tangible assets       | 29,782 | 31,762 |
| Auditors' remuneration                | 3,300  | 3,148  |

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

### 8 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

|                       | 2024           | 2023           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Salaries and wages    | 246,28         | 369,180        |
| Social security costs | 18,928         | 24,721         |
| Employer Allowance    | -5,000         | 5,000          |
| Pension costs         | 2,129          | 3,328          |
|                       | <u>262,685</u> | <u>392,605</u> |

No employees had employee benefits in excess of £60,000 (2023: nil).

The charity trustees were not paid or received any other benefits from employment with the Trust in the year (2023: £nil) neither were they reimbursed expenses during the year (2023: £nil). No charity trustee received payment for professional or other services supplied to the charity (2023: £nil).

### 9 Staff Numbers

The average monthly head count and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

|                    | 2024      | 2023      |
|--------------------|-----------|-----------|
| <b>Number</b>      |           |           |
| Education          | 12        | 15        |
| Governance/Support | 2         | 2         |
|                    | <u>14</u> | <u>17</u> |

### 10 Government Grants

Income from government grants comprises performance related grants made by local authorities to fund the Educational programmes.

### 11 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

### 12 Tangible fixed assets

|                       | Leasehold<br>Property<br>£ | Plant and<br>Equipment<br>£ | Motor<br>Vehicles<br>£ | Total<br>£ |
|-----------------------|----------------------------|-----------------------------|------------------------|------------|
| <b>Cost:</b>          |                            |                             |                        |            |
| As at 1 April 2023    | 458,092                    | 147,691                     | 32,782                 | 638,565    |
| As at 31 March 2024   | 458,092                    | 147,691                     | 32,782                 | 638,565    |
| <b>Depreciation:</b>  |                            |                             |                        |            |
| As at 1 April 2023    | 144,015                    | 122,677                     | 22,419                 | 289,111    |
| Charge for the year   | 20,937                     | 6,254                       | 2,591                  | 29,781     |
| As at 31 March 2024   | 164,952                    | 128,931                     | 25,010                 | 318,892    |
| <b>Net book value</b> |                            |                             |                        |            |
| As at 31 March 2024   | 293,140                    | 18,761                      | 7,772                  | 319,673    |
| As at 31 March 2023   | 314,077                    | 25,014                      | 10,363                 | 349,454    |

### 13 Debtors

|   | 2024<br>£ | 2023<br>£ |
|---|-----------|-----------|
| European Social Fund / Department for Economy | -         | 22,693    |
| DFC - CIF & WCCF                              |           | 3,143     |
| DFC CIF Funding                               | 524       |           |
| Department for Communities WCCF Funding       | 7,025     | 1,171     |
| TEO (MEDF)                                    | 24,776    | 10,172    |
| Clear Project /HSC                            | -         | 1,718     |
| UKPF - Levelling Up - REAP Project            | 39,720    |           |
| Choice Housing                                | 2,770     | 600       |
| SWC - Accounts Receivable                     | 240       |           |
| DfC HWSB                                      | -         | 230       |
| Mid Ulster District Council                   | -         | 5,632     |
| Prepayments                                   | 2,910     | 5,401     |
|   | 77,965    | 50,760    |

### 14 Creditors: amounts falling due within one year

|                   | 2024<br>£ | 2023<br>£ |
|-------------------|-----------|-----------|
| Credit Card       | 221       | 1,505     |
| Other wages Costs | 546       | 0         |
| Accruals          | 6,828     | 3,772     |
|                   | 7,595     | 5,277     |

A floating Charge dated 28/6/2010 was created by the organisation for securing all monies due to or becoming due to the organisation to Dankse Bank Ltd.

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

### 15 Analysis of charitable funds

|                              | <b>Balance</b>    |                  |                  |                  | <b>Funds</b>      |
|------------------------------|-------------------|------------------|------------------|------------------|-------------------|
|                              | <b>As at 01</b>   | <b>Incoming</b>  | <b>Resources</b> | <b>Transfers</b> | <b>As at 31</b>   |
|                              | <b>April 2023</b> | <b>resources</b> | <b>expended</b>  |                  | <b>March 2024</b> |
|                              | <b>£</b>          | <b>£</b>         | <b>£</b>         | <b>£</b>         | <b>£</b>          |
| General fund                 | 174,073           | 12,532           | 0                | (3,777)          | 182,828           |
| Designated Retained Reserves | 150,000           |                  |                  |                  | 150,000           |
| <b>Total</b>                 | <b>324,073</b>    | <b>12,532</b>    | <b>0</b>         | <b>(3,777)</b>   | <b>332,828</b>    |

#### General fund

The 'free reserves' after allowing for all designated funds.

#### Designated Retained Reserves

Designated fund to cover 4 months operational costs in the event of shortfall on funding.

### 16 Analysis of movements in restricted fund

|              | <b>Balance</b>  |                  |                  |                  | <b>Funds</b>         |
|--------------|-----------------|------------------|------------------|------------------|----------------------|
|              | <b>01 April</b> | <b>Incoming</b>  | <b>Resources</b> | <b>Transfers</b> | <b>31 March 2024</b> |
|              | <b>2023</b>     | <b>resources</b> | <b>expended</b>  |                  | <b>£</b>             |
|              | <b>£</b>        | <b>£</b>         | <b>£</b>         | <b>£</b>         |                      |
| Education    | 415,291         | 394,013          | 443,179          | 3,777            | 369,902              |
| <b>Total</b> | <b>415,291</b>  | <b>394,013</b>   | <b>443,179</b>   | <b>3,777</b>     | <b>369,902</b>       |

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

##### Education

To provide professional and personal development through education and training.

##### Assets Property assets fund

The value of unrestricted funds represented by the tangible fixed assets owned and used by the charity on an on-going basis for educational activities.

# FIRST STEPS WOMEN'S CENTRE

## Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)

|                                    | 31/03/2024 | 31/03/2023 |
|------------------------------------|------------|------------|
|                                    | £          | £          |
| <b>Income</b>                      |            |            |
| Garfield Weston Foundation         | 33,785     | 60,000     |
| The Edward Gostling Foundation     | 5,000      | 5,000      |
| TESCO (Ground Works)               |            | 1,125      |
| Charities Aid Foundation (CAF)     | 1,270      |            |
| Choice Housing                     | 3,613      |            |
| The Openwork Foundation            | 5,844      |            |
| BREATHE DONATION CENTURION MINGT L | 93         |            |
| SWC - Accounts Receivable          | 424        |            |
| DUNBIA UK                          | 200        |            |
| Restricted Revenue Income          | 50,229     | 66,125     |
| <b>Capital</b>                     |            |            |
| Fixed Assets                       | 319,673    | 349,454    |
|                                    | 319,673    | 349,454    |
| Total Restricted income            | 369,902    | 415,579    |

### 17 Analysis of net assets between funds

|  | Total   | General Fund | Designated Funds | Restricted Funds |
|--|---------|--------------|------------------|------------------|
|  | 0       | 0            | 0                | 0                |
| Tangible fixed assets                  | 319,673 | 0            |                  | 319,673          |
| Cash at bank and in hand               | 390,653 | 183,596      | 150,000          | 57,057           |
| Other net current assets/(liabilities) | - 7,595 | - 766        |                  | - 6,828          |
| Creditors of more than one year        | -       |              |                  |                  |
| <b>Total</b>                           | 702,731 | 182,829      | 150,000          | 369,902          |

### 18 Contingent Liabilities

There is a contingent liability to repay grants received under the terms of their associated letters of offer if the charity fails to achieve and maintain specified conditions.

In the opinion of the trustees the terms of these letters of offer have been complied with in full and no loss is expected.

The Community Foundation For Northern Ireland has a charge over the property 21A William Street, Dungannon, Co Tyrone, Folio TY 106537L.

In the opinion of the trustees no grant is due to be repaid.

## **FIRST STEPS WOMEN'S CENTRE**

### **Notes to the Financial Statements For the Year Ended 31 March 2024 (continued)**

#### **19 Capital Commitments**

A refurbishment completed in 2018. The project was grant funded by The Community Foundation for Northern Ireland. The organisation has agreed a 20-year term lease. Rent will be paid on an annual basis.

#### **20 Related Party transactions and ultimate controlling party**

The trustees are the deemed controlling party due to their position within the company..

#### **21 Auditors' ethical Standards**

In common with many organisations of its size and nature, the charity uses its auditors to assist with the compilation of the statutory financial statements.