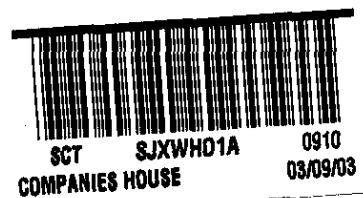


EDINBURGH WOMEN'S AID LIMITED
(A company limited by guarantee)

Report and Financial Statements

Period ended 31 March 2003

Charity No: SCO28301
Company No: SC237521



EDINBURGH WOMEN'S AID LIMITED

CONTENTS	Page
Legal and administrative information	1
Report of the directors	2
Independent report of the auditors to the board of directors	7
Statement of financial activities incorporating the income and expenditure account	9
Balance sheet	10
Notes forming part of the financial statements	11

EDINBURGH WOMEN'S AID LIMITED

LEGAL AND ADMINISTRATION INFORMATION

Board Directors

All appointments from 1 Oct 2002

Sam Anderson

Sandra Coia

Jean Cuthbert

Sally Evans

Morag Henderson

Christine Johnstone

Lesley McFall

Susan Oswald

Nancy Yorkston

Company Secretary

Chair

Treasurer

Registered office

97 & 101 Morrison Street

Edinburgh

EH3 8BX

Auditors

Whitelaw Wells

Chartered Accountants & Registered Auditors

9 Ainslie Place

Edinburgh

EH3 6AT

Bankers

Unity Trust Bank plc

Nine Brindley Place

4 Oozells Square

Birmingham

B1 2HB

Charity number

SC 028301

EDINBURGH WOMEN'S AID LIMITED

REPORT OF THE DIRECTORS



The Directors have pleasure in presenting their report and the financial statements of the charity for the period from 1 October 2002 to 31 March 2003.

Aims

- To provide appropriate temporary refuge to women and any accompanying children who are experiencing domestic abuse.
- To provide information, support and crisis counselling to women and any accompanying children who contact the service because they are experiencing or have experienced domestic abuse.
- To encourage women to determine their own futures and help them achieve this.
- To promote a child-centred approach in working with children and young people.
- To liaise with other agencies to promote the welfare needs of individual families using our service.
- To provide continued support to families who have moved on from refuge accommodation.
- To raise awareness about the issue of domestic abuse through publicity, training and outreach work.
- To work alongside other agencies to promote a multi-disciplinary approach to the issue of domestic abuse and the devising of strategies to tackle this.
- To do all other things as will properly attain the above purpose.

PRINCIPAL ACTIVITIES

GENERAL ORGANISATION

Edinburgh Women's Aid Ltd. offers women and any accompanying children refuge accommodation, crisis counselling, confidence building, practical and emotional support, information and advice on issues such as housing, benefits, welfare rights, legal issues and any issues related to Domestic Abuse.

Edinburgh Women's Aid Ltd. consists of an office and 6 refuges. The refuges provide safe and confidential accommodation for up to 14 women who have experienced domestic abuse, and any accompanying children. The office is centrally located in Morrison Street, Edinburgh where workers provide crisis counselling, information and support to women contacting the office both in person and on the phone. The office contains two small counselling rooms and also a room, which is equipped as a play area for children and young people accompanying their mothers. Edinburgh Women's Aid Ltd. does not operate an appointment system due to the crisis nature of the work. Women are accepted into refuge through a referral procedure, which can be by women themselves or any organisation or agency.

There were 48 women and 42 children admitted to refuge during the period from 1 October 2002 to 31 March 2003.

At the end of March Edinburgh Women's Aid staffing complement comprised: 1 full time Co-ordinator, 4 full time and 2 part time Support Workers, 1 full time Family Support Worker, 1 full time and 1 part time Follow-up Workers, and a part time Finance Worker. There are vacancies for an Administrator and Family Support Worker.

EDINBURGH WOMEN'S AID LIMITED

REPORT OF THE DIRECTORS (continued)

ORGANISATIONAL CHANGES

Within this period Edinburgh Women's Aid changed from being a Collective and became a company limited by guarantee on 1 October 2002 with a Board of Directors. The company is Edinburgh Women's Aid Limited. This was followed by the appointment of a Co-ordinator, Kay Macfarlane, in January 2003 to manage the day-to-day running of the organisation and to provide support and supervision for workers.

The appointment of a co-ordinator has been a huge change in the ethos of Women's Aid working. The change from working as a collective has meant a change of philosophy and structure together with practical changes in documentation, policies and practice.

SERVICES

The overall occupancy level of the refuges for the six-month period to 31 March 2003 was 85.7% based on actual refuge spaces available.

In the latter part of this period a joint application with the Housing Department and Old Town Housing Association was successfully made to the Scottish Executive for a purpose built refuge consisting of 8 self-contained flats. The project will be aimed at women and any accompanying children who have experienced Domestic Abuse and who also have either substance misuse problems or a mental health issue. It is proposed to fund the revenue costs through Supporting People funding.

FINANCE

The financial position for the period ended 31 March 2003 is a surplus of £46,877. The overall position shows a reserves balance of £109,151 at 31 March 2003.

The Transitional Housing Benefit rate was increased twice during this period in the run up to the implementation of the Supporting People Scheme from 1 April 2003. Preparation for this new funding of housing support services has created an additional workload particularly during February and March.

The 3-year funding from the Community Fund for the Follow up work ceased at the end of March but this service will continue, as funding will be secured from Supporting People.

DONATIONS

Christmas is an especially hard time for women and children in refuge and we are grateful for the generosity of all organisations that contributed to our Christmas celebrations. A special thank you to Stewart Melville's College who once again generously contributed gifts for children and young people. All families in refuge had a great time, in particular our visit to the Santa Experience in Glasgow.

At Easter we received Easter Eggs from various sources and in particular British Gas donated almost three hundred eggs.

Edinburgh Women's Aid expresses its appreciation and thanks to all the individuals, groups and companies who have donated cash and gifts throughout this period.

EDINBURGH WOMEN'S AID LIMITED

REPORT OF THE DIRECTORS (continued)

FOLLOW UP SERVICE

A follow up service is offered to women and children who have moved on from refuge accommodation into their own tenancies. During this period there were 10 women and 6 children using the service. This service offers practical support for women and children in moving into unfurnished accommodation when they own literally nothing. The work involves information and advice on where to obtain finances, benefits, furniture, legal advice, grants etc. It further provides emotional support and advice for women who have lost everything and may be isolated or still dealing with the consequences of an abusive relationship.

WORK WITH CHILDREN AND YOUNG PEOPLE

A total of 42 children were admitted to the refuges during this period.

Alison Roxburgh was appointed as the new Family Support Worker in October.

Children who have experienced Domestic Abuse may have behavioural or emotional problems and Family Workers are able to work with the children to overcome the consequences of Domestic Abuse. The main remit is to assess the effect Domestic Abuse has had on the children and identify an action plan to address the behaviour and effects. Support and advice to the mother is also a huge task and if necessary linking the family with other agencies. A programme of activities and outings has been provided for the children and young people in refuge, and also where possible, within the office for children accompanying their mothers.

The Family Support Worker has attended various training programme in an effort to build on her skills. She is presently undertaking an Open University Course *Working with Children and Families*.

PROMOTIONAL / MULTI AGENCY WORK

Training and talks are part of the work which Edinburgh Women's Aid Ltd. workers carry out. During this period there have been talks to the Army, the Police and the Benefits Agency.

Multi agency liaison and liaison work continued to be a priority. These groups include Promoting Women's Safety Working Group, Street Work, Space 44, Social Work and Domestic Abuse Steering Group, Cluster groups, Shelter and Working with Men. Edinburgh is affiliated to the Scottish Women's Aid Network and we have representation on their Board of Directors. Edinburgh Women's Aid Ltd. also continues to be part of the Lothian Localised Grouping.

EWA continues to work with Edinburgh Sitters to provide a babysitting service available to all families in refuge and follow up. This service is given free to EWA through the generosity of Edinburgh Sitters.

Edinburgh Women's Aid Ltd have developed good links with the Housing Department, Supporting People Teams, Social Work Department, the Access Point, The Domestic Abuse Liaison Officers with the Police, legal representatives, the Health Board and the Benefits Agency Teams. These links have proved useful when joint working a case and being able to minimise the difficulties facing women when accessing services.

EDINBURGH WOMEN'S AID LIMITED

REPORT OF THE DIRECTORS (continued)

FUTURE DEVELOPMENTS

Two 'Away-Days' have been held during this period, the second involving both directors and staff. The basis of an action plan for the future of the organisation has now been formulated. Some of the key factors include looking for new premises, the celebrations for the 30th anniversary of Edinburgh Women's Aid, consolidating the restructuring process with the introduction of new policies and procedures, and the development of the new purpose built refuge.

Edinburgh Women's Aid Ltd. is growing and with it the responsibilities. We plan to develop a Strategy Plan in the future and have regular Action Plan sessions. This has been a difficult year especially with the uncertainty of funding and the difficulty experienced by Supporting People in implementing this. The future appears to be good and with a full staff complement workloads should become manageable.

RISK MANAGEMENT

The directors have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate our exposure to the major risks.

RESERVES POLICY

The Reserve Fund represents the unrestricted funds arising from past operating results also known as free reserves. The directors are satisfied that the balance of the fund £64,929 is equivalent to approximately 5 months of operational expenditure, which is satisfactory given the revenue funding secured with The City of Edinburgh Council. The directors have examined the requirement to maintain reserves and concluded that the most appropriate level to aim for is 3 months of operational expenditure.

RESPONSIBILITIES OF THE DIRECTORS

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the directors should follow best practice and

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going basis unless it is inappropriate to assume that the company will continue on that basis.

The directors are responsible for maintaining proper accounting records which 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 1985. The directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

EDINBURGH WOMEN'S AID LIMITED

REPORT OF THE DIRECTORS (continued)

MEMBERS OF THE BOARD OF DIRECTORS

Members of the board of directors, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report, are set out on page 1.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2003 was 9.

AUDITORS

Whitelaw Wells was appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the directors on 25 August 2003 and signed on their behalf by:



Susan Oswald
Treasurer

EDINBURGH WOMEN'S AID LIMITED

INDEPENDENT AUDITORS' REPORT

6 MONTH PERIOD ENDING 31 MARCH 2003

We have audited the financial statements of Edinburgh Women's Aid Limited for the period ended 31 March 2003 which comprise the Statement of Financial Activities including the Income and Expenditure Account and the Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of directors and auditors

The directors also act as trustees for the charitable activities of Edinburgh Women's Aid Limited. Their responsibilities for preparing the directors' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the statement of directors' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards issued by Auditing Practices Board. This report, including the opinion, has been prepared for and only for the company's directors as a body in accordance with Section 235 of the Companies Act 1985 and for no other purpose. We do not, in giving this opinion, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or in to whose hands it may come save where expressly agreed by our prior consent in writing.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the directors' report is not consistent with the financial statements, if the charity has not kept property accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the charity is not disclosed.

We read other information contained in the directors' report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

EDINBURGH WOMEN'S AID LIMITED

INDEPENDENT AUDITORS' REPORT

6 MONTH PERIOD ENDING 31 MARCH 2003

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2003 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended and have been properly prepared in accordance with the Companies Act 1985.

A handwritten signature in black ink, appearing to read 'Whitelaw Wells', is written over a horizontal line.

Whitelaw Wells
Chartered Accountants
Registered Auditors
9 Ainslie Place
Edinburgh

Date 25 August 2003

EDINBURGH WOMEN'S AID LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

For the period ended 31 March 2003

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 31 March 2003 £
Incoming resources					
Activities to further the charity's objects:					
grants and housing income	2	5,497	-	172,926	178,423
donations		832	-	-	832
Activities to generate funds:					
fees and appeals	3	3,303	-	-	3,303
Bank interest		918	-	-	918
Other income		-	-	-	-
Total incoming resources		10,550	-	172,926	183,476
Cost of generating funds	3	-	-	(1,803)	(1,803)
Net incoming resources available for charitable application		10,550	-	171,123	181,673
Resources expended					
Costs of activities in furtherance of charitable objectives:					
office and refuge support and advice to women and children	4	1,074	-	78,461	79,535
office and refuge running costs	4	-	380	49,811	50,191
management and administration	5	-	-	5,070	5,070
Total resources expended		1,074	380	133,342	134,796
Net movements in funds		9,476	(380)	37,781	46,877
Transfers between funds					
Total funds at 1 October 2002 transferred					
To the company from collective		55,453	1,515	5,306	62,274
Total funds at 31 March 2003		64,929	1,135	43,087	109,151

Continuing activities

The Edinburgh Women's Aid Collective became a Company Limited by Guarantee on 1 October 2002 when it assumed the activities of the Collective, as well as the assets and liabilities.

Total recognised gains and losses

The charity has no recognised gains or losses other than the surplus or deficit for the above financial years. Movements in funds are disclosed in Notes 13 and 14 to the financial statements.

EDINBURGH WOMEN'S AID LIMITED

BALANCE SHEET

as at 31 March 2003

	Note	Period ended 31 March 2003	
		£	£
Fixed assets			
Tangible fixed assets	9		4,212
Current assets			
Debtors	10	32,992	
Cash at bank and in hand		74,156	
		107,148	
Creditors: amounts falling due within one year	11	(2,209)	
Net current assets			104,939
Net assets			109,151
Funds			
Unrestricted funds :			
general funds		64,929	
designated funds		1,135	
	12		66,064
Restricted funds	13		43,087
Total funds			109,151

These financial statements have been prepared in accordance with the special provisions of part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

These financial statements were approved by the board of directors on 25 August 2003 and signed on their behalf by :

Susan Oswald
Treasurer

.... Susan Oswald

Lesley McFall
Chair

.... Lesley McFall

EDINBURGH WOMEN'S AID LIMITED
NOTES TO THE FINANCIAL STATEMENTS
for the period ended 31 March 2003

1. Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and Accounting and Reporting by Charities; Statement of Recommended Practice issued in October 2000.

Grants

Capital and revenue grants are recognised in the period to which they relate. Grant income which relates to items which have been capitalised in fixed assets is credited to the depreciation fund then written off to the income and expenditure account over the same period as the respective assets.

Analysis of expenditure

Wherever possible, expenditure is allocated directly to cost of activities in furtherance of charitable objectives, cost of generating funds or management and administration. Where this is not possible, expenditure has been allocated on the basis of time spent by staff on each activity.

Depreciation

Depreciation is charged to write off the cost of each asset, less its residual value, over the useful economic life of the asset as follows:-

Fixtures and fittings	20% straight line
Office equipment	25% straight line
Refuge equipment	25% straight line

Value Added Tax

The charity is not registered for VAT and, accordingly, expenditure is stated gross of tax.

Funds

Unrestricted funds may be used by the charity at its discretion to meet future capital or revenue expenditure. Designated funds are those unrestricted funds earmarked by the directors for a specific purpose. Restricted funds are those where the donor has imposed a restriction on the use of the fund. Expenditure which meets these criteria, is charged to the fund.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against surplus on a straight line basis over the period of the lease.

EDINBURGH WOMEN'S AID LIMITED
NOTES TO THE FINANCIAL STATEMENTS
for the period ended 31 March 2003

2. Activities in furtherance of charitable objectives

	Period ended 31.03.03 £
Grants	
The City of Edinburgh Council	72,029
Community Fund	7,558
Children in Need	-
The Robertson Trust	5,000
Lloyds TSB Foundation for Scotland	10,840
Comic Relief	5,458
Domestic Abuse Service Development Fund	6,990
	107,875
Housing income	
Housing benefit receivable	65,052
SNAP funding received	969
Direct rent, payphone and fuel	4,527
	70,548
Total grants and housing income	178,423

3. Activities for generating funds

Training and management fees	2,054
Appeals	1,249
	3,303
Cost of generating funds	
Salary costs	1,709
Printing, stationery and postage	94
	1,803

EDINBURGH WOMEN'S AID LIMITED

NOTES TO THE FINANCIAL STATEMENTS

for the period ended 31 March 2003

4. Cost of activities in furtherance of charitable objectives

	Period ended 31.03.03 £
Office and refuge support and advice to women and children	
Staff costs	68,739
Vehicles and travel	4,863
Telephone, printing, books and postage	2,390
Conferences and publicity	700
Children's activities and materials	1,769
Christmas expenses	974
Discretionary fund	100
	79,535
Office and refuge running costs	
Staff costs	18,691
Office rent, rates, insurance	8,024
Office heat and light, cleaning and maintenance	2,373
Office equipment	752
Refuge rent and rates	10,552
Refuge Licences	735
Refuge heat and light, maintenance and repairs	3,313
Refuge equipment and supplies	425
Vehicles and travel	540
Telephone, printing, books and postage	2,545
Professional fees	-
Office sundries	676
Refund of grant	500
Depreciation	1,065
	50,191

5. Management and administration

Staff costs	3,832
Office costs	438
Audit fee	800
	5,070

EDINBURGH WOMEN'S AID LIMITED
NOTES TO THE FINANCIAL STATEMENTS
for the period ended 31 March 2003

6. Net incoming resources for the year

This is stated after charging:-

	Period ended 31.03.03 £
Depreciation	1,065
Auditors remuneration	800
Operating lease	
Office equipment	522
Motor vehicles	1,805

7. Staff numbers and costs

Wages and salaries	83,142
National insurance contributions	6,817
	89,959

The average weekly number of employees, calculated as full-time equivalents, during the period was:

	Number
Core workers	6.5
Project workers	2.5
	9.0

No employee received remuneration of more than £50,000.

No director received remuneration.

Advisory members are not remunerated. Expenses amounting to £39 were reimbursed to directors.

8. Taxation

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

EDINBURGH WOMEN'S AID LIMITED

NOTES TO THE FINANCIAL STATEMENTS

for the period ended 31 March 2003

9. Tangible fixed assets

	Office Equipment £	Refuge Equipment £	Fixtures & Fittings £	Total £
Cost				
At 1 October 2002 acquired from collective	5,904	9,001	-	14,905
Additions during the year	-	784	2,254	3,038
At 31 March 2003	5,904	9,785	2,254	17,943
Depreciation				
At 1 October 2002	5,089	7,577	-	12,666
Charge for the period	428	412	225	1,065
Disposal	-	-	-	-
At 31 March 2003	5,517	7,989	225	13,731
Net book value				
At 31 March 2003	387	1,796	2,029	4,212

10. Debtors

	Period ended 31.03.03 £
Prepayments and accrued income	32,992

11. Creditors: amounts falling due within one year

Trade creditors	398
Accruals/deferred income	1,811
	2,209

EDINBURGH WOMEN'S AID LIMITED
NOTES TO THE FINANCIAL STATEMENTS
for the period ended 31 March 2003

12. Unrestricted funds

	Balance Transferred 30.09.02 £	Incoming £	Outgoing £	Balance 31.03.03 £
General	55,453	10,550	1,074	64,929
Depreciation fund	1,515	-	380	1,135
	<u>56,968</u>	<u>10,550</u>	<u>1,454</u>	<u>66,064</u>

13. Restricted funds

	Balance Transferred 01.10.02 £	Incoming £	Outgoing £	Balance 31.03.03 £
Edinburgh Council: Core activities	(11,403)	137,080	106,219	19,458
Community Fund: Follow-up project	10,036	7,558	13,599	3,995
BBC Children in Need: Outdoor Play Equip	2,750	-	1,411	1,339
Comic Relief/Lloyds TSB: Co-ordinator post	683	16,298	6,978	10,003
Robertson Trust: Refuge settlement	2,500	5,000	2,500	5,000
UVAF: Volunteer fund	500	-	500	-
Tudor Trust/DASDF: Follow-up support	240	6,990	3,938	3,292
	<u>5,306</u>	<u>172,926</u>	<u>135,145</u>	<u>43,087</u>
	=====	=====	=====	=====

14. Analysis of funds

	Unrestricted £	Restricted £	Total £
Fixed assets	4,212	-	4,212
Current assets	64,061	43,087	107,148
Current liabilities	(2,209)	-	(2,209)
	<u>66,064</u>	<u>43,087</u>	<u>109,151</u>

15. Company limited by guarantee

The members have agreed to contribution £1 each in the event of the company being wound up.