



**THE BURNTWOOD PATHWAY PROJECT**  
(A company limited by guarantee)

**ANNUAL ACCOUNTS AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2014**

Charity No: 1005976  
Company No: 02635912



**THE BURNTWOOD PATHWAY PROJECT**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 March 2014**

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**THE BURNTWOOD PATHWAY PROJECT**  
**REPORT OF THE TRUSTEES**  
**For the year ended 31 March 2014**

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The trustees, who are also directors of the charity for the purposes of company law, are responsible for preparing the report of the trustees and the financial statements of the charity for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Charity Name	The Burntwood Pathway Project
Charity Registration Number	1005976
Company Registration Number	02635912
Registered Office	The Hope Centre 71-73 Upper St John Street Lichfield Staffordshire WS14 9DT
Principal Address	As above
Auditors	Haines Watts Chartered Accountants Sterling House 97 Lichfield Street Tamworth Staffordshire B79 7QF
Solicitors	Moseleys 18 Bore Street Lichfield Staffordshire POSTCODE

**Trustees**

The names of the trustees serving during the period and since the year end have not been disclosed on the grounds of personal safety and security. A dispensation has been granted by the Charity Commission for the trustees in this respect.

The day to day management has been delegated to Ms K Coe, Chief Executive Officer.

# **THE BURNTWOOD PATHWAY PROJECT**

## **REPORT OF THE TRUSTEES**

### **For the year ended 31 March 2014**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The organisation is a company limited by guarantee, incorporated on 7 August 1991 and registered as a charity on 14 November 1991.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those rules, the members of the Management Committee (Trustees) are elected at the annual general meeting and subject to re-election at each subsequent annual general meeting.

##### **Recruitment and appointment of new trustees**

A process is in place following best practice guidelines, to recruit and appoint new trustees in a similar process to that used to appoint staff members. The organisation plans strategically to have a board of trustees who are able to bring a range of expertise and skills to the board meetings.

##### **Induction and training of new trustees**

Trustees are now being inducted and trained in a more formal programme. This includes a Mentoring Programme for new trustees. Annual skills assessments help to inform future recruitment in terms of skills gaps in the Trustee Board.

##### **Organisational structure**

The organisation is managed by a Board of Trustees. The organisation employs a Chief Executive Officer to oversee the work of the organisation. There are 26 members of staff who each have responsibility for their own specific area of work. There is a hierarchical structure in place but also a strong ethos of team working.

Sustainability remains a key issue and we remain committed to safeguarding the future of the Project and the work that we undertake. We are still growing and developing our services and have a regular consultation process with service users to maintain our own knowledge and understanding of their needs.

##### **Risk management**

The Trustee Board conducts its own review of the major risks to which the organisation is exposed, and systems which have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the organisation.

# **THE BURNTWOOD PATHWAY PROJECT**

## **REPORT OF THE TRUSTEES**

### **For the year ended 31 March 2014**

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#### **Public benefit**

The Pathway Project works to provide services which benefit women and children who are particularly vulnerable due to the domestic abuse that they suffer within their homes. All violence against women and girls is now being targeted and we have a sexual violence service to support people who have suffered sexual assault and rape. Each service that we offer is charitable, open to all adults and children suffering abuse, and is free to the user except in the case of refuge provision where rent and service charges are made. The greater proportion of this is paid by the local authority in the form of Housing Benefit, for women whose income is below the threshold. Our services have also been extended to male victims, through our 4Men Project and the weekly lunchtime drop in for male victims.

Our beneficiaries have a charitable need which we aim to address in the many and varied services that we offer, and as seen below we are constantly developing our services to ensure that we provide a holistic and inclusive service.

The charitable purposes that we meet are:

- the prevention or relief of poverty;
- the advancement of health or the saving of lives; and
- the relief of those in need by reason of youth, age, ill health, disability, financial hardship or other disadvantages.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The charitable company's object is to provide assistance and support to women, and their children, who are suffering domestic and sexual violence and abuse. This is achieved by the provision of accommodation and a range of services.

Through our services we aim to provide women, and their children with safety and support, whilst they make decisions about their future, and the opportunity to change their lives and have futures free from abuse.

Our main objectives for the year have been as follows:

- To continue our work with partners to enhance and develop our services, and work towards increasing service standards and quality.
- To expand on the services offered by increasing the skills and competencies of staff and volunteers, in order to meet the changing needs of our service users.
- To continue to develop the Hope Centre / Family Centre and provide a range of services to assist people in working towards independent living.
- To help to develop life outcomes such as training opportunities, access to legal advice, advice and guidance.
- To work with partners to develop RAFT – Right Advice First Time. We are one of the access points for support and guidance on welfare benefits and financial issues, and staff are currently undertaking training accordingly.
- To help to reduce homelessness through preventative work, legal and debt advice, and provision of temporary safe accommodation when necessary.

# **THE BURNTWOOD PATHWAY PROJECT**

## **REPORT OF THE TRUSTEES**

### **For the year ended 31 March 2014**

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- To continue developing our work with children and young people, and to continue our involvement in delivering preventative programmes in schools.
- To continue to develop our work with the McKenzie Friends Programme and the advice services delivered from the Hope Centre.
- To continue to aim for improvement in standards for all of our work.
- To continue to develop our strategic work across the county with the County Council, the District and Borough Councils and other partners.
- To continue to work with other agencies to provide a more holistic service, and to meet all needs of service users. To particularly focus on issues which make it difficult for people to engage with services so that a mutual trust and a supportive working relationship is built.
- To continue as an Accredited Learning Centre, providing accredited training courses for volunteers and to increase our range of accredited courses for multi-agency provision.
- To increase and improve the provision of groups and activities for adults and children.
- To continue developing our role in partnership working and to be key players in ensuring that vulnerable people can access a broad range of partner services within and through the Family Centre.

You will see from the Highlights section of this report that we have been successful in meeting many of these aims, whilst others remain firmly on the agenda for the coming year.

#### **Significant activities**

##### **Intensive Support Centres (formerly Refuge accommodation)**

Due to the austerity measures from central Government, the facilities and resources for victims of domestic abuse have been badly affected. Refuge space across the country has been reducing and this means that our spaces are experiencing increased demand. On an average weekday during June 2013, Women's Aid's Day to Count Survey found that 155 women and a similar amount of children had to be turned away from refuge accommodation within that 24 hour period. The pressure on supported accommodation is getting worse and we continue to see an increase in levels of women with mental health, and substance misuse issues. We have changed the name of our provision from Refuge to Intensive Support Centres, as this gives a clearer description of the role of the service and removes the focus from the building to the support which is provided there.

##### **24 Hour Helpline**

The helpline service offers a listening ear, and access to immediate support and accommodation, for women suffering or wishing to escape domestic abuse. Our number is used extensively in awareness campaigns and on multi-agency literature and posters. It has been included on car parking tickets and a range of media opportunities.

##### **The Hope Centre / Family Centre**

Our drop in centre has two separate but adjoining buildings, the Hope Centre which is a women only space, and the Family Centre which is the venue for support work with male victims, and with family members. Our Floating Support team, Independent Domestic Violence Advisors, Independent Sexual Violence Advisor, Counselling Service, Legal Clinics and groups / training all operate in these buildings. We are also able to accommodate other services where appropriate, such as contact sessions, substance misuse clinics, and as a venue for professionals meetings.

# **THE BURNTWOOD PATHWAY PROJECT**

## **REPORT OF THE TRUSTEES**

### **For the year ended 31 March 2014**

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We work where appropriate with the Building Resilience Teams in Lichfield and Tamworth. Over the year we saw a huge rise in demand for legal advice when legal aid was reduced and the criteria became tighter. This has settled to an achievable level but we did increase the number of legal clinics running and the size of our McKenzie Friends team. As we were solely funding the Family Justice Centre we made the decision to close down the charity and incorporate the work into Pathway's services. It is now renamed the Family Centre to take away any confusion regarding the focus on the criminal justice system.

#### **Floating Support**

For people who are either still in a relationship or who don't need emergency accommodation, we have the Floating Support service. Our team provides practical help, and support with emotional issues, for both male and female victims and family members. Following a risk assessment, the support may be within the service user's home or at the Hope Centre or another venue of choice. Support will be outcome based and with a service user focus for direction.

#### **4Men**

This service is for male victims and incorporates a range of services, as required by the individual. Floating Support is the core service but others can be added. There is a weekly drop in called Break Out – 12 – 2 on Thursdays, to assist people whose movements may be monitored. The helpline is also available for out of hours support.

#### **Children's Services**

Children are the hidden and often voiceless victims of domestic abuse. They live with the trauma and fear of what is going to happen, and display symptoms of anxiety through to post traumatic stress disorder. They have often been isolated and there may be issues ranging from poor school attendance to anti-social behaviour. We employ 5 members of staff who work with children and young people. We support children and young people in the community, we also work with children and parents to ensure the parenting role is maintained and developed. We work with children coping with life changes such as moving home, living in supported accommodation and provide creches to support people living in our accommodation and to help us to run groups and training for mums.

#### **Action Kids**

Our Action Kids workers provide children and young people with an activity based confidence building programme. The scheme is for any isolated or struggling young person and is a generic project. The activities might be exciting sports related ones, like ice skating, horse riding or rock climbing. It might be craft based depending on the needs and aspirations of the young person. At the end of their individually designed programme there is a weekly youth club, giving the opportunity to continue to meet other young people and build their social network.

#### **Counselling**

In order to make a life-long difference we offer counselling which helps to move past the abuse and begin a new life, without carrying all the baggage which the abuse leaves behind. The service operates within the Hope Centre. We provide an excellent experience for MA student placements who are managed and supported in house.

# THE BURNTWOOD PATHWAY PROJECT

## REPORT OF THE TRUSTEES

### For the year ended 31 March 2014

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#### Groups

We have made some significant changes to our group programme over the last year. We now run three groups which can be accessed individually, or as we recommend, as a whole programme. Self Help group runs for six weeks and explores the emotion and the dynamics of living with abuse, the cycle that holds you captive, and ways of changing that cycle and staying safe. It is suitable for people living with abuse, leaving abuse and recovering from historic abuse. This is followed by Life Coaching which also runs for 6 weeks and promotes positive thinking, setting goals for the future, and building confidence and self-esteem. It uses neuro linguistic programming to provide the tools to help people to equip themselves for happier and more positive future outcomes.

The final group is the Empowerment Group. This accesses the skills of various agencies over 12 weeks to look at the topics we use for assessing outcomes, the Empowerment Star. We involve police to discuss ways of maintaining personal safety, internet safety, future relationships and keeping your home safe. We work with other agencies to help people to prepare for being good tenants and holding their own tenancies. We also cover topics such as legal issues, health and well-being, building support networks, money management, children, work and learning, which all lead to being empowered and having good self-esteem. There is a graduation ceremony at the end of this process. There is also a weekly group which is owned and run by service users, called Social Sisters. This is an informal group with coffee, chat, and the opportunity for other activities, or speakers as desired.

#### Website

For some people even picking up a phone may feel like a step too far. Our website – [www.pathway-project.co.uk](http://www.pathway-project.co.uk) will open up a wealth of information, and service users can communicate with us via the talktoeve facility for anonymous advice and help. We also have a presence on Facebook and Twitter.

#### Highlights of 2013/2014

In difficult financial times survival itself has become something to be celebrated. One of the highlights has to be seeing our amazing staff team continuing to provide a high quality service at a personal cost. Everyone at Pathway works tremendously hard to support their service users, and huge thank you is due to each and every one of them. We are rightly very proud of our team.

The changes in the group programme has been a huge task, and we will continue to monitor, review and change where necessary until they are as good as they can be. The opportunity for service users to learn together and share their experiences is invaluable. This is one of the reasons that we are now working to establish a Peer Mentor Programme. This is a training programme for former service users who want to help others on a journey they have already made. We have our first volunteers ready to start the process and we are looking forward to helping them to come full circle in their personal journeys.

We have been delighted to receive a great deal of support from Bromford as they celebrated their 50<sup>th</sup> anniversary and wanted to give something back to the community. In order to support Pathway, they organised and produced a Fashion Show, in collaboration with Debenhams, and this took place at Lichfield Garrick Theatre. There was an opportunity for service users to become models for an evening which was a lovely experience for them. They also had a team of volunteers who painted and refreshed the building for us, all at their own cost. Hopefully the fun they had made up for the very hard work they put into the project. It has really brightened up our environment.



# **THE BURNTWOOD PATHWAY PROJECT**

## **REPORT OF THE TRUSTEES**

### **For the year ended 31 March 2014**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

Like all charities at the moment, funding has had to be a very high priority. It has been more and more difficult to maintain our levels of service and our capacity. We also know that we face further cuts in the future and so we are working desperately hard to find new funding opportunities, and to successfully bring in new income sources.

We believe that fundraising should have an element of 'fun' and also raise awareness of our work. We held a Walk a Mile event in both Tamworth and Lichfield, and these events raised funds, awareness and a lot of laughs. Many men donned high heels to walk a mile around town, and women also joined in. Local councillors were brilliant sports, and some even dressed up for the occasion. In Lichfield, our MP Michael Fabricant joined us and later mentioned us in Parliament, inviting Theresa May to visit and see our work first hand.

Our partnership work has continued to produce wonderful results. We now have two members of staff joining us, who will work between Pathway and the Building Resilience teams in both Lichfield and Tamworth. We are looking forward to expanding our areas of work into this new opportunity.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The Trustees have examined the company's requirements in light of the main risks of the organisation and aims to build up our reserves to give us some financial stability if problems arise. Our policy is to aim for a minimum of three months operating expenditure from unrestricted funding or investments in tangible fixed assets. We estimate that we require £180,000 to meet this target currently. Despite all of the difficult financial circumstances that we have faced we have now reached this target and will be re-assessing as it would provide us with a much more robust situation if we could extend this to six months running costs. The Trustees have completed a Risk Assessment and have plans in place to significantly reduce spending if circumstances arise which cause financial difficulties.

##### **Principal funding sources**

Aside from income generated by accommodation charges to the service users, the principal funding sources for the company are currently by way of grants and contracts for service provision. As some of our main streams of funding are subject to Competitive Tendering we are vulnerable to change and we need to expand the income streams which we draw on so that we are not so heavily reliant on a single source. We are considering ways in which this may be possible and this will continue to be a strong focus for us in the coming months and years.

#### **FUTURE DEVELOPMENTS**

The charity aims to continue the activities already mentioned, and to continue aiming for further improvement. During the past year we have faced significant cuts in funding and this has meant a change of focus for the organisation. We are now aiming for sustainability. Sadly this means that some of our plans have had to be put on hold to be re-visited when our funding is more secure and we know that we have longer term security.

# **THE BURNTWOOD PATHWAY PROJECT**

## **REPORT OF THE TRUSTEES**

### **For the year ended 31 March 2014**

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- We continue to pursue a variety of funding streams which will give us a stronger core funding position.
- We are developing a Peer Mentoring Programme, providing an opportunity for survivors of domestic and sexual abuse to develop skills in supporting people currently in our services. This has huge benefits for both the current service users and also for the Peer Mentors who are adding to their CVs.
- We will work with new initiatives being developed by the Office of the Police and Crime Commissioner, as well as from County Council, Lichfield District Council and Tamworth Borough Council, in order to be part of the wider remit of domestic and sexual abuse services.
- We are developing new working models aimed at providing continuity of high quality service provision within the funding available.
- We aim to continue to improve our services and continue to be the very best that we can possibly be.

This is of course a brief summary of a much larger plan but watch this space for the much bigger picture.

#### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the report of the trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice, and also for ensuring compliance with Public Benefit reporting as required by the Charity Commission for England and Wales.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping 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 2006. They 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**THE BURNTWOOD PATHWAY PROJECT**  
**REPORT OF THE TRUSTEES**  
**For the year ended 31 March 2014**

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**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware. Additionally each trustee has taken all the necessary steps that they ought to have taken as a trustee in order to make themselves aware of all relevant audit information and to establish that the charitable company's auditors are aware of that information.

**AUDITORS**

The auditors, Haines Watts, will be proposed for re-appointment in accordance with Section 487 (2) of the Companies Act 2006.

ON BEHALF OF THE BOARD:

Lorna Walker - Chair  
Date: 25 November 2014

# **THE BURNTWOOD PATHWAY PROJECT INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE BURNTWOOD PATHWAY PROJECT**

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We have audited the financial statements of The Burntwood Pathway Project for the year ended 31 March 2014, consisting of the Statement of Financial Activities, the Balance Sheet and the related notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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.

## **Respective responsibilities of trustees and auditors**

As described on page 8, the trustees, who are also the directors of The Burntwood Pathway Project, for the purposes of company law, are responsible for the preparation of the trustees' annual report and the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). These standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

**THE BURNTWOOD PATHWAY PROJECT  
INDEPENDENT AUDITORS' REPORT  
TO THE MEMBERS OF THE BURNTWOOD PATHWAY PROJECT**

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**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

We have nothing to report in respect of the following matters where 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 our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Stephen P Butler (Senior Statutory Auditor)**

For and on behalf of:

Haines Watts, Chartered Accountants

Statutory Auditors

Sterling House  
97 Lichfield Street  
Tamworth  
B79 7QF

Date : 25 November 2014

**THE BURNTWOOD PATHWAY PROJECT**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
(including a summary income and expenditure account)  
**For the year ended 31 March 2014**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2014 £	Total 2013 £
<b>INCOMING RESOURCES</b>						
<b>Incoming resources from generated funds</b>						
Voluntary income	2	27,438	-	57,111	84,549	107,197
Activities for generating funds	3	8,826	-	7,010	15,836	14,302
Investment income	4	54	-	-	54	67
<b>Incoming resources from charitable activities</b>						
	5	448,940	-	113,289	562,229	690,998
<b>Total incoming resources</b>		<u>485,258</u>	<u>-</u>	<u>177,410</u>	<u>662,668</u>	<u>812,564</u>
<b>RESOURCES EXPENDED</b>						
<b>Costs of generating voluntary income</b>						
	6	4,281	-	-	4,281	4,762
<b>Charitable activities</b>						
	7	452,184	-	320,382	772,566	847,649
<b>Governance costs</b>						
	9	12,046	-	-	12,046	12,957
<b>Total resources expended</b>	6	<u>468,511</u>	<u>-</u>	<u>320,382</u>	<u>788,893</u>	<u>865,368</u>
<b>Net incoming / (outgoing) resources before transfers</b>	5	16,747	-	(142,972)	(126,225)	(52,804)
Surplus arising on the disposal of Burntwood property		-	-	106,493	106,493	-
Transfers between funds	17	141,928	-	(141,928)	-	-
<b>Net incoming / (outgoing) resources being net income / (expenditure) for the year</b>		<u>158,675</u>	<u>-</u>	<u>(178,407)</u>	<u>(19,732)</u>	<u>(52,804)</u>
<b>Reconciliation of funds</b>						
Fund balances brought forward		<u>29,516</u>	<u>180,000</u>	<u>227,106</u>	<u>436,622</u>	<u>489,426</u>
<b>Fund balances carried forward</b>		<u>188,191</u>	<u>180,000</u>	<u>48,699</u>	<u>416,890</u>	<u>436,622</u>

All of the above results are derived from continuing activities.

All gains and losses recognised in the year are included above.

The notes on pages 14 to 22 form part of these financial statements.

**THE BURNTWOOD PATHWAY PROJECT**  
**BALANCE SHEET**  
(registered company number 02635912)  
**For the year ended 31 March 2014**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2014 £	Total 2013 £
<b>Fixed assets</b>						
Tangible assets	13	8,882	-	3,445	12,327	280,126
<b>Current assets</b>						
Debtors	14	10,942	-	1,662	12,604	21,790
Cast at bank and in hand		170,275	180,000	58,761	409,036	214,372
		<u>181,217</u>	<u>180,000</u>	<u>60,423</u>	<u>421,640</u>	<u>236,162</u>
<b>Creditors: amounts falling due within one year</b>	15	(1,908)	-	(15,169)	(17,077)	(79,666)
		<u>179,309</u>	<u>180,000</u>	<u>45,254</u>	<u>404,563</u>	<u>156,496</u>
<b>Net current assets / (liabilities)</b>		<u>179,309</u>	<u>180,000</u>	<u>45,254</u>	<u>404,563</u>	<u>156,496</u>
<b>Total assets less current liabilities</b>		<u>188,191</u>	<u>180,000</u>	<u>48,699</u>	<u>416,890</u>	<u>436,622</u>
<b>Total net assets</b>		<u>188,191</u>	<u>180,000</u>	<u>48,699</u>	<u>416,890</u>	<u>436,622</u>
<b>Funds</b>						
Restricted	17				48,699	227,106
Designated	17				180,000	180,000
Unrestricted	17				188,191	29,516
					<u>416,890</u>	<u>436,622</u>
<b>Total funds</b>					<u>416,890</u>	<u>436,622</u>

Approved by the Board on 25 November 2014 and signed on its behalf by:

.....  
**Lorna Walker – Chair**

The notes on pages 14 to 22 form part of these financial statements.

# THE BURNTWOOD PATHWAY PROJECT

## NOTES TO THE FINANCIAL STATEMENTS

### For the year ended 31 March 2014

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#### **1 Accounting policies**

##### **1.1 Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with UK Accounting Standards (UK Generally Accepted Accounting Practice) and follow the recommendations in "Accounting and Reporting by Charities: Statement of Recommended Practice", issued in March 2005.

##### **1.2 Incoming resources**

All incoming resources are recognised in the Statement of Financial Activities when the charitable company is entitled to the income and the amount can be quantified with reasonable accuracy. The value of services provided by volunteers has not been included in these accounts. Grants received in advance are carried forward as unspent balances in the analysis of funds in note 18.

##### **1.3 Tangible fixed assets and depreciation**

Assets which cost in excess of £500 are capitalised and included in the accounts on the following basis.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at annual rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:-

Freehold property	2%, straight line basis
Children's play equipment	20%, reducing balance basis
Fixtures and fittings	20%, reducing balance basis
Office equipment	25%, reducing balance basis

##### **1.4 Governance costs**

Governance costs are those costs associated with meeting the constitutional and statutory requirements of the charitable company and include audit fees and costs linked to the strategic management of the charitable company.

##### **1.5 Charitable expenditure**

Charitable expenditure comprises those costs, including irrecoverable vat, incurred by the charitable company in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect central nature necessary to support those activities, allocated on a basis designed to reflect the usage of such central resources.

##### **1.6 Fund Accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees, in furtherance of the general objectives of the charitable company, and which have not been designated for other purposes. Designated funds are unrestricted funds that have been set aside by the trustees for a specific, but not legally binding, purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors within the objects of the charity. Expenditure that meets these criteria is charged to the fund.



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**1 Accounting policies (continued)**

**1.7 Taxation**

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

**1.8 Operating Leases**

Rentals applicable to operating leases are charged to the SOFA over the period in which the cost is incurred.

**2 Voluntary income**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2014</b>	<b>Total 2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Anonymous	-	28,925	28,925	15,000
Wolves Aid	-	9,600	9,600	-
Kelly Family Trust	-	5,000	5,000	-
Lichfield RAFT	5,000	-	5,000	-
Staffordshire CC C & LP	-	4,700	4,700	14,833
Michael Lowe	-	2,500	2,500	-
Swinfen Broun	-	2,500	2,500	-
Lichfield DC	2,000	-	2,000	2,000
Tamworth BC	2,000	-	2,000	-
Tamworth Elim Church	1,100	-	1,100	-
Lloyds TSB	-	-	-	19,600
Barleycorn Trust	-	-	-	15,000
Pulse Trust	-	-	-	10,000
Anonymous personal donation	-	-	-	1,000
Gift aid income tax recovered	4,663	-	4,663	947
Donations of £1,000 and under	12,675	3,886	16,561	28,817
	<u>27,438</u>	<u>57,111</u>	<u>84,549</u>	<u>107,197</u>

**3 Activities for generating funds**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2014</b>	<b>Total 2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fundraising events	1,541	4,613	6,154	7,022
Training income	6,641	2,080	8,721	7,112
Payphone	109	-	109	30
Memberships	118	-	118	138
Sundry	417	317	734	-
	<u>8,826</u>	<u>7,010</u>	<u>15,836</u>	<u>14,302</u>

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**4 Investment income**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2014</b>	<b>Total 2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank interest receivable	54	-	54	67
	<u>54</u>	<u>-</u>	<u>54</u>	<u>67</u>

**5 Incoming resources from charitable activities**

<b>Restricted funds</b>	<b>Activity</b>	<b>Total 2014</b>	<b>Total 2013</b>
		<b>£</b>	<b>£</b>
Grants	Children's projects	37,845	46,280
Grants	Domestic violence prevention	72,627	73,813
Grants	Intensive support	4,063	-
Grants	Family Justice Centre	-	1,250
Grants £1,000 and under		-	850
		<u>114,535</u>	<u>122,193</u>
<b>Unrestricted funds</b>			
Supporting people: Rebecca House (Tamworth)	Intensive support	55,359	56,880
Supporting people: Burntwood	Intensive support	-	70,739
Supporting people: Eden Sanctuary (Lichfield)	Intensive support	137,960	182,090
Accommodation charges	Intensive support	158,999	189,556
Supporting people floating support	Intensive support	95,376	69,540
		<u>447,694</u>	<u>568,805</u>
		<u>562,229</u>	<u>690,998</u>
<b>Grants received included in the above are as follows</b>			
Children in Need		22,845	30,930
Staffordshire CC re DVPAF		14,009	-
Ministry of Justice		20,000	20,000
Staffordshire Women's Aid		19,000	12,335
Lichfield DC – Action Kids		15,000	-
Lichfield DC – DVPAF		21,935	-
Rowley Trust		1,246	-
Michael Lowe re Family Justice Centre		-	1,250
Staffordshire CC Action Kids		-	15,000
Lichfield DC re Outreach Centre		-	10,000
Lichfield DC IDVA		-	31,828
Lichfield District Strategic Partnership		-	-
Grants £1,000 and under		500	850
		<u>114,535</u>	<u>122,193</u>

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**6 Costs of generating voluntary income**

	<b>Total 2014 £</b>	<b>Total 2013 £</b>
Staff costs	3,634	4,042
Sundries	152	169
Support costs	495	551
	<u>4,281</u>	<u>4,762</u>

**7 Charitable activities costs**

	<b>Direct costs £</b>	<b>Support costs £</b>	<b>Total 2014 £</b>	<b>Total 2013 £</b>
Children's projects	100,378	14,126	114,504	109,154
Domestic violence prevention	137,085	7,162	144,247	142,218
Intensive support services	493,475	36,668	530,143	536,989
Intensive support capital	-	-	-	4,071
Family Justice Centre	-	-	-	55,217
	<u>730,938</u>	<u>57,955</u>	<u>788,893</u>	<u>847,649</u>

**8 Support costs**

	<b>Children's projects £</b>	<b>Domestic violence prevention £</b>	<b>Intensive support £</b>	<b>Totals 2014 £</b>	<b>Totals 2013 £</b>
Management	3,025	1,260	20,921	25,207	11,754
Finance	1,714	571	9,144	11,430	39,313
Information technology	318	318	636	1,273	616
Human resources	955	955	1,909	3,818	1,848
Other	8,114	4,057	4,057	16,228	7,854
	<u>14,126</u>	<u>7,162</u>	<u>36,668</u>	<u>57,955</u>	<u>61,385</u>

Support costs are allocated according to the time spent by the relevant staff on each activity.

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**9 Governance costs**

	<b>Total 2014 £</b>	<b>Total 2013 £</b>
Staff costs	8,221	8,880
Auditors' remuneration	3,645	3,645
Office costs	180	432
	<u>12,046</u>	<u>12,957</u>

**10 Net incoming resources**

	<b>Total 2014 £</b>	<b>Total 2013 £</b>
Net incoming resources are stated after charging the following items:		
Auditors' remuneration - for audit	1,700	1,800
- for accounts preparation	1,945	1,845
Operating lease rentals	4,514	4,446
Depreciation	3,295	10,038
	<u>11,454</u>	<u>28,929</u>

**11 Trustees' remuneration and expenses**

No trustee received any remuneration, benefits or expenses during the year ended 31 March 2014, nor in the year ended 31 March 2013.

**12 Staff costs**

	<b>Total 2014 £</b>	<b>Total 2013 £</b>
Wages and salaries	482,788	498,221
Social security costs	36,512	38,983
	<u>519,300</u>	<u>537,204</u>

The average number of employees during the year based on full time equivalents was 21 (2013: 22). No employee earned in excess of £60,000 per annum (2013: none).

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**13 Tangible fixed assets**

	Freehold property £	Children's play equipment £	Fixtures and fittings £	Office equipment £	Total £
<b>Cost</b>					
At 1 April 2013	300,907	26,141	63,720	26,441	417,209
Additions	-	-	1,885	1,868	3,753
Disposals	(300,907)	(13,962)	(20,032)	(7,496)	(342,397)
At 31 March 2014	-	12,179	45,573	20,813	78,565
<b>Depreciation</b>					
At 1 April 2013	36,109	21,191	55,612	24,171	137,083
Charge for the year	-	798	1,425	1,072	3,295
Eliminated on disposal	(36,109)	(13,003)	(17,631)	(7,397)	(74,140)
At 31 March 2014	-	8,986	39,406	17,846	66,238
<b>Net book value</b>					
At 31 March 2014	-	3,193	6,167	2,967	12,327
At 31 March 2013	264,798	4,950	8,108	2,270	280,126

**14 Debtors**

	<b>Total 2014 £</b>	<b>Total 2013 £</b>
Rent receivable	2,600	8,425
Other debtors	4,658	925
Prepayments and accrued income	5,346	12,440
	<u>12,604</u>	<u>21,790</u>

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

	<b>Total 2014</b>	<b>Total 2013</b>
	<b>£</b>	<b>£</b>
Current portion of other loan	-	52,500
Trade creditors	448	903
Social security and other taxes	8,799	9,276
Accruals and deferred income	7,830	16,987
	<u>17,077</u>	<u>79,666</u>

**16 Operating lease commitments**

	<b>Total 2014</b>	<b>Total 2013</b>
	<b>£</b>	<b>£</b>
The following operating leases are committed to be paid within 1 year:		
Expiring:		
Within 1 year	1,075	-
Between 1 and 5 years	3,439	4,514
	<u>4,514</u>	<u>4,514</u>

**17 Movement in funds**

	<b>At 1 April 2013</b>	<b>Net movement in year</b>	<b>Transfers between funds</b>	<b>At 31 March 2014</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
General fund	29,516	16,747	141,928	188,191
<b>Designated funds</b>				
Operating contingency fund	180,000	-	-	180,000
<b>Restricted funds</b>				
Children's projects	13,491	(30,477)	30,269	13,823
Capital assets fund	11,872	-	(11,872)	-
Burntwood refuge capital fund	179,103	106,493	(285,596)	-
Central costs	-	(57,955)	57,955	-
Domestic violence prevention	22,301	(47,728)	42,637	17,210
Intensive support	339	(6,812)	24,679	18,206
	<u>227,106</u>	<u>(36,479)</u>	<u>(141,928)</u>	<u>48,699</u>
<b>Total funds</b>	<u>436,622</u>	<u>(19,732)</u>	<u>-</u>	<u>416,890</u>

**THE BURNTWOOD PATHWAY PROJECT**  
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**17 Movement in funds (continued)**

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Net movement £</b>
<b>Unrestricted funds</b>			
General fund	485,258	(468,511)	16,747
<b>Restricted funds</b>			
Children In Need	22,845	(31,047)	(8,202)
Other children's projects	50,354	(72,629)	(22,275)
Central costs	(1,750)	(56,205)	(57,955)
Domestic violence prevention	99,692	(147,420)	(47,728)
Intensive support	6,269	(13,081)	(6,812)
	<u>177,410</u>	<u>(320,382)</u>	<u>(142,972)</u>
<b>Total funds</b>	<u><u>662,668</u></u>	<u><u>(788,893)</u></u>	<u><u>(126,225)</u></u>

**Transfers between funds**

Transfers between unrestricted and restricted funds were to cover any deficit of funds spent on restricted projects compared with grant income received, together with the transfer of agreed management costs.

**Designated fund**

The directors have designated the sum of £180,000 as a contingency fund in the event of a curtailment of operating activities.

**Purposes of restricted funds:**

**Children's projects:** funding, including grants from **Children in Need**, received for the provision of support to children in the intensive support centres who are suffering as a result of living in a home with domestic violence. The funding received is provided to work with children both in the intensive support centre and as an outreach to service users through a children's worker, a parenting support carer and a sessional crèche worker, together with additional costs such as outings and equipment.

**Capital assets fund:** funding received from donations and grants towards the cost of fixtures and fittings for the intensive support centres.

**Burntwood refuge capital fund:** funding received for the purchase of the Burntwood refuge.

**Central costs:** funding received towards the central costs of the intensive support centres including the Operations Director.

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**17 Movement in funds (continued)**

**Domestic violence prevention and advice fund:** funding received for the provision of support to women who have suffered as a result of domestic violence. The funding is provided to work with women both in the intensive support centres and as an outreach to service users through the provision of an early intervention worker, an independent domestic violence adviser and a 24 hour helpline operated by the project.

**Intensive support:** funding received for the provision of support to service users whilst resident with the project. Such funding is provided to work with women in the intensive support centre through a specialist support worker, a counselling service and activities to promote a healthier life style.

**18 Capital**

The company is limited by guarantee and has no share capital. There are 21 members of the company, each of whom has undertaken to contribute £1 in the event of the company being wound up.