

(Registered Charity Number 1158856)

The Snowdrop Project

Charitable Incorporated Organisation (CIO)

Unaudited Financial Statements

For the period 13 October 2014 to 31 March 2016

The Snowdrop Project
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For the period ended 13 October 2014 to 31 March 2016

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The Snowdrop Project

Legal and Administrative information

For the period 13 October 2014 to 31 March 2016

Full name

The Snowdrop Project

Registered Charity Number

1158856

Trustees

Dr Ben Allen

Mrs Tina English

Mr Victor Medina

Julie Robinson

appointed 16 June 2015; retired 18 January 2016

The person in question retired from the board within the same reporting year due to a sudden change in personal circumstances that meant she could no longer meet the time requirements of the board.

Principal Address

Parkhead House

Carver Street

Sheffield

S1 4FS

Bankers

Reliance Bank Limited

Faith house

23-24 Lovat Lane

London

EC3R 8EB

Independent Examiner

Kate Follon ACMA CGMA

Voluntary Action Sheffield

Community Accounting Service

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

The Snowdrop Project

Trustees' annual report

For the period 13 October 2014 to 31 March 2016

The trustees submit their annual report and the financial statements for the period 13 October 2014 to 31 March 2016.

Structure, governance and management

The Snowdrop Project is a Charitable Incorporated Organisation (CIO). They registered with the Charity Commission charity on 13 October 2014, registration number, 1158856. The organisation is governed by its constitution last amended 25 September 2014. A board of appointed trustees run the organisation, delegating the day-to-day running of the organisation to employed members of staff.

Due to the nature of the services The Snowdrop Project provides, the Board of Trustees seeks to appoint members who have a wide range of appropriate skills and knowledge of the sector that will allow them to govern and grow the Charity successfully. The Charity's governing document permits a maximum of 12 Trustees.

The Trustees conduct a skills review to identify potential gaps in the Board that can then be suitably recruited for. The appointed individuals must fit within the given requirements in the constitution, support the values of the organisation and be able to make the necessary time commitments.

All trustees give their time voluntarily and receive no remuneration or other benefits. The chair is related to one of the employees and absents himself from any discussion related to salaries or discussions that would affect the financial situation of his relation e.g. pensions, maternity leave/pay etc.

Charitable objectives and activities

The relief of those in need by reason of them being, having been, or being at risk of becoming, victims of slavery or human trafficking, in particular by the provision of charitable assistance including support work, counselling, advocacy and associated support services.

Activities, projects or services

The organisation currently focuses its activities on providing long-term holistic support to those who have been victims of slavery or human trafficking. All the activities aim to reduce the risk of harm to the individual, increase independence, decrease social isolation and improve the general wellbeing and outcomes of the individual.

Services include:

One-to-one support – this is developed through individual care plans and is executed through community support to clients within their own accommodation. Support is provided through trained volunteer caseworkers who are supervised once every two weeks by a trained social worker. This support aids people with independent living skills, finding community, understanding their rights and responsibilities, attending appointments, finding education and employment, reconnecting with family etc

Counselling – one hour therapeutic sessions are offered to beneficiaries with trained and accredited volunteer counsellors once per week. This support is clinically supervised by the Helen Bamber Foundation. This support gives beneficiaries coping mechanisms to deal with anxiety and depression and decreases mental health problems

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Trustees' annual report

For the year ended 13 October 2014 to 31 March 2016

Charitable objectives and activities (continued)

Services include (continued):

Community activities – Dance classes and sewing classes are provided with child care to facilitate skills building, community and self confidence

Renovations – permanent council houses are cleaned, painted and furnished with second hand furniture to help provide a stable home base for survivors of trafficking with status in the UK

The organisation is only able to achieve its objectives through the generous time that is donated by our volunteers. The organisation had a very low income during this reporting period but, yet was able to deliver more than would be expected. This has been an exciting first year for the organisation as a registered charity, being the first in the UK to provide this type of support.

Achievements and performance

Operations

During this period, we supported 18 clients, 13 were new referrals (5 were already being supported). Successful outcomes for clients included: £45,000 for criminal compensation; 2 women reunited with their children who were separated through trafficking; 7 clients were given permanent council homes renovated through Snowdrop volunteers and furniture donations; 8 clients received counselling through in-house counselling; 1 client had her negative trafficking decision overturned and as a result she started working with the police to press charges against her trafficker; 8 clients obtained employment; all clients engaged in some form of education from ESOL to college; 2 women successfully escaped domestic violence; 2 women started their own family.

In January we started sewing classes on a Wednesday morning which was regularly attended by 5 beneficiaries (maximum capacity based on machines and volunteers). The beneficiaries learnt how to make bunting, cushions and skirts. One of the greatest benefits were the positive relationships that were developed with each other and the volunteers.

Dance classes ran for three terms (excluding the summer term) by student for the university of Sheffield Dance society. This was well attended by both Snowdrop beneficiaries and those from the local safe houses.

“I love coming to dance class. All the anxiety in my body and the stress just goes away. I can concentrate on the music and the dancing and nothing else. I feel good and that feeling stays with me and my children all week”

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Trustees' annual report

For the year ended 13 October 2014 to 31 March 2016

Achievements and performance (continued)

Office development and fundraising

This is the first year that Snowdrop has operated as a registered charity. When registration was first granted, the organisation was operating from a desk in a local church (Antioch Community Church), borrowing small rooms for individual meetings. We were quickly out-growing their capacity to support us. In June 2015, 12 people skydived (Jumped for Freedom) to raise money for the project. After costs they raised £7,000 which allowed us to rent our own premises in the city centre and to tailor them to suit the needs of our beneficiaries. We built two one-to-one counselling rooms where caseworkers or counsellors are able to meet with their clients in a confidential and safe environment, a multipurpose area from which to conduct community activities and multi-agency meetings, a small storage area for renovation materials and an office room for volunteers and potential staff to operate from.

We have had multiple individuals run fundraising events on our behalf such as dance shows, sponsored runs and clothes swaps. Furniture donations were regularly given to furnish properties for women who had nothing and we received a large number of donations for Christmas presents at our Christmas party which was attended by all beneficiaries and their children.

We were successful in obtaining our first grant from 'Awards for All' that enabled us to stabilise some of our support systems by paying for some hours for project coordination and facilitation of casework and community activities with childcare. As a result, we have applied for a large grant from the Big Lottery that would allow us to employ a staff team and continue to operate. As the organisation is run entirely on volunteers, the service is only possible due to the good will of others. During this period the organisation has continued to function due to the dedicated time of 30 volunteers covering management, casework, befriending, community activities, counselling, events management, fundraising and awareness raising.

Contribution to knowledge and best practice

During the first half of 2015, the director worked with the Human Trafficking Foundation to co-author 'Life Beyond the Safe House' which was launched in the house of commons and contributes to the knowledge in the sector of the consequences of short term support for victims of trafficking.

In May 2015 we ran a one-night film festival 'Sheffield Stands Against Slavery' in conjunction with Sheffield University, funded by Sheffield city council equality and monitoring hub. The expert panel consisted of the Snowdrop director (Lara Bundock), director of Human Trafficking Foundation (Tatiana Jordan), Manager of City Hearts (Kirsty Allan) and the gangmasters licencing authority (Alisdair Duncan). Just under 200 members of the public attended to raise their awareness and knowledge of trafficking.

The Snowdrop Project

Trustees' annual report

For the year ended 13 October 2014 to 31 March 2016

Public Benefit

The purpose of the Charity is to work towards a future free from human trafficking. This brings benefit to the public as a whole through each area of our work - supporting survivors, implementing models of best practice and sharing this knowledge with other agencies and individuals locally, nationally and internationally.

Our achievements in the past year, as detailed in our achievements above, reflect the specific benefits we have created.

The trustees have given due consideration to the Charity Commission published guidance on the Public Benefit requirement under the Charities Act 2011.

Plans for the future

Between the financial year end and the date of approval we applied for significant funding from the Big Lottery. This was obtained in May 2016 and has allowed us to employ new staff members and further our objectives both in South Yorkshire and potentially beyond.

Remuneration

All trustees give their time voluntarily and receive no remuneration.

The Snowdrop Project runs primarily through volunteers giving their time to the organisation. Volunteers can claim back expenses in line with our Volunteering policy.

Any staff salaries are decided by looking at comparable positions in the sector, as well as in line with the organisation's vision and values. Salaries are then submitted to the board of Trustees for approval before an offer of employment is made. For the member of staff married to the Chair of Trustees, her salary is approved by the other two trustees and the Chair steps out for discussions and approval of her remuneration to retain independence.

The Snowdrop Project
Trustees' annual report
For the year ended 13 October 2014 to 31 March 2016

Financial Review and reserves policy

The financial statements reflect the first period of The Snowdrop Project being a registered Charity. Income of £58,207 was received during the period whilst expenditure during the year amounted to £40,049. This resulted in a surplus of £18,158.

The Snowdrop Project recognises the valuable contribution of the following key organisations who have supported our work during the period:

Antioch Community Church

Irwin Mitchell Solicitors

Skipton Baptist Church

Big Lottery

Soroptomist International of Sheffield

Henry Boot Estates Limited

The Spotted Sheep Company

Looking to the future we are determined to maintain a level of reserves equal to six months' expenditure in order to meet the Charity Commission guidance and effectively meet the requirements of the long-term running of the Charity. For the period to 31 March 2016, this value would have been £20,000, the unrestricted reserves were £18,150, slightly below however the organisation is still in a growth period and the trustees are working towards this position.

This policy will ensure that there is a buffer to accommodate fluctuations in income and if necessary enable management to consider how to reduce spending while fundraising initiatives are completed to generate income.

The trustees' declare that they have approved report above on _____

Signed:

Name: _____

Trustee

The Snowdrop Project

Independent Examiners' Report

For the period 13 October 2014 to 31 March 2016

I report on the accounts of The Snowdrop Project for the period 13 October 2014 to year ended 31 March 2016 which are set out on pages 10 to 16.

Respective responsibilities of the trustees and the examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep appropriate accounting records in accordance with section 130 of the 2011 Act and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: _____

Kate Follon ACMA CGMA
Voluntary Action Sheffield
Community Accountancy Service
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date: _____

The Snowdrop Project

Statement of financial activities

(incorporating the income and expenditure account)

For the period 13 October 2014 to 31 March 2016

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £
Income from:				
Grants and Donations	2	39,612	11,000	50,612
Charitable activities	3	7,014	-	7,014
Other Income	4	581	-	581
		<u>47,207</u>	<u>11,000</u>	<u>58,207</u>
Expenditure on:				
Charitable Activities	5	35,522	4,527	40,049
		<u>35,522</u>	<u>4,527</u>	<u>40,049</u>
Net income		11,685	6,473	18,158
Total funds brought forward		-	-	-
Total funds carried forward		<u><u>11,685</u></u>	<u><u>6,473</u></u>	<u><u>18,158</u></u>

The Snowdrop Project

Balance Sheet As at 31 March 2016

	Notes	Total 2016 £
Fixed Assets	7	2,495
Current assets		
Debtors	8	251
Cash at bank and in hand		17,219
Total current assets		17,470
Creditors: amounts falling due within one year	9	(1,807)
Net current assets		15,663
Total assets less current liabilities		15,663
Creditors: amounts falling due after more than one year		-
Total net assets		18,158
Represented by:		
Funds of the Charity		
Unrestricted funds		11,685
Restricted income funds	10	6,473
		18,158

For the year ending 31 March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

Approved by the Board of Trustees on _____

Signed on behalf of the board by:

(print name): _____

Director

The Snowdrop Project

Notes to the Accounts

For the period 13 October 2014 to 31 March 2016

1 Accounting Policies

(a) General

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 financial statements have also taken early adoption of Charities SORP (FRS 102) Bulletin 1.

The organisation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value. There are no restatements require to any balance.

(b) Income

Income is recognised when the organisation 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.

Investment income is included when receivable.

(c) 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.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(d) Funds

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the funder.

(e) Fixed Assets

Depreciation has been calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful live, as follows:

Leasehold improvements	Over the term of the lease
Fixtures, fittings & equipment	25% Straight Line

The Snowdrop Project

Notes to the Accounts

For the period 13 October 2014 to 31 March 2016

2 Grants and Donations

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Big Lottery		10,000	10,000
Sheffield City Council - Equality and Diversity		1,000	1,000
Small donations from organisations	2,428		2,428
Skipton Baptist Church	1,309		1,309
St Thomas Philly	2,077		2,077
General Donations	32,376		32,376
Gift Aid Income	1,422		1,422
	39,612	11,000	50,612

3 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Fundraising Income	5,362	-	5,362
Services Income	1,652	-	1,652
	7,014	-	7,014

4 Other Income

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Other Income	579	-	579
Bank Interest	2	-	2
	581	-	581

The Snowdrop Project

Notes to the Accounts

For the period 13 October 2014 to 31 March 2016

5 Charitable Expenditure

	Note	Unrestricted Funds £	Restricted Funds £	2016 £
Staff Costs	6	5,977	3,359	9,336
Services				
Training Supplies & Travel		704	-	704
Project Costs				
Victim Care Fund		1,079	-	1,079
Interpreting		908	-	908
Training costs		363	-	363
Small Grants		275	-	275
Renovation costs		714	-	714
Other Project Costs		371	80	451
Business Expenses				
Branding		2,921	-	2,921
Building Expenses		644	-	644
Equipment		257	-	257
Fees		2,696	-	2,696
Film Festival		-	828	828
Fundraising costs		3,245	-	3,245
Insurance		121	-	121
Legal and Professional		42	-	42
Other Expenses		1,681	-	1,681
Payroll		52	-	52
Petty Cash		634	-	634
Phone/ Internet		140	-	140
Refreshments		30	-	30
Stationary		452	260	712
Subscriptions		199	-	199
Travel		2,957	-	2,957
Volunteer Expenses		5,978	-	5,978
Website/ IT Costs		730	-	730
Bank and paypal fees		342	-	342
Depreciation		1,590	-	1,590
Support costs (see below)		420	-	420
Total charitable expenditure		35,522	4,527	40,049
Support costs				
Independent examiner's fee		420	-	420
		420	-	420
Other fee's payable to Independent examiner's organisation included above				
Payroll services		103	-	103
HR Advice		42	-	42
Training		280	-	280
Room Hire		54	-	54
		479	-	479

The Snowdrop Project

Notes to the Accounts - continued

For the period 13 October 2014 to 31 March 2016

6 Staff Costs

Staff costs include the following costs:

	2016 £
Salaries	9,336
Employer's National Insurance	-
	<u>9,336</u>

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

The average monthly number of employees during the year was 2.

7 Tangible Fixed Assets	Leasehold Improvements £	Fixtures, fittings & equipment £	Total £
Cost or Valuation			
As at 12th October 2014	-	-	-
Additions	3,000	1,085	4,085
Disposals	-	-	-
At 31 March 2016	<u>3,000</u>	<u>1,085</u>	<u>4,085</u>
Depreciation			
As at 12th October 2014	-	-	-
Charge this period	1,500	90	1,590
Disposals	-	-	-
At 31 March 2016	<u>1,500</u>	<u>90</u>	<u>1,590</u>
Net Book Value			
As at 31st March 2016	<u>1,500</u>	<u>995</u>	<u>2,495</u>
As at 12th October 2014	<u>-</u>	<u>-</u>	<u>-</u>

8 Debtors

	2016 £
Prepayments	251
	<u>251</u>

9 Creditors: amounts falling due within one year

	2016 £
Payroll Creditors	1,301
Other Creditors	86
Accruals	420
	<u>1,807</u>

The Snowdrop Project

Notes to the Accounts - continued

For the period 13 October 2014 to 31 March 2016

10 Restricted funds

	Brought forward 13-10-14 £	Income £	Expenditure £	Carried forward 31-03-16 £
National Lottery - Awards for All	-	10,000	(3,699)	6,301
Sheffield City Council - Equality and Fairness Grant	-	1,000	(828)	172
	<u>-</u>	<u>11,000</u>	<u>(4,527)</u>	<u>6,473</u>

National Lottery - Awards for All

To provide one to one support for 15 survivors and 10 group sessions to work on skills building, communication development, confidence building, increasing social networks. The funding covered an overall project leader and assistant, one-to-one support, project coordinator of group work, workshop materials and crèche facilities.

Sheffield City Council - Equality and Fairness Grant

Funding covered films costs, information packs, event equipment and marketing and printing for the Sheffield Stands Against Slavery Film Festival. Raising public awareness to the issue of human trafficking and communities affected by and vulnerable to this crime. A large percentage of this is Women and BME communities.

11 Directors Remuneration, benefits and expenses

No expenses were paid to trustees during the year.

12 Related Party Transactions

The wife of Victor Medina, a trustee, is an employee of the organisation and received a total salary of £2,157 during the year. She also received expenses payments covering her childcare costs whilst volunteering of £4,149 during the financial year, paid in line with the organisations volunteer policy.

Victor absents himself from any trustee discussions directly relating to decisions around her employment and other benefits.