

Kairos WWT (Women Working Together)

**Trustees' Report and
Independently Examined
Financial Statements**

for the year ended 30 June 2010

Registered Charity Number: 1094145

Kairos WWT (Women Working Together)
for the year ended 30 June 2010

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Kairos WWT (Women Working Together)

Financial Statements for the year ended 30th June 2010

Charity Information

Charity Name	Kairos WWT (Women Working Together)
Chair	Janet Ward (Since October 05)
Secretary	Alison Page (Since September 09, Sec: January 10)
Treasurer	Rachel Hickingbotham (October 08 to November 09) Rebecca Eccleston (Since December 09)
Board of Trustees	Pauline Ewing (Resigned August 09) Jodie Mead (Resigned October 09) Lucy Ripon (Resigned October 09) Petina Smith (Resigned October 09) Jenny Williams (Resigned October 09) Diane Levine (Since April 09) Penny Drayton (Since October 08) Pauline Warner (Since October 09) Hazel Padmore (Since October 09)
Registered Charity Number	1094145
Principal Office	St Peter's Centre Charles Street Hillfields Coventry CV1 5NP
Independent Examiner	Michael Daniels, employee of Warwickshire CAVA Community Accountancy Service Community House Coleshill Road Atherstone, CV9 1BN
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Mailing Kent, ME19 4JQ

Kairos WWT (Women Working Together)

Trustees report for the year ended 30th June 2010

The Trustees present their report and receipts and payments account for the year ended 30th June 2010.

Governing Document

Kairos is an Unincorporated Association registered with the Charities Commission, the original Constitution having been signed by Trustees on 13th September 2002. At an extraordinary general meeting of the Association on 7th June 2010 a decision was taken to dissolve the association and transfer its assets to a company limited by guarantee. The company Kairos WWT (07254667) was incorporated on 14th May 2010 and the assets of the association were transferred to it on 30th June 2010. The unincorporated association was dissolved at the Annual General Meeting on 14th September 2010

The update of the charities' objects to 'the relief or prevention of poverty' was agreed at an EGM on 7th June 2010, and confirmation received from the charities commission on the proposal that the charity be dissolved was also made at the EGM 7th June 2010.

Upon dissolution of the charity any assets remaining after the satisfaction of all debts and liabilities, will be paid or distributed not among the members of the charity but rather the committee shall give or transfer such assets to Kairos WWT, the new Incorporated Company Charity Number 1136695 registered on 30th June 2010, having similar objects.

Membership of the charity shall be open to women over the age of 18 interested in furthering the objects of the charity. There are currently 35 members.

Recruitment and Appointment of Trustees

The Constitution requires that the number of Trustees shall not be less than six. At the end of June 2010 there were seven Trustees.

Each of the trustees shall retire with effect from the conclusion of the next Annual General Meeting after her appointment, but shall be eligible for re-election at that general meeting up to a maximum of five years.

Due to the focus of the charity, trustees seek to ensure that the needs of the service users are clearly understood. This is the fifth year in which a service user has attended committee meetings. Service users are consulted in various ways to obtain feedback.

Trustees bring a variety of skills and experience including social work, welfare, counselling, care, accountancy and management.

All Trustees give their time voluntarily and receive no private benefit from the charity; neither did the trustees nor parties related to them receive any benefit from any transactions undertaken by the charity.

Trustee Induction and Training

Three of the Trustees attended a Trustee Training Day run By Voluntary Action Coventry (VAC).

The Chair also attended two further days training under the auspices of VAC in Trustee Management and Employment respectively.

Kate Harris of VAC additionally has attended a Trustee meeting to help Trustee Development through the PQASSO tool, and additionally has met with the Project Manager.

Kairos is a member of the National Council for Voluntary Organisations (NVCO).

Organisational Structure

The Trustees form a committee which has seven members including the following officers: Chair, Secretary and Treasurer. It meets monthly. The committee has overall responsibility for strategic planning, policy formulation, approval and monitoring of programmes and services, finance, risk management, staff and volunteers, and premises.

To address the challenge of securing new funding, and retaining and developing services, two sub-committees meet on a regular basis. The finance committee discusses funding and deployment of resources. The strategy sub-committee has a remit to develop a business plan covering funding, finance, staff, premises and services. This committee has also written and reviewed policies.

The project manager works closely with the trustees attending monthly committee meetings. The project manager and chair have weekly contact to discuss strategic issues. The project manager and chair have weekly contact to discuss strategic issues. The project manager and treasurer have contact on a fortnightly basis to monitor budgets and the overall financial situation.

Staff and volunteers

Kairos had two staff from July 09 to June 10, Suzanne Shaw was Project Manager and Lucia Gattuso was Support worker. The staff work with the trustees to develop good practice in line with policies.

Individual line management for staff takes place monthly. Individual supervision is provided monthly for staff by independent supervisors.

Kairos WWT could not operate without the dedication and hard work of its volunteers. Currently we have 35 volunteers. We recruit from all ages and walks of life, including students from Coventry and Warwickshire Universities. We are grateful for the way in which volunteers have enabled Kairos WWT to continue to develop their services.

Volunteer recruitment is ongoing and all new volunteers are interviewed and provided with an induction programme, ongoing support and training. Regular supervision is mandatory and is provided quarterly. There are formal briefing and debriefings at all sessions. One to one supervision is available on request.

Training Undertaken

Training for staff, volunteers and service users is essential in the growth and development of Kairos WWT. A comprehensive training package for staff included an introduction to safeguarding children, mentoring, personal safety of sex workers, writing effective funding applications and working safely with perpetrators of domestic violence.

Training sessions for volunteers have been held on the following subjects:

- Sexual Health Awareness/Sex Work & The Law (5)
- Coventry Rape & Sexual Abuse Centre/Independent Sexual Violence Advisor Service/Blood Bourne Viruses (9)
- One to One Work (Floating Support/Befriending) (9)
- Drug Awareness/Needle XChange (10)
- Personal Safety (5)

Related Parties

Kairos WWT is a local independent charity.

Arising from the needs of service users working relationships have been developed with a number of statutory and voluntary agencies.

Health

Drugs workers from the Community Drugs Team (CDT) attend day and evening sessions when requested, offering assessments, health care, needle exchange, harm reduction advice and to meet any training needs.

The Project Manager attends meetings of the Prevalence Group meeting quarterly discussing drug services.

A nurse from the Anchor Centre (Coventry and Warwickshire Hospital Teaching Primary Care Trust) visits the day and evening sessions offering outreach services and registering service-users at the practice.

In May 2010, a dedicated alcohol worker was assigned from the Swanswell Alcohol Service to attend the weekly Women's Group.

We work in partnership with SWISH (Sex Workers into Sexual Health) who have a strong focus on meeting Sexual Health needs, offering sexual health clinics, providing Kairos with condoms, co-ordinating the local Ugly Mugs Scheme (a scheme raise issues around sexual violence) and providing training around sexual health.

During Sept-Dec 2009, Kairos hosted the City Council's One Body One Life programme during the WINGS session to improve levels of healthy eating and fitness.

Housing

A Floating Support from SWISH was designated to the Women's Group March 2010 to offer support with Housing and Benefits issues.

A wireless connection was also set up Cornerstone to enable service-users to bid for properties on the City Council's Homefinder Scheme.

Churches

Kairos WWT has strong links with several local churches particularly those whose premises are used for services: St Peters Centre; St Marys & St Benedicts RC Church; Cornerstone Methodist Church & Methodist Central Hall. Important links are also held with Father Hudsons Society and the Arch diocese of Birmingham.

Other Bodies

As appropriate, and with the consent of the service user, we work with police, housing agencies, social workers and medical personnel from a variety of agencies as well as other Third Sector organisations including Mind, CRASAC (Coventry Rape and Sexual Abuse Centre) and The Tamarind Centre.

Objectives and Activities

In considering the objects of the Charity, the Trustees have referred to guidance contained within the Charity Commission's general guidance on public benefit.

The objects of Kairos WWT as stated in the Constitution are as follows:

'The objects for which the charity is established are the prevention or relief of poverty'

Kairos WWT believes in the value and dignity of all women. We aim to support, empower and give a voice to women caught up in sex work, or at risk of prostitution and those aspiring to leave it. We work in Coventry by providing safe spaces, a listening ear and development opportunities.

To continue to have an understanding of our service user needs each year a women's representative elected by the women is invited to attend trustee meetings. Her role is to both provide information to the trustees from the women and to inform the women of developments within Kairos WWT.

Main Activities for the year

Street Outreach and Evening Drop-in Service

The Street Outreach and Evening Drop-In Services continue to run on a twice weekly basis. The aim of Street Outreach is to make contact with women involved in sex work, who can be a hidden population, and who do not necessarily access mainstream services due to a range of factors including stigmatisation, fear of judgement, criminalisation and lifestyle. Street Outreach intends to build and maintain ongoing relationships with women involved in sex work and offer frontline harm reduction, information and signposting to other services available, including the Evening Drop In.

At the Evening Drop In, service-users can access further harm reduction resources and advice (including supplies of condoms and the Needle Xchange), make links with the nurse in attendance and receive direct health interventions, access food, clothing and hot drinks, access the Ugly Mugs literature and report incidences of sexual violence to trained staff/volunteers, build links with staff who can act as advocates and offer Floating Support to deal with issues relating to health, housing, benefits, law, social care etc, and reduce a sense of isolation by having access to a listening ear.

Women's Group/WINGS Sessions

The Women's Group at Cornerstone Methodist Church operates weekly from 11.30 a.m. – 3 p.m.

Many of the women who use the Womens Group are no longer involved in prostitution and are accessing support with substance dependency issues. The Women's Group allows service-users the opportunity to widen their support network, develop new skills and interests, access peer support and increase their sense of self worth and well-being.

At the sessions the women enjoy a nutritious lunch together. Having completed an informal introduction to food hygiene the women have the opportunity to undertake paid sessional work on a rota basis. They help prepare for the sessions, set out the lunch, offer drinks to those who attend, clear up and vacuum. We are grateful to Father Hudson's Society for funding this project. Staff and volunteers facilitate informal arts and crafts sessions and items made during these sessions were sold during Coventry Women's Festival to raise money for the project.

An IT tutor attends regularly delivering a CLAIT course and the opportunity to develop IT skills.

Housing and Benefits advice is offered by SWISH at this group and health care is provided via a nurse from the Anchor Centre. A Drugs Worker from CDT is available upon request.

The women have the opportunity at each session to hold a meeting during lunch to discuss any ideas and feedback in regards to Kairos WWT with the Service-User Representative. Formal meetings can be requested by the women to meet with the Trustees.

The WINGS (Well being, Information, New Skills, Getting Support) Sessions have continued to run on Wednesdays between 1.00pm and 3.00pm, offering service-users access to lunch and a variety of workshops designed to increase levels of confidence, overall well-being, access to other support services and opportunities to develop new skills. Examples of workshops offered as part of the WINGS programme have included 'The World Wide Web', One Body One Life (12 week health initiative), Food Hygiene, Personal Safety, Salsa, a pamper day, massages, Q&A session with a nurse, swimming, self-defence and visits from CRASAC (Coventry Rape and Sexual Abuse Centre) the Independent Sexual Violence Advisors, Victim Support and All About Addictions. A Patient Advice and Liaison Officer has also attended a number of sessions.

Social Events and Outings

During school holidays, Kairos offers family based activities for service-users and their children to attend to increase positive family contact. Activities this year have included:

20/08/09: Sea Life Centre, Birmingham

27/08/09: Horse-riding

01/08/09: 10 Year Anniversary Family Fun Day

03/08/09: Ice-skating

10/08/09: Swimming, Kennilworth

17/08/09: Twycross Zoo

24/08/09: BBQ Coombe Abbey
26/10/09: Bowling
16/12/09: Christmas Dinner & Visit from Father Christmas
23/12/09: Cinema
17/02/10: Salsa
12/04/10: Jefferson Gardens, Leamington Spa
02/06/10: Swimming

Friends of Kairos

A 'Friends of Kairos' list was established September 2008, this list includes past and present volunteers, funders and interested parties. Currently, we have 182 Friends. 'Friends of Kairos' receive a quarterly newsletter, invitations to the AGM and other events. Donations received from 'Friends of Kairos' are always gratefully received and our service users make sure cards are always sent to say thank you.

Website

November 2008 saw the launch of the new website, this has been continually developed and our thanks go to volunteers who had supported this project.

<http://www.kairoswwt.org/>

Newsletter

The Kairos WWT Newsletter is a quarterly publication and a great resource. It is produced by staff and includes contributions from service-users, volunteers and staff documenting progress within the project, highlighting future initiatives and promoting key services of Kairos as well as partnership organisations.

Financial Review

The receipts and payments account shows total income for the year was £88,198 and total expenditure of £74,301 resulting in net receipts of £13,897. Total reserves at 30 June 2010 were £56,141 of which restricted reserves total £44,954.

Policies

The trustees have the following policies:

1. Reserves

The charity will aim to keep between three and six months core running costs in reserves at all times. This is to ensure the Charity is able to meet all of its legal obligations should all funding be withdrawn.

2. Investments

The Charity has no investments

Principal Funding Sources

The Trustees extend their gratitude to:

The Alan Edward Higgs Charity, The Allen Lane Foundation, Church Urban Fund, Church Welfare Association, Coventry Community Safety Partnership, Father Hudsons Society, The Henry Smith Charity, Lankelly Chase Foundation, National Council For Social Concern, The Office for Criminal Justice Reform, The Yapp Charitable Trust

as principal funders during the last financial year.

They also thank Warwick (University) Volunteers, Leofric Lions, Knights of St Columba, Greek Ladies Society, St Francis Church, St Mary's Church, Holy Trinity Church, St Barbara's Church, Salvation Army, Hillfields Baptist Church, St Thomas Moore, 53rd Coventry South Rainbows, as well as individual donors for their contributions to Kairos WWT.

Approval

This report was approved by the Trustees on _____ and signed on their behalf.

Signed _____ Date _____
Trustee

**Independent examiner's report to the trustees of
Kairos WWT (Women Working Together)
for the year ended 30 June 2010**

I report on the accounts of the charity, which are set out on pages 9 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 43(7)(b) of the 1993 Act; and
- 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 accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records

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 _____ Date _____
Michael Daniels
Employee of Warwickshire CAVA, Community Accountancy Service

Kairos WWT (Women Working Together)

Receipts and Payments Accounts

for the year ended 30 June 2010

	Unrestricted	Restricted	2010 Total	2009
	£	£	£	£
Receipts				
Donations, Legacies and other similar Receipts:-				
William A Cadbury Charitable Trust	-	-	-	10,000
The Henry Smith Charity	-	30,000	30,000	-
Church Urban Fund	-	5,000	5,000	7,500
Father Hudsons Society	-	1,504	1,504	504
Alan Edward Higgs Charity	-	2,000	2,000	2,000
Allen Lane Foundation	-	6,000	6,000	3,000
National Council for Social Concern	3,000	-	3,000	3,000
Lankelly Chase Foundation	-	15,000	15,000	15,000
Coventry City Council	2,000	3,000	5,000	1,375
The Church Welfare Association	3,000	-	3,000	-
Office for Criminal Justice Reform	-	12,279	12,279	-
The Yapp Charitable Trust	3,000	-	3,000	3,000
Donations	2,356	-	2,356	1,053
Bank Interest Received	44	-	44	1,443
Other Income	15	-	15	36
TOTAL Receipts carried forward	13,415	74,783	88,198	47,911

Kairos WWT (Women Working Together)

Receipts and Payments Accounts

for the year ended 30 June 2010

	Unrestricted	Restricted	2010 Total	2009
	£	£	£	£
TOTAL RECEIPTS Brought Forward	13,415	74,783	88,198	47,911
PAYMENTS				
Charitable Payments				
Costs of Charitable Activities				
Staff Salaries	7,450	38,307	45,757	39,345
Employers NI	699	3,689	4,388	3,728
Staff Travel	684	104	788	485
Holidays/Trips	28	1,589	1,617	705
Telephone	317	279	596	1,213
Mobile Telephone	397	486	883	645
Postage and Stationery	731	319	1,050	1,512
Bookkeeping	0	0	0	635
Training Costs	40	1,239	1,279	1,130
Travelling Expenses	449	724	1,173	683
Conference Fees	0	0	0	99
Personal Alarms	187	0	187	94
Sundry Expenses	217	1,230	1,447	292
Insurance	0	504	504	504
Computer Equipment	0	0	0	1,198
Recruitment Advertising	0	115	115	5,478
Day Centre/Drop In Centre Supplies	1,297	1,632	2,929	4,320
Counselling/Supervision Fees	136	811	947	460
Office Rent	3,384	1,128	4,512	2,532
Room Hire	2,550	1,530	4,080	4,723
Accountancy	690	200	890	670
Publicity	500	499	999	0
Sessional Work (Service Users)	0	160	160	1,281
Office Equipment	0	0	0	2,173
Property Costs	0	0	0	1,120
TOTAL PAYMENTS	19,756	54,545	74,301	75,025
(NET PAYMENTS)/NET RECEIPTS	(6,341)	20,238	13,897	(27,114)

Kairos WWT (Women Working Together)

Statement of Assets and Liabilities

as at 30 June 2010

	Notes	2010 £	2009 £
Current assets			
Cash at bank and in hand		56,141	42,244
		<u>56,141</u>	<u>42,244</u>
Current Liabilities			
Creditors		-	-
Net Current Assets		<u>56,141</u>	<u>42,244</u>
Net assets		<u><u>56,141</u></u>	<u><u>42,244</u></u>
Accumulated Funds			
Restricted Fund	1	44,953	27,601
Unrestricted Fund	1	11,188	14,643
Total Funds		<u><u>56,141</u></u>	<u><u>42,244</u></u>

Kairos WWT (Women Working Together)

Notes to the Financial Statements

For the year ended 30 June 2010

1. Movements in funds

	1st July 2009 £	Incoming resources £	(Outgoing Resources) £	Transfer £	30th June 2010 £
Unrestricted funds					
General Purposes	14,643	13,415	(19,756)	2,886	11,188
	<u>14,643</u>	<u>13,415</u>	<u>(19,756)</u>	<u>2,886</u>	<u>11,188</u>
Restricted funds					
Christian Initiative Trust	1,065	-	(767)	-	298
Church Urban Fund	7,670	5,000	(6,873)	-	5,797
The Alan Edward Higgs Charity	3,344	2,000	(2,735)	-	2,609
The Allen Lane Foundation	1,493	6,000	(5,515)	-	1,978
Awards for All	1,372	-	(1,372)	-	-
National Council for Social Concern	2,886	-	-	(2,886)	-
Lankelly Chase Foundation	8,897	15,000	(11,397)	-	12,500
Heart of England Community Foundation - LEGI	874	-	(874)	-	-
Henry Smith	-	30,000	(14,922)	-	15,078
Coventry City Council - IT	-	3,000	(668)	-	2,332
Father Hudsons Society	-	1,504	(824)	-	680
Office for Criminal Justice Reform	-	12,279	(8,598)	-	3,681
	<u>27,601</u>	<u>74,783</u>	<u>(54,545)</u>	<u>(2,886)</u>	<u>44,953</u>

Restricted Funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

The above restricted funds have been donated for the following specific purposes.

- Christian Initiative Trust - A Grant towards three years training costs for staff and volunteers.
- Church Urban Fund - Towards the salary of a part-time support worker and volunteer coordinator over a three year period.
- The Alan Edward Higgs Charity - To help fund the summer programme.
- The Allen Lane Foundation - A grant towards the salary of the support worker.

Awards for All	-	To pay for the installation of a telephone line, costs relating to the telephone helpline, training and travel costs for volunteers, publicity and refurbishment costs for the new offices.
National Council for Social Concern	-	Funding to support core running costs, including post, publicity and accountancy.
Lankelly Chase Foundation	-	To provide part funding for the Project Manager's post.
Heart of England Community Foundation – LEGI	-	To help build self-worth and develop skills for employment
The Henry Smith Charity	-	Salary/costs of project manager
Coventry City Council	-	To fund computer related expenses and training
Father Hudsons Society	-	Contribution to Insurance costs/sessional work
Office for Criminal Justice Reform	-	Full funding of WINGS/One to One project and contribution to the outreach project

2. Trustees' remuneration, benefits and expenses

During the accounting period, the charity purchased Insurance (including trustee indemnity) for the sum of £503.83.

During this period, a total of £46.80 was reimbursed to 1 trustee for expenses incurred.