

First Steps Women's Centre

Annual Report

2018-19



First Steps
Women's Centre

www.firststepswomenscentre.org

First Steps Women's Centre Staff



Michael McGoldrick
Chief Executive Officer



Yvonne Corbett
Project Manager



Amanda Boyd
Training & Education
Coordinator



Carmel Creaney
Training & Education
Coordinator



Marion Murphy
Progression
Officer



Joanne Orr
Student Support
Officer



Bernie Mallon
Participant Recruitment
Officer



Gillian Steenson
Life Skills Advisor



Ingrid Bell
Participant Liaison
Assistant



Sonata Slajene
Housekeeper



Franco Donnelly
Mini-Bus Driver



Helena Elmoustaghit
Childcare Leader



Jacqueline Donnelly
Assistant Childcare Leader



Carla Dias
Childcare Assistant



Giedre Blair
Childcare Assistant



Dominika Dykier
Childcare Assistant



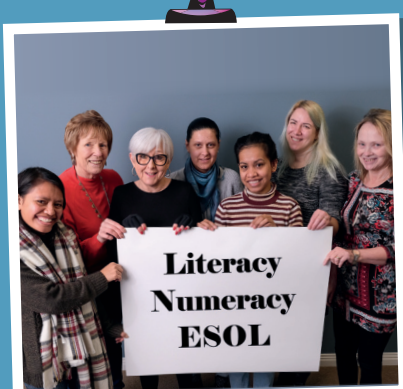
Luisa Goncalves
Childcare Assistant

First Steps Women's Centre Board of Directors 2019-2020

Role	Name
Chair	Mary O'Neill
Vice Chair	Helen O'Donnell
Treasurer	Eileen Fitzgerald
Secretary	Louise Mallon
Director	Katalin Hajdu
Director	Jean McGuinness
Director	Maria McGilly
Director	Catriona McGinn
Director	Alexandria De La Torre

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Chair's Report



Mary O'Neill, Chairperson

This is my second term as Chairperson of First Steps Women's Centre. I last held the office in 2012.

Looking back from my first term as Chair I have to admit the Centre is almost unrecognisable. The refurbishment, renovation and extension work has created a wonderful Centre for the women, families and the community of Dungannon and Mid Ulster. The new Centre is also providing opportunities for organisations and businesses that require space to hold meetings or training.

However some things remain very much the same with the core work of FSWC focused upon training and learning programmes. Demand for these has continued to grow year on year. The Centre is providing much needed services to women and children as well as the wider community. This was part of the aim of the Space and Place programme, to provide a connection for those that felt isolated and disconnected. Provision continues to be under three categories IT, Lifeskills and Health & Wellbeing.

Achievements

This year a total of 51 courses were provided with 672 course places filled. These numbers are absolutely amazing considering that for 33% of the year the building was under construction and courses were limited. The figures represent a 15% increase in provision compared to 2017-18.

IT and Ancillary (First Aid, Food Hygiene, and Defibrillator) courses had 192 places filled and a retention rate of 95%.

Lifeskills continues to provide training in English for migrant women as well as Literacy training for all. A total of 182 places were provided and 94 qualifications gained. The qualifications represent a pass rate of 97%.

A total of 298 places were filled in 23 Wellbeing courses. The new expanded conference room has meant that the Health & Wellbeing programmes can offer additional space and facilitate larger groups. The average number of participants per class was 13.

Childcare, Transport and our Benefit Checker Service have all been in high demand. These services offer a lifeline to women wishing to attend the Centre by removing barriers to participation. Without the availability of such services I believe that our retention and attendance figures would be much lower. For example there were 98 places allocated to children during the year. This included children from 8 migrant nationalities.

New Minibus - Funded through Garfield Weston, was delivered in March 2019. This has increased our transport capacity from 14 to 17 seats.

Vision Statement
"Confident women
empowered to
participate and
influence society"



Consolidation and Future Proofing

The Centre has not only consolidated its position within Mid Ulster but is also planning ahead, looking at how it can continue to be a place of need, interest and demand for women.

During this year FSWC recruited 3 new Directors with significant skills and experience. This is part of the development plan to ensure that FSWC has a strong core of Directors who are highly skilled to lead the organisation forward.

Our strategic planning day held in March 2019 helped outline the direction for the next 3-5 years. FSWC will continue to focus on supporting the needs and aspirations of women. Our vision is still ***“Confident women empowered to participate and influence society”***.

FSWC continues to invest in the governance of the organisation. A number of Directors (and staff) attended Safeguarding Training in February this year. We work across the Mid Ulster community, alongside Magherafelt and Cookstown Women Centres (Learning Lodge & Positive Steps). FSWC also works in partnership with Women’s Aid, Dungannon-Coalisland Surestart, Dungannon Enterprise Centre as well as a number of other voluntary, community and statutory organisations.

During the past year FSWC has also hosted a number of visits from politicians across the political spectrum (see page 17 of main report). All of our distinguished guests have been very impressed with the work that we do and the results that have been achieved.

Funders

None of our success or effective work would happen unless Foundations, Trusts and local and central Government Departments provided funding. I am extremely grateful to the Department for Communities, Department for Economy, European Social Fund, Space & Place, Mid Ulster Council, Garfield Weston, Awards for All, Halifax Foundation, Allen And Overy, Asda Foundation, P&C Hickinbotham Charitable Trust, CFNI (see Accounts from page 21 for more details) who provided the funding to support our programmes and services.

Staff and Volunteers

Funding provides the ingredients to create the opportunity for making something special. However it is the dedication, professionalism, diligence and enthusiasm of all our staff, volunteers and tutors that have made the icing as well as a very special cake. The comments made through the course and childcare evaluations bear testimony to the fact that First Steps Women’s Centre has made a difference to many women’s lives throughout the past 2 decades. There is no doubt that this is down to the staff, volunteers and tutors.

Mission Statement
“Supporting women’s professional and personal development through education and training.”

Chief Executive's Report



Michael McGoldrick, Chief Executive

It is hard to believe that our refurbished and extended Centre has almost been open for 1 year. Time does go by fast when you are busy! First Steps Women's Centre (FSWC) has been an extremely busy place during the past 12 months. It has really been an exciting time - record numbers have attended our courses, training programmes and crèche - as you will see within this report. Since the official opening on 28th June 2018, the Centre has truly "hit the ground running" and momentum has continually increased throughout the year.

Increased Numbers

During 2018-19 there has been 672 course places filled and 51 different courses provided, most of these from September 2018 to March 2019. These are amazing figures which exemplify the success of our work.

The European Social Fund (ESF) Project is the main source of funding for FSWC. Our recruitment figures have exceeded our annual targets. From 1st April 2018 - 31st March 2019 282 participants have been registered onto the ESF project. The larger training rooms have enabled FSWC to offer additional places on most courses. Childcare can now take up to 20 children per session and our new minibus also has additional capacity.

Our Benefit Checker service continues to work with the local community. This year it identified over £44k in additional benefits for the community.

PR Facelift

FSWC took the opportunity this year of improving our website and produced a new Corporate Booklet. The website was revamped to enable ease of use for all. The Corporate booklet was designed to showcase our new premises and promote our work. Our aim was twofold, to attract new women to the Centre and also to tap into the potential for additional income through room hire from the local community, voluntary, statutory and business sectors. Naturally the improvement to our website and the development of a new booklet stand side by side the high quality space that FSWC has on offer.

Building and Planning for the Future

During this year FSWC continued to work on its strategic plan. Regular staff and director meetings were held throughout the year. Staff supervision and team meetings continue to be a regular feature within the Centre. Many staff have taken up the offer of continuous training. Three of our Childcare staff are doing the Level 5 Childcare Learning and Development course. Other staff have attended training on Benefits, Adult Safeguarding, Defibrillator and First Aid.

We are acutely aware of the old adage of "Failing to plan is planning to fail" and in an ever changing environment we strive to look ahead, plan and remain agile. Through continuous training, staff supervision and meetings, FSWC seeks to maintain a proactive stance of maintaining a highly professional organisation. This is in line with the values of FSWC which include integrity, honesty and equality.

A Welcoming Centre

During this past year FSWC welcomed Russian, Syrian, Romanian, Polish, East Timorese, Lithuanian, Portuguese, and Hungarian, Latvian, Indonesian, British and Irish women to the Centre. Our diverse centre community has held a number of celebratory events throughout the year included our MacMillan Coffee morning in September, our Christmas Fayre and also International Women's Day event in March. All nationalities were represented at these events and this exemplifies that the space at FSWC is indeed a real shared space.

Funders

I would like to thank the Departments for the Economy, the European Social Fund, Department for Communities, Allen and Overy, Awards for All, Clanmil Housing Association, Department for Health, BBC Children In Need, Mid Ulster Council, Smurfitt Kappa, Asda Foundation, P&C Hickinbotham Charitable Trust, Comic Relief and the Big Lottery (through Space & Place) for the funding awarded to First Steps Women's Centre. Without the funding our staff, volunteers and tutors would not have been able to achieve the fantastic targets that they have reached.

Thanks

I would like to thank all the staff, Directors, volunteers and tutors who made this year as big a success as last years. The difference for this year is that the majority of the building work was the investment of funding, time, energy and passion into providing 51 courses for 672 participants. This does not include the 100+ Benefit Checker clients or 90 children registered throughout the year.

I am also very grateful to Yvonne Corbett, Project Manager who took the lead on the Space and Place project in my absence. Without her dedication and commitment the success of First Steps Women's Centre would not have been achieved.

**“It is only when women reflect in years to come
that they will realise that the catalyst for their
growth was when they took their first step
at First Steps Women's Centre”**

Information Technology

Introduction

In the academic year commencing in September 2018, there were 16 Information Technology and ancillary courses (see Table One & Two) run by First Steps Women's Centre (FSWC). These courses provided 192 places for accredited and non-accredited training for women in a variety of subjects ranging from Sage Accounts to IT for Jobskills. Courses varied in length from 6 weeks to 14 weeks in length. The overall average attendance rate for 2018 -19 was 91% and retention was 95%.

September 2018 - December 2018

Course	No. of Participants	Average Attendance	Retention	Pass Rates
Sage Accounts Level 1	11	87%	100%	85%
Sage Payroll Level 1	11	90%	100%	81%
Getting to know your IPad	6	92%	100%	N/A
Getting to know your Tablet	7	85%	80%	N/A
Digital Photography	9	83%	100%	N/A
Getting to know your Smartphone	12	87%	100%	N/A
IPad Progression	8	95%	100%	N/A
Tablet Progression	7	100%	100%	N/A
Digital Photography Progression	9	83%	77%	N/A
Smartphone Progression	12	100%	100%	N/A

January 2019 - March 2019

Course	No. of Participants	Average Attendance	Retention
Sage Accounts Level 1	8	85%	78%
Sage Payroll Level 1	7	87%	88%
Microsoft Office	13	85%	93%
Intro to Computers	9	85%	100%
Using your Smartphone	9	100%	100%
IT Jobsearch	5	100%	100%

Total Number of Courses 16
 Average Attendance 91%
 Average Retention 95%
 Total Number of Participants 143

Course Feedback & Evaluation

Formative and summative comprehensive evaluations were carried out for each course and feedback was extremely positive across all courses. Feedback from our participants suggests that they are extremely happy with all aspects of the provision and support they receive from First Steps Women's Centre.

NEW COMPUTER SUITE



SAGE CLASSES



IT Class - Getting to Know Your Smartphone



Digital Photography out on location!



IT TESTIMONIALS

"Thank you so much, now the computer is a new friend"

"Tutor 1st Class - Excellent Facilities with Crèche an added bonus"

"Microsoft office - A well worthwhile enjoyable course, delivered professionally with consideration for all abilities"

"The venue was excellent. Great Venue - Clean, Coffee and Chat"

"Courses great - will be recommending to friends"

"Great introduction into Sage Payroll and hopefully by gaining this qualification it will lead to a new job"

"Tutor very patient and very understanding and informative"

"Ipad class - very good course would highly recommend"



Anne Slevin being presented with a Birthday Bouquet by CEO, Michael McGoldrick



Life Skills

In the period April 2018 to March 2019 there were 12 courses provided and 182 places allocated. The courses included 9 ESOL Classes - Speaking & Listening, Reading & Writing, 2 PRE-ESOL classes, 1 Essential Skills Class. Class sizes ranged from 20 in ESOL classes to 12 in Essential Skills.

From September 2018 First Steps Women's Centre delivered 2 funded Pre-ESOL conversation classes and an ESOL Level 1 was also added to our current ESOL provision, providing a progression route for the more able participants. We had new participants from different nationalities including Syrian, Bulgarian, and Indonesian and from Eastern European countries.

Table below shows Statistics for Attendance

Class	Overall Rate of Attendance
EL1	67%
EL2	76%
EL3	73%
Pre-ESOL	69%
Improving English Skills	71%
OVERALL	71%



ESOL Classes September 2018

"I'm very happy to learn at the Women's Centre, because I learn a lot here. My English is now quite good. I want to learn more next year and move on to the next level"

Table below provides retention stats for each course:

Course	Length	Retention Rate	Number Attended
ESOL Entry L1 Speaking & Listening	120 Hrs	42%	24
ESOL Entry L2 Speaking & Listening	120 Hrs	56%	18
ESOL Entry L3 Speaking & Listening	120 Hrs	74%	19
Communication Level 1	48 hours	92%	12
PRE ESOL Group 1 and 2	24 Hours	71%	21
Pre-ESOL Group 2	24 Hours	100%	22
ESOL Entry Level 1 Reading 2018	60	100%	13
ESOL Entry level 2 Reading 2018	60	100%	12
ESOL level 1 Reading 2018	60	100%	8
ESOL Entry Level 1 Writing 2018	90	100%	13
ESOL Entry Level 2 Writing 2018	90	100%	12
ESOL Level 1 Writing 2018	90	100%	8
TOTAL	906	82%	182



Literacy Class with Course Tutor, Michael Murphy



ESOL Ladies - Lithuanian Traditional Dress

Exams Taken	Total No.s achieved	% Pass rate exam entrants
ESOL Entry L1 Speaking & Listening	10	100%
ESOL Entry L2 Speaking & Listening	10	100%
ESOL Entry L3 Speaking & Listening	14	100%
ESOL Entry Level 1 Reading 2018	13	100%
ESOL Entry level 2 Reading 2018	11	100%
ESOL level 1 Reading 2018	6	86%
ESOL Entry Level 1 Writing 2018	13	100%
ESOL Entry Level 2 Writing 2018	11	100%
ESOL Level 1 Writing 2018	6	86%
TOTAL	94	97%



Life Skills - ESOL Ladies from East Timor in Traditional Dress

ESOL Entry Level 1

“The course is very good and the teacher teaches well. She is very calm and I can understand her well”

“I really like this course. I come in by bus and I am happy with all staff and the ones who look after my child in the crèche”

ESOL Entry Level 2

“I like doing courses here as it helps me improve my English”

“I feel my English conversation skills are really improving”

ESOL Entry Level 3

“I learn a lot here, My English is now quite good. I want to learn more next year and move on to the next level”

“I didn’t speak any English but with this course, now I’m speaking and writing English well”

Improving Your English Skills

“The staff are very supportive and the tutor is very good at what he does and teaches us very good English”

“I enjoyed my time on the course and can’t wait until the next one. Tutor has been very supportive”

“I definitely would recommend the Women’s Centre. It’s so warm and enjoyable to be out of the house and not just being in a mum role”

“Thanks to all the staff at FSWC I really enjoy coming here to learn”

Health & Wellbeing

23

courses have run in this period

In Summary:

2	Personal Development
1	Managing Stress
1	Creative Writing
3	Sewing
2	Walking groups
1	Cook It course
1	Mindfulness
2	Yoga
4	Chi Me
1	Pilates
1	Drumming
1	Dancing
1	Make-up & Style
1	Hormone Harmony
1	Holistic Therapies Taster

Retention Rate	92%
Number of places accepted	298
Average Number per course	13
Average attendance per session	10/79%

“I really enjoy Yoga. I’d always thought about it and then, in January last year, I did my first Yoga class and found I really enjoyed it”

CHI ME



“This course was fantastic in every way, I can’t exercise due to fibromyalgia but I can do the Tai Chi and it really helps”

“Very important time of the week by attending this course - felt it both useful and enjoyable and look forward to continuing when available again”

YOGA



“Excellent! Good exercise and great for wellbeing and being mindful. Really enjoyed”

SEWING



Sewing Class - The women working away engrossed in the activities.

“The style of delivery was excellent. It helped non-sewers to overcome obstacles and the speed of delivery suited me”

“As a complete beginner, I felt my confidence grow week by week and I learned a lot about sewing and patterns”

HOLISTIC THERAPIES TASTER



“The learning of things you can take home and share with your family”

“This is a wonderful course which has made me so aware of self care and necessary practice for stress relief in everyday life. 5-star course. Thanks”

MINDFULNESS

“Made me more mindful of my thoughts which relieves stress and helps me to slow down in my daily life”

“Gave me confidence to speak to people more, Give me time to find “my zone” and to do something for me.”

BUILDING SELF CONFIDENCE

“I really enjoyed this course and it has helped me a lot in family situations”

“I practice self-care everyday and feel I have gained confidence - Nora is very good at facilitating this course”

CREATIVE WRITING

“The atmosphere was relaxed and encouraging”

“This was an excellent 6 weeks. I feel more confident about my ability to write and not feel so scared by my inability”

PILATES

“Thank you for allowing me to attend this course of Pilates. I never knew what Pilates was, now I do”

“Enjoyed course and mixing with other like-minded people”

DANCING YOUR WAY TO HEALTH & HAPPINESS

“This dance class was amazing and Charmaine is a fantastic teacher”

“Just want to say thank you for the tutor and Women’s Centre that gave me opportunity to join this group”

WALKING

“Very much enjoy the walking, meeting with people and enjoying the friendship”

“I had lots of fun in this walking group and having my daughter in the crèche allowed me to be able to join this group”

Childcare

First Steps women's Centre Childcare has had another successful year. Staff were very excited to move into their new Bespoke Crèche in June 2018. The total places allocated from April 2018 to March 2019 was 98 with 80 enrolments taking place in September 2018. Childcare started the Autumn Term with a couple of settling in days, with 21 parents attending. The courses then started the following week on the 10th September.

This year children from 9 nationalities attended the Crèche including Local, Latvian, Romanian, Russian Portuguese, Polish, Lithuanian, Syrian and Timorese.

The Reggio Emilia Programme

This year staff adopted the Reggio Emilia Approach to planning activities and themes. This approach was supported by the Early Years organisation which helped to recreate the approach in our setting. Reggio Emilia looks at the child as a competent, curious, resilient individual. Most activities are child led and based on their interests. The environment is an important part of the children's learning. The children have found the activities very interesting.

Staff and children participated in a spring display poster competition sponsored by Early Years. Staff had the opportunity to visit two Reggio Emilia Centres, one in Dungannon at Surestart and the other in Meigh, based in South Armagh. Both places proved very educational and valuable for staff.

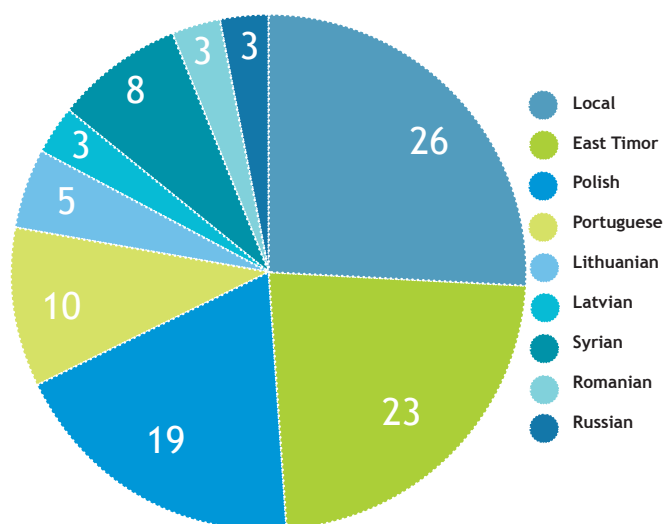
A Key worker system is still in place, this allows us to monitor the children's development throughout their time with us.

Themes this year included:

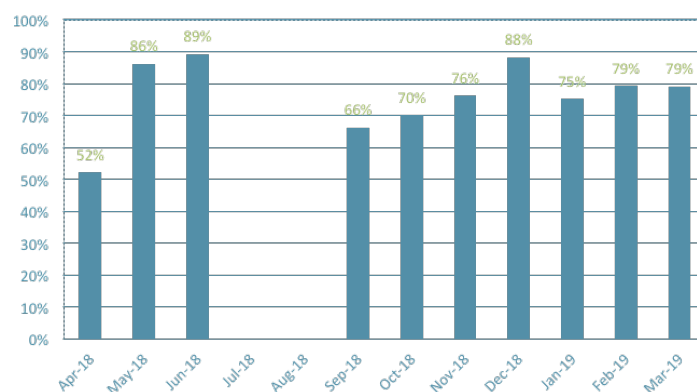
- Science is Fun
- People who help us
- Early Maths
- Reading with Teddy
- Our World Around Us

The Rhyme challenge is still being used this year, and is proving to be quite popular and useful. All parents are happy with the challenge and continue to teach their children rhymes at home with a new rhyme each month. Children and parents are learning new English words through rhyme. Staff received great feedback.

Nationalities in Creche April 2018-March 2019



Attendance Chart from April 2018 - March 2019



First Steps Women's Centre values the importance of continuous improvement for staff. It's important for staff to continue their childcare professional development (CPD).

The courses and training attended this year include:

- Level 5 Childcare Management and Leadership Course (Complete)
- 3 staff members doing Level 5 Childcare Management and Leadership Course.
- Autism Awareness Training
- Stories are Everywhere Training
- Safeguarding
- Paediatric First Aid
- Makaton Training
- English as a Second Language
- Level 2 Food Safety Training

Parent Evaluations

It is important to continue to review our service and to strive to provide for the needs of service users. Staff conduct parent evaluations twice a year to gain feedback from parents.

During this year, FSWC conducted a parent evaluation in April 2018 in, and in Nov/Dec 2018. The results were excellent with no negative feedback.

In June 2018 staff reviewed the parent evaluation and changed the format, merged the questions to make it shorter and simpler to read. Staff added emoji faces which proved more effective.

Policies and Procedures

Every year Policies and Procedures as well as the Risk Assessment are reviewed and updated if needed.



"I like how the staff sing songs, my child is well cared for. My child loves all activities in the creche and smiles all the time"

"Staff are what make the creche, each and every one of them are happy and friendly"

"My son is very happy here, and the staff are amazing"

"I really appreciate staff's hard work and I feel comfortable leaving my child off, and staff report back on my child's progress"

Information Officer

Grand Opening of Refurbished Premises Thursday 28th June 2018

One of the hottest days of the year and what a great turn out! There were 110 guests in attendance including Space & Place, Big Lottery, Asda and Department for Communities, the local MP and local MLA's. A great day was had by all and everyone was extremely impressed!



A packed audience at the official opening of the newly renovated premises 28th June 2018

Yvonne Corbett (centre) at the opening of the new premises with (from L-R) Andrew McCracken, CEO of CFNI, Joanne McDowell, Big Lottery NI, Yvonne Corbett, Project Manager FSWC, Michael Hughes, Space & Place Programme Co-ordinator CFNI, Martin Quinn, Mulla Construction



Staff and Volunteers at Official Opening of our refurbished premises

Our Board of Directors - past and present



Louise Mallon, Geraldine O'Connor, Eileen Fitzgerald, Angela O'Connor, Helen O'Donnell, Majella Murphy, Carmel Holland

Celebration of the close of the Space and Place 5 year programme November 2018



OTHER COMMENTS ABOUT FSWC

This is an exceptional business

Beautiful venue, friendly staff

Everyone at FSWC is so helpful

The Centre is a wonderful place

The staff are lovely people

Keep up the good work



Visitors



Patsy McGlone MLA visited the Centre on 24th July 2018. He was very impressed with our new facility and is very supportive of the work FSWC does for the women in the Mid-Ulster area.



Arlene Foster MLA with Frances Burton (deputy Chair Mid-Ulster Council) was very impressed with our renovations when she visited the Centre on Thursday 23rd August 2018 to view our new facility.



Rosemary Barton MLA, Michael McGoldrick CEO, Colm Gildernew SF and Michelle Gildernew MP

Transport

First Steps Women's Centre was successful in receiving funding from the Garfield Weston Foundation to purchase a new minibus. A larger 17 seater bus was ordered in December 2018 and delivered at the end of March 2019.

Statistics for the year:

Number of Passengers	2,038
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Mileage	4,842
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Number of Journeys	1,176
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Benefit Checker

The Benefit Checker is still in high demand with 81 new referrals during the year. PIP (Personal Independent Payment) which has replaced DLA (Disability Living Allowance) has continued to grow in demand.

The complexity of the benefits system and also the need to be computer literate when compiling a Universal Credit application have added to the demand of the services.

New Referrals	81
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Returning Clients	160
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Forms Completed	157
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Amount of entitlement per annum	£41,468.40
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“Lovely to meet someone who can make you feel at home when you are at such a stressful time”

“We would never have managed the system without you. You are a star!”

“Non judgemental attitude towards me”

“We are grateful for the comprehensive and detailed way in which Gillian assisted us in our PIP claims forms”

Fundraising

September 2018
- Macmillan
Coffee Morning
raised £1,034



International Women's Day Event

This year we decided to hold a fundraising Coffee Morning for two great local charities - St Vincent de Paul (SVP) and The Vineyard Church - as our International Women's Day Event. £570 was raised - £285 for each charity.



Darragh Shields, St Vincent de Paul (SVP) receiving cheque from FSWC staff Marion Murphy and Michael McGoldrick.



Sharon Cummings, The Vineyard Church receiving £285 cheque, raised at International Women's Day celebrations.

Quiz Night!

Our Annual Quiz in Dungannon Rugby Club on Thursday 8th February 2019 was a great success - we raised over £600.

Fundraising

Christmas Coffee Morning



Open Days - August 2018



Staff Defibrillator Training



Annual Accounts

2018 - 2019

FIRST STEPS WOMEN'S CENTRE

Statement of Financial Position (balance sheet)

as at 31 March 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	13	475,465	190,083
Total Fixed Assets		475,465	190,083
Current assets			
Debtors	14	59,392	219,107
Cash at bank and in hand		197,212	143,083
Total Current Assets		256,605	362,190
Liabilities			
Creditors falling due within one year	15	54,864	227,996
Net Current assets		201,741	134,194
Net assets		677,206	324,277
The funds of the charity:			
Unrestricted income funds	16	85,940	33,490
Designated Reserves	16	80,000	80,000
Restricted income funds	17	511,266	210,787
Total charity funds		677,206	324,277

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

The financial statements were approved by the trustees on 19 June 2019 and signed on its behalf:

Mary O'Neill, Chair

Company Number: NI066869

The notes on pages 21 to 32 form an integral part of these financial statements

FIRST STEPS WOMEN'S CENTRE

Notes to the Financial Statements For the Year Ended 31 March 2019 (continued)

4 Income from charitable activities

Income from charitable activities	Restricted Funds 2019 £	Restricted Funds 2018 £
European Social Fund / Department for Economy	272,520	226,471
BBC Children in Need	10,000	10,000
The Hickinbotham Charitable Trust	2,000	-
Enkalon Foundation	-	608
The 29th May 1961 Charitable Trust	-	3,000
Garfield Weston Foundation	10,000	10,000
Mid Ulster District Council	5,100	5,900
CIF - Match Funding: Department for Communities	32,184	33,279
Awards for All (Big Lottery)	9,000	-
Halifax Foundation for Northern Ireland	-	4,000
Department for Communities - WCCF	36,536	38,091
Department for Communities NMF	24,505	25,800
NIE	-	375
LIDL	-	1,000
Co -Op	-	1,664
Dungannon West Community Trust	-	250
Comic Relief	7,500	15,000
Space & Place	-	9,122
The Executive Office	-	9,241
DfC - Prep for Work	2,840	-
Smurfit Kappa	4,800	-
DOH	1,680	-
SHSCT	61	-
CFNI Tampon TAX	9,976	-
Allen and Overy	5,000	-
Clanmill Housing Association	800	-
Other Income	-	84
TOTAL	435,752	393,885

Income Capital Grants

Space & Place	255,401	84,055
DFC - NR	1	78,209
Garfield and Weston Foundation	31,700	-
ASDA	35,000	-
	<u>322,102</u>	<u>162,264</u>

Space and Place grant income has been apportioned to Revenue expenditure and Capital Expenditure

5 Investment income

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

FIRST STEPS WOMEN'S CENTRE

Notes to the Financial Statements For the Year Ended 31 March 2019 (continued)

6 Analysis of expenditure on charitable activities

	Total	2019	2018
	£	Total	Total
		£	£
Wages and salaries	231,087	231,087	223,154
Staff training and recruitment	1,753	1,753	836
Course Expenses and tutor fees	44,956	44,956	48,583
Volunteer Expenses	930	930	2,492
Participant comfort expenses	1,133	1,133	3,061
Participant Training & Course Materials	492	492	-
Rent payable	18,720	18,720	25,538
Insurance	2,274	2,274	2,249
Light and heat	6,098	6,098	6,879
Repairs and maintenance	2,651	2,651	1,450
Leasing rentals/Small Equipment Purchase	244	244	1,024
IT support	5,346	5,346	2,073
Printing, postage and stationery	4,512	4,512	4,517
Advertising	2,278	2,278	1,796
Telephone	2,370	2,370	2,060
Creche Equipment	3,623	3,623	1,159
Motor expenses	1,727	1,727	4,661
Participant Travel	1,223	1,223	-
Interpreting Costs	-	-	82
Subscriptions	365	365	180
Accreditation Fees	500	500	500
Counselling	-	-	250
Health and Safety	498	498	107
Emergency Assistance	455	455	600
General expenses	477	477	405
Donations to other Charities	865	865	-
Depreciation of tangible assets	31,839	31,839	7,263
Governance costs (see note 10)	2,400	2,400	2,220
Support costs (see note 10)	54,616	54,616	40,039
Contingency	-	-	475
Advertising	-	-	448
Removal costs	1,783	1,783	7,303
Insurance	-	-	896
Staff T&S /Expenses	1,641	1,641	-
Revenue - Other Costs - Launch	934	934	-
Total	427,790	427,790	392,300

Expenditure on charitable activities 2019 totalled £427,790 which was all restricted.

Expenditure on charitable activities 2018 totalled £392,300 which was all restricted.

Our Funders



ALLEN & OVERY

P&C Hickinbotham Charitable Trust



First Steps *Women's Centre*

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