



## **Abortion Support Network**

### **Report and Financial Statements**

**Year ended: 31 December 2015**

**Charity Number: 1142120**

## **Trustees' Annual Report for the year ended 31 December 2015**

## Reference and administrative information

Abortion Support Network  
Charity number: 1142120  
Company number: 07017607

### Registered address

The Apex 2 Sheriffs Orchard Coventry  
CV1 3PP

### Website

<http://www.abortionsupport.org.uk/>

### Chief Executive

Mara Clarke

### Trustees

Caoileann Appleby  
Caroline Kelly  
Susie Corfield, Chair (resigned May 2016)  
Jennifer Reiter, Secretary (resigned April 2016)  
Anja Nyberg (voted in May 2015)  
Katharine Stark, Treasurer (voted in May 2015)  
Leni Morris (voted in May 2015)  
Sarah Fisher (resigned May 2015)  
Katy Clough (voted in May 2016)  
Jema Davis (voted in May 2016)

### Directors registered at Companies House

Caoileann Appleby  
Caroline Kelly  
Jennifer Reiter  
Susie Corfield (appointed during the year 19/05/15),  
Anja Nyberg (appointed during the year 19/05/15)  
Leni Morris (appointed during the year 19/05/15)  
Katharine Stark (appointed during the year 19/05/15)  
Sarah Fisher (resigned 19/05/15)  
Mara Clarke (resigned during the year 01/07/15)

### Bankers

HSBC, PO Box 68, 130 New Street, Birmingham B2 4JU

## **Directors' report by the trustees for the year ended 31 December 2015**

The trustees present the directors' report and financial statements of the charity for the 12 month accounting period ended 31 December 2015. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published in 2014, and the Companies Act 2006. This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

### **Structure, governance and management**

Abortion Support Network (ASN) was established in October 2009 to provide financial assistance, accommodation and confidential, non-judgmental information and practical support to women who may be forced to travel from Ireland and Northern Ireland in order to have a safe and legal abortion. In its first two years ASN operated as a non-profit company registered with Companies House. We became a registered charity, number 1142120, in May 2011, having updated the ASN Memorandum and Articles of Association on file with Companies House with Memorandum and Articles of Association for a Charitable Company in March 2011. ASN is an almost entirely volunteer-run organisation managed by our founder and chief executive, Mara Clarke, and our board of trustees. ASN's chief executive has been paid by the charity on a consultancy basis since April 2013 and this continued in 2015.

Over 2015, ASN's sixth operational year, the organisation has continued to experience growth in the number of women accessing our services (see detail in the 'achievements and performance' section). From January to May 2015 our board of trustees consisted of four active members taking on individual responsibilities. We recruited four new trustees in May 2015 after conducting a skills audit through which we identified the need for additional volunteer and trustee capacity to ensure sustainability in line with ASN's growth.

The Memorandum and Articles of Association allows for a minimum of three trustees, one-third of which are required to retire from office at each annual general meeting, retiring by rotation according to those who have been longest in office since their last appointment. In this period Sarah Fisher and Jennifer Reiter retired. Jennifer Reiter was reappointed. The four new trustees were recruited and appointed according to specific criteria set by the board. In particular we sought expertise in financial management, leadership and organisational change

management, strategy, and fundraising. In addition to the aforementioned skills and experiences, trustees must be passionate about reproductive rights, committed to helping women and be able to dedicate time and expertise to our organisation. Applicants need not work in or have experience in the fields of abortion or reproductive rights, as our goal is to create and maintain a board with diversity of expertise and roles, and with distinct, manageable tasks.

The day to day management of the charity is delegated to the chief executive, working with our team of volunteers, consisting of between 50-60 individuals who undertake various roles, including phone volunteers who respond to calls, texts and emails from people who contact us for information and financial assistance; hosts who provide women with accommodation, meals and transportation to and from clinics; and other volunteers working on fundraising, outreach, communications, social media and administration. A volunteer bookkeeper undertakes the day-to-day financial management activities associated with our donations, grant making and income and expenditures, overseen by the Treasurer who sits on the Board of Trustees. All ASN volunteers are carefully interviewed, screened and trained. During the period, payments totalling £28,725 were made to ASN's chief executive Mara Clarke, relating to consultancy fees (see note 4 to the financial statements).

## Objectives and activities

The objects of Abortion Support Network are to relieve the financial hardship of women facing an unwanted pregnancy who are forced to travel to access a safe, legal abortion.

We exist primarily to help the thousands of women who travel to England each year from Ireland and Northern Ireland, and these women make up the majority of our beneficiaries. While our financial assistance is restricted to women living in the Republic of Ireland, Northern Ireland, and the Isle of Man, our information services are open to women living in any country where abortion is highly restricted, including women in the Channel Islands. We will also provide accommodation in England to women from other countries if needed and we have a host available.

ASN carries out these objects by providing women with:

- Confidential, non-judgmental information
- Financial assistance
- Accommodation and hosting

The trustees are pleased that the achievements and performance of the charity in relation to these activities, as set out below, demonstrate considerable progress and we are proud of all that we have achieved over the last financial year for our beneficiaries.

## Achievements and performance

### Provision of confidential, non-judgmental information

Between 1 January 2015 and 31 December 2015, ASN was contacted by and gave confidential, non-judgmental information to 648 people which is up from 552 people in 2014. ASN is contacted by phone or email, and in some cases by partners, friends and family.

ASN volunteers spent over 168 hours on the phone and responded to more than 1,300 texts and thousands of emails, providing practical information and assessing financial needs. Most of the women who contacted us received some combination of confidential, non-judgmental information, financial assistance, and/or accommodation.

The following is a table detailing the multiplicity of issues that many clients were dealing with when they contacted ASN in 2015.

Please note that ASN's team do not ask questions about the above circum-

stances. Our records are based only on information that has been volunteered by clients.

<b>Issues presented by clients as complicating factors in seeking safe legal abortion</b>	<b>Number of clients</b>
Mental health issues	45
Drug or alcohol abuse	8
Domestic violence	29
Fetal anomalies	9
Medical issues with previous pregnancies/ies	19
Pregnant by rape	12
Migrant/ Refugee/ Traveller	27
Needed visa to travel	24
Homelessness	5
Tried to self abort	5
Suicidal	12

### Provision of financial assistance

In the 12 months to 31 December 2015, ASN gave grants to 154 people totalling £43,484. Grants ranged from £27 to £1,593. For comparative purposes, in 2014 we gave 141 people grants totalling £31,706. Grants were made to help pay for treatment, travel and accommodation.

ASN's grant giving policy for the period ended 31 December 2015 remained as it was the previous year. The policy is that, finances permitting, ASN will provide a grant to any woman contacting us from Ireland or Northern Ireland who would be unable to access an abortion without our financial assistance. ASN phone volunteers assess the situation according to the information women provide about their financial situation and travel plans. In addition, in order to maximise the number of women we are able to help in the face of increased demand for our support, we have criteria aimed solely at reducing the costs of women's travel in order to allow our limited finances to go further. These criteria are flexible, with phone volunteers implementing them according to women's individual circumstances. We do not have any other criteria. It is our policy that we do not prioritise one

woman's need over another, and therefore if a woman needs our financial assistance and we have the funding available, we give her a grant. In 2015 we were able to secure £8,500 in clinic discounts which is in addition to the reduced fees that clinics offer to women resident in Ireland, Northern Ireland, and the Isle of Man.

### Accommodation and hosting

For women who need to stay overnight in England, ASN assigns one of our hosts. Hosts accommodate women and, occasionally, a friend, family member or partner as well as provide meals, take them to or from the clinic and pay local transport costs while they are with them. In 2015, ASN had hosts near clinics in Manchester, Liverpool, West London and South London.

In the 12 months to 31 December 2015 we hosted a total of 33 women for a total of 42 nights of accommodation. For comparison, in 2014 we hosted 23 women for a total of 27 nights of accommodation.

## **Public Benefit**

The Trustees are required to illustrate how in practice the activities of ASN meet the public benefit requirement. In accordance with Section 4 of the Charities Act 2011, we have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

### Furthering our goals

For 2015, ASN set itself a number of goals. Please find below an update on our work this year towards these goals:

2015 Goal	2015 Performance
<p><b>1. Keep raising funds:</b> we need to meet increasing client need as well as continue to invest in our operations, so we'll be working with our amazing supporters to both improve upon current fundraising and explore new sources of revenue.</p>	<p><b>ACHIEVED</b></p> <p>ASN was heard from 648 clients in 2015. At no point did we have to turn someone away due to lack of funds or lack of volunteer capacity. We increased our income by £34,909 - from £82,293 in 2014 to £117,202 in 2015.</p>

<p><b>2. Expand our board:</b> to bring new skills, ideas and energy to complement our existing trustees.</p>	<p><b>ACHIEVED</b></p> <p>ASN recruited four new Trustees in 2015 and expanded our capacity and expertise in strategy, finance, fundraising, and organisational change.</p>
<p><b>3. More outreach:</b> to help us reach those people who may be in most need of our help, such as women in rural areas, migrants, and those experiencing violence.</p>	<p><b>ACHIEVED</b></p> <p>ASN has begun to build relationships with agencies that are working with communities that are most in need of our services. We have as a result seen an increase in contact from clients facing multiple, complication obstacles to accessing abortions in England.</p>
<p><b>4. Volunteer engagement:</b> continue to improve how we support, manage and consult with the awesome volunteers who are essential to what we do.</p>	<p><b>ACHIEVED</b></p> <p>ASN introduced volunteer Mission, Vision and Values and a new volunteer induction manual. We also appointed line managers, regular 121s and annual appraisals for all non-host volunteers.</p>
<p><b>5. Continued client follow-up:</b> to inform our client-centered approach.</p>	<p><b>ACHIEVED</b></p> <p>We continued our practice of following up with former service users to obtain feedback.</p>
<p><b>6. Development of a longer-term strategic plan:</b> to ensure ASN can continue to be here for as long as we're needed.</p>	<p><b>ACHIEVED</b></p> <p>Seeking support from external experts (working with us on a voluntary basis), ASN developed a three year strategy – see 2016 Goals section for more details.</p>

## 2016 Goals

ASN is proud of how much we've grown since we started in 2009. Thanks to our incredible volunteers, donors, and supporters ASN has largely been able to keep



up with client demand – client demand grown roughly 20% every year. As a result of achieving Goal 6 from our 2015 goals, we developed a three year plan designed to ensure ASN can continue to exist and meet client demand for as long as we're needed. We present our 2016 Goals in relation to our three year plan to strengthen our people, our revenue and our infrastructure so that we can continue providing critical support to people who need us.

<b>2018 Goal</b>	<b>2016 goal in pursuit of 2018 goal</b>
<p><b>1. Clients</b> We want to be able to help every person who contacts us. We expect this to be 900 clients by 2018.</p>	<p>We aim to be able to help 720 clients in 2016.</p>
<p><b>2. People</b> We will create a staff and volunteer structure that will ensure our capacity to deliver client services.</p>	<p>We will devise a staff and volunteer structure, and an implementation plan, to ensure we have the capacity to deliver client services.</p>
<p><b>3. Fundraising</b> We will diversify revenue and increase our income to meet need. We expect this to be £270k by 2018.</p>	<p>We aim to generate revenue of £140k in 2016.</p> <p>We will create a financial plan to meet our 2018 income needs.</p>
<p><b>4. Governance</b> ASN will transition from an operational Board to an oversight Board</p>	<p>We will recruit a new Secretary, Chair and Treasurer.</p> <p>We will outsource ASN's bookkeeping.</p>
<p><b>5. Infrastructure</b> We will introduce a multiple-phone telephony solution as we as updating our data and file management systems.</p>	<p>We will introduce a multiple-phone telephony solution.</p> <p>We will update our data and file management systems.</p>

## Financial review

### Reserves policy

The policy of ASN is to hold approximately 3 months of operational costs in reserve. During the 12 month financial period to 31 December 2015 that amount

was calculated at an amount of £3,500. Due to improvements in how ASN budgets, and due to increased client demand, the Board updated our reserves policy at the November 2015 Board meeting. As of 25 November 2015 ASN's policy is to hold approximately 3 months of operational costs in reserve which is calculated at an amount of £22,785. All funds that are not required for operational costs are to be spent on furthering the charity's objectives in line with ASN's grant giving policy. The Trustees, with guidance by the Treasurer and in partnership with ASN's Bookkeeper, review this policy at least twice a year.

### Fundraising

ASN relies on a combination of grants, regular donations and single donations from our individual supporters and a small amount of funds generated at events. In 2015, we increased our efforts to secure funding through crowdfunding campaigns. This year we received £117,202 total income from all sources which includes:

- £48,937 from one-off donations. We received 579 single donations, ranging from £2 to £3,195.
- £37,522 from regular monthly donations. We received an average monthly income of £3,126 per month thanks to the 380 people who give from £1 to £125 each month.
- £6,560 from our 2014 crowdfunding campaign which ended in January 2015.
- £8,677 in Gift Aid.
- £7,200 in sponsorship from abortion care partners who are sponsoring our website. Their logos will appear on our website throughout 2016.
- £4,097 from community fundraising and events.
- £3,198 in grants. We received a grant of US\$5,000 from the Silicon Valley Community Foundation to further our work.
- £1,011 in travel subsidies. In 2015, we received travel subsidies from the National Network of Abortion Funds so our volunteers could attend their conference.

## Statement of Trustees' Responsibilities for the Financial Statements

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

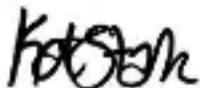
Company law requires the trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates which are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions, and disclose with reasonable accuracy at any time the financial position of the charitable company and 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 charity's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements may differ from legislation in other jurisdictions.

On behalf of the Board, signed 15 May 2016:



Katharine Stark (signed as Treasurer, now Chair)

# Independent Examiner's Report to the Trustees of Abortion Support Network

I report on the accounts of the company for the year ended 31 December 2015 which are set out on pages 14 to 19.

## *Respective responsibilities of trustees and examiner*

The trustees (who are also the directors of the company for the purposes of company law) 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. The charity's gross income did not exceed £250,000. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales (ICAEW).

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

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

## *Basis of independent examiner's statement*

My examination was carried out in accordance with 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:

- which gives me reasonable cause to believe that, in any material respect, the requirement to keep accounting records in accordance with section 386 of the Companies Act 2006 and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the

Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

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

A handwritten signature in black ink that reads "K Livingstone". The signature is written in a cursive, slightly slanted style.

Mrs K Livingstone  
Chartered Accountant (ICAEW)  
Address: 19 Deck Court, Tentelow Lane, Southall UB2 4FD, UK

Date: 20 June 2016

# Statement of Financial Activities (including Income and Expenditure account) for the year ended 31 December 2015

	Note	Unrestricted funds £	Restricted funds £	Total year to 31 December 2015 £	Total year to 31 December 2014 £
<i>Incoming resources</i>					
Individual donations		86,460	-	86,460	41,238
Gift Aid		8,677	-	8,677	8,322
Fundraising events and crowdfunding		4,097	6,560	10,657	22,833
Grants	2	3,198	-	3,198	9,900
Website sponsorship fees		7,200	-	7,200	
Travel subsidies and leaflet campaigns		-	1,011	1,011	
<b>Total incoming resources</b>		<b>109,632</b>	<b>7,571</b>	<b>117,203</b>	<b>82,293</b>
<i>Resources expended</i>					
Grants to clients		43,484	-	43,484	31,706
Cost of generating funds		2,444	379	2,823	1,300
Operational expenditure		5,238	1,011	6,249	4,333
Consultancy payments	3, 4	3,422	26,103	29,525	15,900
<b>Total resources used</b>		<b>54,588</b>	<b>27,493</b>	<b>82,081</b>	<b>53,239</b>
<b>Net incoming resources</b>		<b>55,044</b>	<b>(19,922)</b>	<b>35,122</b>	<b>29,054</b>
Fund balance brought forward		16,014	19,922	35,936	6,882
Fund balance carried forward		71,058	-	71,058	35,936

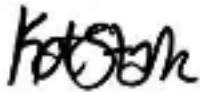
# Accounts for the 12 months ended 31 December 2015

Balance Sheet as at 31 December 2015

		Balance as at 31 December 2015	Balance as at 31 December 2014
	Note	£	£
<b>Fixed assets</b>			
<b>Total fixed assets</b>		-	-
<b>Current assets</b>			
Prepayments and accrued income	5	11,183	22,294
Cash in bank and in hand		68,570	20,313
<b>Total current assets</b>		<b>79,753</b>	<b>42,607</b>
Creditors: amounts falling due within one year	6	(8,695)	(6,671)
<b>Total assets less current liabilities</b>		<b>71,058</b>	<b>35,936</b>
<b>Total net assets</b>		<b>71,058</b>	<b>35,936</b>
<b>Reserves</b>			
Income and expenditure account		71,058	35,936
<b>Members funds</b>		<b>71,058</b>	<b>35,936</b>

The accounts were approved by the Trustees on 19 June 2016 and signed on their behalf by:

Katharine Stark (Chair)



Katy Clough (Treasurer)



# Notes to the Financial Statements

For the year ended 31 December 2015

## 1 Accounting Policies

### (a) Basis of preparation

The financial statements have been prepared under the historical cost convention and 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 for Smaller Entities published in 2014 (Charities SORP (FRSSE)), the Financial Reporting Standard for Smaller Entities (FRSSE effective January 2015), and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:

### (b) Fund accounting

Funds held by the charity are either:

- Unrestricted general funds – these are funds which may be used in accordance with the Company's objects at the discretion of the Trustees.
- Restricted funds – these are funds which may be used only for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### (c) Incoming resources

All incoming resources are included in the SOFA when the charity has entitlement and certainty of receipt for them.

### (d) Volunteer contribution

ASN benefits greatly from the involvement and support of its many volunteers, details of which are given in the annual report. In accordance with accounting standards, the economic contribution of general volunteers is not measured in the accounts.

### (e) Resources expended

All expenditure is accounted for on an accruals basis.



(f) Foreign currencies

Foreign currency transactions are translated into sterling using the exchange rates prevailing at the dates of the transactions. Assets and liabilities denominated in foreign currencies are translated into sterling at the period end exchange rate. Exchange differences are taken into account in determining net incoming resources.

## 2 Grants

	12 months to 31 Dec 2015	12 months to 31 Dec 2014
	£	£
South Manchester Private Clinic	-	2,400
Feminist Review Trust	-	7,500
Silicon Valley Community Foundation	3,198	-
Total	3,198	9,900

## 3 Net incoming resources for the year

Net income after incoming resources for the year is stated after charging the following amounts:

	12 months to 31 Dec 2015	12 months to 31 Dec 2014
	£	£
Independent examination fee	800	800
Total	800	800

#### 4 Staff costs and trustee remuneration

Our chief executive, Mara Clarke, was employed to undertake projects for ASN on a consultancy basis, and received payments totalling £28,725 during the 12 month period to 31 December 2015. She also received expenses totalling £921 of which £347 was backed by travel subsidies from the National Network of Abortion Funds (NNAF).

Expense payments totalling £826 were paid to one Trustee in the period, of which £304 was backed by travel subsidies from NNAF. These related mainly to travel and subsistence for conferences, board and volunteer meetings. None of the Trustees have been paid any remuneration or received any other benefits from an employment with ASN. Some expenses are donated back to ASN, but the amounts are repaid independently of the expense payment, and not netted off, in order that gift aid can be claimed in relation to the income.

#### 5 Prepayments and accrued income

	12 months to 31 Dec 2015	12 months to 31 Dec 2014
	£	£
Crowdfunding income donated but not yet received	-	13,972
Gift aid due but not yet claimed	7,583	8,322
Website sponsorship payment	3,600	-
Total	11,183	22,294

Gift Aid relates to claims made after the year end on income received prior to the year end. The 2014 amount includes £2,410 of Gift Aid on 2013 donations which was not included in the prior year's accounts due to gift aid only being recognised on a "cash received" basis prior to 2014. For the year ended 31 December 2015 and going forward, gift aid is recognised in the same year as the income on which it is claimed, in accordance with standard accounting practice.

## 6 Creditors

	12 months to 31 Dec 2015	12 months to 31 Dec 2014
	£	£
Clinic fees owed	5,221	4,716
Client flight costs accrued	244	-
Independent examiner's fee accrued	800	800
Professional fees accrued	2,430	-
Crowdfunding expenses accrued	-	1,155
Total	8,695	6,671