

Relate Mid Thames and Buckinghamshire 2014-15

Annual Report and Financial Statements for the
year ended 31 March 2015

Relate Mid Thames and Buckinghamshire

(a company limited by guarantee)

Registered Charity No: 1083588

Registered Company No: 04088546

relate
the relationship people

Relate Mid Thames and Buckinghamshire 2014-15

Contents	Page
Chairman's Report	3 to 4
Company Information	5
<u>Annual Report:</u>	
Chairman's introduction	6 to 7
Trustees Report	8 to 15
Independent Examiner's Report	16
Statement of Financial Activities	17
Balance Sheet	18
Notes to the Financial Statements	19 to 24

Relate Mid Thames and Buckinghamshire 2014-15

Chairman's Report

Once again it has been a very busy year with a number of significant changes particularly in two of our locations. After protracted negotiations with the local authority and the added problem of Japanese Knotweed at our premises in Chesham, we eventually secured the sale of the site in May this year which has saved considerable expense in refurbishing the property, which we could not afford, and has boosted our reserves. We are now operating from alternative premises in Chesham although we still need to secure a longer term solution here.

After many years operating from our Walton Street offices in Aylesbury, we have moved to newly refurbished offices in Pebble Lane closer to the centre of town. This all happened in April and we now share the building, as tenants, with Citizens Advice and feel this will prove to be an excellent working partnership. I would like to thank all those involved with these two major changes. A great deal of time and effort has been involved both emotionally and physically and the contribution from all concerned has been very much appreciated.

In my report last year I advised that we opened a new shop, The Relate Store, in Maidenhead in April 2014. This was a brand new venture and inevitably we experienced a few teething problems. However, the store is now operating successfully and producing valuable, unrestricted funds in support of the charity. We have had excellent feedback from members of the public and I would encourage anyone who has not yet visited the shop to do so. As always we welcome any contributions and we are very grateful for all the donations we have received through the year. I would like to thank all those involved and particularly Sue Mervyn-Jones, one of our Trustees, for all her work and support with the store.

The day-to-day work of Relate continues on all fronts. Whilst we have seen a decline in couple counselling hours over the last year or two, we are very much involved with a number of organisations including Macmillan and we have seen a steady increase in the IAPT Couple Therapy for Depression. The challenge for Relate is to increase public awareness of the services we offer and the support we are able to give to couples, families and young people as well as the vital education and learning we provide to develop life skills to enable people to understand the importance of good relationships and be able to manage them.

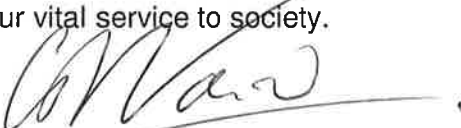
As with many charitable organisations the dedication and commitment of our team of people is a vital ingredient in the delivery of our service. The feedback from our clients is testament to the skill and understanding of our counsellors and we are sorry to say farewell to Doreen Hampton and Wendy Mears who have retired after many years with Relate MTB. I would like to take this opportunity of thanking them for all their support over the years and wish them well for the future.

Relate Mid Thames and Buckinghamshire 2014-15

Lindsey Jefferies, our Operations Manager, left for pastures new earlier this year and again I would like to thank her for all her commitment to the Centre, particularly with the introduction of the Penelope management system, and we wish her well in her new role. I am delighted to welcome Amanda Skipper our new Service Manager who has recently joined the team and will be supporting Fiona in many aspects of the Centre's work. With the many challenges with which we are faced I feel Amanda will provide excellent experience and stimulation in support of our service.

I would, once again, like to thank my fellow Trustees for all their support over the year. Keith Ray and Claire Lambert both stood down as Trustees during the year and my thanks go to them for all their commitment to Relate. We welcomed Janet Shaw as a co-opted Trustee and I wish her well and look forward to her contribution in the years ahead.

Finally I would like to express my heartfelt appreciation to Fiona Paine, our Centre Director who has not allowed the many trials and tribulations we have encountered along the way, ranging from local bureaucracy to oriental rogue plant life, to daunt her spirit. Fiona has continued to lead from the front and provided the inspiration for the whole team to maintain our vital service to society.



Chris Vane

Chairman

Relate Mid Thames and Buckinghamshire 2014-15

Reference and Administrative Details

RELATE Mid Thames and Buckinghamshire

Registered Number of Company 04088546

Registered Charity Number 1083588

President Tim Brooke-Taylor OBE

Trustees/ Directors

Chairman Christopher Vane

Treasurer Raymond Clarke

Trustees Keith Ray (resigned 26/11/2014)

Claire Lambert (resigned 27/09/2014)

Philip Everitt

Susan Mervyn-Jones

Honor Vane

Morna Hinch

Rebecca Curley

Janice Campbell

Janet Shaw (co-opted 03/06/2015)

Centre Director & Company Secretary Fiona Paine

Accountants Ashby's, Registered Auditors, Morton House, 9 Beacon Court,
Pitstone Green Business Park, Pitstone, LU7 9GY

Bank Barclays, Slough Town Centre

Solicitor Horwood & James, 7 Temple Square, Aylesbury HP20 2QB

Registered Office 2a, Pebble Lane, Aylesbury, Buckinghamshire HP20 2JH

Relate Mid Thames and Buckinghamshire 2014-15

Our statement of purpose:

Relate's purpose is to help people to make those personal changes which enable them to engage in committed and loving relationships for the benefit of themselves, their family and society.

Relate's Vision

Relate's vision is a future in which healthy relationships are actively promoted as the basis of a thriving society.

Relate's mission is to develop and support healthy relationships by:

Helping couples, families and individuals to make relationships work better

Delivering inclusive, high quality services that are relevant at every stage of life

Helping both the public and the policymakers to improve their understanding of relationships and what makes them flourish

Relate believes that:

An individual's physical well-being and emotional and mental health benefit from a committed relationship

Children thrive in families where relationships are free from destructive conflict

People gain from an understanding of their sexuality

Expressing clear commitment is a helpful contribution to a healthy and secure couple relationship.

How we help: our core services

- **Relationship counselling:** helping couples and individuals to respond to issues arising from their relationships. Our counsellors help people discuss their feelings, attitudes and expectations, and offer assistance with communication and problem solving. We aim to empower clients by increasing their understanding so that they can go on to make choices about how they can manage their relationships.
- **Sex therapy:** an assessment and treatment programme which enables our clients to address the physical, emotional and psychological issues associated with sex. This usually means designing a sequence of tasks and exercises for a couple or an individual to complete at home. The therapist discusses progress at each session and works at the client's own pace
- **Family Counselling:** to help family members of all ages, situations and dynamics in resolving difficulties and concerns in their relationships with one another. We support clients by increasing their understanding of each other's needs and improving communication, both within the couple relationship and across generations.

Relate Mid Thames and Buckinghamshire 2014-15

- **Children and Young People's counselling:** helps children and young people (5-25 year olds) explore and develop coping strategies for issues such as family breakdown, bullying and peer relationships, bereavement, the formation of new families or the absence of a family member in their life.
- **Education and Learning:** to provide people with the knowledge and skills needed for personal and professional development. This is part of our preventative work, to ensure we are helping people to boost or maintain their relationships as opposed to just helping when things get tough.

Quality Assurance and accreditation

Relate Mid Thames and Buckinghamshire counselling and psychotherapy services are BACP accredited (108426) and subject to its Ethical Framework for Good Practice in counselling and psychotherapy and professional conduct procedure.

We are in our third five year term of accredited services status (until October 2018) and are subject to annual monitoring (July 2015)

In addition to BACP Relate MTB uses PQASSO as a quality assurance standard to improve performance and produce better outcomes for users

Sex therapy is covered by COSRT Code of Ethics and Principles of Good Practice

Family counselling is covered by the AFT Code of Ethics and Practice

Relate MTB has the eQuality charter-mark for improving services for lesbian, gay, bisexual and transgender people.

Relate Mid Thames and Buckinghamshire 2014-15

Report of the Trustees of Relate Mid Thames & Buckinghamshire for the year ended 31 March 2015

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Registered Charity Number	1083588
Registered Company Number	04088546
Registered Office	2a, Pebble Lane Aylesbury HP20 2JH

Directors and Trustees

The trustees serving during the year and since the year end were as follows:

Chairman	Christopher Vane
Vice Chair	Vacant
Treasurer	Raymond Clarke
Trustees	Keith Ray (resigned 26/11/2014)
	Claire Lambert (resigned 27/09/2014)
	Philip Everitt
	Susan Mervyn-Jones
	Honor Vane
	Morna Hinch
	Rebecca Curley
	Janice Campbell
	Janet Shaw (co-opted 03/06/2015)
Company Secretary	Fiona Paine

Relate Mid Thames and Buckinghamshire 2014-15

Structure, Governance and Management

The charity is constituted as a company limited by guarantee, not having a share capital. It is governed by its Memorandum and Articles of Association adopted on 12/09/2003, as amended by Special Resolution of the members on 23 October 2009.

The charity is a constitute society of Relate Limited and as such is bound by the Memorandum & Articles of Association of Relate Limited and the Relate Federation Agreement. Relate Limited supports all centres in England, Wales and Northern Ireland. It provides policy direction, legal advice, quality systems and resources, research information, practice helpline, and professional supervision, and training of counsellors.

The Board of Trustees is the governing body of Relate Mid Thames and Buckinghamshire. The Executive Committee meets a minimum of four times a year on a quarterly basis. Its main responsibilities are

- To ensure compliance with the Charitable Objects in supporting beneficiaries.
- To agree policy for the centre which meets the needs of the clients
- To approve Relate MTB's strategic and operational plans and the annual budget.
- To direct and oversee the work of any sub committees.

The Board of Trustees delegates the day-to-day responsibility of the management and control of the charity and its funds to the Centre Director.

All expenditure is approved by the Board of Trustees and requires that full accounting records are maintained with monthly financial and operating reports to ensure that all criteria for spending the funds of the charity are fully met. The Executive Committee reviews the latest management accounts at each meeting.

Appointment of Trustees

As set out in the Articles of Association the Trustees may appoint any qualifying person to become a trustee, any person appointed shall hold office until the following Annual General Meeting and shall then be eligible for re-election.

All Relate MTB Trustees give their time voluntarily and receive no benefits from the charity.

Recruitment and Appointment of Trustees

The Trustees seek to ensure that user needs are reflected through the diversity of the Board. To enhance the potential pool of Trustees, selected individuals who may wish to become Trustees are approached as necessary and re-appointed annually.

Induction and training for Trustees

New Trustees are actively encouraged by the existing Trustees, having regard to any specialist skills required. New Trustees are briefed on their legal obligations under company and charity law, the Memorandum and Articles of Association, the Committee and the decision making process, recent performance and future plans. They are encouraged to attend appropriate training and to spend time at the centre. Feedback about the Centre and suggestions for improvement and change are encouraged.

Relate Mid Thames and Buckinghamshire 2014-15

Risk Management

The Trustees are responsible for the management of the risks faced by the Charity. Sub committees are formed to deal with risk and assessment (During 2014/5 active Strategy, Finance, Counsellor, Premises planning sub committees)

We assess and regularly review the major risks to which we are exposed by means of a risk register. We are satisfied that systems are in place to mitigate our exposure.

The Trustees are monitoring the risks, which include:

1. Loss of income from funding bodies (i.e. Local authorities, NHS, Trusts)
2. Being unable to provide sufficient counsellors to match growth in service output
3. Unplanned and rapid changes among our small management and administrative staff team.
4. Further reduction in what our clients are able to afford to pay for counselling.
5. Competition from other counselling providers
6. Ensuring that momentum and guidance provided by the Board of Trustees is maintained
7. A reduction in the support and strategy provided by Relate Limited
8. Accommodation changes

The Business Plan and Strategic Plan address these issues and try to keep a step ahead in finding solutions to minimise the risk to the organisation. A key element in our management of financial risk is the setting and regular review of the reserves policy (see Financial Review).

Objectives and Activities and Public Benefit

The company is a charitable organisation providing relationship counselling to adults, families, children, and young people for the public benefit.

The objects of the charity as set out in the governing document are:

- To educate the public concerning the benefits of secure couple relationships, marriage and family life in order to improve the emotional, sexual and spiritual well-being of individuals, which is derived from committed relationships.
- To provide counselling, advice, education, guidance and relief to adults and / or children in relation to any aspect of contemporary life or work which may prejudice their physical or mental well being, and influence, either directly or indirectly, their present or future family or couple relationship..
- To seek to enhance the good health, both mental and physical of adults and children by increasing awareness of the benefits of committed relationships. Furthermore working to prevent poverty, hardship and distress caused by breakdown of such relationships.

The trustees have complied with section 17(5) of the Charities Act 2011 to have given due regard to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities.

Relate Mid Thames and Buckinghamshire 2014-15

Achievements and performance 2014-15

We delivered 4,725 hours of counselling, supporting 1,758 people.

- 798 initial assessments
- 2,519 ongoing appointments with couples and individuals
- 405 hours of sex therapy
- 194 hours of family counselling delivered in the centre
- 70 individual structured interviews (domestic violence / abuse intervention assessment)
- 128 hours of family counselling in Buckinghamshire Children's' Centres
- 495 hours of IAPT Couple Therapy for Depression for Healthy Minds (Bucks)
- 31 hours of IAPT Couple Therapy for Depression for Talking Therapies (East Berkshire) – pilot service
- 85 hours of counselling for Macmillan (Berkshire Well-Being Programme)

A team of 30 Relate counsellors work across Buckinghamshire and East Berkshire locations. Our main centres are in Aylesbury and Maidenhead with counselling rooms in Chesham, High Wycombe, Windsor and Princes Risborough, and childrens centres in Wycombe West and Burnham.

We only continue to be able to offer services at reduced rates to people in distress thanks to local authorities, trusts, foundations and donors who financially support our bursary fund. A number of our clients are able to meet the cost of counselling but many are not. Our vital supporters are listed in full at the end of this report.

Relate Mid Thames and Buckinghamshire maintain contracted and commissioned work alongside the self-referring client work. This work is detailed in the summary of key events in the year below.

Summary of key events during 2014-15

IAPT (Improving Access to Psychological Therapies) – Couple Therapy for Depression Couple Therapy for Depression is a type of talking therapy that has been developed to help people suffering from depression. CTD is one of a number of talking therapies that can help those suffering from anxiety and depression.

People who are depressed often find their relationships suffer and sometimes problems with relationships can lead to one or other partner becoming depressed or anxious. Pressures from work, money, children, family tensions and ill health can all contribute to creating problems and these problems can lead to depression and other difficulties for one or both partners.

Couple therapy for depression aims to help couples understand the ways in which difficulties in their relationship can contribute to depression in one (or sometimes both) partners.

Relate Mid Thames and Buckinghamshire 2014-15

Relate MTB are working with Healthy Minds, the IAPT (talking therapies) service in Buckinghamshire run by Oxford Health NHS Foundation Trust for people with depression and anxiety disorders. We receive referrals from Healthy Minds after their initial assessment considers couple therapy for depression to be the most appropriate therapy for the patient and their partner. The therapy is for up to 20 sessions and must be attended by the couple.

This IAPT service, now in its fifth year, has a team of ten experienced Relate counsellors. The team doubled in 2014 when a further five counsellors did CTD training (the Exeter model) funded by Buckinghamshire Primary Care Trust. Claire Earl completed the IAPT supervision training at The Tavistock Institute.

During 2014-15 the service was jointly commissioned by Aylesbury Vale and Chiltern Clinical Commissioning Groups, and from April 2015 we are now under contract with Oxford Health.

There was a 52% increase in delivered hours for CTD compared to 2013/14 and we are proud to be part of an IAPT service where the recovery rate of participants is 65% - well above the national average and among the best in the country.

Talking Therapies – Berkshire IAPT Service Relate MTB are delivering a pilot CTD service for the Berkshire talking therapy IAPT service, and very much hope that based on results we will be able to secure further funding to be able to offer this valuable service across our whole Relate region.

Macmillan Well- Being Programme (East Berkshire)

Now in its second year and with funding secured until December 2016- we are proud to be part of the Berkshire Well-being programme that has been shortlisted for a Nursing Times Award 2015 under the Cancer Nursing category. Relate counsellors support individuals, couples and families affected by a cancer diagnosis as part of a wider offer of physical exercise classes, peer and volunteer support and psychological support.

Supporting Victims of Domestic Abuse

Relate Family counsellors have been supporting domestic abuse victims, thanks to funding from the Thames Valley Police and Crime Commissioner's Office. The Wycombe West Children's Centre was the main recipient of this service which finished in March 2015- with hopes to secure more ongoing funding to maintain a much needed counselling support service.

Continuing Professional Development

Relate MTB counsellors were offered the following in house CPD in 2014-5

Working with the effects of trauma. – Sally Clark

Mindfulness – Alison Witham (CPD extended to Trustees and Admin team)

Making the best use of Supervision – Barbara McKay, Director IFT

Supervisors Fiona Lindsay and Claire Earl facilitate Learning Groups where the counsellors discuss a chosen academic paper.

Online Relate Learning – Child Protection/ Safeguarding, Domestic Violence, Client informed feedback, Substance and Misuse, Gender and Sexual Diversity, Bereavement and Loss.

Relate Mid Thames and Buckinghamshire 2014-15

Premises

2014/15 brought significant premises upheavals to Relate MTB.

Chesham – The Trustees made the difficult decision to sell 12, Townsend Road in October 2014. The small 2 up/ 2 down terraced house had been our Chesham base since the 1970's but it needed significant building work to bring it up to scratch and Relate did not have the means to afford to do this. It was sold in May 2015 and the Trustees agreed the monies would be invested to secure the future of the centre.

Relate are now based in the Chess Medical Centre, Chesham for evening appointments and daytime counselling is based at Way In counselling rooms in the town centre.

Aylesbury – the lease on Walton House was due for renewal during 2014/5, and Relate had a window of opportunity to consider an offer to share the Aylesbury Citizen's Advice Building in Pebble Lane. Grants from The Buckinghamshire Community Foundation and The Thames Valley PCC allowed us to renovate the first floor to create a very welcoming suite of counselling rooms. Tim Brooke-Taylor, our President formally opened the community building in July 2015, bringing together a number of community support services under one roof.

The Charity Shop

The Relate Store opened in Maidenhead in April 2014 as a means of becoming more financially self sufficient in supporting our counselling bursary. A great deal of thought and preparation went into this project and we were disappointed in the end of year figures- after taking into account set up costs. However the activity and forecast for 2015/16 is greatly improved and will mean the project has been a worthwhile one, which not only brings in much needed income but acts as a shop window locally for our services.

Acknowledgements

The Trustees are indebted to the counsellors, clinical supervisors, appointment staff, evening receptionists, and volunteers who continue to work so hard for Relate. Their enthusiasm and professionalism is fundamental to the success of the centre and during another challenging year, the support and teamwork demonstrated has been greatly appreciated.

Thanks also are due to the local authorities, trusts, organisations and individuals who have financially supported us in 2014-15

- Aylesbury Vale District Council
- Berkshire Community Fund
- Bray Parish Council
- Buckinghamshire Community Foundation
- Buckinghamshire County Council
- Buckinghamshire Primary Care Trust
- Burnham Health Promotion Trust
- Chiltern District Council

Relate Mid Thames and Buckinghamshire 2014-15

- Lion's Club of Maidenhead
- Lions Club of Burnham
- Louis Baylis (Maidenhead Advertiser) Charitable Trust
- RAFBF (Royal Air Force Benevolent Fund)
- Roland Callingham Foundation – Bekonscot
- South Bucks District Council
- Thames Valley OPCC (Office of the Police and Crime Commissioner)
- The Albert Hunt Trust
- The Army Welfare Service
- The Hitcham Poor's Land Charity
- The Paradigm Foundation
- The Royal Borough of Windsor and Maidenhead
- The Shanly Foundation

Financial Review

Total income for the year was £373,369

This is made up as shown from client contributions, donations, and grants from Local Authorities and Trusts. A detailed income account is included.

Total expenditure for the year was £376,961

There was a deficit of £3,592

Client payments of £55 per session were recommended.

A detailed account of expenditure is included.

Net current assets of the charity at 31st March 2015 were £43,210. This represents one to two months' worth of operational expenditure.

Trustees confirm that the accounts comply with current statutory requirements, the requirements of the charity's governing document and the requirements of SORP 2005

Relate Mid Thames and Buckinghamshire 2014-15

Reserves Policy

The definition of reserves used follows the guidance given by the Charity Commission. These are funds available to be used in furtherance of the charitable objectives which have not yet been spent, committed or designated. They therefore exclude restricted funds (where donors impose criteria for their use), fixed assets (which are in current use to support the on-going work of the charity) and funds designated for specific purposes.

With this in mind our free reserves at 31 March 2015 represented approximately 1½ months of expenditure. Since the year end the freehold property in Chesham was sold for £202,000 which has increased the free reserves significantly, however there remains the need to secure a long term solution for our operations in Chesham.

Investment Policy

The Board have considered carefully the Charity's position and, having due regard to the day-to-day liquidity requirements, have invested available funds with the CCLA which has formal approval of the charities commission.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the Board

Christopher Vane, Trustee



Date 13 October 2015

Independent Examiner's Report to the Trustees of Relate Mid Thames and Buckinghamshire

I report on the accounts of the company for the year ended 31 March 2015 which are set out on pages 17 to 24.

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 exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England & Wales.

Having satisfied myself that the charity is not subject to 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 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 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

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



Jill Andrews FCA
Ashbys Chartered Accountants
Morton House
9 Beacon Court
Pitstone Green Business Park
Pitstone
LU7 9GY

Date 13 October 2015

Relate Mid Thames and Buckinghamshire 2014/15

Registered Number: 04088546

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted Funds £	Restricted Funds £	Total Mar 2015 £	Total Mar 2014 £
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income:					
Client Income	2	188,410	-	188,410	202,152
Donations		23,396	-	23,396	21,185
Grants	3	40,492	35,290	75,782	53,265
Activities for generating funds:					
Charity Shop Income		39,070		39,070	-
Investment income:					
Bank Interest		287	-	287	272
		<u>291,655</u>	<u>35,290</u>	<u>326,945</u>	<u>276,874</u>
Incoming Resources from Charitable Activities					
Client Income	2	900	36,316	37,216	59,618
		<u>900</u>	<u>36,316</u>	<u>37,216</u>	<u>59,618</u>
Other Incoming Resources					
Sundry Income		9,208		9,208	13,100
Placement Payments		-		-	-
		<u>9,208</u>	<u>-</u>	<u>9,208</u>	<u>13,100</u>
Total Incoming Resources		<u>301,763</u>	<u>71,606</u>	<u>373,369</u>	<u>349,592</u>
RESOURCES EXPENDED					
Costs of Generating Funds:					
Costs of Generating					
Voluntary Income	4	87,368	-	87,368	84,006
Fundraising trading - costs of charity shop		44,201	-	44,201	-
Charitable Activities	5	135,600	49,183	184,783	196,267
Governance Costs	4	60,609	-	60,609	58,062
Total Resources Expended		<u>327,778</u>	<u>49,183</u>	<u>376,961</u>	<u>338,335</u>
NET INCOMING RESOURCES		(26,015)	22,423	(3,592)	11,257
RECONCILIATION OF FUNDS					
Total funds brought forward		93,901	258	94,159	82,902
Fund transfer	12	18,360	(18,360)	-	-
TOTAL FUNDS CARRIED FORWARD		<u>86,246</u>	<u>4,321</u>	<u>90,567</u>	<u>94,159</u>

The notes on pages 19 to 24 form part of these financial statements

Relate Mid Thames and Buckinghamshire 2014/15

Registered Number: 04088546

BALANCE SHEET AS AT 31 MARCH 2015

	Notes	31 March 2015		31 March 2014	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	9		47,357		28,126
CURRENT ASSETS					
Sundry Debtors & Prepayments			21,262		23,708
Cash at Bank & in Hand			8,403		7,434
CCLA COIF Account			60,322		69,227
			<u>89,987</u>		<u>100,369</u>
CURRENT LIABILITIES					
Other Creditors			9,511		12,509
Taxes and Social Security			4,486		4,021
Accrued expenses and deferred income	7		32,780		17,806
			<u>46,777</u>		<u>34,336</u>
NET CURRENT ASSETS					
			43,210		66,033
			<u>90,567</u>		<u>94,159</u>
FUNDS					
Unrestricted	12		86,246		93,901
Restricted	12		4,321		258
			<u>90,567</u>		<u>94,159</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006, and
- preparing the financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 13 October 2015 and signed on its behalf by:


 _____ Trustee
 Chris Vane


 _____ Trustee
 Raymond Clarke

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

1. Accounting Policies

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, Financial Reporting Standard for Smaller Entities (effective April 2008), Companies Act 2006 and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005), issued in March 2005. The particular accounting policies adopted are detailed below.

Tangible Fixed Assets

Depreciation is not provided on the cost of the Freehold Property as the current land value, in the opinion of the Trustees, exceeds the original freehold cost. Depreciation is provided on other fixed assets so as to write off their cost over their estimated useful life as follows.

Furniture & Equipment	20% reducing balance
Improvements to Freehold Property	2% cost
Charity Shop Fixtures & Equipment	3 years (duration of the lease)
Leasehold improvements	Over the period of the lease

The costs of minor additions or those below £500 are not capitalised.

Incoming resources

Voluntary income, including client income, donations and grants that provide core funding or are of a general nature are recognised on a receipts basis when the charity is entitled to that income.

Investment income is recognised on a receivable basis.

The value of services provided by volunteers and services donated by suppliers have not been included in these financial statements as the value is not significant.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

All expenditure is included on an accruals basis when the liability is incurred.

The costs of generating funds are those costs incurred in attracting voluntary income.

The costs of charitable activities are the costs associated with the provision of counselling services to clients and a proportion of support costs that relate to those activities. Where costs cannot be attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

The governance costs are those incurred in meeting the charity's constitutional and statutory requirements. They include the audit fees and other costs linked to the strategic management of the charity.

Payments under operating leases are charged to the profit and loss account on a straight-line basis over the lease term.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees for the purpose of achieving the general objectives of the charity. Restricted funds are subject to the restrictions imposed by the donor.

Pension costs

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. Contributions payable for the year are charged in the statement of financial activities.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

2. Client Income

	Unrestricted Funds £	Restricted Funds £	Total Mar 2015 £	Total Mar 2014 £
Counselling	188,410	-	188,410	202,152
Education & Training	900	-	900	250
Bucks CC Family Counselling	-	-	-	18,210
IAPT Couple Therapy for Depression Bucks.	-	22,000	22,000	20,000
IAPT Couple Therapy for Depression Berks.	-	1,890	1,890	-
Army Welfare Service	-	1,872	1,872	3,036
RAF Benevolent Fund	-	4,371	4,371	4,278
YMCA	-	-	-	1,680
Macmillan	-	4,883	4,883	920
Schools Family Counselling	-	1,300	1,300	925
DfE Contract	-	-	-	9,803
RCO Outcomes Report	-	-	-	516
	<u>189,310</u>	<u>36,316</u>	<u>225,626</u>	<u>261,770</u>

3. Grants

	Unrestricted Funds £	Restricted Funds £	Total Mar 2015 £	Total Mar 2014 £
Aylesbury Vale District Council	13,926	-	13,926	13,926
Buckinghamshire PCT	15,263	-	15,263	15,263
Big Lottery Awards For All	-	-	-	7,146
South Bucks District Council	750	-	750	500
Chiltern District Council	1,200	-	1,200	1,200
Amersham Town Council	-	-	-	100
Bray Parish Council	250	-	250	-
IAPT Couple Therapy for Depression	-	6,700	6,700	1,400
Paradigm Foundation	-	2,750	2,750	-
Thames Valley PCC - Premises renovation	-	20,000	20,000	-
Thames Valley PCC	-	4,140	4,140	-
Burnham Health Foundation Trust	-	1,700	1,700	2,120
Thomas Hickman Trust	-	-	-	2,500
Michael Shanly Trust	1,000	-	1,000	1,000
Prince Phillip Trust	-	-	-	1,110
Louis Baylis Maidenhead	4,000	-	4,000	4,000
Berkshire Community Fund	2,000	-	2,000	-
Mobbs Memorial Trust	603	-	603	-
Albert Hunt Trust	-	-	-	2,000
Ronald Callingham Foundation	-	-	-	300
Hitchams Poor Land Charity	-	-	-	150
Lions Club Maidenhead	-	-	-	550
Albert Hunt Trust	1,000	-	1,000	-
Baldwin's Bridge Trust	500	-	500	-
	<u>40,492</u>	<u>35,290</u>	<u>75,782</u>	<u>53,265</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

4. Support Costs

The charity allocates its support costs as shown in the table below. They are allocated on a basis consistent with the use of resources.

Support Cost:	Allocated to					Total Mar 2015	Total Mar 2014
	Counselling	PST	Family Counselling	Cost of Generating Voluntary Income	Governance		
	£	£	£	£	£	£	£
Administration	67,136	7,856	4,365	71,955	58,040	209,352	212,121
Education & Training	8,630	1,010	561	-	-	10,201	9,348
Establishment	23,541	2,755	1,530	13,627	193	41,646	43,350
Financial	3,857	451	250	1,786	2,376	8,720	7,422
	<u>103,164</u>	<u>12,072</u>	<u>6,706</u>	<u>87,368</u>	<u>60,609</u>	<u>269,919</u>	<u>272,241</u>

5. Charitable Activities

The charity undertakes direct charitable activities only. It does not make any grant payments.

	Counselling	PST	Family Counselling	Mar 2015	Mar 2014
	£	£	£	£	£
Counsellor Payments	53,164	6,221	3,456	62,841	66,094
Support Costs (note 4)	103,164	12,072	6,706	121,942	130,173
	<u>156,328</u>	<u>18,293</u>	<u>10,162</u>	<u>184,783</u>	<u>196,267</u>

6. Staff Costs

Wages and salaries
Social security costs
Pension Costs

	Mar 2015	Mar 2014
	£	£
Wages and salaries	247,334	229,448
Social security costs	7,871	8,685
Pension Costs	6,638	5,897
	<u>261,843</u>	<u>244,030</u>

Number of employees

£0 - £10,000
£10,001 - £20,000
£20,001 - £30,000
£30,001 - £40,000

	No.	No.
£0 - £10,000	35	30
£10,001 - £20,000	4	2
£20,001 - £30,000	1	1
£30,001 - £40,000		
	<u>40</u>	<u>33</u>

No employees receive emoluments exceeding £60,000.

7. Accrued Expenses and Deferred Income

Deferred income brought forward
Amounts released from previous years
Incoming resources deferred in the current year

	Mar 2015	Mar 2014
	£	£
Deferred income brought forward	5,445	10,146
Amounts released from previous years	(5,445)	(10,146)
Incoming resources deferred in the current year	15,480	5,445
	<u>15,480</u>	<u>5,445</u>
Deferred income carried forward		
Accrued expenses	17,300	12,361
	<u>32,780</u>	<u>17,806</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

8. Net Incoming Resources for the Year		Mar 2015	Mar 2014
		£	£
This is stated after charging:			
Depreciation		4,465	3,445
Independent Examiner's Remuneration	- Examination services	900	900
	- Other services	1,476	1,166
		<u>1,476</u>	<u>1,166</u>

9. Fixed Assets	Freehold Property	Freehold Improvements	Leasehold Improvements	Fixtures, Fittings & Equipment	Charity Shop Fixtures & Equipment	Total
	£	£	£	£		£
Cost						
At 1 April 2014	7,765	15,382	-	24,098	3,841	51,086
Additions during year	-	-	18,360	2,007	3,329	23,696
At 31 March 2015	<u>7,765</u>	<u>15,382</u>	<u>18,360</u>	<u>26,105</u>	<u>7,170</u>	<u>74,782</u>
Accumulated Depreciation						
At 1 April 2014	-	4,081	-	17,598	1,281	22,960
Charge for year	-	308	-	1,887	2,270	4,465
At 31 March 2015	<u>-</u>	<u>4,389</u>	<u>-</u>	<u>19,485</u>	<u>3,551</u>	<u>27,425</u>
Net book value						
At 31 March 2015	<u>7,765</u>	<u>10,993</u>	<u>18,360</u>	<u>6,620</u>	<u>3,619</u>	<u>47,357</u>
At 31 March 2014	<u>7,765</u>	<u>11,301</u>	<u>-</u>	<u>6,500</u>	<u>2,560</u>	<u>28,126</u>

In May 2015 the charity sold its premises in Chesham for £202,000. As a result of this the fixed assets will reduce by £18,758 but current assets will increase by £202,000.

10. Financial Commitments

Financial commitments under non-cancellable operating leases will result in the following payments falling due in the year to 31 March 2015.

	Mar 2015	Mar 2014
	£	£
Expiring between one and five years	36,983	14,783
Expiring in more than five years	-	21,000
	<u>36,983</u>	<u>35,783</u>

At 31 March 2015 there was a commitment to pay service charges of £2,250 (2014 - £2,250).

11. Related Party Transactions

During the year no trustee, nor any person connected with them, have received any remuneration or reimbursement of expenses from the Charity, either directly or indirectly.

The ultimate controlling party at the balance sheet date was the Board of Trustees.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

12. Movement in Funds

	At 1 April 2014	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2015
				£	£
Unrestricted Funds					
General Fund	93,901	301,763	327,778	18,360	86,246
Restricted Funds					
IAPT Couple Therapy for Depression	-	23,890	23,890		-
Army Welfare Fund	-	1,872	1,872		-
RAF Benevolent Fund	-	4,371	4,371		-
Macmillan	-	4,883	4,883		-
Schools Family Counselling	-	1,300	1,300		-
IAPT CTD Training Fees	-	6,700	6,700		-
Paradigm Foundation	-	2,750	275		2,475
Thames Valley PCC Renovation Grant	-	20,000	-	(18,360)	1,640
Thames Valley PCC	-	4,140	4,140		-
Burnham Health Foundation Trust	-	1,700	1,700		-
Purchase of Furniture	258	-	52		206
	<u>94,159</u>	<u>373,369</u>	<u>376,961</u>	<u>-</u>	<u>90,567</u>

Restricted Funds

IAPT Training	This fund is for Couple Therapy for Depression training from the University of Exeter (The Exeter Model) for 6 experienced Relate counsellors and IAPT CTD Supervision training for one experienced Relate Supervisor, to meet the increasing local service delivery
IAPT Couple Therapy for Depression Training Grant	This funding from NHS Chiltern CCG relates to the delivery of Couple Therapy for Depression for patients referred by Healthy Minds Bucks.
RAF Benevolent Fund	This fund is to deliver counselling to Royal Air Force personnel.
Army Welfare Fund	This fund is to deliver counselling to Army personnel referred through the Army Welfare Service.
Paradigm Foundation	This fund is to deliver counselling to residents of Paradigm housing association.
Macmillan	This fund is to deliver counselling to persons affected by a cancer diagnosis as part of the Berkshire Macmillan Well-Being Programme.
Schools Family Counselling	This funding provided by Pupil Premium funding allocated to local Primary Schools for family counselling.
Burnham Health Foundation Trust	This fund is to deliver family counselling to local residents at the local Childrens Centre.
T V PCC Renovation Grant	This fund is to cover the costs associated with the renovation of offices located in Aylesbury Citizens Advice Bureau for the use of Relate.
Thames Valley PCC	This fund is to cover the costs of counselling at 3 centres: High Wycombe, Aylesbury and Burnham

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

13. Analysis of Net Assets Between Funds

	General Funds	Restricted Funds	Total Funds
Tangible Fixed Assets	47,151	206	47,357
Sundry Debtors & Prepayments	21,262		21,262
Cash at Bank & in Hand	8,403		8,403
CCLA COIF Account	47,157	13,165	60,322
Other Creditors	(9,511)		(9,511)
Taxes and Social Security	(4,486)		(4,486)
Accrued expenses and deferred income	(23,730)	(9,050)	(32,780)
	<u>86,246</u>	<u>4,321</u>	<u>90,567</u>