

Annual Report and Financial Statements for the
year ended 31 March 2014

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 2013-14

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Chairman's Report

The past year has been one of continuing challenge and the fact that we ended the year with a surplus is testament to the enormous effort of our Counsellors, Managers and Staff at all levels.

Although the general economic picture is looking brighter in many areas the financial pressures on local authorities and those to whom we look for funding have not improved and with demand still growing on the limited and decreasing resources available, we have experienced a reduction in our income from these sources. In particular we lost a crucial contribution from Buckinghamshire County Council for Family Counselling at the Children's Centres with a value of £18,000 per annum. We feel strongly that this was a regressive step and have endeavoured to find alternative funding for this vital service as yet without success.

In contrast our IAPT Couple Therapy for Depression has been very successful and family counselling grows alongside the couple counselling. We also negotiated a contract with MacMillan to help those suffering from the consequences of cancer and we are hopeful that this service will develop and expand. We continue to support local families in the armed services thanks to national contracts Relate have with the Army Welfare Service and the RAFBF.

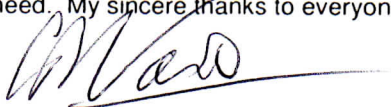
None of this would of course be possible without the commitment and dedication of our team of counsellors and those in the office who support them. The qualities and skills of those at the sharp end of our service are extraordinary and I would like to take this opportunity of thanking them for everything that they do.

One of the key areas of development this year has been the establishment of a Relate charity shop in Maidenhead – 'The Relate Store'. It is hoped that this will provide useful, unrestricted funds to support our work and replace some of the funds diminishing elsewhere. This opened at the beginning of April and, having experienced a few teething problems, we are hopeful that this will prove successful.

In November we were very pleased to welcome not only Ruth Sutherland, as CEO of Relate UK, but also Andrew Ketteringham, Chairman of the Board of Trustees to our Annual General Meeting. This was an important and successful occasion and everyone who attended heard at first hand the vision that they have for the future. The structure and governance of the charity is changing and should become more streamlined and, as Relate MTB, we are looking forward to these initiatives being reflected in more direct and practical help for Centres and a strengthening of the training facilities that are so essential to the underpinning of our future.

I would like to thank my fellow Trustees for all their support over the year. We welcomed Janice Campbell to the Board in November and I very much value the contribution that each makes to our Centre. We all of us believe in the importance of personal and social relationships in our everyday lives and recognise the pressures that many families experience. We also believe in what we do and hope that we can continue to provide the support and guidance to the team.

None of this, however, would be truly effective without the commitment, energy and passion demonstrated by Fiona Paine as our Centre Director. Under her leadership we have a dedicated team of people and that is why we are able to provide the help and counselling support to so many in need. My sincere thanks to everyone.



Chris Vane

Chairman

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

Claire Lambert

Philip Everitt

Susan Mervyn-Jones

Honor Vane

Morna Hinch (appointed 20/11/2013)

Rebecca Curley (appointed 20/11/2013)

Janice Campbell (appointed 20/11/2013)

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 Walton House, Walton Street, Aylesbury, HP21 7QQ

Chairman's Introduction

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 five 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.

- **Children and Young People's services:** 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. We offer a wide range of workshops and courses for couples, individuals, parents and young people. 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.

The counselling services are delivered from our centres in Aylesbury, Chesham, High Wycombe and Maidenhead and from outposts in Princes Risborough, Windsor and Burnham, Wycombe West and Dedworth, Windsor Children's Centres.

We deliver IAPT Couple Therapy for Depression funded by Buckinghamshire Clinical Commissioning Groups. In Spring 2014 we started a small CTD pilot for Talking Therapies in Berkshire. We are working in partnership with Macmillan as part of the Berkshire Well Being Programme to support people whose lives have been affected by a cancer diagnosis.

Education and Learning courses are offered to individuals, organisations and local schools and businesses.

Relate Mid Thames and Buckinghamshire is a BACP accredited service (108426) and subject to its Ethical Framework for Good Practice in Counselling and Psychotherapy and professional conduct procedure.

We applied for reaccreditation in October 2013 and secured the Accredited Service status for counselling services for a further five year term (October 2018)

In addition to BACP Relate MTB uses PQASSO as a quality 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

Our counselling service has been awarded the eQuality charter-mark for improving services for lesbian, gay, bisexual and transgender people.

Report of the Trustees of Relate Mid Thames & Buckinghamshire for the year ended 31 March 2014

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 2014. 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	Walton House Walton Street Aylesbury HP21 7QQ

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 Claire Lambert (resigned 27/09/2014) Philip Everitt Susan Mervyn-Jones Honor Vane Morna Hinch (appointed 20/11/2013) Rebecca Curley (appointed 20/11/2013) Janice Campbell (appointed 20/11/2013)

Company Secretary	Fiona Paine
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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. The national organisation 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 all counsellors through the Relate Institute.

The Executive committee 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 Executive committee 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 Executive Committee 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.

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 (Strategy sub committee, Finance sub committee)

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. Unplanned and rapid changes among our small management and administrative staff team.
3. Reduction in couples, individuals and families able to pay for counselling.
4. Being unable to provide sufficient counsellors to match growth in service output
5. A reduction in the momentum and guidance provided by the Board of Trustees
6. 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 referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities.

Achievements and performance 2013-14

We delivered 4977 hours of counselling. This comprised:

- 786 initial assessments
- 2711 ongoing appointments with couples and individuals

- 409 hours of sex therapy
- 230 family counselling hours delivered in the centre
- 76 individual structured interviews (domestic violence / abuse)
- 368 hours of family counselling in Buckinghamshire Children's Centres
- 324 hours of IAPT Couple Therapy for Depression
- 73 hours of young people's counselling at the YMCA

The 30 Relate counsellors work across Buckinghamshire and East Berkshire in a number of locations- our three centres in Maidenhead, Aylesbury and Chesham and the Kite Ridge Centre in High Wycombe (co-located services project with Buckinghamshire County Council) and outposts in Windsor and Princes Risborough.

We continue to be able to offer services at reduced rates to people in distress who are unable to fund the full cost of counselling themselves thanks to the vital financial support we receive from local authorities, trusts and donors. A number of our clients are able to meet the cost of counselling but many are not.

The current economic climate continues to underpin the greater need for subsidised and free counselling and we were disappointed that the third year of a contract with Buckinghamshire County Council Children's Centres was cancelled due to funding cutbacks. We have made every effort to find alternative funding to continue supporting these vulnerable clients. We continue to have a presence in Aylesbury and Wycombe to support victims of Domestic Abuse funded by the Thames Valley PCC (Police and Crime Commissioner). Family counselling continues in Burnham Children's Centre thank to funding from the Burnham Health Promotion Trust. Funding from the Berkshire Community Fund supports a new family counselling service at Dedworth Children's centre.

Summary of key events during 2013-14

Children's Centres

Relate Family counsellors worked in Children's Centres in High Wycombe, Aylesbury, Buckingham, Amersham, Chesham and Marlow. The service was funded by Buckinghamshire County Council. It offered free counselling to families experiencing distress and problems in their personal and family relationships. The funding was withdrawn in March 2014.

IAPT (Improving Access to Psychological Therapies) – Couple Therapy for Depression Couple therapy for depression is an approach that can help both people in a relationship with the emotional difficulties that flow from problems between partners when one or both people are depressed.

This IAPT service , now in its third year, is delivered by five experienced Relate counsellors who have gained the IAPT CTD qualification. With a growing service a further five counsellors are doing the *Exeter model* CTD training in November 2014. Claire Earl, our Relate supervisor has done the CTD supervisor training to bring the supervision of this service in house. Relate are working alongside the Buckinghamshire Talking Therapies

service 'Healthy Minds' (Oxford Health). We receive referrals from Healthy Minds after their initial assessment considers couple therapy to be the most appropriate service for the patient and their partner. The Step 3 therapy is for up to 20 sessions and must be attended by the couple. The service is currently jointly commissioned by Aylesbury Vale and Chiltern Clinical Commissioning Groups, and from April 2014 Relate directly reports to John Pimm, Clinical Lead Buckinghamshire Psychological Therapies Pathway/ Healthy Minds (Oxford Health). 2014-15 is a transition year and from April 2015 Relate will be contracted by Healthy Minds (Oxford Health) rather than directly to the CCG. Relate, Healthy Minds and the CCG have worked together to come to this decision.(Relate being mindful of achieving the best outcome for security and opportunity)

YMCA, Slough counselling service

A Big Lottery Fund - Awards for All Grant has enabled Relate to work with the YMCA for 12 months (January - December 2013). Slough YMCA continued to fund this service until end March 2014. Thank you to our counsellor Lynda Jamieson who supported young residents in the Slough YMCA through counselling, and delivered training to YMCA staff.

Macmillan Well- Being Programme (East Berkshire)

Relate are working in partnership with Macmillan as part of their well-being programme. This supports people and their families who have been affected by cancer. The Relate counselling team attended a Macmillan CPD to get ready to offer this service. Macmillan are funding a 2 year development project, the first of it's kind which offers a mix of support through physical exercise classes, peer and volunteer support and psychological support.

Counsellor qualifications

Dilly Hilton achieved the Post Graduate diploma in psychosexual therapy (accredited by COSRT).

Micky Martin achieved the MA in Relationship Therapy (accredited by BACP).

CPD

Relate MTB counsellors were offered the following in house CPD in 2013-14

Sarah Hendrick – Aspergers and Relationships.

Emilia Dowling and Diana Elliott – Couple Counselling- enabling the child's voice to be heard when children separate.

Macmillan – Cancer Awareness course

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

Farewell

We said a very reluctant farewell to Patricia Furness Smith who has been such a valued volunteer counsellor in Chesham for 16 years.

Acknowledgements

The Trustees are indebted to all counsellors, staff 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 2013- 2014

- The Albert Hunt Trust
- The Army Welfare Service
- Aylesbury Vale District Council
- Awards for All (Slough YMCA)
- Buckinghamshire County Council
- Buckinghamshire Primary Care Trust
- Burnham Health Promotion Trust
- Chiltern District Council
- Lion's Club of Maidenhead
- Louis Baylis (Maidenhead Advertiser) Charitable Trust
- Mobbs Memorial Trust
- The Prince Philip Trust fund for the Royal Borough of Windsor and Maidenhead
- RAFBF (Royal Air Force Benevolent Fund)
- Roland Callingham Foundation – Bekonscot
- The Royal Borough of Windsor and Maidenhead
- The Thomas Hickman's Charity
- The Shanly Foundation
- South Bucks District Council

Financial Review

Total income for the year was £349,592.

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 £338,335.

There was a surplus of £11,257

Client payments of £55 per session were recommended.

A detailed account of expenditure is included.

Net current assets of the charity on 31st March 2014 were £66,033. This represents two to three 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

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 for 2013/14 represented approximately two months of expenditure. In our view it is prudent to endeavour to increase this significantly to provide financial flexibility over the course of forthcoming challenges.


Investment Policy

The trustees, having regard to the liquidity requirements of the charity have operated a policy of keeping available funds in an interest bearing deposit account.

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 30 Oct 2014

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 2014 which are set out on pages 15 to 22.

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

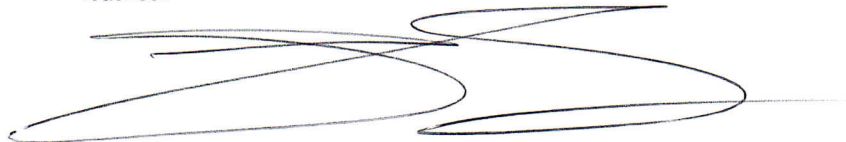
In connection with my examination, no matter has come to my attention:

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 30 October 2014

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2014**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Mar 2014 £	Total Mar 2013 £
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income:					
Client Income	2	202,152	-	202,152	203,062
Donations		21,185	-	21,185	24,333
Grants	3	40,099	13,166	53,265	48,864
				-	-
Investment income:					
Bank Interest		272	-	272	389
		<u>263,708</u>	<u>13,166</u>	<u>276,874</u>	<u>276,648</u>
Incoming Resources from Charitable Activities					
Client Income	2	10,569	49,049	59,618	50,140
		<u>10,569</u>	<u>49,049</u>	<u>59,618</u>	<u>50,140</u>
Other Incoming Resources					
Sundry Income		13,100		13,100	14,498
Placement Payments		-		-	-
		<u>13,100</u>	<u>-</u>	<u>13,100</u>	<u>14,498</u>
Total Incoming Resources		<u>287,377</u>	<u>62,215</u>	<u>349,592</u>	<u>341,286</u>
RESOURCES EXPENDED					
Costs of Generating Funds	4	84,006	-	84,006	82,465
Charitable Activities	5	133,966	62,301	196,267	191,564
Governance Costs	4	58,062	-	58,062	58,602
Total Resources Expended		<u>276,034</u>	<u>62,301</u>	<u>338,335</u>	<u>332,631</u>
NET INCOMING RESOURCES		11,343	(86)	11,257	8,655
RECONCILIATION OF FUNDS					
Total funds brought forward		82,558	344	82,902	74,247
Fund transfer		-		-	-
TOTAL FUNDS CARRIED FORWARD		<u>93,901</u>	<u>258</u>	<u>94,159</u>	<u>82,902</u>

The notes on pages 17 to 22 form part of these financial statements

Relate Mid Thames and Buckinghamshire 2013/14

Registered Number: 04088546

BALANCE SHEET AS AT 31 MARCH 2014

	Notes	31 March 2014		31 March 2013	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	9		28,126		27,730
CURRENT ASSETS					
Sundry Debtors & Prepayments		23,708		25,258	
Cash at Bank & in Hand		7,434		8,826	
CCLA COIF Account		69,227		61,456	
		<u>100,369</u>		<u>95,540</u>	
CURRENT LIABILITIES					
Other Creditors		12,509		13,716	
Taxes and Social Security		4,021		4,137	
Accrued expenses and deferred income	7	17,806		22,515	
		<u>34,336</u>		<u>40,368</u>	
NET CURRENT ASSETS			66,033		55,172
			<u>94,159</u>		<u>82,902</u>
FUNDS					
Unrestricted	12		93,901		82,558
Restricted	12		<u>258</u>		<u>344</u>
			<u>94,159</u>		<u>82,902</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2014 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 30 October 2014 and signed on its behalf by:


Chris Vape Trustee


Raymond Clarke Trustee

The notes on pages 17 to 22 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

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

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.

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 2014**

2. Client Income

	Unrestricted Funds £	Restricted Funds £	Total Mar 2014 £	Total Mar 2013 £
Counselling	202,152	-	202,152	203,062
Education & Training	250	-	250	7,320
Bucks CC Family Counselling	-	18,210	18,210	18,210
IAPT Couple Therapy for Depression	-	20,000	20,000	20,217
Army Welfare Service	-	3,036	3,036	658
RAF Benevolent Fund	-	4,278	4,278	3,735
YMCA	-	1,680	1,680	-
Macmillan	-	920	920	-
Schools Family Counselling	-	925	925	-
DfE Contract	9,803	-	9,803	-
RCO Outcomes Report	516	-	516	-
	<u>212,721</u>	<u>49,049</u>	<u>261,770</u>	<u>253,202</u>

3. Grants

	Unrestricted Funds £	Restricted Funds £	Total Mar 2014 £	Total Mar 2013 £
Aylesbury Vale District Council	13,926		13,926	13,521
Buckinghamshire PCT	15,263		15,263	15,263
Big Lottery Awards For All	-	7,146	7,146	2,382
South Bucks District Council	500		500	-
Chiltern District Council	1,200		1,200	-
Amersham Town Council	100		100	200
Chalfont St Giles Parish Council	-		-	-
Mobbs Memorial Trust	-		-	598
Michael Shanly Trust	1,000		1,000	1,000
IAPT Couple Therapy For Depression	-	1,400	1,400	9,900
Thomas Hickman Trust	-	2,500	2,500	2,000
Prince Phillip Trust	1,110		1,110	-
Ronald Callingham Foundation	300		300	-
Albert Hunt Trust	2,000		2,000	-
Burnham Health Foundation Trust	-	2,120	2,120	-
Lions Club Maidenhead	550		550	-
Hitchams Poor Land Charity	150		150	-
The Grant Foundation	-		-	-
Louis Baylis Maidenhead	4,000		4,000	4,000
	<u>40,099</u>	<u>13,166</u>	<u>53,265</u>	<u>48,864</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

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 2014	Total Mar 2013
	Counselling	PST	Family Counselling	Cost of Generating Voluntary Income	Governance		
	£	£	£	£	£	£	£
Administration	75,956	8,578	4,826	66,935	55,826	212,121	206,982
Education & Training	6,448	728	410	1,762	-	9,348	22,117
Establishment	24,860	2,809	1,580	13,931	170	43,350	41,007
Financial	3,382	381	215	1,378	2,066	7,422	7,187
	<u>110,646</u>	<u>12,496</u>	<u>7,031</u>	<u>84,006</u>	<u>58,062</u>	<u>272,241</u>	<u>277,293</u>

5. Charitable Activities

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

	Counselling	PST	Family Counselling	Mar 2014	Mar 2013
	£	£	£	£	£
Counsellor Payments	56,180	6,345	3,569	66,094	55,338
Support Costs (note 4)	110,646	12,496	7,031	130,173	136,226
	<u>166,826</u>	<u>18,841</u>	<u>10,600</u>	<u>196,267</u>	<u>191,564</u>

6. Staff Costs

	Mar 2014	Mar 2013
	£	£
Wages and salaries	229,448	211,811
Social security costs	8,685	7,932
Pension Costs	5,897	4,549
	<u>244,030</u>	<u>224,292</u>

Number of employees

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

No employees receive emoluments exceeding £60,000.

7. Deferred Incoming Resources

	Mar 2014	Mar 2013
	£	£
Deferred incoming resources brought forward	10,146	2,845
Amounts released from previous years	(10,146)	(2,845)
Incoming resources deferred in the current year	5,445	10,146
	<u>5,445</u>	<u>10,146</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

8. Net Incoming Resources for the Year		Mar 2014	Mar 2013
		£	£
This is stated after charging:			
Depreciation		3,445	2,628
Independent Examiner's Remuneration	- Examination services	900	900
	- Other services	1,166	1,407
		<u>1,166</u>	<u>1,407</u>

9. Fixed Assets	Freehold	Freehold	Fixtures,	Charity	Total
	Property	Improvements	Fittings & Equipment	Shop Fixtures & Equipment	
	£	£	£		£
Cost					
At 1 April 2013	7,765	15,382	24,098	-	47,245
Additions during year	-	-	-	3,841	3,841
At 31 March 2014	<u>7,765</u>	<u>15,382</u>	<u>24,098</u>	<u>3,841</u>	<u>51,086</u>
Accumulated Depreciation					
At 1 April 2013	-	3,773	15,742	-	19,515
Charge for year	-	308	1,856	1,281	3,445
At 31 March 2014	<u>-</u>	<u>4,081</u>	<u>17,598</u>	<u>1,281</u>	<u>22,960</u>
Net book value					
At 31 March 2014	<u>7,765</u>	<u>11,301</u>	<u>6,500</u>	<u>2,560</u>	<u>28,126</u>
At 31 March 2013	<u>7,765</u>	<u>11,609</u>	<u>8,356</u>	<u>-</u>	<u>27,730</u>

The trustees have not had a valuation of the freehold property, as the cost would be prohibitive.

10. Financial Commitments

Financial commitments under non-cancellable operating leases will result in the following payments falling due in the year to 31 March 2014.

	Mar 2014	Mar 2013
	£	£
Expiring within one year	-	3,975
Expiring within two to five years	12,583	-
More than five years	21,000	21,000
	<u>21,000</u>	<u>21,000</u>

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 2014**

12. Movement in Funds

	At 1 April 2013	Incoming Resources	Outgoing Resources	Transfers £	At 31 March 2014 £
Unrestricted Funds					
General Fund	82,558	287,377	276,034		93,901
Restricted Funds					
Bucks CC Family Counselling	-	18,210	18,210		-
IAPT Couple Therapy for Depression Training Grant	-	1,400	1,400		-
IAPT Couple Therapy for Depression	-	20,000	20,000		-
RAF Benevolent Fund	-	4,278	4,278		-
Army Welfare Fund	-	3,036	3,036		-
Big Lottery Awards For All	-	7,146	7,146		-
YMCA	-	1,680	1,680		-
Macmillan	-	920	920		-
Schools Family Counselling	-	925	925		-
Burnham Health Foundation Trust	-	2,120	2,120		-
Thomas Hickman Trust	-	2,500	2,500		-
Purchase of Furniture	344	-	86		258
	<u>82,902</u>	<u>349,592</u>	<u>338,335</u>	-	<u>94,159</u>

Restricted Funds

IAPT Training	This fund is for Couple Therapy for Depression training at the Tavistock Institute for an additional three Relate counsellors to increase the number of counsellors able to deliver this service locally.
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.
Big Lottery Awards For All	This fund is to deliver counselling and education and learning courses to the Slough YMCA residents and staff and local community.
Bucks CC Family Counselling	This fund is to deliver family counselling in Children's Centres across Buckinghamshire.
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.
YMCA	This fund is to deliver counselling and education and learning courses to the Slough YMCA residents and staff and local community.
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.
Thomas Hickman Trust	This fund is to offer discretionary bursary funding to residents of Aylesbury.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

13. Analysis of Net Assets Between Funds

	General Funds	Restricted Funds	Total Funds
Tangible Fixed Assets	27,868	258	28,126
Sundry Debtors & Prepayments	23,708		23,708
Cash at Bank & in Hand	7,434		7,434
CCLA COIF Account	69,227		69,227
Other Creditors	(12,509)		(12,509)
Taxes and Social Security	(4,021)		(4,021)
Accrued expenses and deferred income	(17,806)		(17,806)
	93,901	258	94,159

**SUMMARY OF EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2014**

85.00% 9.60% 5.40%

	Counselling	PST	Family Counselling	Cost of Generating Voluntary Income	Governance	Mar 2014	Mar 2013
	£	£	£	£	£	£	£
Services To Clients							
Direct							
Counsellors Payments	56,180	6,345	3,569	-	-	66,094	55,187
Provision of Sign Language Interpreter	-	-	-	-	-	0	151
	<u>56,180</u>	<u>6,345</u>	<u>3,569</u>	<u>-</u>	<u>-</u>	<u>66,094</u>	<u>55,338</u>
Administration							
Counsellors, Managers and Staff Expenses	3,920	443	249	513	-	5,125	7,402
Salaries & Staff Costs	63,353	7,155	4,025	59,626	14,907	149,066	139,775
Supervision Salaries	-	-	-	-	28,870	28,870	29,330
Supervision Expenses	-	-	-	-	4,694	4,694	4,923
National Fees	-	-	-	-	7,355	7,355	7,613
Postage & Stationery	-	-	-	1,885	-	1,885	1,949
Telephone	3,527	398	224	1,037	-	5,186	6,209
Advertising	-	-	-	1,467	-	1,467	618
Equipment Lease	1,018	115	65	1,199	-	2,397	1,473
IT Costs	3,112	351	198	-	-	3,661	3,947
Sundry Expenses	1,026	116	65	1,208	-	2,415	3,743
	<u>75,956</u>	<u>8,578</u>	<u>4,826</u>	<u>66,935</u>	<u>55,826</u>	<u>212,121</u>	<u>206,982</u>
Education & Training							
Training Services	-	-	-	1,762	-	1,762	5,440
Staff Training	6,448	728	410	-	-	7,586	16,677
	<u>6,448</u>	<u>728</u>	<u>410</u>	<u>1,762</u>	<u>-</u>	<u>9,348</u>	<u>22,117</u>
Establishment							
Rent & Rates	17,544	1,982	1,115	13,761	-	34,402	31,920
Townsend Road	1,156	131	73	-	-	1,360	1,962
Walton House	3,798	429	241	-	-	4,468	4,203
Maidenhead	1,204	136	77	-	-	1,417	1,538
Insurance	1,158	131	74	170	170	1,703	1,384
	<u>24,860</u>	<u>2,809</u>	<u>1,580</u>	<u>13,931</u>	<u>170</u>	<u>43,350</u>	<u>41,007</u>
Financial							
Bank Charges	1,625	183	103	-	-	1,911	2,252
Depreciation	1,757	198	112	1,378	-	3,445	2,628
Independent Examination Fee	-	-	-	-	2,066	2,066	2,307
	<u>3,382</u>	<u>381</u>	<u>215</u>	<u>1,378</u>	<u>2,066</u>	<u>7,422</u>	<u>7,187</u>
	<u>166,826</u>	<u>18,841</u>	<u>10,600</u>	<u>84,006</u>	<u>58,062</u>	<u>338,335</u>	<u>332,631</u>