

REGISTERED COMPANY NUMBER: 03219666 (England and Wales)
REGISTERED CHARITY NUMBER: 1056625

Report of the Trustees and
Financial Statements for the Year Ended 31st March 2020
for
Relate Worcestershire

The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU

Relate Worcestershire

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Relate Worcestershire

**Reference and Administrative Details
for the Year Ended 31st March 2020**

TRUSTEES	J Williams (Chair) R A Moss (Treasurer) (re-appointed 13.1.20) L Harfield C Temple Cox (re-appointed 17.5.19) B Coleman G Devries (Vice Chair) R A Lessels (appointed 9.5.19) (resigned 10.1.20)
COMPANY SECRETARY	B Coleman
REGISTERED OFFICE	19 Castle Street Worcester Worcestershire WR1 3AD
REGISTERED COMPANY NUMBER	03219666 (England and Wales)
REGISTERED CHARITY NUMBER	1056625
INDEPENDENT EXAMINER	The Richards Sandy Partnership Thorneloe House 25 Barbourne Road Worcester Worcestershire WR1 1RU

Relate Worcestershire
Report of the Trustees
for the Year Ended 31st March 2020

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 2020. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects and principal activities of the charity are to support couple and family relationships in Worcestershire and Herefordshire by offering relationship education and counselling. The charity's purpose as set out in the objects contained in the memorandum of association of the company are to:

- (a) 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;
- (b) seek to enhance the good health, both mental and physical, of adults and children by:
 - increasing public awareness of the benefit of committed couple relationships, marriage and family life; and working to prevent poverty, hardship and distress caused by the breakdown of such relationships;
 - providing 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; or
 - influence, either directly or indirectly, their present or future family or couple relationship;
 - advance citizenship and community development;
 - relieve those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
 - promote research into all of the above objects and to make the results available to the public.

The Trustees review their aims and objectives each year. In particular, the Trustees have considered how planned activities will contribute to the objectives and aims.

Relate Worcestershire charges a fee to cover the costs of providing counselling, but never turns away anyone who genuinely cannot afford to pay. The Trustees have made the decision to make funds available for the bursary scheme particularly for the support of young people's counselling. Relate is also grateful to those charitable trusts who support the bursary scheme and our young people's counselling service.

Significant activities

The charity's main activities are the provision of counselling services and training to individuals, couples and families and young people, at the Worcester centre and other premises throughout the county, as well as at the centre in Hereford.

Public benefit

The Trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance on public benefit published by the Charity Commission when reviewing the charity's objectives and in planning future activities.

Volunteers

Relate Worcestershire is very fortunate in the number of volunteers who provide counselling services and reception cover free of charge. The volunteer counsellors and receptionists make a much-valued contribution to the charity's operations.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The expertise of Relate trained counsellors is offered to the public primarily through the Worcester Centre and rented premises at other locations in the county and in Hereford.

Relate Worcestershire
Report of the Trustees
for the Year Ended 31st March 2020

ACHIEVEMENT AND PERFORMANCE

Internal and external factors

The charity is responsive to policy initiatives of both central and local government. In turn, there is recognition that the charitable sector is often the most efficient provider of remedial services - particularly with children and families. Relate Worcestershire has adopted a professional and pro-active approach in seeking to be a provider of solutions in the implementation of policy. The Trustees have determined that, whilst the ongoing counselling of individual and couple clients form the strategic backbone of the charity's activities, Relate Worcestershire is well placed to play its part in implementing improvements to family and child well-being through government initiatives.

This year our counsellors worked with 1,275 clients and delivered 4,452 sessions of relationship counselling - largely in the evenings and at weekends, at times most convenient to our clients. We are proud of the quality of the service we provide in difficult circumstances and believe that we make a real difference to many lives in Worcestershire and Hereford. We continue to provide heavily subsidised counselling to clients depending on their household income. This year we have subsidised 2,895 sessions, providing clients with access to support that may otherwise have been unavailable to them. The charity's bursary scheme continues to be of significant benefit to those clients suffering severe financial hardship and both Trustees and management are agreed that this provision should continue.

We have continued to improve our financial reporting processes. This has enabled us to achieve full cost recovery in our contract work, ensuring that the actual cost of providing services is met by commissioners and not by our charitable fundraising.

We have worked closely with NHS Worcestershire and the Worcestershire Healthy Minds service to provide counselling for couples affected by depression. This contract enables the NHS to use our couple counselling specialism to greater effect and we are very pleased to be working in partnership with the Healthy Minds team to deliver this. Seven members of our counselling team have received specific Increasing Access to Psychological Therapy training through the kind sponsorship of Health Education England. Sadly, our NHS contract was not renewed during the year and will come to an end in March 2020.

Trustees have continued to invest in the training of new Relate counsellors by sponsoring the tuition fees of Relate courses. This is an important part of strategic business planning to build capacity and provide succession planning for our workforce. During the year, five counsellors joined the Relate Level 5 training course and are on placement within our Centre.

As the coronavirus pandemic hit the UK in March 2020, we were forced to close all face-to-face counselling appointments. Our primary objective during this difficult time was to keep our services operating for the sake of all clients. Although we had to cancel our face-to-face counselling, we swiftly moved to telephone or webcam counselling, continuing to support those clients who wished to carry on with their sessions.

As with all charities, the coronavirus pandemic has had a significant impact on our income. Trustees took immediate measures to improve cashflow by moving funds from long term investment into our business account. We have been meeting fortnightly to react quickly to changing circumstances, making strategic plans to safeguard our future operations. I would like to thank my colleagues on the Board of Trustees for their continued commitment and support as we negotiate these difficult times.

Personnel

Our CEO, Maxine Sharman, has focused throughout the year on the strategic development of the range and quality of services provided. At the end of the year our financial position has remained stable and the Trustees fully support her continuing efforts to ensure the charity's future and successful provision of services.

Our service is reliant on an engaged and enthusiastic work force. All members of our counselling team are highly qualified and are registered annually on the Relate National Practitioner Register. We are ever grateful to them, to our administrative team and to our volunteers for the provision of a high quality, client focused counselling service.

FINANCIAL REVIEW

Financial Review

Whilst the COVID-19 pandemic has brought financial challenges, the charity remains in a strong position. Total funds as at 31 March 2020 being £102,419, compared to £132,257 as at 31 March 2019.

Total Income in the 12 months to March 2020 was £267,156 (2019: £301,081) split £241,206 of unrestricted Funds and £25,950 of restricted Funds. The £33,925 reduction in total income since 2019 was largely as a result of reduced counselling income of £41,277, offset by an increase in donations of £6,903.

Total Expenditure in the year ended March 2020 was £286,171 (2019: £303,763) split £262,005 of unrestricted expenditure and £24,166 of restricted expenditure. The reduction in expenditure through the year reflects the reduced levels of counselling (£11,141) in the latter part of the year, and a reduction in training (£6,451).

Relate Worcestershire
Report of the Trustees
for the Year Ended 31st March 2020

FINANCIAL REVIEW

Principal funding sources

The principal funding sources during the year were fees charged to clients for counselling services and service contracts for counselling services provided. During the year, Relate Worcestershire also generated income from training and education. In addition, the charity is very grateful for the support of local and national grant-making trusts. In particular the support and generosity of the Sanctuary Housing Group for the provision of the Worcester premises at a peppercorn rent.

Reserves policy

The strategy agreed by the Trustees is to maintain an unrestricted reserve fund equivalent to approximately three months' expenditure. The charity's unrestricted reserves, excluding fixed assets, were £61,013 as at 31 March 2020 (2019: £107,205), representing approximately 2.8 months of unrestricted expenditure. The stated strategy has not therefore been achieved this year.

Total unrestricted reserves as at 31 March 2020 were £93,559 (2019: £130,573) to include an investment valued at £32,546 at the year end.

FUTURE DEVELOPMENTS

The Trustees have determined, through the annual planning process, that the charity should continue to aim for breakeven and that its services should be open to all. Having established a strong platform for future development, there are plans to train new counsellors and increase our capacity in providing a much needed service across Worcestershire and Hereford.

I conclude this report by giving thanks to my fellow Trustees for their support and advice and on behalf of the Trustees, I wish to thank all our counsellors, supervisors, trainers, administration staff and volunteers, without whom the Charity would be unable to function.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum & Articles of Association dated 5 June 1996, as amended on 22 October 2008, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new Trustees

Officers and elected members are nominated and voted at annual general meetings. All Trustees are subject to re-election at each annual general meeting and can serve a maximum of eight consecutive years.

The Executive shall consist of a minimum of six and a maximum of eighteen Members.

Organisational structure

The charity operates through periodic Trustee only meetings and an Executive Committee, which comprises of the Trustees of the charity together with management members and other co-opted members as appropriate. Decisions are arrived at by majority vote in general meeting.

Induction and training of new Trustees


Trustees are periodically reviewed and monitored and, if appropriate, training is undertaken to update new Trustees on matters highlighted in the review.

QUALIFYING THIRD PARTY INDEMNITY PROVISIONS

The charitable company has made third party indemnity provisions for the benefit of its directors during the year and these provisions remain in force at the reporting date.

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

Approved by order of the board of Trustees on and signed on its behalf by:


.....
J Williams (Chair) - Trustee

**Independent Examiner's Report to the Trustees of
Relate Worcestershire**

Independent examiner's report to the Trustees of Relate Worcestershire ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31st March 2020.

Responsibilities and basis of report

As the charity's Trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Robert Iestyn Richards (FCA CTA FCCA)
ICAEW
The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU

Date: 23/9/2020

Relate Worcestershire

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st March 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	21,710	25,950	47,660	40,757
Charitable activities					
Counselling		214,613	-	214,613	255,890
Training		2,550	-	2,550	3,085
Investment income	4	2,333	-	2,333	1,349
Total		241,206	25,950	267,156	301,081
EXPENDITURE ON					
Charitable activities	5				
Counselling		261,088	24,166	285,254	296,395
Training		917	-	917	7,368
Total		262,005	24,166	286,171	303,763
Net gains/(losses) on investments		(10,823)	-	(10,823)	(1,632)
NET INCOME/(EXPENDITURE)		(31,622)	1,784	(29,838)	(4,314)
Transfers between funds	17	(5,392)	5,392	-	-
Net movement in funds		(37,014)	7,176	(29,838)	(4,314)
RECONCILIATION OF FUNDS					
Total funds brought forward		130,573	1,684	132,257	136,571
TOTAL FUNDS CARRIED FORWARD		93,559	8,860	102,419	132,257

The notes form part of these financial statements

Relate Worcestershire

Balance Sheet 31st March 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Investments	13	32,546	-	32,546	23,368
CURRENT ASSETS					
Debtors	14	15,454	-	15,454	13,291
Cash at bank and in hand		57,468	8,860	66,328	111,439
		72,922	8,860	81,782	124,730
CREDITORS					
Amounts falling due within one year	15	(11,909)	-	(11,909)	(15,841)
NET CURRENT ASSETS		61,013	8,860	69,873	108,889
TOTAL ASSETS LESS CURRENT LIABILITIES		93,559	8,860	102,419	132,257
NET ASSETS		93,559	8,860	102,419	132,257
FUNDS	17				
Unrestricted funds				93,559	130,573
Restricted funds				8,860	1,684
TOTAL FUNDS				102,419	132,257

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2020 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 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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:


J Williams (Chair) - Trustee

**Notes to the Financial Statements
for the Year Ended 31st March 2020**

1. STATUTORY INFORMATION

The charity is a company limited by guarantee. The members of the company are the Trustees named in the Trustees' Report. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1.

2. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grant income is recognised on a performance basis.

Income from charitable activities for services provided is recognised in line with the provision of those services.

Investment income is recognised when the relating investments issue notice of distribution to its investors.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

INVESTMENTS

Investments quoted on a recognised stock exchange or whose value derives from them (CIFs, etc) are valued at market value at the year end. Both realised and unrealised gains are shown under 'net gains / (losses) on investments' on the face of the SoFA.

ALLOCATION AND APPORTIONMENT OF COSTS

The cost of subsidised and bursary counselling sessions have been calculated at £60 per session. The total costs of bursaries awarded have been allocated to the restricted bursary funds.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued
for the Year Ended 31st March 2020

2. ACCOUNTING POLICIES - continued

LEASING COMMITMENTS

Rentals paid under operating leases or licences are charged to the statement of financial activities.

PENSION COSTS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

DONATED GOODS AND SERVICES

Donated goods and services are measured at fair value when control over the economic benefit has passed to the charity.

FINANCIAL INSTRUMENTS

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the accounts where there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic Financial Assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Basic Financial Liabilities

Basic Financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts, discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction cost.

3. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Donations	5,137	-	5,137	397
Grants	2,773	25,950	28,723	26,560
Donated services and facilities	13,800	-	13,800	13,800
	<u>21,710</u>	<u>25,950</u>	<u>47,660</u>	<u>40,757</u>

DONATED SERVICES AND FACILITIES

The Charity would like to acknowledge their gratitude to the Sanctuary Housing Group for the provision of the premises at 19 Castle Street at a substantially reduced rent. The difference between the market value of the rent and the rent paid has been recognised as a donated service of £13,800.

Relate Worcestershire

Notes to the Financial Statements - continued for the Year Ended 31st March 2020

3. DONATIONS AND LEGACIES - continued

Grants received, included in the above, are as follows:

	2020	2019
	£	£
The Albright Grimley Charity	500	500
Sir Jules Thorn Charitable Trust	750	-
The Ratcliff Foundation	2,000	-
The Roger & Douglas Turner Charitable Trust	3,000	3,000
The Blakemore Foundation	200	-
Souter Charitable Trust	3,000	3,000
WED Charitable Trust	-	500
Dumbreck Charity	500	500
Eveson Charitable Trust	3,000	3,000
Edward Cadbury Charitable Trust	2,000	2,000
Langdale Trust	3,000	3,000
Laslett's Charities	1,000	1,000
Eric W Vincent Trust Fund	500	-
The Heart of England Community Foundation	1,000	1,000
E F Bulmer Benevolent Fund	3,000	-
The Albert Hunt Trust	2,000	1,000
Baron Davenport's Charity	500	500
The Rowlands Trust	-	600
William A Cadbury Charitable Trust	-	500
The Hobson Charity	-	460
Coronavirus Job Retention Scheme	273	-
Redditch Borough Council	-	6,000
Worcestershire County Council	2,500	-
	<u>28,723</u>	<u>26,560</u>

4. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
Dividend income	1,436	-	1,436	930
Interest receivable	897	-	897	419
	<u>2,333</u>	<u>-</u>	<u>2,333</u>	<u>1,349</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
Counselling	112,471	172,783	285,254
Training	917	-	917
	<u>113,388</u>	<u>172,783</u>	<u>286,171</u>

Relate Worcestershire

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2020**

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020	2019
	£	£
Staff costs	103,260	116,324
Counsellors and psycho-sexual therapy expenses	8,751	12,179
Costs of training courses	917	289
Bad debts	460	-
	<u>113,388</u>	<u>128,792</u>

7. SUPPORT COSTS

	Management	Finance	Governance	Totals
	£	£	costs	£
Counselling	<u>167,555</u>	<u>3,495</u>	<u>1,733</u>	<u>172,783</u>

All support costs have been allocated against counselling activities, due to the decreased training activity.

Support costs, included in the above, are as follows:

	2020	2019
	Counselling	Total
	£	activities
	£	£
Wages	97,537	94,528
Social security	3,735	3,639
Pensions	1,507	986
Rent and associated costs	29,616	33,093
Service charge	11,229	11,229
Insurance	2,485	2,068
Telephone	2,156	2,361
Computer software costs	7,191	3,653
Postage and stationery	4,168	5,036
Sundries	3,052	2,799
Repairs and maintenance	3,073	8,784
Executive expenses	1,806	1,144
Bank charges	3,495	3,422
Accountancy and legal fees	1,733	2,229
	<u>172,783</u>	<u>174,971</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Other operating leases	29,616	33,093
Independent Examiner's Fee	<u>1,680</u>	<u>2,180</u>

Notes to the Financial Statements - continued
for the Year Ended 31st March 2020

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 31st March 2020 nor for the year ended 31st March 2019.

TRUSTEES' EXPENSES

One Trustee was paid travel expenses totalling £33 for the year ended 31 March 2020 (2019: £70).

One Trustee incurred travel expenses of £36 but donated this amount to the charity (2019: £24).

10. STAFF COSTS

	2020 £	2019 £
Gross Wages & Salaries	198,227	206,723
Social Security Cost	5,333	6,470
Pension Costs	2,479	1,804
Total staff costs	<u>206,039</u>	<u>214,997</u>

Total remuneration paid to key management personnel during the year was £38,253 (2019: £38,402).

The average monthly number of employees during the year was as follows:

	2020	2019
Administration	9	8
Direct charitable work	14	15
	<u>23</u>	<u>23</u>

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	14,197	26,560	40,757
Charitable activities			
Counselling	255,890	-	255,890
Training	3,085	-	3,085
Investment income	<u>1,349</u>	<u>-</u>	<u>1,349</u>
Total	274,521	26,560	301,081
EXPENDITURE ON			
Charitable activities			
Counselling	239,082	57,313	296,395
Training	7,368	-	7,368
Total	246,450	57,313	303,763
Net gains/(losses) on investments	<u>(1,632)</u>	<u>-</u>	<u>(1,632)</u>
NET INCOME/(EXPENDITURE)	26,439	(30,753)	(4,314)
Transfers between funds	<u>(25,485)</u>	<u>25,485</u>	<u>-</u>
Net movement in funds	954	(5,268)	(4,314)

Relate Worcestershire

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2020**

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	129,619	6,952	136,571
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>130,573</u>	<u>1,684</u>	<u>132,257</u>

12. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1st April 2019 and 31st March 2020	<u>6,063</u>
DEPRECIATION	
At 1st April 2019 and 31st March 2020	<u>6,063</u>
NET BOOK VALUE	
At 31st March 2020	<u>-</u>
At 31st March 2019	<u>-</u>

13. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1st April 2019	23,368
Additions	20,001
Revaluations	<u>(10,823)</u>
At 31st March 2020	<u>32,546</u>
NET BOOK VALUE	
At 31st March 2020	<u>32,546</u>
At 31st March 2019	<u>23,368</u>

There were no investment assets outside the UK.

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	9,431	10,207
Other debtors	433	-
Prepayments and accrued income	<u>5,590</u>	<u>3,084</u>
	<u>15,454</u>	<u>13,291</u>

Relate Worcestershire

Notes to the Financial Statements - continued for the Year Ended 31st March 2020

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	620	2,002
Social security and other taxes	1,943	2,169
Pensions	388	305
Deferred income	285	-
Accrued expenses	8,673	11,365
	<u>11,909</u>	<u>15,841</u>

Deferred income relates to fees received in the accounting year for courses held after the 31 March 2020. The charity had a commitment at the reporting date to provide these courses, therefore the income has been deferred and is not recognised in this period.

16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	2,731	2,731
Between one and five years	6,000	6,000
In more than five years	1,200	2,400
	<u>9,931</u>	<u>11,131</u>

17. MOVEMENT IN FUNDS

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	117,893	(31,622)	(5,392)	80,879
Refurbishment fund	<u>12,680</u>	<u>-</u>	<u>-</u>	<u>12,680</u>
	130,573	(31,622)	(5,392)	93,559
Restricted funds				
Adult Bursary Fund	-	5,760	-	5,760
Older People's Bursary Fund	1,084	(1,626)	542	-
Younger People's Bursary	-	(4,394)	4,394	-
Carpet Fund	600	2,500	-	3,100
CPD and Supervision Fund	<u>-</u>	<u>(456)</u>	<u>456</u>	<u>-</u>
	<u>1,684</u>	<u>1,784</u>	<u>5,392</u>	<u>8,860</u>
TOTAL FUNDS	<u>132,257</u>	<u>(29,838)</u>	<u>-</u>	<u>102,419</u>

Relate Worcestershire

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2020**

17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	241,206	(262,005)	(10,823)	(31,622)
Restricted funds				
Adult Bursary Fund	11,700	(5,940)	-	5,760
Older People's Bursary Fund	4,000	(5,626)	-	(1,626)
Younger People's Bursary	-	(4,394)	-	(4,394)
Bromsgrove Fund	1,000	(1,000)	-	-
Hereford Fund	3,000	(3,000)	-	-
Carpet Fund	2,500	-	-	2,500
CPD and Supervision Fund	3,750	(4,206)	-	(456)
	<u>25,950</u>	<u>(24,166)</u>	<u>-</u>	<u>1,784</u>
TOTAL FUNDS	<u>267,156</u>	<u>(286,171)</u>	<u>(10,823)</u>	<u>(29,838)</u>

Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds				
General fund	116,939	26,439	(25,485)	117,893
Refurbishment fund	<u>12,680</u>	<u>-</u>	<u>-</u>	<u>12,680</u>
	129,619	26,439	(25,485)	130,573
Restricted funds				
Blinds Fund	500	(500)	-	-
Adult Bursary Fund	-	(20,690)	20,690	-
Older People's Bursary Fund	-	1,084	-	1,084
Younger People's Bursary	3,228	(8,023)	4,795	-
Bromsgrove Fund	224	(224)	-	-
Hereford Fund	3,000	(3,000)	-	-
Carpet Fund	<u>-</u>	<u>600</u>	<u>-</u>	<u>600</u>
	<u>6,952</u>	<u>(30,753)</u>	<u>25,485</u>	<u>1,684</u>
TOTAL FUNDS	<u>136,571</u>	<u>(4,314)</u>	<u>-</u>	<u>132,257</u>

Relate Worcestershire

Notes to the Financial Statements - continued for the Year Ended 31st March 2020

17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	274,521	(246,450)	(1,632)	26,439
Restricted funds				
Blinds Fund	460	(960)	-	(500)
Redditch Fund	6,000	(6,000)	-	-
Adult Bursary Fund	14,500	(35,190)	-	(20,690)
Older People's Bursary Fund	4,000	(2,916)	-	1,084
Younger People's Bursary	-	(8,023)	-	(8,023)
Bromsgrove Fund	1,000	(1,224)	-	(224)
Hereford Fund	-	(3,000)	-	(3,000)
Carpet Fund	600	-	-	600
	<u>26,560</u>	<u>(57,313)</u>	<u>-</u>	<u>(30,753)</u>
TOTAL FUNDS	<u>301,081</u>	<u>(303,763)</u>	<u>(1,632)</u>	<u>(4,314)</u>

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2020.

19. PURPOSE OF FUNDS

UNRESTRICTED FUNDS

General Fund

The unrestricted fund can be used for any charitable purpose within the charity's objects and approved by the Trustees. It is the policy of the charity to build a reserve of three months' operating costs in this fund. The fund balance at 31 March 2020 was £82,919 (2019: £117,893).

Refurbishment Fund

This fund is designated to provide for any refurbishment costs should the charity move premises in the future. The fund balance at 31 March 2020 was £12,680 (2019: £12,680)

RESTRICTED FUNDS

Bromsgrove Fund

The restricted fund re The Bromsgrove Fund was established for the purpose of providing counselling services in the Bromsgrove area. The fund balance at 31 March 2020 was £nil (2019: £nil).

Hereford Fund

The restricted fund re The Hereford Fund was established for the purpose of providing counselling services in Hereford. The fund balance at 31 March 2020 was £nil (2019: £nil).

Adult Bursary Fund

The restricted fund re the Adult Bursary Fund was established for the purpose of subsidising counselling sessions for adults. The fund balance at 31 March 2020 was £5,760 (2019: £nil).

Older People's Bursary Fund

The restricted fund re the Older People's Bursary Fund was established for the purpose of subsidising counselling sessions for older clients. During the year bursaries awarded exceeded grants received therefore a transfer of £542 was made from general reserves in order to cover the deficit. The fund balance at 31 March 2020 was £nil (2019: £nil).

Blinds Fund

This fund was restricted for the purpose of purchasing new blinds. New blinds were purchased last year therefore the fund balance as at 31 March 2020 was £nil (2019: £nil).

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2020**

19. PURPOSE OF FUNDS - continued

Younger People's Bursary Fund

The restricted fund re the Younger People's Bursary Fund was established for the purpose of subsidising counselling sessions for younger clients. During the year counselling session subsidies exceed grants received and as a result a transfer of £4,394 was made from general reserves to cover this deficit. The fund balance at 31 March 2020 was £nil (2019: £nil).

Carpet Fund

This fund is restricted for the purpose of replacing the carpet in the office in the near future. The fund balance at 31 March 2020 was £3,100 (2019: £600).

CPD and Supervision Fund

This fund was created in the year and is restricted for the purpose of funding CPD and supervision costs. During the year expenses exceeded grants received therefore a transfer of £456 was made from the unrestricted general fund in order to cover the deficit. The fund balance at 31 March 2020 was £nil (2019: £nil).