

Company registration number: 03141164

Charity registration number: 1053223

Relate London North West and Hertfordshire

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2019



Sobell Rhodes LLP
Ground Floor
Unit 501 Centennial Park
Centennial Avenue
Elstree, Borehamwood
Hertfordshire
WD6 3FG

Relate London North West and Hertfordshire

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Relate London North West and Hertfordshire

Reference and Administrative Details

Trustees	P Lawder, Chair M Davine, C'llr (resigned 12 December 2018) M J Hemming A Jolliffe, Treasurer J Lammiman, C'llr (resigned 3 August 2018) P McDaid T J Moore, Vice Chair R Neil B Wealthy, Vice Chair J E Yates (resigned 12 December 2018) R Bentley (appointed 12 December 2018) P Bladon S Mathers (appointed 12 December 2018) S O'Brien (appointed 12 December 2018) L Wood, Vice chair V N Tiwari (appointed 3 April 2019) M Holden (resigned 15 April 2019)
Senior Management Team	E Malcom, Chief Executive N Cunniffe, Services Manager J Lewis, Clinical Manager S Smith, Monitoring Manager
Principal Office	1st Floor, Civic 9 Milton Road Civic Centre Harrow HA1 1GT
Registered Office	1st Floor, Civic 9 Milton Road Civic Centre Harrow HA1 1GT
Company Registration Number	03141164
Charity Registration Number	1053223
Solicitors	Rradar Limited 6 Beacon Way Hull East Yorkshire HU3 4AE

Relate London North West and Hertfordshire

Reference and Administrative Details

Bankers

Charities Aid Foundation Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Bank of Scotland
33 Old Broad Street
London
BX2 1LB

Independent Examiner

Sobell Rhodes LLP
Ground Floor
Unit 501 Centennial Park
Centennial Avenue
Elstree, Borehamwood
Hertfordshire
WD6 3FG

Relate London North West and Hertfordshire

Trustees' Report

Introduction

The Board of Trustees of Relate London North West and Hertfordshire ("the charity") presents its annual report and accounts for the year ended 31st March 2019. The Board is satisfied with the performance of the charity during the year and its financial position at 31st March 2019. The Trustees consider that the charity is well-placed to continue its activities during the coming year, and that its assets are adequate to fulfil its obligations.

Name, registered office and constitution of the charity

The full name of the charitable company is Relate London North West & Hertfordshire. The charity was previously known by the names Relate Central Middlesex and Relate London North West

The legal registration details are:-

Date of incorporation: 22 December 1995

Company Registration Number: 3141164

The Registered Office is (as at 31.3.19): Civic 9, Milton Road, Harrow, Middlesex, HA1 1GT

Charity Registration Number: 1053223

The telephone number is: 020 8427 8694

Objectives and activities of the charity

A summary of the objects of the charity as set out in its governing document.

The charitable company exists to;

- educate the public concerning the benefits of secure and committed relationships;
- seek to enhance the good health, both mental and physical, of adults and children;
- provide counselling, mediation, advice, education, guidance and relief to adults and/or children in relation to any aspect of contemporary life or work.

The charity operates in the London Boroughs of Barnet, Brent, Camden, Baling, Harrow, Hillingdon, Islington and Westminster and across the county of Hertfordshire.

An explanation of the charity's main aims and objectives for the year

The charity's main objective for the year was to promote the objects set out in its governing document and to provide such further related services that will enhance the range and effectiveness of those objectives.

An explanation of the charity's strategies for achieving its stated objectives

The charity is a member of the Relate Federation and works within its framework and in accordance with the strategy set out in its own business plan.

Details of significant activities

The company's services are in three main areas:

1. Counselling - couple counselling, family counselling, adult relationships counselling, psychosexual therapy and counselling for children and young people.
2. Mediation - family mediation
3. Education - Courses for individuals.

Relate London North West and Hertfordshire

Trustees' Report

Relate London North West and Hertfordshire also supports volunteers who run the Uxbridge Child Contact Centre.

The company's grant making policies

The company does not make grants

Social or programme-related investment

There is no programme-related investment

The contribution of volunteers

The charity has some counselling practitioners who work in a purely voluntary capacity. All Trustees are volunteers.

Summary of main activities of the charity in relation to its objects

The organisation has its principal office in Harrow with another administrative hub in Hemel Hempstead. It also provides services from venues in Barnet, Brent, Camden, Ealing, Hillingdon, Islington, Westminster and across Hertfordshire.

The services provided focus on relationships at all stages of life and families. These services are;

Adult Relationship counselling

For couples or individuals who experience difficulties in their adult relationships. Clients are seen for an initial assessment session of one hour. Following on from this they usually attend fifty-minute counselling sessions, over a period of weeks.

Family counselling

This is a service for people who wish to attend as a family group. Clients are seen together or separately for sessions of varying lengths, as agreed with the counsellor, to work through issues that are affecting their family and other relationships.

Psychosexual therapy

For individuals or couples for whom the main identified problem is a sexual one. The programme aims to help the individual or couple relearn more satisfying sexual behaviour and to develop a mutual sense of confidence and enjoyment in love-making.

Family mediation

This is for people who are separating or divorcing. They are able to talk through issues affecting their children, financial arrangements and property. The company also offers other conflict resolution services such as neighbourhood and workplace mediation.

Children and Young Peoples counselling

The charity is contracted to provide counsellors in one school in Hillingdon (one Primary). Counsellors make thirty to forty minute appointments with young people experiencing a range of difficulties including bereavement and depression. Individual counselling is also available to children and young people in some of our venues from specialist counsellors. Usually family counselling is also appropriate.

Relate London North West and Hertfordshire

Trustees' Report

Education and training services

Relate's Counselling Skills for Non counsellors course is offered free to eligible people with the assistance of grant from Harrow Council. Many participants are also volunteers with other local charities so there is benefit to our wider community as well as to the individuals who participate.

The charitable company acts in accordance with its business plan, which is reviewed by the Executive committee and Board of Trustees on a regular basis.

Achievements and Performance of the Charity

A review of charitable activities and main achievements undertaken by the charity revealed the following performance highlights over the course of the year:

Counselling

- Relationship counselling was used by 3437 people for a total of 8641 sessions (2017/8: 3,397 people for a total of 7911 hour long sessions)
- Family counselling was provided to 402 people (2017/18: 312 people)
- Children and young people's counselling benefited 242 (2017/18: 279) young people between the ages of 11 and 18 years
- Psychosexual therapy was used by 504 (2017/18: 660) people

Supporting Children

- Uxbridge Child Contact Centre has enabled contact for 45 families (2017/18:53) families, including 57 children (2017/8:60 children) where there is a non-resident parent

Mediation

- Family mediation 405 (2017/18: 384) new referrals were received.
- Mediation Information and Advice (Assessment) Meetings (MIAM) - a total of 480 (2017/18: 466) referrals were received.

Training

- Training has provided opportunities for 74 (70 in 2017/18) people , through 90 (90 in 2017/18) training hours to develop counselling skills through our four day and one day Counselling Skills for Non Counsellors. The CPD programme for our practitioners was successful with extremely positive feedback, providing subjects such as: 'Theory is my friend', 'The voice of the child & Relationship breakdown', 'Aspergers and Autism', 'Working with survivors of child sexual abuse', 'Co ordinating management of meaning' and 'Mindfulness'

We also run an annual conference for Trustees, staff and all practitioners.

Fundraising activities

Charges are made for the provision of counselling and psychosexual therapy services based on the clients' income and their ability to pay. Only two of the eighteen local authorities in our territory (8 boroughs and 10 Herts councils, ie Dacorum and Hillingdon) provided grants, which partially assisted the charitable company to provide services to those clients who could not afford to pay either all or part of the charge.

Family mediation is funded by the Legal Services Commission in the case of clients who are eligible for public funding and by private clients according to incomes.

Harrow Council provide a grant for some places on our 'Counselling Skills for Non Counsellors' Course.

Client Contributions

Most clients pay their contributions by credit/debit card and a very small proportion by cheque and cash.

Relate London North West and Hertfordshire

Trustees' Report

Investment performance achieved against investment objectives set

In the financial review section of this report there is a description of the investment policies and objectives established by the Trustees and the extent to which social, environmental or ethical considerations are taken into account.

The investment performance achievements against the objectives set was within the projections made by the Trustees.

Factors relevant to the achievement of the charity's objectives

The charity receives grants from two Local Authorities (Hillingdon and Dacorum) which contribute towards the cost of providing counselling services to residents in those boroughs at below its actual cost. The provision of these subsidised services is dependent on the continuation of the existing grants.

Employment of disabled persons

The charity is an equal opportunity employer and offers employment to disabled persons on equal terms.

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

The charity is governed by its Memorandum and Articles of Association, as well as its membership agreement with the Relate federation.

The methods adopted for the recruitment and appointment of new trustees

Some trustees are nominated by Harrow and Hillingdon Councils. Others are recommended by existing Trustees. The charity also advertises vacancies amongst its members and through local community networks. The Board of Trustees annually reviews skills gaps and recruit accordingly.

The policies and procedures adopted for the induction and training of trustees

Trustees are given relevant literature on their appointment and attend an induction meeting with the Chair and the Chief Executive (Company Secretary). Potential Trustees attend a Board meeting as an observer before they are appointed.

The organisational structure of the charity and how decisions are made:

The Board of Trustees meets four times each year. The Executive Committee which consists of the Chair, Vice Chairs, Treasurer, Chief Executive and two employee representatives meets at seven or eight times a year and takes decisions on the management of the charity, reporting on to the Trustees. The Trustees make any policy decisions. The Chief Executive runs the charity on a day to day reporting to the Executive Committee and consulting with its members as necessary. The Trustees also appoint from their number to the Finance Committee and the Strategy & Marketing clusters which meet to review annual Budgets, Business Plans and Marketing Plans.

Relationships between the charity and related parties, including its subsidiaries

The charity does not enter into any transactions with related parties.

Relate London North West and Hertfordshire

Trustees' Report

The major risks to which the charity is exposed and reviews and systems to mitigate risks

The Executive Committee has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks, as far as is practicable. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed by the Trustees to ensure that they still meet the needs of the charity.

Relationships with other groups, Charities and individuals

The charity works closely with other members of the Relate Federation and with related government agencies, charities and local community groups.

Financial Review

The Trustees regularly review the risks facing the Charity. The principal strategic risks identified during the year are:

- Loss of the Relate brand (including reduction or loss of the Relate web site listing of Relate LNWH venues which attracts self-referral clients)
- Loss of the use of Relate National services and systems (including reduction or loss of support from Relate national for telephone and case management systems)
- Financial underperformance due to not meeting income forecasts (including the loss of grant and contract income)

The Charity has taken action to monitor, mitigate and actively managing these strategic risks. Trustees have also considered the reliability of income and the extent to which expenditure is committed.

Steps taken to establish the level of reserves.

The Charity monitors cash flow, considers the need for contingency funds, and anticipates specific liabilities. In 2018/19, income did not grow at the rate anticipated and in particular did not achieve the budget target for the final quarter. This short fall was primarily due to some 'high hours' counsellors leaving the Charity because of their personal circumstances and the Charity's inability to engage sufficient suitably qualified practitioners to replace them in order to meet demand.

Also, the Financial Statement for 2017/18 highlighted the need to designate funds for in the event of the Charity requiring relocating from its hub at Civic 9 in Harrow. A fund of £155,000 was designated. The Trustees now anticipate that the move will not be required until 2022 when the current lease with Harrow Council is due to end. More detailed costings will be required when the date of the move is known. The Trustees anticipate that this move will also be an opportunity to renew and upgraded office, communication and technology equipment.

The level of reserves required

The Trustees consider a reserve of between 2.5 and 3.5 months of expenditure is required (in 2019/20 being approximately £210,000 to £290,000).

The unrestricted funds not committed or invested in tangible assets amounted to £464,674 (£2017/18 £522,972).

How and when the reserves policy will be reviewed

The reserves policy is reviewed annually and the risk register is reviewed quarterly.

Relate London North West and Hertfordshire

Trustees' Report

The investment policy and objectives, including the extent (if any) to which social, environmental or ethical considerations are taken into account

The Executive Committee has considered the most appropriate policy for investing funds and has found long-term fixed deposits best meet the charity's requirements. It considers the return on investments in the year to be satisfactory and is not aware of any unethical or environmentally irresponsible activities by the banks maintaining the charity's deposits.

Availability and adequacy of assets of each of the funds

The financial statements are set out on pages 14 to 24. They have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (effective April 2005) and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). As stated in the introduction to this report, the Trustees consider the financial performance by the charity during the year to have been satisfactory.

The Statement of Financial Activities shows net outflow of resources for the year of a revenue nature of £58,298 and no realised resources of a capital nature, making a net overall reduction in resources of £58,298.

The total reserves at the year-end stand at £464,674 (2017/8 - £522,972).

A majority of the expenditure is spent on salaries, for practitioners (counsellors, mediators and trainers), management and administration staff.

Specific changes in fixed assets

The additions to fixed assets are computer and other office equipment costing is £5,438 (2017/18 - £15,366).

Share capital

The company is limited by guarantee and therefore has no share capital

Plans for future periods

In future periods the charity intends to continue to provide existing service in an accessible and sustainable way. In 2019/20 it will continue to recruit more counsellors to meet considerable demand demonstrated by waiting lists. A forward plan for the period 2020-2023 has been prepared and approved by the Trustees. Business Plans and budgets are prepared annually.

The name of the Chief Executive Officer and Trustees to whom day to day management of the charity is delegated by the charity Trustees

Ewan Malcolm Chief Executive
Philip Lawder Chair
Thomas Joseph Moore Vice Chair
Ben Wealthy Vice Chair
Lana Wood Vice Chair
Adrian Jolliffe Treasurer

Relate London North West and Hertfordshire

Trustees' Report

The members of the Board of Trustees of the Charity during the year ended 31 March 2019

C'lr Margaret Davine (resigned 12.12.18)
Rose Bentley (appointed 12.12.18)
Peter Bladon
Martin John Hemming
Martin Holden (resigned 15.4.19).
Adrian Jolliffe
C'lr Jean Lammiman (resigned 3.8.18)
Philip Lawder
Stuart Paul Mathers (appointed 12.12.18)
Philip McDaid
Thomas Joseph Moore
Robert Neil
Susan O'Brien (appointed 12.12.18)
Ben Wealthy
Lana Wood
Elizabeth Yates (resigned 12.12.18)

All the directors of the company are also Trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of Trustees under the Charities Act. The directors are members of the company

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-

Rose Bentley (Appointed 12.12.18)
Peter John Bladon (Appointed 12.12.17)
Martin John Hemming (Appointed 16.3.16)
Adrian Mark John Jolliffe (Appointed 10.12.10)
Philip Michael Lawder (Appointed 10.12.14)
Stuart Paul Mathers (Appointed 12.12.18)
Philip McDaid (Appointed 9.9.15)
Thomas Joseph Moore (Appointed 9.9.15)
Robert Anthony Neil (Appointed 9.12.15)
Susan Catherine O'Brien (Appointed 12.12.18)
Ninawatie Vimal Tiwari (Appointed 3.4.19)
Ben Wealthy (Appointed 8.8.12)
Lana Claire Wood (Appointed 12.12.17)
The maximum period on the Board is eight consecutive years.

Statement as to disclosure of information to auditors

The Trustees, in their capacity as directors, state that so far as each of the directors at the time this report was approved are aware:-

- a) There is no relevant audit information of which the auditors are unaware, and
- b) The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and establish that the auditors are aware of that information.

Relate London North West and Hertfordshire

Trustees' Report

Bankers

Charities Aid Foundation Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

Bank of Scotland
33 Old Broad Street
London BX2 1LB

Solicitors

Radar Limited (Licensed body law practice - ABS)
6 Beacon Way,
Hull,
East Yorkshire,
HU3 4AE,

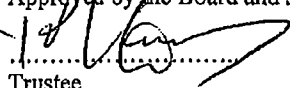
Investment advisors

Investments are made under the guidance of the Trustees and the charity's bankers.

Auditors

Sobell Rhodes LLP
Ground Floor
Unit 501 Centennial Park
Centennial Avenue
Elstree
WD6 3FG

Approved by the Board and signed on its behalf by:


.....
Trustee

Date: 18/12/19

Relate London North West and Hertfordshire

Statement of Trustees' Responsibilities

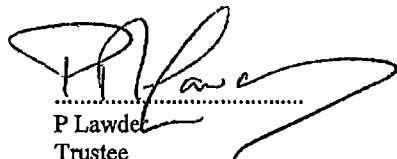
The trustees (who are also the directors of Relate London North West and Hertfordshire for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 18/12/19 and signed on its behalf by:



P Lawder
Trustee

Relate London North West and Hertfordshire

Independent Examiner's Report to the trustees of Relate London North West and Hertfordshire

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2019 which are set out on pages 14 to 24.

Respective responsibilities of trustees and examiner

As the charity's trustees of Relate London North West and Hertfordshire (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 Relate London North West and Hertfordshire 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 Relate London North West and Hertfordshire's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, 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 Relate London North West and Hertfordshire 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.

Relate London North West and Hertfordshire

Independent Examiner's Report to the trustees of Relate London North West and Hertfordshire

Sobell Rhodes LLP

.....
Adam Shelley FCCA
Association of Chartered Certified Accountants

Sobell Rhodes LLP
Ground Floor
Unit 501 Centennial Park
Centennial Avenue
Elstree, Borehamwood
Hertfordshire
WD6 3FG

Date: *19/12/19*
.....

Relate London North West and Hertfordshire

Statement of Financial Activities for the Year Ended 31 March 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Donations and legacies	3	15,564	-	15,564
Charitable activities	4	841,686	83,000	924,686
Investment income	5	2,661	-	2,661
Total income		859,911	83,000	942,911
Expenditure on:				
Charitable activities	7	(918,599)	(82,610)	(1,001,209)
Total expenditure		(918,599)	(82,610)	(1,001,209)
Net (expenditure)/income		(58,688)	390	(58,298)
Transfers between funds		9,935	(9,935)	-
Net movement in funds		(48,753)	(9,545)	(58,298)
Reconciliation of funds				
Total funds brought forward		411,269	111,703	522,972
Total funds carried forward	15	362,516	102,158	464,674
	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
Income and Endowments from:				
Donations and legacies	3	24,573	-	24,573
Charitable activities	4	829,432	31,035	860,467
Investment income	5	1,008	-	1,008
Other income	6	-	101,059	101,059
Total income		855,013	132,094	987,107
Expenditure on:				
Charitable activities	7	(874,762)	(20,391)	(895,153)
Total expenditure		(874,762)	(20,391)	(895,153)
Net (expenditure)/income		(19,749)	111,703	91,954
Net movement in funds		(19,749)	111,703	91,954
Reconciliation of funds				
Total funds brought forward		431,018	-	431,018
Total funds carried forward	15	411,269	111,703	522,972

All of the charity's activities derive from continuing operations during the above two periods.

Relate London North West and Hertfordshire

**(Registration number: 03141164)
Balance Sheet as at 31 March 2019**

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	12	14,617	14,759
Current assets			
Debtors	13	49,490	55,701
Cash at bank and in hand		<u>459,114</u>	<u>509,801</u>
		508,604	565,502
Creditors: Amounts falling due within one year	14	<u>(58,547)</u>	<u>(57,289)</u>
Net current assets		<u>450,057</u>	<u>508,213</u>
Net assets		<u>464,674</u>	<u>522,972</u>
Funds of the charity:			
Restricted funds		102,158	111,703
Unrestricted income funds			
Unrestricted funds		<u>362,516</u>	<u>411,269</u>
Total funds	15	<u>464,674</u>	<u>522,972</u>

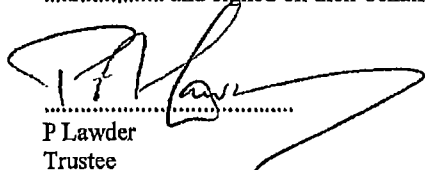
For the financial year ending 31 March 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 14 to 24 were approved by the trustees, and authorised for issue on 18/12/19 and signed on their behalf by:


.....
P Lawder
Trustee

Relate London North West and Hertfordshire

Statement of Cash Flows for the Year Ended 31 March 2019

	Note	2019 £	2018 £
Cash flows from operating activities			
Net cash (expenditure)/income		(58,298)	91,954
Adjustments to cash flows from non-cash items			
Depreciation		5,580	9,956
Investment income	5	<u>(2,661)</u>	<u>(1,008)</u>
		(55,379)	100,902
Working capital adjustments			
Decrease/(increase) in debtors	13	6,211	(10,336)
Increase/(decrease) in creditors	14	<u>1,258</u>	<u>(25,436)</u>
Net cash flows from operating activities		<u>(47,910)</u>	<u>65,130</u>
Cash flows from investing activities			
Interest receivable and similar income	5	2,661	1,008
Purchase of tangible fixed assets	12	<u>(5,438)</u>	<u>(15,366)</u>
Net cash flows from investing activities		<u>(2,777)</u>	<u>(14,358)</u>
Net (decrease)/increase in cash and cash equivalents		(50,687)	50,772
Cash and cash equivalents at 1 April		<u>509,801</u>	<u>459,029</u>
Cash and cash equivalents at 31 March		<u><u>459,114</u></u>	<u><u>509,801</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Relate London North West and Hertfordshire

Notes to the Financial Statements for the Year Ended 31 March 2019

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales .

The address of its registered office is:

1st Floor, Civic 9 Milton Road
Civic Centre
Harrow
HA1 1GT

The principal place of business is:

1st Floor, Civic 9 Milton Road
Civic Centre
Harrow
HA1 1GT

These financial statements were authorised for issue by the trustees on 18 December 2019.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Relate London North West and Hertfordshire meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Relate London North West and Hertfordshire

Notes to the Financial Statements for the Year Ended 31 March 2019

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Relate London North West and Hertfordshire

Notes to the Financial Statements for the Year Ended 31 March 2019

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	25% straight line basis
Cabling and CCTV	8 years over the life of the asset

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Relate London North West and Hertfordshire

Notes to the Financial Statements for the Year Ended 31 March 2019

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Restricted funds in the financial statements relate to those which will be used in the Dacorum project.

Financial Instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

3 Income from donations and legacies

	Unrestricted funds	Total 2019	Total 2018
	General £	£	£
Donations and legacies;			
Donations from individuals	3,564	3,564	1,973
Grants, including capital grants;			
Government grants	12,000	12,000	22,600
	<u>15,564</u>	<u>15,564</u>	<u>24,573</u>

4 Income from charitable activities

Unrestricted funds	Restricted funds	Total 2019	Total 2018
General £	£	£	£
<u>841,686</u>	<u>83,000</u>	<u>924,686</u>	<u>860,467</u>

The restricted fund of £83,000 represents Dacorum contract.

Relate London North West and Hertfordshire

Notes to the Financial Statements for the Year Ended 31 March 2019

5 Investment income

	Unrestricted funds		
	General	Total	Total
	£	2019	2018
		£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>2,661</u>	<u>2,661</u>	<u>1,008</u>

6 Other income

	Total	Total
	2019	2018
	£	£
Other income	<u>-</u>	<u>101,059</u>

Relate London North West and Hertfordshire

Notes to the Financial Statements for the Year Ended 31 March 2019

7 Expenditure on charitable activities

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	General £	£	£	£
Allocated support costs	914,453	82,610	997,063	891,411
Governance costs	4,146	-	4,146	3,742
	<u>918,599</u>	<u>82,610</u>	<u>1,001,209</u>	<u>895,153</u>

8 Analysis of governance and support costs

Governance costs

	Unrestricted funds	Total 2019	Total 2018
	General £	£	£
Allocated support costs	4,146	4,146	3,742
	<u>4,146</u>	<u>4,146</u>	<u>3,742</u>

9 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2019 £	2018 £
Depreciation of fixed assets	<u>5,580</u>	<u>9,956</u>

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Relate London North West and Hertfordshire

Notes to the Financial Statements for the Year Ended 31 March 2019

12 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2018	130,283	130,283
Additions	<u>5,438</u>	<u>5,438</u>
At 31 March 2019	<u>135,721</u>	<u>135,721</u>
Depreciation		
At 1 April 2018	115,524	115,524
Charge for the year	<u>5,580</u>	<u>5,580</u>
At 31 March 2019	<u>121,104</u>	<u>121,104</u>
Net book value		
At 31 March 2019	<u>14,617</u>	<u>14,617</u>
At 31 March 2018	<u>14,759</u>	<u>14,759</u>

13 Debtors

	2019 £	2018 £
Trade debtors	7,380	17,776
Prepayments	28,514	22,194
Accrued income	<u>13,596</u>	<u>15,731</u>
	<u>49,490</u>	<u>55,701</u>

14 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	10,781	16,938
Other taxation and social security	9,956	10,335
VAT payable	2,888	4,743
Other creditors	9,394	3,951
Accruals	<u>25,528</u>	<u>21,322</u>
	<u>58,547</u>	<u>57,289</u>

Relate London North West and Hertfordshire

Notes to the Financial Statements for the Year Ended 31 March 2019

15 Funds

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
Unrestricted funds					
General	411,269	859,911	(918,599)	9,935	362,516
Restricted funds	<u>111,703</u>	<u>83,000</u>	<u>(82,610)</u>	<u>(9,935)</u>	<u>102,158</u>
Total funds	<u>522,972</u>	<u>942,911</u>	<u>(1,001,209)</u>	<u>-</u>	<u>464,674</u>
	Balance at 1 April 2017 £	Incoming resources £	Resources expended £		Balance at 31 March 2018 £
Unrestricted funds					
General	431,018	855,013	(874,762)		411,269
Restricted funds	<u>-</u>	<u>132,094</u>	<u>(20,391)</u>		<u>111,703</u>
Total funds	<u>431,018</u>	<u>987,107</u>	<u>(895,153)</u>		<u>522,972</u>

16 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	14,617	14,617
Current assets	508,604	508,604
Current liabilities	<u>(58,547)</u>	<u>(58,547)</u>
Total net assets	<u>464,674</u>	<u>464,674</u>

17 Analysis of net funds

	At 1 April 2018 £	Cash flow £	At 31 March 2019 £
Cash at bank and in hand	509,801	(50,687)	459,114
Net debt	<u>509,801</u>	<u>(50,687)</u>	<u>459,114</u>