

Company registration number: 05319865

Charity registration number: 1141890

# The Quetzal Project

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2019

Community Accounting Plus  
7 Mansfield Road  
Nottingham  
NG1 3FB

# The Quetzal Project

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## **The Quetzal Project**

### **Reference and Administrative Details**

#### **Trustees**

Shirley Munden

Sharon Kerry

Sue Dixon

Jo Webb

Fazeela Patel

#### **Senior Management Team**

Yvonne Colebourne, CEO until 15/09/2018

Julie Hurst-Whitehouse, Business Manager from 15/09/2018

Shabnum Popat, Clinical Lead from 15/09/2018

#### **Principal Office**

14-16 Talbot Lane

Leicester

LE1 4LR

#### **Company Registration Number**

05319865

#### **Charity Registration Number**

1141890

#### **Independent Examiner**

John O'Brien, employee of  
Community Accounting Plus  
7 Mansfield Road  
Nottingham  
NG1 3FB

## **The Quetzal Project**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2019.

#### **Trustees**

Shirley Munden (appointed 3 September 2018)

Sharon Kerry

Sue Dixon (appointed 3 September 2018)

Jo Webb (appointed 3 September 2018)

Fazeela Patel (appointed 3 September 2018)

Pamela Weston (resigned 3 September 2018)

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

##### ***Nature of governing document***

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 22 November 2004. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

##### ***Recruitment and appointment of trustees***

Trustees are recruited locally and appointed at the Annual General Meeting. They are familiar with the practical work of the charity and its objectives. Each potential Trustee is given a brief which includes a role description, information about the service and legal responsibilities of Trustees/company directors, followed by an interview and meeting observation. In-house training and mentoring is also provided if required. Trustees have worked with an external business consultant to review the work of the Board and will continue to plan future strategic activity with specialist support.

#### **Objectives and activities**

##### ***Objects and aims***

The charity's objectives are that the service provided aids the recovery of some of the most vulnerable women across Leicester, Leicestershire and Rutland who are experiencing mental health difficulties as a result of their experience of childhood sexual abuse.

##### ***Objectives, strategies and activities***

Activities include the delivery of clinical needs assessments, long term face to face therapeutic counselling, and telephone counselling which is also offered for those service users who are unable to access counselling at our centre.

##### ***Public benefit***

Quetzal enables service users to improve their self worth, resilience and confidence and to better manage their lives and relationships.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.



## **The Quetzal Project**

### **Trustees' Report**

#### **Activities**

During 2018-19 Quetzal saw a steady demand in the number of referrals to the service. This comprised 148 City referrals and 151 County referrals - 299 in total. We conducted 178 clinical assessments and delivered counselling totalling 1,749 counselling hours with an average of 59 women per quarter receiving face to face or telephone counselling.

We offered face-to-face outreach services delivering therapeutic services for clients who live in the Coalville and Loughborough areas.

Quetzal also bid for and was approved for an award of £71k from Comic Relief to be used over a three year project to support and deliver therapeutic services to south asian women living in three specified wards of Leicester.

Planning for recruitment of a management team was supported by an external consultant provided by the Lloyds Bank Foundation who worked with the trustees to audit and advise on the management structure. On the basis of the review a plan comprising of a Service Manager, Funding Development Manager and Funding Development Officer to support the work of the Comic Relief Project has been approved by the Board for 2019-2020.

In response to demand for services the organisation has reviewed the management structure and the Trustees have worked closely with the Clinical Lead and the Business Development Manager to identify and recruit the most appropriate operational team to deliver the services. A clinical receptionist now supports the service to clients and acts as a point of contact for clients and partner agencies using the service and an administrator supports the back office function.

The Clinical Lead continues to support and develop the work of the volunteer counsellors and provide in-house supervision support to ensure safe working practice. Demand for services continues and the Clinical Team manage the referral, assessment and waiting lists of clients. Clients are referred for assessment as soon as possible and are allocated an appointment, this has reduced the initial waiting time and has aided allocation and the management of the waiting list. Clients have been matched with an available therapist as soon as an appointment becomes available.

New finance management software has been introduced under the leadership of the Business Development Manager, this has enabled improved financial management and aided planning and budgeting and the production of reporting mechanisms that inform day to day operations and planning at all levels of the business.

Use of specialist software to track clinical outcomes for clients continues to be utilised and will inform the development of a more comprehensive software system to further collect data for monitoring and reporting purposes enabling us to track and report client progress more effectively.

Previous policy on client contributions have seen a steady increase in income and is expected to continue for the next year.

Reconfiguring the use of the building has resulted in more efficient use of the available space creating as additional therapy room to use with clients.

Quetzal's core work will continue to be working with survivors of childhood sexual abuse face to face to alleviate distress and strengthen their resilience. Quetzal has a 3-year business plan, which sets out strategic priorities for continuing our service with the aspiration to expand the ways we offer access to counselling, and increasingly engage with diverse community groups. This plan has recently been reviewed and will continue to be updated on a rolling basis, to ensure that our work responds to the changing environment whilst maintaining our focus on delivering a high quality service to the women we support.

Thanks to all of our volunteers, supporters, funders, partners and staff for their commitment to Quetzal during a period of rapid change.

# The Quetzal Project

## Trustees' Report

### **Financial review**

Quetzal has worked extremely hard over the past few years to build our income incrementally and use it to service our increase in demand, expand our staff structure and invest in our physical infrastructure to create a better client experience. We have worked closely with our longer term funders, but the changing funding environment (especially prospective changes in 2020/21 by our key funder the Clinical Commissioning Groups), and move to short term counselling models, remain the biggest financial risk.

### ***Policy on reserves***

The board has adopted a policy that the desired level of reserves be sufficient to fund the charity's expenditure for a period of 6 months. At the end of March 2019, reserves represent approximately 5 months of operating expenditure. Whilst this is slightly less than our policy, the Board considers that it is sufficient to mitigate against financial risk in the short term.

### ***Principal funding sources***

We wish to acknowledge and thank the following funders and partners for their financial contribution that has enabled us to deliver our services this year:

- Leicester City, East Leicestershire & Rutland, and West Leicestershire Clinical Commissioning Group;
- Lloyds Bank Foundation for England and Wales;
- The Office of the Police and Crime Commissioner for Leicestershire;
- Carlton Hayes Mental Health Charity;
- Charnwood Borough Council;
- North-West Leicestershire District Council;
- Leicestershire County Council Shire Community Grants;
- Leicestershire and Rutland Community Foundation;
- The Florence Turner Trust;
- The Maud Elkington Charitable Trust;
- The George Ernest Ellis Foundation;
- United Against Violence and Abuse;
- Charity Link Leicester;
- National Lottery Communities Fund (Awards for All);
- Comic Relief.



## The Quetzal Project

### Trustees' Report

#### Statement of Trustees' Responsibilities

The trustees (who are also the directors of The Quetzal Project 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.

#### Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 14/11/19 and signed on its behalf by:

  
.....  
Shirley Munden  
Trustee

## **The Quetzal Project**

### **Independent Examiner's Report to the trustees of The Quetzal Project**

#### **Independent examiner's report to the trustees of The Quetzal Project ('the Company')**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2019.

#### **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**

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 that in any material respect:

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.



John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

7 Mansfield Road  
Nottingham  
NG1 3FB

Date: 4/12/19



## The Quetzal Project

### 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<br>£ | Restricted funds<br>£ | Total<br>2019<br>£ | Total<br>2018<br>£ |
|------------------------------------|------|-------------------------|-----------------------|--------------------|--------------------|
| <b>Income and Endowments from:</b> |      |                         |                       |                    |                    |
| Donations and legacies             | 2    | 1,266                   | -                     | 1,266              | 14,768             |
| Charitable activities              | 3    | 9,135                   | 139,704               | 148,839            | 116,138            |
| Other trading activities           | 5    | 548                     | -                     | 548                | -                  |
| Investment income                  | 6    | 47                      | -                     | 47                 | 16                 |
| Total income                       |      | 10,996                  | 139,704               | 150,700            | 130,922            |
| <b>Expenditure on:</b>             |      |                         |                       |                    |                    |
| Charitable activities              | 7    | (12,944)                | (122,215)             | (135,159)          | (101,923)          |
| Total expenditure                  |      | (12,944)                | (122,215)             | (135,159)          | (101,923)          |
| Net (expenditure)/income           |      | (1,948)                 | 17,489                | 15,541             | 28,999             |
| Transfers between funds            |      | 1,528                   | (1,528)               | -                  | -                  |
| Net movement in funds              |      | (420)                   | 15,961                | 15,541             | 28,999             |
| <b>Reconciliation of funds</b>     |      |                         |                       |                    |                    |
| Total funds brought forward        |      | 66,852                  | 24,804                | 91,656             | 62,657             |
| Total funds carried forward        | 18   | 66,432                  | 40,765                | 107,197            | 91,656             |

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for the period is shown in note 18.

## The Quetzal Project

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

These are the figures for the previous accounting period and are included for comparative purposes

|                                    | Note | Unrestricted funds<br>£ | Restricted funds<br>£ | Total<br>2018<br>£   |
|------------------------------------|------|-------------------------|-----------------------|----------------------|
| <b>Income and Endowments from:</b> |      |                         |                       |                      |
| Donations and legacies             | 2    | 14,768                  | -                     | 14,768               |
| Charitable activities              | 3    | 13,412                  | 102,726               | 116,138              |
| Investment income                  | 6    | 16                      | -                     | 16                   |
| Total income                       |      | <u>28,196</u>           | <u>102,726</u>        | <u>130,922</u>       |
| <b>Expenditure on:</b>             |      |                         |                       |                      |
| Charitable activities              | 7    | <u>(9,962)</u>          | <u>(91,961)</u>       | <u>(101,923)</u>     |
| Total expenditure                  |      | <u>(9,962)</u>          | <u>(91,961)</u>       | <u>(101,923)</u>     |
| Net income                         |      | <u>18,234</u>           | <u>10,765</u>         | <u>28,999</u>        |
| Net movement in funds              |      | 18,234                  | 10,765                | 28,999               |
| <b>Reconciliation of funds</b>     |      |                         |                       |                      |
| Total funds brought forward        |      | <u>48,618</u>           | <u>14,039</u>         | <u>62,657</u>        |
| Total funds carried forward        | 18   | <u><u>66,852</u></u>    | <u><u>24,804</u></u>  | <u><u>91,656</u></u> |

## The Quetzal Project

(Registration number: 05319865)  
Balance Sheet as at 31 March 2019

|   | Note | 2019<br>£      | 2018<br>£     |
|---|------|----------------|---------------|
| <b>Fixed assets</b>                                   |      |                |               |
| Tangible assets                                       | 13   | 4,926          | 6,993         |
| <b>Current assets</b>                                 |      |                |               |
| Debtors   | 14   | 3,625          | 16,984        |
| Cash at bank and in hand                              |      | 101,249        | 79,249        |
|   |      | 104,874        | 96,233        |
| <b>Creditors: Amounts falling due within one year</b> | 15   | (2,603)        | (11,570)      |
| <b>Net current assets</b>                             |      | 102,271        | 84,663        |
| <b>Net assets</b>                                     |      | 107,197        | 91,656        |
| <b>Funds of the charity:</b>                          |      |                |               |
| <b>Restricted funds</b>                               |      | 40,765         | 24,804        |
| <b>Unrestricted income funds</b>                      |      | 66,432         | 66,852        |
| Unrestricted funds                                    |      | 107,197        | 91,656        |
| <b>Total funds</b>                                    | 18   | <u>107,197</u> | <u>91,656</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 7 to 20 were approved by the trustees, and authorised for issue on 14.11.19 and signed on their behalf by:

  
Sharon Kerry  
Trustee



## **The Quetzal Project**

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

#### **1 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**

The Quetzal Project 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 financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

##### **Exemption from preparing a cash flow statement**

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### **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.

## **The Quetzal Project**

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

#### **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.

#### **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 costing £500.00 or more 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**  
Computer equipment

**Depreciation method and rate**  
33% straight line

#### **Trade debtors**

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

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **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.

#### **Fund structure**

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



## The Quetzal Project

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

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

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

#### **2 Income from donations and legacies**

|   | Unrestricted<br>funds | Total<br>2019<br>£ | Total<br>2018<br>£ |
|---|-----------------------|--------------------|--------------------|
| Donations and legacies;                               |                       |                    |                    |
| Donations from companies, trusts and similar proceeds | 250                   | 250                | -                  |
| Donations from individuals                            | 1,016                 | 1,016              | -                  |
| Grants, including capital grants;                     | -                     | -                  | 14,768             |
| Grants from other charities                           | 1,266                 | 1,266              | 14,768             |

#### **3 Income from charitable activities**

|                           | Unrestricted<br>funds | Restricted<br>funds | Total<br>2019<br>£ | Total<br>2018<br>£ |
|---------------------------|-----------------------|---------------------|--------------------|--------------------|
| General                   | £                     | £                   | £                  | £                  |
| Client contributions      | 5,130                 | -                   | 5,130              | -                  |
| Service delivery          | 4,005                 | 990                 | 4,995              | -                  |
| Other unrestricted income | -                     | -                   | -                  | 13,412             |
| Grants                    | -                     | 138,714             | 138,714            | 102,726            |
|                           | 9,135                 | 139,704             | 148,839            | 116,138            |



## The Quetzal Project

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

#### 4 Grants & donations

|   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>£     |
|---|----------------------------|--------------------------|----------------|
| The National Lottery Community Fund                         | -                          | 9,933                    | 9,933          |
| Charnwood BC  | -                          | 1,947                    | 1,947          |
| NHS Leicester City CCG                                      | -                          | 18,762                   | 18,762         |
| NHS East Leicestershire CCG                                 | -                          | 12,983                   | 12,983         |
| NHS West Leicestershire CCG                                 | -                          | 15,166                   | 15,166         |
| Comic Relief  | -                          | 11,590                   | 11,590         |
| George Ernest Ellis Foundation                              | -                          | 1,450                    | 1,450          |
| Leicestershire Community Foundation (Wesleyan)              | -                          | 2,000                    | 2,000          |
| Lloyds Bank Foundation                                      | -                          | 41,522                   | 41,522         |
| Office of the Police & Crime Commissioner<br>Leicestershire | -                          | 22,087                   | 22,087         |
| Leicestershire County Council                               | -                          | 1,274                    | 1,274          |
| Waitrose  | 250                        | -                        | 250            |
| Individual donations  | 1,016                      | -                        | 1,016          |
|   | <u>1,266</u>               | <u>138,714</u>           | <u>139,980</u> |

#### 5 Income from other trading activities

|                        | Unrestricted<br>funds<br>£ | Total<br>2019<br>£ |
|------------------------|----------------------------|--------------------|
| Property rental income | 548                        | 548                |
|                        | <u>548</u>                 | <u>548</u>         |

#### 6 Investment income

|   | Unrestricted<br>funds<br>£ | Total<br>2019<br>£ | Total<br>2018<br>£ |
|---|----------------------------|--------------------|--------------------|
| Interest receivable and similar income; | 47                         | 47                 | 16                 |
| Interest receivable on bank deposits    | <u>47</u>                  | <u>47</u>          | <u>16</u>          |

## The Quetzal Project

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

| 7 Expenditure on charitable activities |                                    |                       |                    |                    |
|--|------------------------------------|-----------------------|--------------------|--------------------|
|  | Unrestricted<br>General funds<br>£ | Restricted funds<br>£ | Total<br>2019<br>£ | Total<br>2018<br>£ |
| Cleaning & hygiene                     | 2,380                              | -                     | 2,380              | -                  |
| Office rent                            | 9,600                              | -                     | 9,600              | 15,507             |
| Repair and maintenance                 | 1,778                              | 462                   | 2,240              | 150                |
| Utilities                              | 3,252                              | -                     | 3,252              | -                  |
| Recruitment and training               | 1,355                              | -                     | 1,355              | 8,313              |
| Salaries, NI & pensions                | 56,521                             | 23,853                | 80,374             | 55,043             |
| Staff travel and expenses              | 271                                | -                     | 271                | -                  |
| Accounts & payroll                     | 1,325                              | -                     | 1,325              | -                  |
| Computer equipment                     | 59                                 | -                     | 59                 | -                  |
| IT service support costs               | 2,727                              | -                     | 2,727              | -                  |
| Licences and website                   | 1,965                              | -                     | 1,965              | -                  |
| Office equipment and supplies          | 3,137                              | 1,544                 | 4,681              | 2,427              |
| Phone costs                            | 2,839                              | -                     | 2,839              | 2,149              |
| Printing & postage                     | 464                                | 161                   | 625                | 1,439              |
| Activities - outreach venues           | 686                                | 684                   | 1,370              | -                  |
| Client travel fund                     | 1,235                              | -                     | 1,235              | -                  |
| Consultancy costs                      | 637                                | -                     | 637                | 4,000              |
| Insurances                             | 2,184                              | -                     | 2,184              | 1,179              |
| Other service costs                    | 235                                | -                     | 235                | -                  |
| Sundry expenses                        | 142                                | -                     | 142                | 7,551              |
| Paid counsellors                       | 225                                | 6,000                 | 6,225              | -                  |
| Volunteer expenses and resources       | 74                                 | -                     | 74                 | -                  |
| Volunteer supervision                  | 1,243                              | 805                   | 2,048              | -                  |
| Depreciation                           | 6,552                              | 764                   | 7,316              | 4,165              |
| Overhead and other cost allocations    | (87,942)                           | 87,942                | -                  | -                  |
|  | <u>12,944</u>                      | <u>122,215</u>        | <u>135,159</u>     | <u>101,923</u>     |

## The Quetzal Project

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

#### 8 Net incoming/outgoing resources

Net incoming resources for the year include:

Depreciation of fixed assets

| 2019  | 2018  |
|-------|-------|
| £     | £     |
| 7,316 | 4,165 |

#### 9 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

##### Shirley Munden

Shirley Munden received remuneration of £175 (2018: £Nil) during the year.

for counselling services prior to being appointed Chair of the board

At the balance sheet date the amount due Shirley Munden was £Nil (2018: £Nil).

##### Fazeela Patel

Fazeela Patel received remuneration of £1,320 (2018: £Nil) during the year.

for counselling services

At the balance sheet date the amount due Fazeela Patel was £Nil (2018: £Nil).

##### Sue Dixon

Sue Dixon received remuneration of £1,230 (2018: £Nil) during the year.

for counselling services

At the balance sheet date the amount due Sue Dixon was £Nil (2018: £Nil).

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 10 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

|                          | 2019         | 2018     |
|--------------------------|--------------|----------|
|                          | £            | £        |
| Independent examination  | 1,100        | -        |
| Other financial services | 892          | -        |
|                          | <u>1,992</u> | <u>-</u> |



## The Quetzal Project

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

#### 11 Staff costs

The aggregate payroll costs were as follows:

|  | 2019<br>£     | 2018<br>£     |
|--|---------------|---------------|
| <b>Staff costs during the year were:</b> |               |               |
| Wages and salaries                       | 78,190        | 55,016        |
| Social security costs                    | 2,184         | 500           |
| Pension costs                            | -             | 527           |
|  | <u>80,374</u> | <u>56,043</u> |

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

|                             | 2019<br>No | 2018<br>No |
|-----------------------------|------------|------------|
| Average number of employees | <u>4</u>   | <u>4</u>   |

No employee received emoluments of more than £60,000 during the year.

The senior management team, received benefits totalling £33,009 .

#### 12 Taxation

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

#### 13 Tangible fixed assets

|                       | Computer<br>equipment<br>£ | Total<br>£   |
|-----------------------|----------------------------|--------------|
| <b>Cost</b>           |                            |              |
| At 1 April 2018       | 16,700                     | 16,700       |
| Additions             | <u>5,249</u>               | <u>5,249</u> |
| At 31 March 2019      | 21,949                     | 21,949       |
| <b>Depreciation</b>   |                            |              |
| At 1 April 2018       | 9,707                      | 9,707        |
| Charge for the year   | <u>7,316</u>               | <u>7,316</u> |
| At 31 March 2019      | 17,023                     | 17,023       |
| <b>Net book value</b> |                            |              |
| At 31 March 2019      | <u>4,926</u>               | <u>4,926</u> |
| At 31 March 2018      | <u>6,993</u>               | <u>6,993</u> |
| At 31 March 2018      | <u>6,993</u>               | <u>6,993</u> |

## The Quetzal Project

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

#### 14 Debtors

|                | 2019<br>£    | 2018<br>£     |
|----------------|--------------|---------------|
| Prepayments    | 2,400        | 1,434         |
| Accrued income | -            | 13,800        |
| Other debtors  | 1,225        | 1,750         |
|                | <u>3,625</u> | <u>16,984</u> |

#### 15 Creditors: amounts falling due within one year

|                                    | 2019<br>£    | 2018<br>£     |
|------------------------------------|--------------|---------------|
| Other taxation and social security | 932          | -             |
| Other creditors                    | 1,671        | -             |
| Accruals                           | -            | 11,570        |
|                                    | <u>2,603</u> | <u>11,570</u> |

#### 16 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### 17 Commitments

##### Capital commitments

At the balance sheet date, the charity had total commitments under operating leases expiring after more than 5 years as follows:

The total amount contracted for but not provided in the financial statements was £48,000 (2018 - £57,600).

## The Quetzal Project

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

| 18 Funds                      | Balance at 1<br>April 2018<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Balance at<br>31 March<br>2019<br>£ |
|-------------------------------|---------------------------------|----------------------------|----------------------------|----------------|-------------------------------------|
| <b>Unrestricted funds</b>     |                                 |                            |                            |                |                                     |
| <i>General</i>                |                                 |                            |                            |                |                                     |
| General fund                  | 66,852                          | 10,996                     | (12,944)                   | 1,528          | 66,432                              |
| <b>Restricted funds</b>       |                                 |                            |                            |                |                                     |
| Awards for All                | -                               | 9,933                      | (1,095)                    | -              | 8,838                               |
| Carlton Hayes MHT             | 6,000                           | -                          | (6,000)                    | -              | -                                   |
| Charnwood BC fund             | 1,948                           | 1,947                      | (2,560)                    | -              | 1,335                               |
| NHS CCG fund                  | 7,818                           | 46,911                     | (54,729)                   | -              | -                                   |
| Comic relief                  | -                               | 11,590                     | -                          | -              | 11,590                              |
| George Earnest Ellis fund     | -                               | 1,450                      | (1,450)                    | -              | -                                   |
| Wesleyan fund                 | -                               | 2,000                      | (1,400)                    | -              | 600                                 |
| Lloyds Bank Foundation fund   | -                               | 41,522                     | (23,853)                   | -              | 17,669                              |
| NW Leicestershire DC fund     | -                               | 990                        | (257)                      | -              | 733                                 |
| PCC fund                      | 4,926                           | 22,087                     | (27,013)                   | -              | -                                   |
| The Shires fund               | 4,112                           | 1,274                      | (3,858)                    | (1,528)        | -                                   |
| <b>Total restricted funds</b> | <u>24,804</u>                   | <u>139,704</u>             | <u>(122,215)</u>           | <u>(1,528)</u> | <u>40,765</u>                       |
| <b>Total funds</b>            | <u>91,656</u>                   | <u>150,700</u>             | <u>(135,159)</u>           | <u>-</u>       | <u>107,197</u>                      |



## The Quetzal Project

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

|                               | Balance at 1<br>April 2017<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>March 2018<br>£ |
|-------------------------------|---------------------------------|----------------------------|----------------------------|----------------------------------|
| <b>Unrestricted funds</b>     |                                 |                            |                            |                                  |
| <i>General</i>                |                                 |                            |                            |                                  |
| General fund                  | 48,618                          | 28,196                     | (9,962)                    | 66,852                           |
| <b>Restricted funds</b>       |                                 |                            |                            |                                  |
| Carlton Hayes MHT             | -                               | 8,500                      | (2,500)                    | 6,000                            |
| Charnwood BC fund             | -                               | 1,948                      | -                          | 1,948                            |
| NHS CCG fund                  | 10,709                          | 46,911                     | (49,802)                   | 7,818                            |
| Comic relief                  | 3,330                           | -                          | (3,330)                    | -                                |
| Lloyds Bank Foundation fund   | -                               | 23,664                     | (23,664)                   | -                                |
| PCC fund                      | -                               | 9,853                      | (4,927)                    | 4,926                            |
| The Shires fund               | -                               | 5,706                      | (1,594)                    | 4,112                            |
| Social Seeding                | -                               | 6,144                      | (6,144)                    | -                                |
| <b>Total restricted funds</b> | <u>14,039</u>                   | <u>102,726</u>             | <u>(91,961)</u>            | <u>24,804</u>                    |
| <b>Total funds</b>            | <u><u>62,657</u></u>            | <u><u>130,922</u></u>      | <u><u>(101,923)</u></u>    | <u><u>91,656</u></u>             |

The specific purposes for which the funds are to be applied are as follows:

Awards for All - to support our volunteers' training and supervision;  
 Carlton Hayes MHT - to allow us to deliver some paid counselling work to increase our counselling hours;  
 Charnwood BC fund - supporting our women in Charnwood District and our outreach venue in Loughborough;  
 NHS CCG fund - core cost support;  
 Comic Relief - to start our new project supporting Asian women in inner city Leicester through a community based approach;  
 George Earnest Ellis – volunteer support costs;  
 Wesleyan fund - this was to fund additional clinical needs assessments for clients;  
 Lloyds Bank Foundation fund - core costs support to pay for senior staff;  
 NW Leicestershire DC fund - to cover the outreach venue in Coalville;  
 PCC fund - to cover increased costs due to increase in demand from clients;  
 The Shires fund - capital costs for IT and refurbishment;  
 Social Seeding - funding to pilot outreach work and online and telephone counselling in West Leicestershire.

The transfer from the Shires fund to the General fund represents the net book value of fixed assets, the use of which is not subject to any restriction.

## The Quetzal Project

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

#### 19 Analysis of net assets between funds

|                       | Unrestricted<br>funds | Restricted<br>funds | 2019<br>Total funds<br>£ |
|-----------------------|-----------------------|---------------------|--------------------------|
|                       | General<br>£          | £                   |                          |
| Tangible fixed assets | 4,926                 | -                   | 4,926                    |
| Current assets        | 64,109                | 40,765              | 104,874                  |
| Current liabilities   | (2,603)               | -                   | (2,603)                  |
| Total net assets      | <u>66,432</u>         | <u>40,765</u>       | <u>107,197</u>           |
|                       | Unrestricted<br>funds | Restricted<br>funds | 2018<br>Total funds<br>£ |
|                       | General<br>£          | £                   |                          |
| Tangible fixed assets | 6,993                 | -                   | 6,993                    |
| Current assets        | 71,429                | 24,804              | 96,233                   |
| Current liabilities   | (11,570)              | -                   | (11,570)                 |
| Total net assets      | <u>66,852</u>         | <u>24,804</u>       | <u>91,656</u>            |

#### 20 Related party transactions

There were no related party transactions in the year.