

RELATE BRADFORD

# ANNUAL REPORT 2019 – 2020

TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2020

relate  
the relationship people  
Bradford

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CHARITY REGISTRATION NO. 1013811

COMPANY REGISTRATION NO. 02652414 (ENGLAND AND WALES)

[WWW.RELATEBRADFORD.ORG](http://WWW.RELATEBRADFORD.ORG)

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HELPING PEOPLE RELATE SINCE 1948!



## MESSAGE FROM MARILYN

As you will see from the Annual Report, we have had a particularly good year which means we have achieved our goal of having 6 months reserves. I feel this is an enormous achievement given that going back only 3/4 years our reserves were at an extremely low level. It is through the hard work and dedication of Tina, the Senior Leadership team and all our staff that this has been possible. However, towards the end of the year we lost a significant income stream due to the cancellation of a rental agreement for the use of some of our accommodation. I also know that work is in progress to minimise the effect of this loss. I am pleased to report that our Commissioned contracts have been renewed for another year.

It is great to see that social media is playing a bigger part in the promotion of our work showing the difference that we make to people across Bradford.

As I mentioned in our report last year, we were asked by Relate National to take Leeds under our wing, this has been a slow painstaking process, but I am pleased to say that is now up and running thanks to our new Head of Service Delivery and Development, Hayley. We are hoping that we will soon obtain commissions for our services in Leeds, making the venture more future proof.

Tina and Hayley are always on the lookout for new opportunities as society is changing so quickly, and therefore the demands for our services are changing; luckily, we also have a creative, and forward-thinking team to assist them. I would like to congratulate all the staff for their efforts in these challenging times.

You will be aware that since the end of our financial year the Covid 19 pandemic has affected the whole country. We have moved very quickly to provide online and telephone counselling services as we have been unable to continue with face-to-face counselling. We hope to reintroduce face-to-face counselling as soon as conditions allow.

I am sad to say that I have taken the decision to retire at the AGM in 2021. I feel the organisation is in a good position to continue providing an innovative service to the people of Bradford and Leeds with a strong and supportive Board of Trustees.

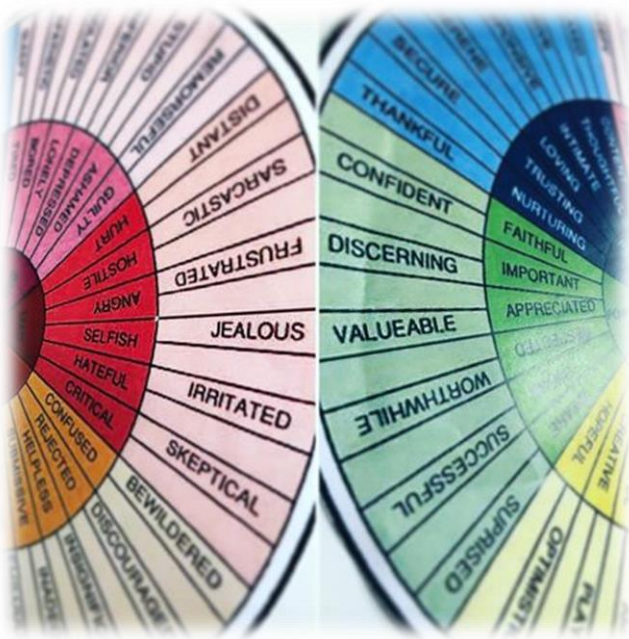
I would particularly like to thank my Boards of Trustees both past and present for all the support they have given me over the years.

**Marilyn Foster, Chair of Trustees**

## OUR VISION

At Relate Bradford, we aim to develop and support healthy relationships. We deliver inclusive, high-quality counselling services that are relevant at every life stage, helping heterosexual and same-sex couples, families, and individuals to make relationships work better, by improving their understanding of relationships and what makes them flourish.

We provide people with a breathing space where they can feel heard, valued, respected and understood, and are more in control of their feelings, and of their lives. In other words, to help people cope with the pain they are experiencing.



*Feelings/emotions wheel*

THE DIFFERENCE WE MAKE

A fifteen-year-old (T) presented for family counselling as her relationship with her Mum was deteriorating. They had been arguing a lot about Mum's new partner, as T was feeling left out and missing spending time with her Mum. T and her mum were able to share their feelings in a safe and contained space with one another and both gained some understanding about each other's points of view. This helped reduce the conflict between them. Mum's partner also attended a session, and we were able to explore ways to improve his relationship between T and the two of them.

# WHO ARE RELATE BRADFORD?

The National Relate organisation began life as the Marriage Guidance Council in 1938 when clergyman Dr Herbert Gray and a group of his colleagues became concerned about the impact of modern-day life on marriage and began pioneering research into relationships. It was relaunched on Valentine's Day 1988 as 'Relate' in recognition of our wider relationship work with single, cohabiting couples, same sex couples, children and young people and families.

Relate Bradford is a charity registered in 1948, therefore with over 70 years' experience in providing specialist relationship support to people across the Bradford District. We have also been working, since 2019, in Leeds.


We are part of the National Relate Federation; however, each Relate centre is independent, and responsible for its own income generation and fundraising. Relate is the country's largest supplier of relationship support.

As a small, passionate, and ambitious charity situated in the heart of Bradford, we provide a range of therapeutic counselling services, supporting young people, families, individuals, and couples. Our office is based in Bradford city centre with a vibrant team of 18 members of staff, a number of volunteers and a board of 10 active trustees.

The Board of Trustees lead the charity strategically, and are an active and diverse group with complementary skills which enables them to provide comprehensive leadership to the organisation.

We strive to ensure that our services are accessible to everyone in our communities, from all backgrounds and walks of life, including those who may be financially disadvantaged by disability, illness, low paid employment, or other factors. We therefore make it a priority to access funding that allows us to provide free or subsidised services.



*How absolutely adorable are these creative works of art from one of the team's little girls, aged 7 and 8! We truly love them and think this shows how we at Relate Bradford are [#StillHereToHelp](#) [#NeverMoreNeeded](#). We Absolutely  this! [#RelateBradfordFamily](#) (Social Media)*

# OBJECTIVES AND ACTIVITIES



## WHY WE DO WHAT WE DO

Because the relationships we have count, and good relationships help us all to live more fulfilled, healthier, and happier lives.

## WHAT WE DO

- ✓ As a caring organisation, we give you the time, space, and support to explore relationships and help you see how you might be able to work through, and overcome, relationship challenges to move forward positively.
- ✓ We put you at the heart of all that we do, by providing a confidential, ethical, and professional counselling service of the highest quality, exploring options, and individually tailored to your current situation.
- ✓ We enable you to be more aware of feelings, to explore options, and to improve coping skills.
- ✓ We work in partnership with other organisations to help advance our mutual aspirations and ambition.

## OUR VALUES, PRINCIPLES AND BEHAVIOURS

- ✓ We place kindness at our core and always strive to be respectful, supportive, professional, dependable, and empowering.
- ✓ As a passionate, curious, and creative organisation looking to the future, we endeavour to develop, innovative, and create dynamic interventions, continually championing the importance of healthy relationships, and the role they play in ensuring good mental health.
- ✓ With our partner organisations, we will be helpful, responsible, collaborative, and dynamic.

# STRATEGIC PRIORITIES

## Priorities

- To target working with young people and families
- To develop a greater focus on the early intervention and prevention agenda
- To lead on our reputation as pioneers within the relationship counselling field
- To build a clear and focused marketing and communications strategy with marketing materials and products and activities that show us as positive, current and innovative
- To nurture, develop and grow our Relate Bradford family, individually and collectively
- For us to be seen as a beacon of excellence within Relate National
- To grow our 'Power of Relationships' training offer
- To drive our unit costs down by 5% per annum for each of the next two years
- To provide quality training and development opportunities for those looking to work with and support us
- To develop a service with delivery in Leeds

# STRATEGIC HIGHLIGHTS

## ACHIEVEMENTS, PERFORMANCE AND SERVICE DELIVERY

One of the significant strategic highlights was that in November 2019 Relate Bradford decided to invest in a new post, a Head of Service Delivery and Development (HofSDD). The objective of this role is to place extra resource into the operational and strategic service review and to develop and increase capacity for growth and expansion in our services in both Bradford and Leeds.

Hayley joined the Senior Leadership Team in January, with a background in establishing and managing charity services within the civil and family justice system in the North East Region.

Establishing and developing the following priorities, for Relate Bradford, included:

- Reaching and supporting more people in Leeds, with a variety of therapeutic support
- Increasing rigor in monitoring and managing delivery to ensure we support the maximum number of people with our funding
- Increasing operational efficiencies to maximise the impact we have with the funds we receive
- Increasing volunteer contributions to increase our charity's resource and widen our skill set within our relatively small staff team
- Exploring the needs of people who use our services and developing new forms of service delivery
- Finding new ways to generate income and increase financial efficiencies to enable us to help more people
- Developing reporting processes to track delivery of services and minimise staff time invested in this
- Increasing promotional activities to ensure we reach more people in need of support
- Increasing support and capacity in the team – we are a small but remarkably busy team
- Continuing negotiations with local funders to gain financial support
- Writing and presenting a detailed proposal for Leeds services

Due to the impact of COVID-19, the HofSDD priorities were expanded to include:

- Mobilising the team to work and deliver our services remotely
- Ensuring we provide maximum support to our clients in the ever-changing COVID-19 world
- Minimising financial loss and maximising financial gain from COVID-19

We focused on working towards and delivering on our strategic priorities.



We were delighted, to have been awarded funding for the CALM service, an innovative three-year service, funded by the Department of Health and Social Care/Public Health England and our local Clinical Commissioning Group, for Children and Young People's Mental Health. In partnership with Family Action, and Step2, we offer counselling support, to those affected by Adverse Childhood Experiences.

Towards the end of the financial year, like every other charity, we were affected by COVID-19. We started planning early, anticipating, but not knowing what was to come. We undertook a robust business continuity plan and equipped, quickly and efficiently, the team with the tools to work remotely. We took the difficult decision to pause face-to-face counselling and moved, seamlessly, to offer counselling, by either web counselling or telephone counselling. We further invested in additional training and resources to support our ambitions, in providing a seamless transition.

We are committed to continuing to work in partnership, across Bradford and Leeds.



### THE DIFFERENCE WE MAKE

A couple in their 60's, came for 6 couples counselling sessions, saying that they had met each other two years ago and were having problems adjusting to living together, especially during lockdown, which was exacerbated by the presence of the man's 22-year-old daughter. They cited communication as a major issue, particularly the woman's avoidance of confrontation. During their sessions they explored this along with examining their family values, perceptions of male/female roles, and expectations of relationships. Over time they addressed their communication styles and preferences and felt that they found a way to 'meet in the middle' on many topics which had previously upset them.



## THE DIFFERENCE WE MAKE

A thirteen-year-old presented for family counselling as he has been having anger outbursts at home towards his mum and sister. He has been aggressive with them both. His dad has gradually shown less and less interest in spending time with him over the last few years since he left the family home. During the sessions, the young person processed the hurt and upset he had been feeling in response to the rejection from his dad. He was able to understand his anger, and where it was coming from, and learnt how to manage his emotions in less harmful ways. Mum also gained understanding about how her son was feeling and how difficult it was for him to feel unloved and unwanted by his dad. The young person's relationship with his mum and sister improved as the conflict between them was reduced.



*An example of work from a student at a secondary school with one of our counsellors, using creative medium in session.*

[#TheDifferenceWeMake](#) [#counselling](#) [#creativemedium](#)

## THE DIFFERENCE WE MAKE

*"I got an opportunity to become a person who can be strong and face my problems and fear by confronting it. Talking about what stresses me or causes me trouble, makes it 100% more easier for me.*

*I got to become a stronger person and realise to have less expectations overall in life rather than letting it eat me up by not having the expectations met.*

*Not being financially stable but still get the opportunity to overcome my fear by getting the correct guidance and help, is a blessing. Before I came here I was completely lost/depressed and not myself. Not knowing where I am going.*

*I got to learn much more about myself and become confident. The staff and my therapist are an angel. I was truly blessed to get help.*

*I felt comfortable and relaxed around them. My therapist made me feel "normal." I did not feel judged and she was really gentle, caring, understanding and comforting. I am truly thankful."*

## OUR VOLUNTEERS...WE THANK YOU!

As a small charity, we would not be able to do the things we do, without the support from our volunteers, our interns, our university students, our school students, our college students, and our work experience students.

To Alex, Liam, Charlotte, Ruqayyah, Romesa, Emma and Jacob, thank you – you were all incredible stars! The wealth of support included building a new website, supporting our business needs, applying for funding, sourcing iPads to support digital inclusion, working in our busy reception office, designing new promotional material...the list goes on!



*It was great to welcome Liam, a university business intern, to the Relate Bradford family, who worked with us in business development, over the summer of 2019*

## A WORD FROM LIAM

Working as a 'Business Intern' for Relate Bradford during the summer of 2019 was a fantastic experience. I learned a lot and developed a number of skills, before returning to university, with the help of everyone in the front office, several members of the counselling team and of course our CEO, Tina.

The work everyone at Relate does is truly amazing with every single person contributing to the improvement of people's lives on a daily basis. Over a year on since I was at Relate and I still feel really proud of my time at the centre and everything we achieved during that period. I'm sure that things have been tough during the last few months for Relate like they have for most people but the spirit at Relate Bradford and indisputable good they do for the community in Bradford will undoubtedly get them through.

*Liam*

## CHARLOTTE'S WORK EXPERIENCE PLACEMENT

*"My time at Relate has opened me up to the different type of work they do here and what working is actually all about. I have realised that my idea of counselling was very different to what counselling here at Relate was all about.*

I couldn't be happier that I have met such lovely staff whilst been here and they have made me feel welcome since the minute I walked in.

Whilst been here at Relate I have experienced some of the many tasks that the receptionist staff have to do here and I have done research towards linking companies that work with Relate and been involved in meetings with staff who are helping build connections with the company. I am glad that I have been able to be involved with different tasks at Relate and been shown the different type of work that they do here.

I would feel comfortable with accessing the services at Relate Bradford as all the staff I have met have been an absolute pleasure to be around.

I also got the experience of speaking with a counsellor supervisor who talked to me in depth about the different types of counselling here and I got to ask questions so I could find out any information that I wanted to know. This was very helpful for me as I am interested in studying subjects that link with the work they do here so this give me some idea of the actual work I wanted to go into.

I think my time here at Relate has helped me with what I would like to do as a career but also to see what working in the real world is actually like. I have enjoyed my time here at Relate."

Charlotte

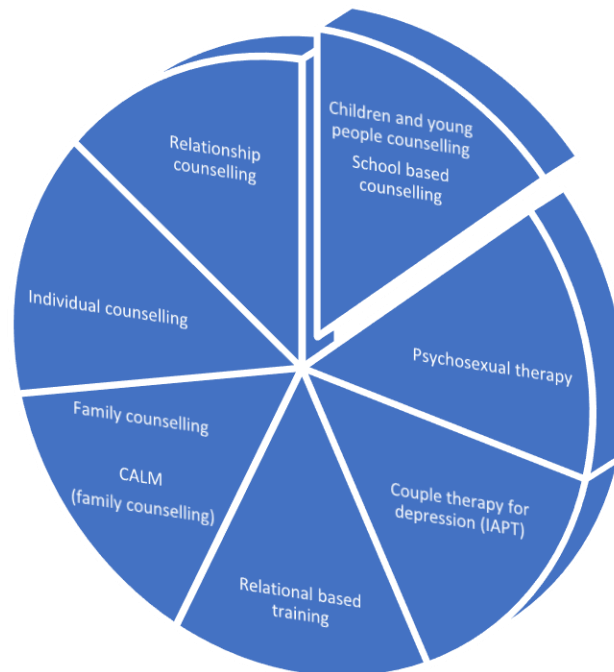
Queensbury Academy, Bradford



*Alex from Bradford University worked with us as a Summer Experience intern and built us a new website. He even won THE overall achievement award at the University Summer Experience event!*

# OUR OFFER

WE OFFER A RANGE OF COUNSELLING SERVICES ACROSS ALL AGES, INCLUDING:



## THE DIFFERENCE WE MAKE

A nine-year-old boy presented for family counselling with his Mum, after being sexually abused by an uncle for two years. The abuse had been reported and the case was going to court. The therapy sessions followed CPS guidelines and the sexual abuse was not the focus of the work; rather that many family members had turned against the child, blaming him for speaking out and involving the police. These family members were supporting the uncle. During the sessions, the young person was able to share and process the confusion and devastation this had caused him, and to come to terms with loss of many family members from his life and his future. He had previously spent a lot of his time with these family members and they used to go on holidays together.

His Mum had accessed counselling sessions as an individual with our Relationship service to process her shock and devastation about the abuse her son had suffered as well as the subsequent loss of many family members and used the Family Counselling sessions to help support her son come to terms with the huge changes in his life.

## THE DIFFERENCE WE MAKE – LET’S TALK ABOUT SEX

All couples go through phases where they don’t have the time or energy for regular sex. If this has become the norm and you would like to rediscover your sex life, Relate’s Sex Therapists can help you communicate.

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It’s natural to want better sex with your partner and sometimes there are specific reasons for your difficulties. Don’t be embarrassed about it, ask for help.

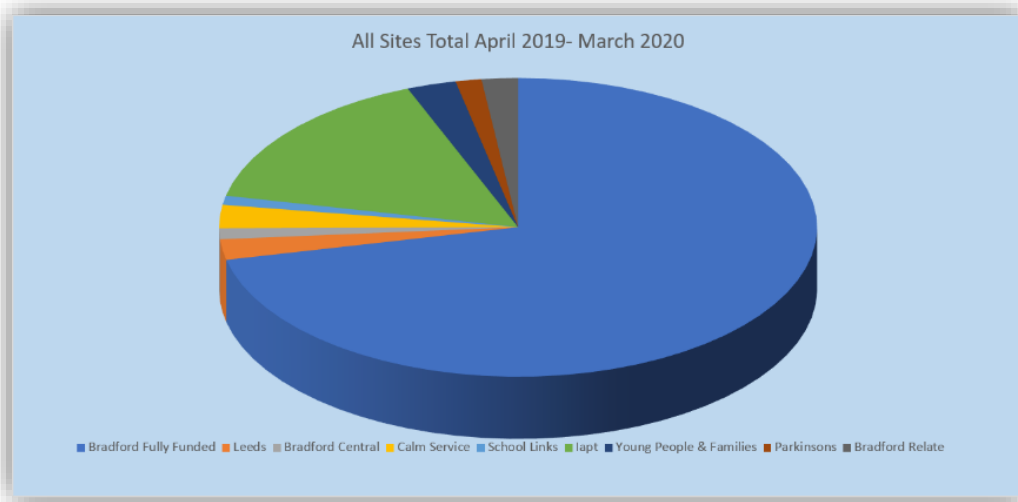
Typical problems that cause anxiety and often real distress might include Erectile Difficulty, one or both partners have ‘gone off it’, inability to orgasm or climax, difficulty with penetrative sex, pain on intercourse, sexual compulsion.

Sex therapists are trained couple therapists who have gone on to specialise and offer this sensitive but rewarding area of therapy. This means that they are accustomed to a wide variety of sexual and couple difficulties. You’re in good hands.

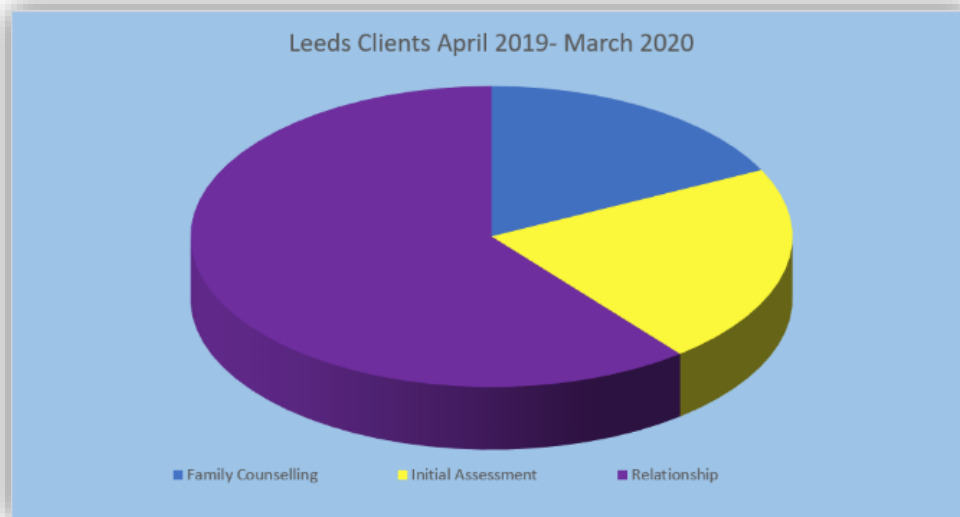
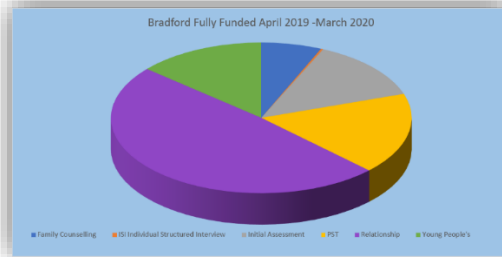
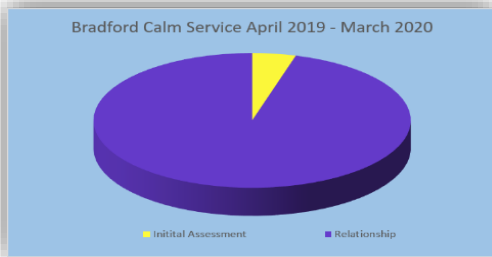
## THE DIFFERENCE WE MAKE

I had completed an assessment with a couple that had come to discuss the boyfriend’s issues around control and anger. I had recognised the man from a previous individual assessment I had done with him where he had disclosed that he had been violent in previous relationships and was due in court due to these allegations and had previously been convicted for violence against ex-girlfriends. The dilemma of confidentiality vs protection was due to the fact I was unable to break the boyfriend’s confidentiality of information he himself had told me and was unable to work with the couple as well as disclosure to the girlfriend about safety issues. Through long and extensive consultations with my supervisor, we decided to make a disclosure based on Clare’s Law, where a partner can be informed by the police if the person they are in a relationship is a risk. This has raised massive concern for me and through the support and guidance of my supervisor and lots of consultation with various organisations we were able to warn the girlfriend of the risk to the girlfriend, which was a positive outcome.

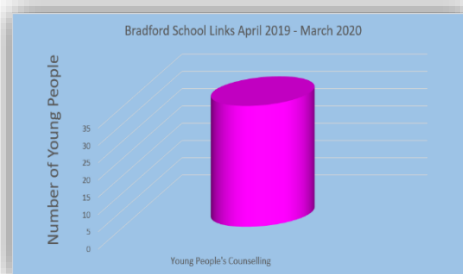
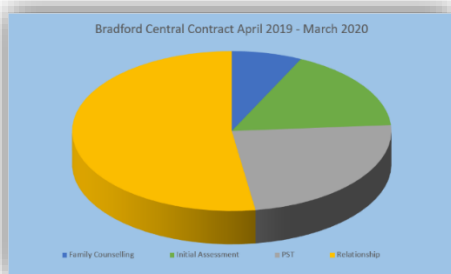
# STATISTICS – SERVICE DELIVERY



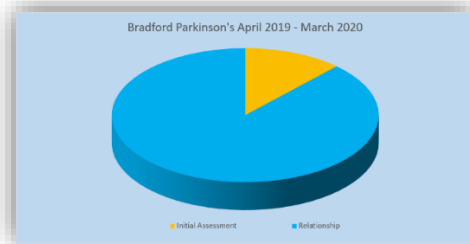
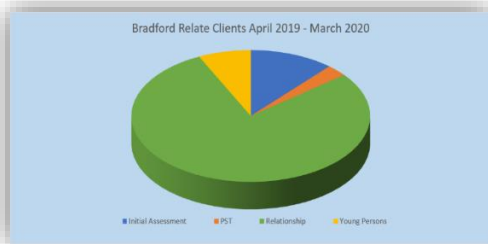
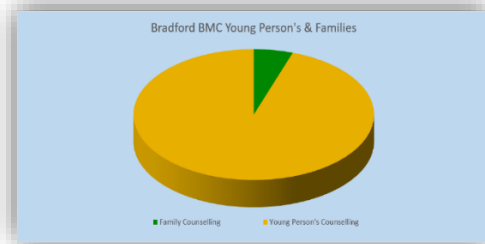
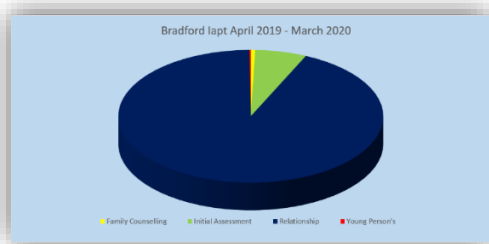
Service Area - All	Number of People
Bradford Fully Funded	2,550
Leeds	79
Bradford Central	42
Calm Service	90
School Links	35
IAPT	556
Children, Young People & Families	95
Parkinson's UK	50
Bradford Relate	70
<b>Total</b>	<b>3,567</b>



Service Area - Leeds	Number of People
Family Counselling	14
Initial Assessment	17
Relationship	48
<b>Total</b>	<b>79</b>







*"The therapist was amazing; she has helped us so much with our overall communication and with processing our feelings and emotions. We wish our sessions did not have to end! Thank you for all of your help, we will miss you, but you will live on in our 'Therapist Time' Tuesday's.*



*"The therapist has been fantastic. I feel like no one has understood my feelings or emotions like she has. She's extremely easy to talk to and feel like there is no judgement, just a lot of understanding. Thank you for being amazing."*



Some great pledges as part of the [#BDCTTimeToTalk](#) with the [#BDCT](#). [#RelateFamily](#)

Faye is going to 'play and say' with her six-year-old twins tonight!

[#BDCTTimeToTalk](#) [#TimeToTalk](#) [#ChooseTalkChangeLives](#) [#RelateBradford](#) [#RelateFamily](#)



Thanks to Hayley and our work experience student from Shipley College, Jacob who were part of the [#HCCareersFair2020](#) day.

## THE DIFFERENCE WE MAKE

### DESIRE – IT'S COMPLICATED

Clients often come to us for psychosexual therapy and say “I WANT to want my partner...” feeling frustrated they don't know how. And there's nothing that pleases us more as psychosexual therapists to see people leave with richer, warmer relationships and desire itself rekindled. Nobody needs to resign themselves to a partner that's more like a Friend... with No Benefits. Whilst we can't replace the solid work, we can do in psychosexual therapy at Relate Bradford here's some starting points for those of you wondering about this very thing.

#### **Long term relationships**

The Honeymoon Period is ACTUAL SCIENCE. There's a load of chemicals that collude and collaborate in the early days of a romance, all the stuff that makes you unable to focus on anything else, and daydream about the next time you're together. This period usually lasts between 6 months and 2 years, but some couples ebb and flow in and out of the honeymoon for decades by maintaining curiosity and awe for their partner. Embrace change and adventure, keep having new shared experiences, and remember to flirt. You don't finish romancing your partner after the first couple years, instead keep on doing it.

#### **Unrealistic Expectations**

You've got two kids, two dogs, and two jobs and a mortgage between you, and you wonder why it doesn't feel buzzing with passion? The joys of the long-term bonds you have together may mean that some of the spontaneity has gone. But everyone else is spontaneous right? No, it's a myth that sex is spontaneous, there's usually some planning in it somewhere! Scheduling a time, you can actually have it doesn't mean you can't also keep up seduction. Adjust your expectations and flex to changes like the natural process of ageing.

#### **Pursuer/Distancer Patterns**

Couples can often fall into patterns of unhelpful behaviour, and one of the most common ones we see with desire issues is one partner always saying no, and the other partner always chasing. This can become a vicious cycle of pressure, rejection and everyone feeling bad. Both roles are uncomfortable. Nobody can want something by being told they should want it. In fact, for the pursuer of sex to step back and give the other one space is an essential part of the distancer being able to feel want. It's good to get a little hungry before a meal, right?

#### **Communication Issues**

For many couples, not-so-good communication can be a key cause of low desire, bad sex and general relationship issues. Try using “I feel” statements in discussions – “I feel hurt when you don't kiss me back” is less blaming and shaming than “you never kiss me back” explains what is going on for you. Swap negative feedback for positive: “mmm yeah, I like it gentle like that” reinforces and compliments rather than gives rise to a row!

#### **Distance**

Closeness can be a passion killer too! Sometimes a couple know each other too well, are too much best buddies, too fond of all the same things. Security and cosiness feels wonderful and safe but to feel desire you need to feel a bit hungry...and wanting requires a leaning toward someone rather than having it on a plate served up already. This doesn't mean playing ‘hard to get’ but rather understanding you and your partner/s as separate people with different lives.

#### **It's Not You, It's Me**

Whilst partners feel rejected by your lack of desire, it is often the ‘low desire partner who is struggling with rejection of their own sense of worthiness or attractiveness. Not wanting anyone else can often be a defence against feeling so unwanted themselves. And unfortunately feeling unwanted or unloveable can't be substantially resolved by someone else – rather it is inner work to transform the person's own idea and vision of themselves.

# LOOKING AHEAD

In the ever-changing world that we find ourselves in, now more than ever, there have been challenges and opportunities for us, with lots of opportunities to learn and reflect. Relate Bradford is very lucky to have an exceptionally passionate and dedicated team, who pride themselves in providing high-quality services to people in need. Each staff member plays a key role in being able to adapt and continue to support people in our community.

2021 will likely bring a great deal of uncertainty for the charity but what we are certain of, is that we have a fantastic staff team, with a committed and diverse trustee board who will use their passion, and innovation, to ensure that Relate Bradford (and Leeds) come through the pandemic stronger and more determined than ever, to support people, post COVID-19, with many lessons learned and developments made. This year will be like no other year and we will continue to provide the life-changing services that Relate Bradford have prided themselves on since inception. Despite the challenging year ahead, there will also be many opportunities, for example, looking at our IT, our telephone system and in looking at other options to support agile working, because whilst the year has been a challenge, there have also been many opportunities for growth and investment in areas. Our ambition is to continue to grow and evolve, in delivering a 21<sup>st</sup> century, responsive counselling offer.

We will continue to develop our Strategic Priorities, building on the work done in previous years:

- To target working with children, young people, and families
- To develop a greater focus on the early intervention and prevention agenda
- To lead on our reputation as pioneers within the relationship counselling field
- To build a clear and focused marketing and communications strategy with marketing materials and products and activities that show us as positive, current, and innovative
- To nurture, develop and grow our Relate Bradford family, individually and collectively
- For us to be seen as a beacon of excellence within Relate National
- To grow our 'Power of Relationships' training offer
- To drive our unit costs down by 5% per annum for each of the next two years
- To provide quality training and development opportunities for those looking to work with and support us
- To grow and develop our counselling offer in Leeds

We want to continue to focus on equality, diversity, inclusion integrity and in ensuring we represent those we serve and follow the charity governance code as good practice.

In 2020-21 we will look to work more closely with people who use our services and how we can support them with their relationships, and we will endeavor to find new ways to support healthy relationships within our communities. We will continue to provide the high-quality counselling services we have always offered whilst delivering new and exciting forms of

therapy, such as Eye Movement Desensitization and Reprocessing therapy (EMDR) and other cutting-edge therapy.

In Leeds specifically, we will:

- Develop links in Leeds to build client base and gain funding for fully funded sessions
- Gain Corporate and Community Fundraising support for our Leeds service
- Recruit a well-connected, experienced, Leeds- based trustee to join the board

Service wide:

- Review staff development opportunities to support the admin team and increase centre/operational efficiencies
- Create and implement a service delivery monitoring mechanism which will be regularly updated and reviewed to allow optimum service delivery
- Develop links with local education providers to reach potential student volunteers
- Recruit a small team of highly skilled volunteers and create volunteer support materials to maximize their contributions and minimise supervision needed
- Recruit and manage a human resources (HR) intern to implement a new HR system to increase efficiency in the charity's HR functions
- Look for opportunities to explore staff wellbeing
- Develop and implement new reporting mechanisms to increase valuable data collection and minimise staff time needed to carry out this work
- Plan a safe and effective return to face-to-face work in the Relate Bradford office
- Build networks and carry out promotional work to increase the client base for all our services
- Explore and maximise capacity
- Explore and develop a blended service delivery offer which combines 'in the room' and virtual options post COVID-19

## A FEW WORDS FROM FINANCE

Although Relate Bradford's surplus for the year ended 31 March 2020 is lower than the previous year's, we are happy to report that income from our core services, that of providing counselling therapies to the communities of Bradford and, more recently, Leeds have increased (grants and related income up by 7%). Additionally, in line with our Strategic Priorities, our expenditure fell by over 5%, exceeding our target. We endeavour to continue to reduce our expenses in future years, helped by a £6,000 reduction in rent from June 2020.

The reduction in surplus is due to lower income for room hire and client income. Room hire is reduced because our long-term client has moved into their newly refurbished accommodation, and no longer need our rooms. Client income fell, as we were able to offer additional fully funded sessions.

Despite the reduced surplus, Relate Bradford are now in a buoyant position, in that our total reserves are 79% of our 2019/20 expenditure total. The organisation has previously targeted this ratio to be 50%, but in light of the Coronavirus pandemic, which has had a detrimental effect on the 2020/21 delivery, we feel it prudent to retain this balance in Designated Funds.

Looking to the future, the pandemic has certainly had an influence on our business in 2020/21, but due to continued financial growth, year on year, we are confident that we will survive to maintain our much needed services, all the more necessary as we all gauge the effects of the pandemic on our clients' relationships. Management have been deeply heartened by how staff, both counselling and administration, have found successful and cost-effective methods to continue business as usual whilst dealing with the effects of being in lockdown themselves.

## OUR CHAIR

In 2021 we anticipate our dedicated, long standing Chair of Trustees, Marilyn Foster, will move on to pastures new after over 40 years working with the charity, initially as a counsellor. Relate Bradford has been a huge part of Marilyn's life over the years and she has been the Chair of Relate Bradford, for over 13 years. Marilyn will be sadly missed but as everyone knows, you never really leave Relate. We are sure it will remain in her heart and we look forward to keeping her informed on the latest progressions as we move onto the next stage in our charity's development. We want to sincerely thank Marilyn, for the unstinting time, passion, commitment, energy and love she has given so freely to the charity, for over 40 years. Marilyn's passion for counselling and for Relate Bradford is inspiring.

## THANK YOU

To all of the Relate Bradford team, staff and trustees, who work so very hard, to support people whom we serve, thank you all so much. You play a crucial role in the work of Relate Bradford and we really couldn't do it without you.

To all who support us, our commissioning friends, our funders, our partners, to those who donate so freely, we thank you for your support, kindness and generosity over the last year and we look forward to warmly working with you over the coming year.

# FINANCES

## FINANCIAL SUMMARY

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## RELATE BRADFORD

### LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Marilyn Foster Peter Foster Carol Ann Duerden Paul Stockwell Jonathan Smith Hazel Jackson Catherine Jowitt Lynne Joyce
<b>Charity number</b>	1013811
<b>Company number</b>	02652414
<b>Registered office</b>	Bradford Trident Business Centre 1 <sup>st</sup> Floor 11 Edward Street Bradford West Yorkshire BD4 7BH
<b>Independent examiner</b>	Kevin J Meddings MAAT Stuart B Lodge & Co Chartered Accountants 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
<b>Bankers</b>	The Co-Operative Bank P O Box 101 1 Balloon Street Manchester M60 4EP

# RELATE BRADFORD

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 MARCH 2020**

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The trustees present their report and accounts for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and Charities Act 2011.

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

The company is a company limited by guarantee, incorporated on 8 October 1991 and registered as a charity with the Charity Commission on 20 August 1992. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The liability of the members in the event of the Centre being wound up is limited to a sum not exceeding £1. Relate Bradford's charitable objects were revised on 2 September 2008, in line with Relate Central Office's recommendations and the Articles of Association were amended on 2 September 2013.

The trustees, who are also directors for the purpose of company law, and who served during the year were:

Marilyn Foster  
Peter Foster  
Carol Ann Duerden  
Paul Stockwell  
Jonathan Smith  
Hazel Jackson  
Catherine Jowitt  
Lynne Joyce

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as Members of the Executive. One third (or the number nearest one third) of the Executive must retire each year or at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring member of the Executive who is eligible may be re-appointed.

The Executive seeks to maintain a broad mix of relevant skills amongst its members. In the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to the Executive.

A formal induction Policy Document; a Trustee Induction Pack and Trustee Code of Conduct for new and existing trustees are available.

The Executive must have a minimum of six members and a maximum of eighteen members. At present the Executive has eight members from a variety of professional backgrounds relevant to the work of the charity. The CEO also sits on the committee although has no voting rights.

## RELATE BRADFORD

### TRUSTEES' REPORT

*FOR THE YEAR ENDED 31 MARCH 2020*

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We have a small, dedicated set of Trustees and are keen to recruit new Trustees who will complement the current skill and experience profile of the Board and our succession planning.

Day to day responsibility is with the CEO, Tina Butler, who is responsible for ensuring that the charity delivered the services specified and that the key performance indicators are met. She is also responsible for the day-to-day operational management of the Centre and ensuring that the team continue to develop their skills and working practices in line with good practice. All practitioners receive supervision from the Clinical Supervisors.

Relate Bradford, whilst being an autonomous organisation, is a member of the Relate Federation and operates to the standards set by the Council of Relate Central Office.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

## RELATE BRADFORD

### TRUSTEES' REPORT

*FOR THE YEAR ENDED 31 MARCH 2020*

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#### **Financial Review**

This year the organisation can report a surplus of £79,147 (2019: surplus of £99,248).

Unrestricted reserves showed a surplus of £71,764 (2019: surplus of £153,581). The reduction in the surplus on unrestricted activities is due to a fall of £38,207 in room hire and £19,135 in client income.

Designated reserves following transfers of £71,764 from unrestricted reserves and £13,671 from restricted reserves amounted to £264,283.

Total reserves at the end of the financial year were £264,283 (2019: £185,136).

Financially our aim is to return to a position whereby we can utilise client fees to increase the level of the Designated Fund to a point where the trustees can be confident that all future costs of any potential closure, have been set aside. Once this point has been reached our long-term plan is to begin to rebuild our unrestricted reserves.

The trustees and senior management meet on a regular basis to review budgeted income with actual expenditure and monitor closely any significant variations in anticipated cash-flow.

It is the policy of the organisation to aim to increase reserves to a level where we are able to continue, in the short term, to maintain and support existing services and users in the event of a loss of specific funding. To this end we believe that as an organisation we should be striving to ensure that our reserves at the end of any financial year are at least six months of total annual expenditure.

Our principal unrestricted funding sources are:

1. We are able to ask clients where possible to make a contribution towards the costs of some of our services.
2. We are able to charge for room hire to other agencies who wish to make use of our premises.
3. Donations from individuals and fundraising endeavours.

Details of our restricted funding is shown in Note 10.

## RELATE BRADFORD

### TRUSTEES' REPORT

*FOR THE YEAR ENDED 31 MARCH 2020*

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#### Statement of Directors Responsibilities

The directors of Relate Bradford are responsible for preparing the Trustees' Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

## RELATE BRADFORD

### TRUSTEES' REPORT

*FOR THE YEAR ENDED 31 MARCH 2020*

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The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. 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.

On behalf of the board of trustees



Trustee

Dated: 18 January 2021

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF RELATE BRADFORD**

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I report on the accounts of the charity for the year ended 31 March 2020, which are set out on pages 10 to 19.

#### **Respective responsibilities of Trustees and Examiner**

The trustees, who are also the directors of Relate Bradford for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's statement**

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
 have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Kevin J Meddings MAAT**  
**Stuart B Lodge & Co**  
**Chartered Accountants**  
**44 Bradford Road**  
**Idle**  
**Bradford**  
**West Yorkshire**  
**BD10 9PE**

Dated: 18 January 2021



## STATEMENT OF FINANCIAL ACTIVITIES

INCLUDING INCOME AND EXPENDITURE ACCOUNT - *FOR THE YEAR ENDED 31 MARCH 2020*

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b>Income</b>						
Donations		140	-	-	140	629
Fundraising		170	-	-	170	2,263
Income from charitable activities:						
Client income		25,566	-	-	25,566	44,701
Contract income		7,095	-	-	7,095	7,020
Other operating income		61,193	-	-	61,193	99,400
Investment income		347	-	-	347	18
Grants and related income	2	-	-	318,712	318,712	296,876
Other income		382	-	28	410	3,026
<b>Total income</b>		<u>94,893</u>	<u>-</u>	<u>318,740</u>	<u>413,633</u>	<u>453,933</u>
<b>Expenditure</b>						
Charitable activities	3	<u>23,129</u>	<u>-</u>	<u>311,357</u>	<u>334,486</u>	<u>354,685</u>
<b>Total expenditure</b>		<u>23,129</u>	<u>-</u>	<u>311,357</u>	<u>334,486</u>	<u>354,685</u>
<b>Net income net movement in funds before transfers</b>		71,764	-	7,383	79,147	99,248
<b>Transfers between funds</b>		<u>(71,764)</u>	<u>85,435</u>	<u>(13,671)</u>	<u>-</u>	<u>-</u>
<b>Net income /net movement in funds after transfers</b>		-	85,435	(6,288)	79,147	99,248
Total funds brought forward		<u>-</u>	<u>178,848</u>	<u>6,288</u>	<u>185,136</u>	<u>85,888</u>
<b>Total funds carried forward</b>		<u>-</u>	<u>264,283</u>	<u>-</u>	<u>264,283</u>	<u>185,136</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**BALANCE SHEET - AS AT 31 MARCH 2020**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b>Current assets</b>						
Debtors	8	650	-	54,794	55,444	19,650
Cash at bank and in hand		9,794	264,283	(31,211)	242,866	196,712
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total assets</b>		10,444	264,283	23,583	298,310	216,362
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Creditors: amounts falling due within one year</b>	9	(10,444)	-	(23,583)	(34,027)	(31,226)
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total assets less current liabilities</b>		-	264,283	-	264,283	185,136
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>The funds of the charity</b>						
Restricted funds	10	-	-	-	-	6,288
Unrestricted funds		-	-	-	-	-
Designated funds	11	-	264,283	-	264,283	178,848
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total charity funds</b>		-	264,283	-	264,283	185,136
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 18 January 2021.



Trustee  
Company Registration No. 02652414

## RELATE BRADFORD

### STATEMENT OF CASHFLOWS

*FOR THE YEAR ENDED 31 MARCH 2020*

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	Notes	2020	2019
		£	£
Cash used in operating activities	13	45,807	75,546
Cashflow from investing activities		347	18
		_____	_____
Increase in cash equivalents in the year		46,154	75,564
Cash equivalents at the beginning of the year		196,712	121,148
		_____	_____
Total cash equivalents at the end of the year		242,866	196,712
		_____	_____

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2020

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#### 1. Accounting policies

##### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention, unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should be prepared on a going concern basis.

##### 1.2 Incoming resources

Membership subscriptions, book sales and donations are accounted for when received by the Centre.

Grants of a revenue nature are also accounted for as and when received by the Centre, except where received in advance of the next year when they are deferred into the period to which they relate. Any unspent amounts are carried forward into the next financial year when considered appropriate.

##### 1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource.

##### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold improvements	3 years straight line
Equipment	3 years straight line

The directors have ratified a policy that only items of a capital nature with a cost in excess of £2,500 will be included in the balance sheet.

**1.5 Fund accounting**

Restricted funds are subject to specific conditions by donors as to how they may be used. The purpose and uses of the restricted funds are set out in the notes to the accounts.

**1.6 Pensions**

The charity pays contributions into The Peoples Pension which is a defined contribution workplace scheme.

**RELATE BRADFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**2. Grants and related income:**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Bradford Council: Children, Young People and Family Counselling	38,299	38,299
Clinical Commissioning Group (CCG); Relationship and PST Counselling	161,720	161,720
Bradford Council: Caring and Sharing	11,667	25,000
NHS/CCG: IAPT Couple Therapy for Depression	45,438	40,560
Northern Powergrid: Power of relationships	-	5,975
NHS/CCG Future in Mind: Mental Health Champions and School Links	45,171	20,528
West Yorkshire Police: Safer Communities, Reaching with Relate	-	4,794
Department of Health: CALM Counselling Service	16,417	-
	<hr/>	<hr/>
	318,712	296,876
	<hr/>	<hr/>

**NOTES TO THE ACCOUNTS (CONTINUED)**
**FOR THE YEAR ENDED 31 MARCH 2020**
**3. Charitable activities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Counselling salaries	133,602	145,431
Travelling expenses	341	636
Training and supervision fees	2,112	3,005
Books	-	222
Centre salaries	123,325	126,847
Rent and utilities	40,610	41,945
Rates and water	1,638	1,602
Insurance	2,052	1,819
Repairs and maintenance	192	192
Pension costs	6,177	5,991
Telephone	2,300	2,337
Centre running costs	3,935	5,791
Sundry expenses	256	427
Bank charges	838	942
Payroll costs	900	900
Advertising	108	-
Fundraising	100	500
Interpreter costs	255	-
DBS costs	103	190
Computer costs, IT and telephone upgrades	1,872	3,678
Governance costs (note 4)	13,770	12,230
	<hr/>	<hr/>
	334,486	354,685
	<hr/>	<hr/>

**4. Governance costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Relate federation charge	10,022	10,022
Independent examination fee (inc 2019 under provision)	3,000	1,920
Annual return and Companies House costs	13	13
Legal fees	-	275
Attendance at Relate federation AGM	735	-
	<hr/>	<hr/>
	13,770	12,230
	<hr/>	<hr/>



## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

#### 5. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2019 £nil). In 2019 one trustee was reimbursed £115 for travel and related costs

We can confirm that there are no related party transactions that require disclosure in the accounts (2019: none).

#### 6. Employees

##### Number of employees

The average number of employees during the year was:

	2020 Number	2019 Number
Counselling	8	10
Administration and cleaning	8	8
	<hr/>	<hr/>
	16	18

##### Employment costs

	2020 £	2019 £
Wages and salaries	243,849	258,163
Social security costs	13,078	14,115
Pension costs	6,177	5,991
	<hr/>	<hr/>
	263,104	278,269
	<hr/>	<hr/>

There were no employees whose annual emoluments were £60,000 or more.

#### 7. Tangible fixed assets

	Equipment £
<b>Cost</b>	
At 1 April 2019 and 31 March 2020	12,131
	<hr/>
<b>Depreciation</b>	
At 1 April 2019 and 31 March 2020	12,131
	<hr/>
<b>Net Book Value</b>	
At 31 March 2019 and 2020	-
	<hr/>

**NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020**
**8. Debtors**

	2020 £	2019 £
Prepayments	-	100
Trade debtors	55,444	19,550
	<u>55,444</u>	<u>19,650</u>

**9. Creditors: amounts falling due within one year**

	2020 £	2019 £
Accruals	3,680	1,800
Trade creditors	6,764	2,426
Deferred income	23,583	27,000
	<u>34,027</u>	<u>31,226</u>

**10. Restricted funds**

The income funds of the charity include restricted funds comprising unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2019 £	Incoming resources £	Movement in funds Resources expended £	Transfers £	Balance at 31 March 2020 £
Bradford Council: Children, Young People and Family Counselling	-	38,299	(47,799)	9,500	-
Clinical Commissioning Group (CCG): Relationship and PST Counselling	-	161,720	(166,635)	4,915	-
Bradford Council: Caring and Sharing	-	11,667	(11,664)	(3)	-
CCG Collaboration Prostate Cancer UK	2,334	-	-	(2,334)	-
NHS: IAPT Couple Therapy For Depression	-	45,438	(46,052)	614	-
Northern Powergrid: Power of Relationship'	2,249	-	(2,239)	(10)	-
NHS/CCG Future in Mind: Mental Health Champions and School Links	668	45,199	(19,506)	(26,361)	-
West Yorkshire Police: Safer Communities, Reaching with Relate	1,037	-	(1,045)	8	-
Department of Health: CALM Counselling Services	-	16,417	(16,417)	-	-
	<u>6,288</u>	<u>318,740</u>	<u>(311,357)</u>	<u>(13,671)</u>	<u>-</u>

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

---

### **Bradford Council: Children, Young People and Family Counselling**

To provide family and young people's counselling service

### **Clinical Commissioning Group (CCG): Relationship and PST Counselling**

To provide counselling and psycho-sexual therapy services for people across the district.

### **Bradford Council: Caring and Sharing**

To provide counselling services to people aged 50 or over who are caring for partners or family members with dementia, are ill, frail, disabled or have a mental health problem or substance misuse problem

### **NHS/CCG: IAPT Couple Therapy for Depression**

Counselling service for couples where one or both partners are experiencing mild to moderate depression

### **Prostate Cancer**

To provide specialist counselling services to individuals and couples whose intimate relationships have been affected by the impact of prostate cancer

### **Northern Powergrid: Power of Relationships**

This is a project providing training to frontline workers around the 'power of relationships' and signposting.

### **NHS/CCG Future in Mind: Mental Health Champions and School Links**

- To find ways of making sure that children and young people in Bradford Schools have access to useful and interesting information about mental health issues
- To take the stigma, shame and secrecy about mental health issues out of schools so that everyone, pupils, families and school staff can talk about mental health matters together
- To make it easier for children and young people, and their families to be able to ask for help with mental health issues

Mental Health Champions deliver to schools across the three Clinical Commissioning Groups at half termly meetings covering topics such as anxiety, self-harm and the mental health effects of bullying. We also organise extra training for school's mental health champions, to equip them to support pupils within school with mental and emotional difficulties.

### **West Yorkshire Police: Safer Communities, Reaching with Relate**

The Safer Communities Fund is a funded piece of work, delivered in schools by 'Reaching with Relate' – with facilitated group sessions in local primary and secondary schools, around the theme of healthy relationships.

### **Department of Health: CALM Counselling Services**

This service will bring together and expand three existing therapeutic counselling services for children/young people in Bradford:

- Trauma – informed therapeutic support (Family Action)
- Relate Bradford
- Step 2

This is funded by the Department of Health and Social Care/Public Health and the NHS Bradford and Craven CCG for three years.

**NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020**
**11. Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Movement in funds Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Liabilities Fund	120,000	-	-	-	120,000
Organisational Growth and Development Fund	58,848	-	-	85,435	144,283
	<u>178,848</u>	<u>-</u>	<u>-</u>	<u>85,435</u>	<u>264,283</u>

**12. Commitments under operating leases**

At 31 March 2020 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2020 £	2019 £
<b>Expiry date:</b>		
Within one year	30,000	36,000
Between two and five years	30,000	9,000
	<u>60,000</u>	<u>45,000</u>

**13. Reconciliation of net movement in funds to net cashflow from operating activities**

	2020 £	2019 £
Net movement in funds	79,147	99,248
Deduct interest income	(347)	(18)
Decrease in stock	-	222
(Increase)/decrease in debtors	(35,794)	13,660
Increase/(decrease) in creditors	2,801	(37,566)
	<u>45,807</u>	<u>75,546</u>
<b>Net cash used in operating activities</b>	<u>45,807</u>	<u>75,546</u>