

RELATE BRADFORD & LEEDS LTD
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

Charity Registration No. 1013811
Company Registration No. 02652414 (England and Wales)

RELATE BRADFORD & LEEDS LTD

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RELATE BRADFORD & LEEDS LTD**LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees

Paul Stockwell
Lynne Joyce
Saeed Khan
Magdalena O'Connell
Mahmud Nawaz
Jennifer Brearley
Sabreen Ahsan
Karen Bodger
Fiona Hibbits
Nazia Kotia
Susan Long
Hazel Murgatroyd
William Dawson
Catherine Jowitt (appointed 12 June 2023)

Charity number

1013811

Company number

02652414

Registered office

Bradford Trident Business Centre
1st Floor
11 Edward Street
Bradford
West Yorkshire
BD4 7BH

Independent examiner

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Bankers

The Co-Operative Bank
P O Box 101
1 Balloon Street
Manchester
M60 4EP

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their report and accounts for the year ended 31 March 2023.

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 & Leeds Ltd 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:-

Carol Ann Duerden (resigned 30 January 2023)
 Paul Stockwell
 Jonathan Smith (resigned 6 June 2023)
 Hazel Jackson (resigned 20 April 2022)
 Catherine Jowitt (resigned 18 July 2022 and re-appointed 12 June 2023)
 Lynne Joyce
 Saeed Khan
 Magdalena O'Connell
 Mahmud Nawaz
 Jennifer Brearley (appointed 10 May 2022)
 Sabreen Ahsan (appointed 8 March 2023)
 Karen Bodger (appointed 8 March 2023)
 Fiona Hibbits (appointed 8 March 2023)
 Nazia Kotia (appointed 8 March 2023)
 Susan Long (appointed 8 March 2023)
 Hazel Murgatroyd (appointed 8 March 2023)
 William Dawson (appointed 10 March 2023)

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 fourteen 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.

Day to day responsibility is with the CEO, Tina Butler, who is responsible for ensuring that the charity delivers 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

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

their skills and working practices in line with good practice. All practitioners receive supervision from the Clinical Supervisors.

Relate Bradford & Leeds Ltd, whilst being an autonomous organisation in its own right, 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.

Financial Review

This year the organisation can report a surplus of £11,645 (2022: surplus of £15,546).

Total reserves at the end of the financial year were £279,926 (2022: £265,281).

The trustees and senior leadership team 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 Designated Funds contains a fund specifically named Liabilities Fund which represents this amount.

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 9.

RELATE BRADFORD & LEEDS LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

Statement of Directors Responsibilities

The directors of Relate Bradford & Leeds Ltd 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.

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

Jennifer Brearley

Trustee

Dated: 14 December 2023

RELATE BRADFORD & LEEDS LTD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE BRADFORD

I report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 6 to 15.

Respective responsibilities of Trustees and Examiner

The trustees, who are also the directors of Relate Bradford & Leeds Ltd 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
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated: 18 December 2023

RELATE BRADFORD & LEEDS LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2023 £	Total 2022 £
Income						
Donations		1,701	-	-	1,701	7,630
Income from charitable activities:						
Client income		23,505	-	-	23,505	13,728
Contract income		-	-	41,700	41,700	30,511
Room hire		1,620	-	-	1,620	-
Investment income		112	-	-	112	27
Grants receivable	2	5,714	-	331,022	336,736	320,987
Other income		3,307	-	-	3,307	-
Job retention scheme		-	-	-	-	644
Total income		35,959	-	372,722	408,681	373,527
Expenditure						
Charitable activities	3	24,314	-	372,722	397,036	357,981
Total expenditure		24,314	-	372,722	397,036	357,981
Net income/net movement in funds before transfers		11,645	-	-	11,645	15,546
Transfers between funds		(11,645)	11,645	-	-	-
Net income/net movement in funds after transfers		-	11,645	-	11,645	15,546
Total funds brought forward		-	265,281	-	265,281	249,735
Total funds carried forward		-	276,926	-	276,926	265,281

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

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BALANCE SHEET AS AT 31 MARCH 2023

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2023 £	Total 2022 £
Current assets						
Debtors	7	704	-	21,743	22,447	66,722
Cash at bank and in hand		7,233	276,926	(9,629)	274,530	213,874
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total assets		7,937	276,926	12,114	296,977	280,596
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Creditors: amounts falling due within one year	8	(7,937)	-	(12,114)	(20,051)	(15,315)
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total assets less current liabilities		-	276,926	-	276,926	265,281
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
The funds of the charity						
Restricted funds	9	-	-	-	-	-
Unrestricted funds		-	-	-	-	-
Designated funds	10	-	276,926	-	276,926	265,281
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total charity funds		-	276,926	-	276,926	265,281
		<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 2023. 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 14 December 2023

Jennifer Brearley

Trustee

Company Registration No. 02652414

RELATE BRADFORD & LEEDS LTD

STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2022 £
Cash generated/(used) in operating activities	12	60,544	(51,128)
Cashflow from investing activities		112	27
Increase/(decrease) in cash equivalents in the year		60,656	(51,101)
Cash equivalents at the beginning of the year		213,874	264,975
Total cash equivalents at the end of the year		247,530	213,874

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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

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 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 note 9 to the accounts.

1.5 Pensions

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

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

2. Grants receivable:

	2023 £	2022 £
CBMDC: Children, Young People and Family Counselling	38,299	38,299
NHS WY ICB: Relationship and PST Counselling (Bradford)	161,720	161,720
NHS WY ICB: Schools/Young People	18,981	18,171
DoH: CALM Counselling Services	41,863	64,528
NHS WY ICB: Relationship Counselling (Leeds)	48,443	31,557
NHS WY ICB: Wellbeing	21,716	1,170
Horton and City Health Collaboration	5,714	-
One Adoption West Yorkshire	-	3,468
NHS West Yorkshire Integrated Care Board: Wellbeing Hub	-	2,074
	<hr/>	<hr/>
	336,736	320,987
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RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

3. Charitable activities

	2023 £	2022 £
Counselling and supervision salaries	140,786	124,814
Training and supervision fees	420	626
Centre salaries	171,383	154,674
Rent and utilities	42,115	36,547
Rates	1,664	699
Insurance	2,785	2,358
Pension costs	8,050	7,712
Telephone	749	1,035
Centre running costs	4,752	4,149
Membership fees	294	315
Payroll costs	900	900
Marketing	400	275
Interpreter costs	830	310
DBS costs	172	419
Computer costs, IT and telephone upgrades	8,037	10,561
Governance costs (note 4)	13,699	12,587
	<hr/>	<hr/>
	397,036	357,981
	<hr/>	<hr/>

4. Governance costs

	2023 £	2022 £
Relate federation charge	12,186	11,062
Independent examination fee	1,500	1,504
Annual return and Companies House costs	13	21
	<hr/>	<hr/>
	13,699	12,587
	<hr/>	<hr/>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2022 £nil).

We can confirm that there are no related party transactions that require disclosure in the accounts (2022: none).

6. Employees

Number of employees

The average number of employees during the year was:

	2023 Number	2022 Number
Counselling and supervision	8	8
Administration and management	9	9
	<u>17</u>	<u>17</u>

Employment costs

	2023 £	2022 £
Wages and salaries	295,262	264,850
Social security costs	16,907	14,638
Pension costs	8,050	7,712
	<u>320,219</u>	<u>287,200</u>

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

7. Debtors

	2023 £	2022 £
Prepayments	539	2,586
Trade debtors	21,908	64,136
	<u>22,447</u>	<u>66,722</u>

8. Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals	1,500	1,395
Trade creditors	6,437	13,920
Deferred income	12,114	-
	<u>20,051</u>	<u>15,315</u>

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

9. 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 2022 £	Incoming resources £	Movement in funds Resources expended £	Transfers £	Balance at 31 March 2023 £
CBMDC: Children, Young People and Family Counselling	-	38,299	(38,299)	-	-
NHS WY ICB: Relationship and PST Counselling (Bradford)	-	161,720	(161,720)	-	-
NHS: WY ICB: Talking Therapies	-	39,150	(39,150)	-	-
NHS: WY ICB: Schools/Young People	-	18,981	(18,981)	-	-
DoH: CALM Counselling Services	-	41,863	(41,863)	-	-
Parkinson's UK	-	1,235	(1,235)	-	-
NHS WY ICB: Relationship Counselling (Leeds)	-	48,443	(48,443)	-	-
NHS WY ICB: Wellbeing	-	21,716	(21,716)	-	-
Relate National Contracts	-	1,315	(1,315)	-	-
	-	372,722	(372,722)	-	-

City of Bradford Metropolitan District Council: Children, Young People and Family Counselling

To provide counselling for children, young people and families.

NHS West Yorkshire Integrated Care Board: Relationships and Psycho-Sexual Therapy Counselling (Bradford)

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

NHS West Yorkshire Integrated Care Board: Talking Therapies

To provide counselling services for couples where one or both partners are experiencing moderate depression.

NHS West Yorkshire Integrated Care Board: Schools/Young People

Young people's counselling is provided in schools or at the Relate Bradford & Leeds Centre with a focus on supporting the emotional wellbeing of the young person.

Department of Health: CALM Counselling Services

To support children, young people and families, who are struggling with their emotional health and wellbeing, which may be as a result of childhood trauma.

Parkinson's UK

To support people affected with Parkinson's across the Leeds area.

NHS West Yorkshire Integrated Care Board: Relationship Counselling (Leeds)

To provide counselling services for people who need adult relationship support, individually or for couples. There is an outpost in Leeds.

RELATE BRADFORD & LEEDS LTD

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

NHS West Yorkshire Integrated Care Board: Wellbeing Hub

To support people across the NHS and social care, impacted by COVID-19, with their relationships.

Relate National Contracts

To provide specific counselling sessions, across Bradford & Leeds.

10. 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 2022 £	Movement in funds		Transfers £	Balance at 31 March 2023 £
		Incoming resources £	Resources expended £		
Liabilities Fund	179,000	-	-	20,000	199,000
CALM Counselling Services Fund	24,528	-	-	(24,528)	-
Organisational Growth and Development Fund	61,753	-	-	16,173	77,926
	<u>265,281</u>	<u>-</u>	<u>-</u>	<u>11,645</u>	<u>276,926</u>

11. Commitments under operating leases

At 31 March 2023 the company had annual commitments under non-cancellable operating leases as follows:-

	Land and Buildings	
	2023 £	2022 £
Expiry date:		
Within one year	26,500	30,000
Between two and five years	-	7,500
	<u>26,500</u>	<u>37,500</u>

RELATE BRADFORD & LEEDS LTD**NOTES TO THE ACCOUNTS (CONTINUED)**
FOR THE YEAR ENDED 31 MARCH 2022**12. Reconciliation of net movement in funds to net cashflow from operating activities**

	2023	2022
	£	£
Net movement in funds	11,645	15,546
Deduct interest income	(112)	(27)
Decrease/(increase) in debtors	44,275	(35,493)
Increase/(decrease) in creditors	4,736	(31,154)
	<hr/>	<hr/>
Net cash generated/(used) in operating activities	60,544	(51,128)
	<hr/> <hr/>	<hr/> <hr/>