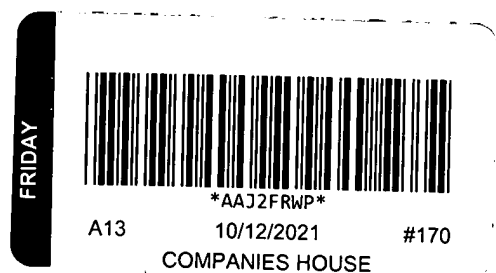


Raphael Centre
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2021

ROGER C OATEN
Chartered accountants
Ground Floor
23 Westfield Park
Redland
Bristol
BS6 6LT



Raphael Centre

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2021

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Raphael Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name Raphael Centre

Charity registration number 1033103

Company registration number 2629063

Principal office and registered office Raphael House
3 Hillside
Cotham
Bristol
BS6 6JP

The trustees

Mr A Brenard

Ms L Mantin

Mr G Trmal

Ms A Jay

(Appointed 30 June 2020)

Company secretary E Winkler

Independent examiner Roger C Oaten Chartered Accountants
Ground Floor
23 Westfield Park
Redland
Bristol
BS6 6LT

Structure, governance and management

The charity is registered under the Companies Act 2006 and is limited by guarantee. Its objects and constitution are defined in its Governing Document, The Memorandum and the Articles of the Association.

The directors of the company are also charity Trustees for the purposes of charity law and are known as members of the management committee. The members who served throughout the year and up to the date of this report are listed on page 1.

Objectives and activities for the public benefit

The objects of the charity are as defined in the charity's governing document and continue to be to provide care and associated facilities for adults who by reason of genetic or other disabilities are mentally handicapped and in need of care and support to assist them in overcoming poverty or conditions of hardship or distress and to enable them to live as full and independent a life as possible.

Raphael Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Achievements and performance

Staffing and Training

We have had staffing changes during this year due to Coronavirus, Michaela Christian & Lucy Mackilligan were furloughed from 1st April until 1st September 2020. Lucy, Fran Ward & Lisa Van DeVoort left employment during this year.

Michaela started maternity leave in September 2020, and we gained new staff members - Chloe Morris, Megan Buxton.

We also took on Abi Legg, Chiara Durrani & Ella Robertshaw as bank staff.

Training was restricted due to lockdown, however, we managed to complete Safeguarding & Fire Marshall training.

Maintenance

The main stonework has dominated and has been paid for by the Landlord. The Raphael Centre has contributed to various other issues in the house such as the plumbing work & radiators.

Tenants Report

We have had a full house of nine service users for the whole year.

Financial review

Our finances have been affected by 2 main difficulties: Firstly, the pandemic resulting in lockdowns meant we have spent more on staffing & health/safety supplies than usual. This was partially offset by grants from local council. The other issue has been the ongoing building works which has resulted in extra costs although, Raphael Centre did not bear the main burden of these and we have only been out of pocket by a small deficit. This is due to extra income received through fundraising.

We would like to thank: Wolfson Foundation, John James, & Baily Thomas for their generous support over the last couple of years

Reserves Policy

The charity requires sufficient reserves, in the form of working capital, in order to operate. The management committee consider that a level representing three month's trading expenses would be justifiable. Historically levels of reserves have been substantially below this figure. The charity aims to increase its reserves to that level as trading conditions permit, but not at the expense of the aims of the charity. This policy will be reviewed annually by the management committee before the Annual General Meeting, and submitted to the meeting for approval.

Raphael Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Financial review *(continued)*

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the money is spent in the short term so there are few funds for long term investment. Having options available, the Management Committee has decided to invest the available funds in ethical deposits. This has been the policy for many years and the Management Committee has been satisfied with the return from this type of deposit.

Principal Risks and Uncertainties

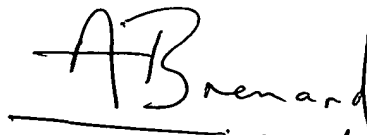

The Management Committee has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. External risks to funding cannot be influenced but are monitored closely. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, and residents. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 10 Nov 2021... and signed on behalf of the board of trustees by:

E Winkler
Charity Secretary

Raphael Centre

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Raphael Centre

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of Raphael Centre ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

The trustees are also the directors of the company for the purposes of company law are responsible for the preparation of the financial statements. 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of 'Accounting body'. 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:

- examine the accounts under section 145 of the 2011 Act;
- 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
- to state whether particular matters have come to my attention.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - 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
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached."



Roger C Oaten Chartered Accountants
Independent Examiner

Ground Floor
23 Westfield Park
Redland
Bristol
BS6 6LT

7.12.2021

Raphael Centre

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

		2021		2020
		Unrestricted	Total funds	Total funds
	Note	funds		
		£	£	£
Income and endowments				
Donations and legacies	5	49,291	49,291	60,595
Charitable activities	6	279,657	279,657	277,929
Investment income	7	92	92	266
Total income		<u>329,040</u>	<u>329,040</u>	<u>338,790</u>
Expenditure				
Expenditure on charitable activities	8,9	<u>325,183</u>	<u>325,183</u>	<u>345,860</u>
Total expenditure		<u>325,183</u>	<u>325,183</u>	<u>345,860</u>
Net income/(expenditure) and net movement in funds		<u>3,857</u>	<u>3,857</u>	<u>(7,070)</u>
Reconciliation of funds				
Total funds brought forward		79,950	79,950	87,020
Total funds carried forward		<u>83,807</u>	<u>83,807</u>	<u>79,950</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 15 form part of these financial statements.

Raphael Centre

Company Limited by Guarantee

Statement of Financial Position

31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	15	280	1,954
Current assets			
Debtors	16	32,436	23,494
Cash at bank and in hand		78,715	98,473
		<u>111,151</u>	<u>121,967</u>
Creditors: amounts falling due within one year	17	27,624	43,971
Net current assets		<u>83,527</u>	<u>77,996</u>
Total assets less current liabilities		<u>83,807</u>	<u>79,950</u>
Net assets		<u>83,807</u>	<u>79,950</u>
Funds of the charity			
Unrestricted funds		83,807	79,950
Total charity funds	20	<u>83,807</u>	<u>79,950</u>

For the year ending 31 March 2021 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 company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 10th Nov 2021 and are signed on-behalf of the board by:


A Brenard


E. WINKLER

The notes on pages 7 to 15 form part of these financial statements.

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Raphael House, 3 Hillside, Cotham, Bristol, BS6 6JP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2021

3. Accounting policies (continued)

Tangible assets (continued)

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% reducing balance

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Defined contribution plans *(continued)*

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The company is limited by guarantee not having share capital.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Grants				
Grants receivable Covid related	7,043	7,043	—	—
Grants receivable non-Covid related	1,392	1,392	—	—
Government grant income CJRS	11,256	11,256	—	—
Other donations and legacies				
Other donations and legacies	29,600	29,600	60,595	60,595
	<u>49,291</u>	<u>49,291</u>	<u>60,595</u>	<u>60,595</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Residential support income	264,486	264,486	257,518	257,518
Recharged expenditure	15,171	15,171	20,411	20,411
	<u>279,657</u>	<u>279,657</u>	<u>277,929</u>	<u>277,929</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	92	92	266	266

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Residential support	256,101	256,101	258,878	258,878
Support costs	69,082	69,082	86,982	86,982
	<u>325,183</u>	<u>325,183</u>	<u>345,860</u>	<u>345,860</u>

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Residential support	256,101	56,473	312,574	331,235
Governance costs	–	12,609	12,609	14,625
	<u>256,101</u>	<u>69,082</u>	<u>325,183</u>	<u>345,860</u>

10. Analysis of support costs

	Analysis of support costs activity 1 £	Total 2021 £	Total 2020 £
Premises	45,654	45,654	61,188
Communications and IT	5,186	5,186	2,314
General office	7,522	7,522	8,856
	<u>58,362</u>	<u>58,362</u>	<u>72,358</u>

11. Net income/(expenditure)

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

	2021 £	2020 £
Depreciation of tangible fixed assets	<u>1,674</u>	<u>1,728</u>

12. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,000</u>	<u>1,000</u>

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	185,422	169,104
Social security costs	10,195	9,851
Employer contributions to pension plans	3,815	3,330
	<u>199,432</u>	<u>182,285</u>

The average head count of employees during the year was 10 (2020: 10). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Management	1	1
Administration	1	1
Direct Charitable	8	8
	<u>10</u>	<u>10</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

14. Trustee remuneration and expenses

No Trustees received remuneration or honorarium during the year. Nor did they receive any expenses. No employee received remuneration in excess of £60,000 p.a.

15. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2020 and 31 March 2021	<u>43,131</u>
Depreciation	
At 1 April 2020	41,177
Charge for the year	<u>1,674</u>
At 31 March 2021	<u>42,851</u>
Carrying amount	
At 31 March 2021	<u>280</u>
At 31 March 2020	<u>1,954</u>

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

16. Debtors

	2021	2020
	£	£
Trade debtors	25,800	13,324
Prepayments and accrued income	6,636	10,170
	<u>32,436</u>	<u>23,494</u>

17. Creditors: amounts falling due within one year

	2021	2020
	£	£
Bank loans and overdrafts	393	305
Trade creditors	2,014	5,304
Accruals and deferred income	21,598	35,101
Social security and other taxes	3,619	3,261
	<u>27,624</u>	<u>43,971</u>

18. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,815 (2020: £3,330).

19. Government grants

The amounts recognised in the financial statements for government grants are as follows:

	2021	2020
	£	£
Recognised in income from donations and legacies:		
Government grants income	<u>11,256</u>	<u>—</u>

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

20. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
General funds	14,950	329,040	(325,183)	18,807
Designated Fund	65,000	—	—	65,000
	<u>79,950</u>	<u>329,040</u>	<u>(325,183)</u>	<u>83,807</u>

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
General funds	22,020	338,790	(345,860)	14,950
Designated Fund	65,000	—	—	65,000
	<u>87,020</u>	<u>338,790</u>	<u>(345,860)</u>	<u>79,950</u>

21. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2021 £
Tangible fixed assets	484	484
Current assets	110,254	110,254
Creditors less than 1 year	(27,463)	(27,463)
Net assets	<u>83,275</u>	<u>83,275</u>

	Unrestricted Funds £	Total Funds 2020 £
Tangible fixed assets	1,954	1,954
Current assets	121,967	121,967
Creditors less than 1 year	(43,972)	(43,972)
Net assets	<u>79,949</u>	<u>79,949</u>