

COMPANY REGISTRATION NUMBER: 03043493
CHARITY REGISTRATION NUMBER: 1050035

Time Together
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2021

LITHGOW PERKINS LLP
Chartered Accountants
Crown Chambers
Princes Street
Harrogate

Time Together
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2021

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Time Together

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	Time Together
Charity registration number	1050035
Company registration number	03043493
Principal office and registered office	Unit 10 Provincial Works The Avenue Harrogate

The trustees

T Brownbridge	Resigned 9 November 2021
C Trickett	
A J Shenton	
E A Denny	Appointed 1 November 2021
H Fairbrother	Appointed 1 November 2021
H M Shay	Appointed 1 November 2021
J Turner	
C A Brown	Resigned 1 November 2021

Company secretary	H Eaden (Appointed 1 November 2021) C A Brown (Resigned 1 November 2021)
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Accountants	Lithgow Perkins LLP Chartered Accountants Crown Chambers Princes Street Harrogate
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Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Objectives and activities

The principal activity of the charity is to promote and create valued social roles for people with disabilities, to support people with disabilities in developing new and maintaining existing friendships and to enable them to contribute their skills and abilities to their respective communities. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Time Together

Company Limited by Guarantee

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

Year ended 31 March 2021

Background

Time Together is a Registered Charity and Limited Company by guarantee, incorporated on 7 April 1995.

We are a Harrogate based charity that provides support services in North Yorkshire for disabled and autistic people with additional needs. Since 1995 we have been enabling and empowering individuals to live meaningful, inclusive, rewarding and fulfilling lives in the community and our activities provide benefit to members of our local community.

The majority of our efforts go into providing direct care to individuals. We provided over 400 hours per week (21,000 hours per year) of individual one-to-one support. We also facilitate small group-based activities throughout the year, these have been either on hold or conducted virtually during the COVID-19 pandemic. Alongside meeting basic care needs, the emphasis in all of our activities is promoting shared enjoyment and improved social opportunity for people who are otherwise vulnerable to becoming isolated.

- **Our Vision**

People in the Harrogate area with support needs live life well

- **Mission**

Time Together provides people with support needs living in Harrogate and its surrounding area with the choices, personalised support and opportunities they need to improve their independence, wellbeing and community connection.

- **Values**

Everything we do is underpinned by our values. As an organisation we are:

Passionate about what we do

Open, honest and ***inclusive*** in the way we operate and communicate

Enabling in the way we support individuals

Caring – we treat everyone with respect and kindness

Loyal and ***dedicated*** – both staff to the organisation and vice versa and to the clients we support

Flexible and ***accommodating*** in our approach

Time Together

Company Limited by Guarantee

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

Year ended 31 March 2021

Business management review

Whilst keeping clients very much at the centre of our work, as a caring charity, we have a clear responsibility to review and strengthen our purpose, objectives and effectiveness of care provision. Our approach is characterised by gradual progressive changes which build on successes without jeopardising continuity.

Following the resignation of our existing Service Manager in March 2020 the Trust board reviewed the structure of our management and leadership team. Our very capable Assistant Manager was recruited into the Service Manager role and we have subsequently retitled this to CEO. The service now operates with a CEO, a Deputy Manager, two Senior Support Workers, a team of Support Workers and a newly recruited Administrator.

Maintaining and developing standards

The most recent inspection of our services carried out by the Care Quality Commission was on 20 December 2019.

In giving their rating the Care Quality Commission ask:

Is the service

- Safe
- Effective
- Caring
- Responsive
- Well-led

The service was rated as 'good' overall, having remained so since the previous inspections in April 2015 and April 2017.

The full report is available at; <https://www.cqc.org.uk/location/1-580243993>

The Trust Board

We are governed by a small voluntary Board of Trustees who are also Company Directors of Time Together and responsible for overseeing the work of the organisation, setting strategic direction, ensuring regulatory compliance, and acting as ambassadors for the organisation. Trustees typically meet on a six to eight weekly basis, or more frequently if necessary, and bring a wide range of skills and experience including: financial skills, first-hand experience of being parents/carers of our client groups, educational experience, charity governance and management, strategic planning, budgeting and regulatory knowledge and awareness of other areas important to our work, such as safeguarding.

Our approach to trustee induction involves supporting new trustees to understand the work of the organisation to enable them to see the impact that their decisions may have. Trustees are encouraged to become directly involved in activities alongside our clients and to join the staff at times in their administrative and management work at the small team office. Trustees can join in training which is provided to the staff team, and are offered training specific to their role.

Time Together

Company Limited by Guarantee

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

Year ended 31 March 2021

The Trust Board (Continued)

Trustees in post at the time this report was approved:

Office	Name
Chairperson	Jane Turner
Treasurer	Chris Trickett
Secretary	Helen Eaden
Trustee	Anthea Shenton
Trustee	Emma Denny
Trustee	Harriet Fairbrother
Trustee	Helen Shay

We are pleased that our Trustees continue to be loyal and committed to Time Together, and that we have excellent continuity. We however continue to review the skill mix of Trustees and to seek new Trustees who will bring appropriate skills and experience to the organisation.

Staff

Time Together provides employment for a team of around 20 staff which is a mix of full time and part time hours.

Despite the fact that there are challenges in recruitment in the care sector and lower rates of pay, we try to ensure that staff feel rewarded in their work and we continue to have a relatively low turnover of staff, some of whom have been with Time Together for over ten years. There is good staff loyalty to Time Together and its purpose.

Embedding Time Together into the community

Though Time Together has a robust individual identity, we are aware that this is strengthened by working with and accepting support from other organisations in our community which we continue to develop strong links in working jointly with.

We encourage others to share in our resources and are pleased to continue to welcome community groups and organisations such as musical societies and fitness classes to use our premises and individuals who hire our sensory room facilities - some of these activities have been on hold during the pandemic.

Financial stability

The trend over recent years of having to work harder to maintain a secure financial position continues. Pressure from reduction in overall care budgets through ongoing 'austerity' measures means that we have to be very cautious in agreeing any expenditure and that we have had to invest significant time in working to achieve other incomes to support and extend the range of services and opportunities we can offer to clients. We are careful to keep under review and renegotiate contracts such as phone facilities, to ensure that the charity funds are used as effectively as possible.

Reviews of our risk register have led us to consider lesser threats to our stability and continuity, along with more significant threats potentially associated with Brexit and with possible increased staff sickness in a flu epidemic. At that stage, however, we could not possibly envisage the major threat that the impending pandemic posed to our clients, services, and the lives of all of us.

Time Together

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

Year ended 31 March 2021

Financial stability (continued)

We have been fortunate to receive donations this year from Linden Trust, Fenton Trust, St Peter's Church, Harrogate, and from a number of other private donors. Charitable giving and income from client services has supported the continuation of Time Together as a viable organisation.

During the pandemic, we have been fearful at times for the continuity of our organisation and for the wellbeing of those we serve but we can say that, as of November 2021, we continue to have a sound financial position and are able to maintain individualised care for all our clients.

Use of our building

For the past 8 years, Time Together has been based in a building which affords us a small office space and a good-sized hall that provides space for a variety of activities for our clients and local community uses.

Unfortunately, during the pandemic, we had to suspend all of our in-person groups and community activities in our premises due to COVID-19 pandemic restrictions, some of which continued virtually, but we are using this as an opportunity to rethink our key purpose and develop new activities once the situation allows this.

Looking forward

We had been looking forward to celebrating our 25th Anniversary in April 2020 but this remains on hold until restrictions allow. We are, however, heartened by the fact that Time together has provided a great quality of care and opportunities for over a quarter of a century and we look forward to a bright future ahead.

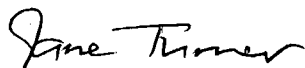
Financial Review

The surplus for the year was £108,984 (2020: deficit £20,147). The balance of funds at the end of the year was £120,573 (2020: £11,589) and these reserves are considered adequate for our purposes and our plans for the year ahead.

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 16 December 2021 and signed on behalf of the board of trustees by:



Jane Turner
Chair of Trustees
On behalf of the Trust Board

Time Together

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Time Together

Year ended 31 March 2021

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company'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.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Michael Briggs FCA
Independent Examiner

Crown Chambers
Princes Street
Harrogate

16 December 2021

Time Together
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)

31 March 2021

			2021		2020
	Note	Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
Income and endowments					
Donations and legacies	5	8,856	-	8,856	15,130
Other trading activities	6	367,771	-	367,771	378,479
Grants	7	36,665	22,017	58,682	5,884
Total income		413,292	22,017	435,309	399,493
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	8	(296,630)	(25,203)	(321,833)	(415,019)
Expenditure on charitable activities	9,10	(1,992)	(2,500)	(4,492)	(4,621)
Total expenditure		(298,622)	(27,703)	(326,325)	(419,640)
Net income and net movement in funds		114,670	(5,686)	108,984	(20,147)
Reconciliation of funds					
Total funds brought forward		2,841	8,748	11,589	31,736
Total funds carried forward		117,511	3,062	120,573	11,589

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

Time Together
Company Limited by Guarantee
Statement of Financial Position
31 March 2021

		2021	2020
		£	£
Fixed assets			
Tangible fixed assets	15	8,072	10,799
Current assets			
Debtors	16	4,023	6,204
Cash at bank and in hand		111,948	7,740
		<u>115,971</u>	<u>13,944</u>
Creditors: amounts falling due within one year	17	3,470	13,154
Net current assets		<u>112,501</u>	<u>790</u>
Total assets less current liabilities		<u>120,573</u>	<u>11,589</u>
Funds of the charity			
Unrestricted funds		117,511	2,841
Restricted funds		3,062	8,748
Total charity funds	18	<u>120,573</u>	<u>11,589</u>

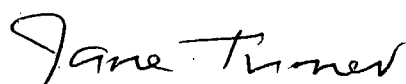
For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees responsibilities:

- ☐ The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- ☐ The trustees 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 16 December 2021, and are signed on behalf of the board by:



J Turner
Trustee

Time Together
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2021

1. General information

The charity is 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 Unit 10, Provincial Works, The Avenue, Harrogate.

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 Charities Act 2011.

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.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- (a) No cash flow statement has been presented for the company.
- (b) Disclosures in respect of financial instruments have not been presented.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the purposes of the charity. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when imposed by the donor or when funds are raised for any particular restricted purposes.

Time Together

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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

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:

Equipment	- 25% reducing balance
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4. Limited by guarantee

The company is a private company limited by guarantee and consequently does not have any share capital. Each of the members are liable to contribute an amount not exceeding £10 towards the assets of the company in the event of a liquidation.

Time Together

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2021

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations				
Voluntary income	8,856	-	8,856	15,130

6. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Client mileage	9,582	-	9,582	9,243
Day services	358,189	-	358,189	369,236
	367,771	-	367,771	378,479

7. Government grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Costs of generating voluntary income	36,665	22,017	58,682	5,884

8. Costs of other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Wages and salaries	239,218	11,743	250,961	329,371
Employer's NIC	9,865	-	9,865	16,631
Depreciation	2,727	-	2,727	3,600
Other expenses	44,820	13,460	58,280	65,417
	296,630	25,203	321,883	415,019

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Support costs	1,992	2,500	4,492	4,621

Time Together
Company Limited by Guarantee
Notes to the Financial Statements (continued)

Year ended 31 March 2021

10. Expenditure on charitable activities by activity type

	Support costs	Total funds 2021	Total fund 2020
	£	£	£
Governance costs	4,492	4,492	4,621

11. Net income

Net income is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	2,727	3,600

12. Independent examination fees

	2021	2020
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	810	780

13. Staff costs

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

	2021	2020
	£	£
Wages and salaries	250,961	329,371
Social security costs	9,865	16,631
	260,826	346,002

The average head count of employees during the year was 20 (2020: 21). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No	No
Number of staff	13	9

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

14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity were received by the trustees.

No trustee expenses have been incurred.

Time Together
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2021

15. Tangible fixed assets

	Equipment £
Cost	
At 1 April 2020	44,550
Additions	-
At 31 March 2021	<u>44,550</u>
Depreciation	
At 1 April 2020	33,751
Charge for the year	2,727
At 31 March 2021	<u>36,478</u>
Carrying amount	
At 31 March 2021	<u>8,072</u>
At 31 March 2020	<u>10,799</u>

16. Debtors

	2021 £	2020 £
Trade debtors	-	5,577
Other debtors	4,023	627
	<u>4,023</u>	<u>6,204</u>

17. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	947	2,434
Social security and other taxes	1,458	9,940
Other creditors	1,065	780
	<u>3,470</u>	<u>13,154</u>

Time Together

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

18. Analysis of charitable funds

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
Unrestricted funds	2,841	413,292	(298,622)	117,511
Restricted funds	8,748	22,017	(27,703)	3,062
	<u>11,589</u>	<u>435,309</u>	<u>(326,325)</u>	<u>120,573</u>

Restricted funds consist of donations from parties that are to be used only for the intended purpose of the donor. These funds are kept in a separate bank account by the charity.

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	8,072	-	8,072
Current assets	112,909	3,062	115,971
Creditors less than 1 year	(3,470)	-	(3,470)
Net assets	<u>117,511</u>	<u>3,062</u>	<u>120,573</u>

20. Related parties

The company is controlled by the members.