

**Charity Registration No. 1079270**

**Company Registration No. 3909277 (England and Wales)**

**RELATE WEST SURREY**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 22**

# RELATE WEST SURREY

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## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Directors/Trustees</b>	Simon Collins Gary Couch (Treasurer) Leslie J Mussett (Chair) Alex Nairn (Vice Chair) Ajitpal Rekhi Elizabeth Taylor (Company Secretary)
<b>Secretary</b>	Elizabeth Taylor
<b>Chief Executive Officer</b>	Jill Rawling
<b>Registered Charity number</b>	1079270
<b>Company registration number</b>	3909277
<b>Registered office</b>	Provincial House 26 Commercial Way Woking Surrey GU21 6EN
<b>Independent examiner</b>	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF

## **RELATE WEST SURREY**

### **CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2022**

The year reported has seen a continuation in the impact of Covid with all counselling sessions being carried out through the web. This has meant most staff working from home which they have done with great commitment and for which I offer thanks on behalf of my Board colleagues. Not surprisingly our counselling staff, like our potential clients, have suffered from Covid which has impacted on availability of counselling hours.

Undoubtedly the impact of the various lockdown periods has also impacted on the demand for service with traditional couple counselling at lower than hoped for levels. We have also seen increasing demand for bursaries as personal budgets have been under pressure. However, we have been fortunate in receiving additional one-off grants to support the demand.

As I reported last year our work with young people is mainly contracted through Surrey Wellbeing Partnership with Surrey and Borders Partnership NHS Foundation Trust and demand continues unabated. However, the contract has created some issues for us in the promptness of agreeing budgets and the increasing demand for data which has exceeded the original expectations. This has meant increased workload for our administrative staff resulting in increased costs against those originally anticipated.

We continue to benefit from grants from both Woking Borough Council and Elmbridge. However, it was disappointing to learn towards the year end that our Woking grant would be reduced for 2022-23 by two thirds. At the same time, we were notified of a significant increase in our service charge for our Woking offices, which are council owned. This has necessitated discussions with council representatives in an attempt to reach an acceptable solution. Dependent on the outcome of those discussions we may have to consider possible alternatives.

During the year three longstanding trustees left the Board. Simon Atkinson and Alison McLennan retired, having completed their maximum terms of 8 years' service and Fengyang Zou resigned as a trustee through pressure of her outside work. I should like to thank each of them for their outstanding contribution to the Charity.

The coming year will hopefully see a gradual return to face-to-face counselling, but it is unlikely that we will return to the number of outposts previously provided. The pandemic has undoubtedly had an impact on the way in which we operate. I should like to thank all staff and Trustees for their commitment to the Charity during these difficult times.



L J Mussett

Chair

**The Trustees present the report and accounts for Relate West Surrey for the year ended 31 March 2022.**

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 governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)(effective 1 January 2019)".

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Board of Trustees (who are also the Directors of the Company) currently comprises nine members, and for the purpose of company law, those who served during the year were:

Simon Atkinson (resigned 30 September 2021)

Simon Collins

Gary Couch (Treasurer)

Alison McLennan (resigned 31 March 2022)

Leslie J Mussett (Chair)

Alex Nairn (Vice Chair)

Joss Patterson (appointed 28 March 2022; resigned 27 April 2022)

Ajitpal Rekhi

Elizabeth Taylor (Company Secretary)

Fengyang Zou (resigned 14 October 2021)

None of the Trustees has any beneficial interest in the Company. All of the Trustees are members of the Company and guarantee to contribute £1 in the event of a winding up.

**Governing Document**

Relate West Surrey (the Company/the Charity) is a company limited by guarantee, registered in England and Wales (Company no. 3909277) and is also an independent registered charity (Charity Registration no. 1079270). The Company is bound by its Memorandum & Articles of Association and the bylaws of Relate National.

**Equality and Diversity**

Relate West Surrey recognises and accepts its legal obligations under the Equality Act 2010. Under this Act, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation are protected characteristics. Employees, volunteers and applicants for employment who have one or more of these characteristics are protected from all forms of unlawful discrimination in the workplace,

including: direct and indirect discrimination; discrimination by association; discrimination by perception; discrimination arising from disability; harassment and victimisation.

Relate West Surrey seeks to employ a workforce that reflects the diverse community at large because Relate West Surrey values the individual contribution of people irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Relate West Surrey will use its best endeavours to provide a working environment free from unlawful discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Relate West Surrey undertakes to review periodically its recruitment and selection criteria and procedures to maintain a system where individuals are selected solely on the basis of their merits and abilities.

Relate West Surrey undertakes to review its employment practices, policies and procedures, including opportunities for training and promotion, pay and benefits, discipline, selection for redundancy and retirement, to ensure that it avoids all forms of unlawful discrimination in the workplace.

All employees, volunteers and clients will be treated with dignity and respect. Relate West Surrey recognises that harassment, bullying and victimisation are forms of unlawful discrimination and has a separate policy statement on dignity at work which deals with these issues.

Relate West Surrey will make reasonable adjustments to its recruitment and selection arrangements and procedures to ensure that no applicant for employment is disadvantaged because of a disability. Whenever reasonable and practicable, Relate West Surrey will make adjustments to retain disabled employees in its workforce. This may include making reasonable adjustments to working arrangements and practices, making changes to the physical environment and/or providing auxiliary aids and services.

Relate West Surrey will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and may be subject to the Disciplinary Procedure. Relate West Surrey further seeks to give all employees equal opportunity and encouragement to progress within the organisation.

Relate West Surrey will monitor and review the operation of this policy and will implement any changes required by law or to improve its effectiveness.

### **Organisational Structure**

Relate West Surrey has an Executive Committee made up of Directors/Trustees who are jointly responsible for strategic direction, decision making and policy of the organisation. The centre Chief Executive Officer (CEO) has day to day responsibility for operational implementation and for meeting agreed objectives and provides regular reports to the Executive Committee and attends the Board Meetings. In order to enhance the governance of the Company three sub-

committees of the Board operate in key areas namely Finance, Marketing, and Governance and have specific terms of reference. These meetings are attended by members of the Executive Committee, who have relevant experience, together with the CEO and other members of staff as required.

## **VISION**

The vision of Relate West Surrey is: a future where healthy relationships are actively promoted as the heart of a thriving society.

## **Mission**

The mission of Relate West Surrey is to make support for healthy relationships available to everyone by:

- Helping couples, families and individuals to make relationships work better;
- Helping children and young people to ensure their mental wellbeing in their daily lives;
- Delivering inclusive, high-quality services that are relevant at every stage of life;

## **Objectives and Activities**

The objectives of Relate West Surrey are:

- To educate the public concerning the benefits of secure couple relationships, marriage and family life in order to improve the emotional, sexual and spiritual well-being of individuals which is derived from committed relationships;
- To seek to enhance the good health, both mental and physical, of adults and children by increasing public awareness of the benefit of committed couple relationships, marriage, and family life and working to prevent poverty, hardship and distress caused by the breakdown of such relationships;
- To provide counselling, advice, education, guidance and relief to adults and/or children in relation to any aspect of contemporary life or work which may prejudice their physical and mental well-being, or influence either directly or indirectly, their present or future family or couple relationships;
- To relieve those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake and there has been no change in these during the year.

## **Risk Management**

The Directors/Trustees are responsible for the management of the risks faced by the organisation. Risks are identified annually by each of the sub-committees who then assess,

review and take any necessary remedial action prior to recommendation to the Executive Committee.

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Through the risk management process the Trustees are satisfied that any major risks have been identified and action taken where necessary. It is recognised that systems can only provide reasonable, not absolute assurance that major risks have been adequately managed.

## **OPERATIONAL REVIEW**

### **What we do**

Relate West Surrey is part of the largest, most professional and most experienced relationship counselling service in the country, Relate National. We help people to work through their relationship difficulties and reach their own decisions about the best way forward. There are six ways in which we provide this service:

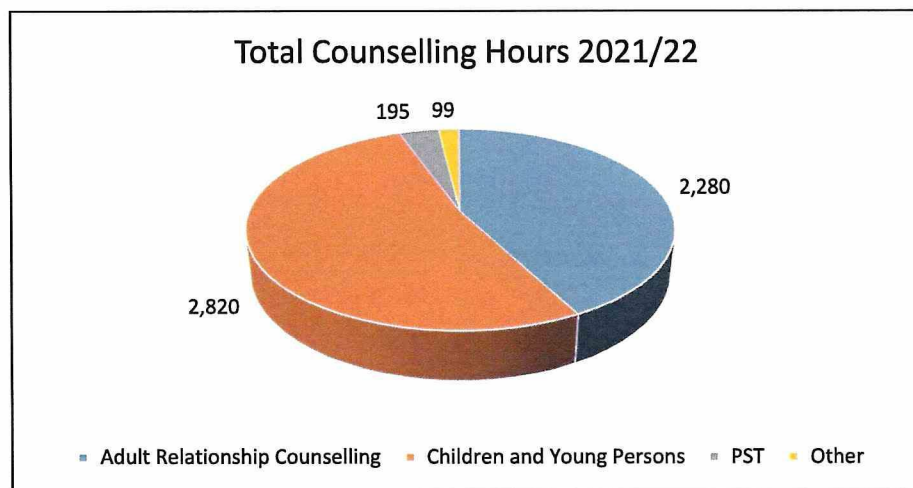
- Relationship counselling
- Children and young people's counselling
- Family counselling
- Family mediation
- Psychosexual therapy

Clients can move seamlessly from one service to another as counselling proceeds. For example, a couple with relationship difficulties can be seen as a family, where the problems between them are affecting their children. A Continuing Professional Development (CPD) regime delivers our core training programme for counsellors.

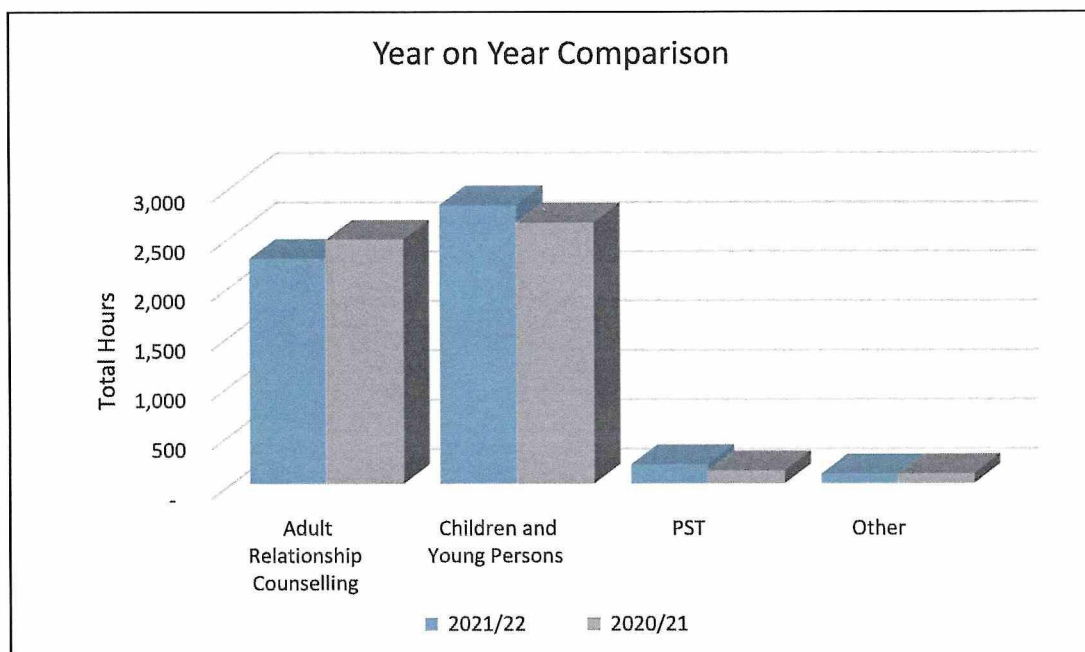
### **The year in review**

Due to the COVID-19 pandemic, Relate West Surrey continued to adapt digital tools to provide services online, with limited face to face counselling resuming in March, 2022.

In 2021/22, these services accounted for a combined total of 5,394 counselling hours, a small increase on 2020/21. The balance of our services changed, with services to children and young people's counselling now accounting for more than half of our total hours, as shown in the chart below:



The chart below shows our service delivery has changed between over the last two years



## **Developments in 2021/22**

Below is a summary of the main developments over the year:

- **Site Changes**

We closed our Walton office on 1 January, 2022 as there were restrictions in place to prevent face to face counselling. Our main office in Woking remained open for admin purposes and re-opened for face to face counselling in April, 2022 on a limited basis.

- **CAMHS**

We started a new 7 year CAMHS contract on 1 April, 2021 as part of a partnership of 13 voluntary sector organisations. We will be counselling more than 400 young people and their families each year to help prevent more serious mental health issues.

- **Individual Counselling**

We launched a new service for adult individuals whose mental health has been affected by the pandemic in January, 2022. We have seen those with anxiety, low mood, loneliness and bereavement.

- **Counsellors**

We suffered a significant loss of adult relationship counsellors during the year, as many set up private practices to satisfy the demand for counselling, much of which was provided by video. These skilled practitioners have been difficult to replace.

- **Funding**

Our grant funding fell by almost £14,000 last year, despite our best efforts. This reflected the growing demand for funding from all in the charity sector.

## **FINANCIAL REVIEW**

The Operating Loss increased to £79,152 in 2021/22 from £13,885 the previous year. Revenues were up by £31,571 (9%) reflecting increased fee charges in certain service lines, whilst costs rose by £96,475 (27%) as a result of the set up costs associated with our new long term CAMHS contract, the withdrawal of furlough payments and significantly increased occupancy costs on our Woking head office.

We suffered a major fall in grant income of £13,957 (29%), which was partially offset by donations rising by £6,290 (21%), leading to a loss for the year of £7,963 (2020/21: £64,971 surplus). Many of our traditional grant providers appear to be under some financial pressure

and the Directors recognise that in the absence of grant support, it may be necessary to curtail some of the less economic services we currently deliver.

Unrestricted funds stood at £147,562 at 31 March, 2022 (2021: £155,525). These funds represent the equivalent of approximately four months of operating costs. The Trustees believe it prudent to retain this level of reserves to enable the charity to weather the current uncertain environment and continue to serve our clients.

Leslie J Mussett  
Chair and Trustee  
Dated

*L J Mussett*  
*29/9/22.*

## **ACKNOWLEDGEMENTS**

The Trustees and staff would like to thank the following people and organisations for their support during the year:

Arnold Clark

Community Foundation Surrey

Elmbridge Borough Council

Edward Gostling Foundation

High Sherriff of Surrey Youth Awards

National Lottery Community Fund

Persimmon

Woking Borough Council

# RELATE WEST SURREY

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF RELATE WEST SURREY

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I report to the trustees on my examination of the financial statements of Relate West Surrey (the charity) for the year ended 31 March 2022.

#### **Responsibilities and basis of report**

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **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 Association of Chartered Certified Accountants, 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



**Frances Wilde FCCA DChA**

Warner Wilde  
Chartered Certified Accountants  
4 Marigold Drive  
Bisley  
Surrey  
GU24 9SF

Dated: 29 September 2022

## RELATE WEST SURREY

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Unrestricted funds 2021 £
	Notes		
<b><u>Income from:</u></b>			
Counselling fees	4	205,866	210,052
Contract income	4	164,280	130,188
Other trading activities	5	1,000	-
Investments	6	735	71
<b>Total income</b>		<b>371,881</b>	<b>340,311</b>
<b><u>Expenditure on:</u></b>			
Raising funds	7	8	(355)
Charitable activities	8	451,025	354,550
<b>Total expenditure</b>		<b>451,033</b>	<b>354,195</b>
<b>Operating loss</b>		<b>(79,152)</b>	<b>(13,884)</b>
Grants		35,013	48,970
Donations and legacies		36,176	29,886
<b>Net movement in funds</b>		<b>(7,963)</b>	<b>64,972</b>
Fund balances at 1 April 2021		155,525	90,553
<b>Fund balances at 31 March 2022</b>		<b>147,562</b>	<b>155,525</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

# RELATE WEST SURREY

## BALANCE SHEET

AS AT 31 MARCH 2022


		2022		2021 as restated	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	13		237		405
<b>Current assets</b>					
Debtors	14	14,454		43,171	
Cash at bank and in hand		155,522		125,142	
		<u>169,976</u>		<u>168,313</u>	
<b>Creditors: amounts falling due within one year</b>	15	(22,651)		(13,193)	
Net current assets			147,325		155,120
<b>Total assets less current liabilities</b>			<u>147,562</u>		<u>155,525</u>
<b>Income funds</b>					
Unrestricted funds			147,562		155,525
			<u>147,562</u>		<u>155,525</u>

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 2022.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements 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 sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The accounts were approved by the Trustees on 29 September 2022

  
 .....  
 Leslie J Mussett (Chair)  
 Trustee

  
 .....  
 G. Conner  
 Trustee

Company Registration No. 3909277

# RELATE WEST SURREY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

#### Charity information

Relate West Surrey is a private company limited by guarantee incorporated in England and Wales. The registered office is Provincial House, 26 Commercial Way, Woking, Surrey, GU21 6EN.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

When amounts are received in advance for delivery of service, such amount is recorded as and when the service is performed rather than when the amount is contractually earned.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# RELATE WEST SURREY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Tangible fixed assets are stated at cost less depreciation. Assets are capitalised over £100. 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:

Fixtures, fittings & equipment	Straight line over three years.
--------------------------------	---------------------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# RELATE WEST SURREY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# RELATE WEST SURREY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 3 Donations and legacies

	2022	2021
	£	£
Donations and gifts	8,303	2,580
Donated goods and services	27,873	27,306
	<u>36,176</u>	<u>29,886</u>

### 4 Charitable activities

	2022	2021
	£	£
Counselling fees	205,866	210,052
Services provided under contract	164,280	130,188
Performance related grants	35,013	48,970
	<u>405,159</u>	<u>389,210</u>
Woking Borough Council	15,000	15,000
Elmbridge Borough Council	8,970	8,970
Community Foundation Surrey	-	15,000
National Lottery Community Fund	3,043	10,000
High Sheriff Youth Awards	2,000	-
Edward Gostling	5,000	-
Persimmon	1,000	-
	<u>35,013</u>	<u>48,970</u>

iRelate and PST income £28,670 (2021: £19,498) are included within 'Counselling Fees'. The 2021 income has been reclassified from 'Contract income'.

### 5 Other trading activities

	Unrestricted funds	Total
	2022	2021
	£	£
Fundraising events	<u>1,000</u>	<u>-</u>

# RELATE WEST SURREY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 6 Investments

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
Rental income	735	70
Interest receivable	-	1
	<u>735</u>	<u>71</u>

### 7 Raising funds

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
<u>Fundraising and publicity</u>		
Other fundraising costs (including refunded Marathon fee)	8	(355)
	<u>8</u>	<u>(355)</u>

### 8 Charitable activities

	Counselling Services 2022 £	Counselling Services 2021 £
Staff costs	322,593	258,179
Quality assurance and support	20,840	29,774
Office overheads	30,328	22,298
Premises costs	56,345	27,241
Relate Federation Central cost	15,710	12,406
Donated counselling services	3,525	2,958
	<u>449,341</u>	<u>352,856</u>
Share of support costs (see note 9)	168	98
Share of governance costs (see note 9)	1,516	1,596
	<u>451,025</u>	<u>354,550</u>

## RELATE WEST SURREY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

#### 9 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Depreciation	168	-	168	98	-	98
Independent Examiner's Fee	-	1,516	1,516	-	1,596	1,596
	<u>168</u>	<u>1,516</u>	<u>1,684</u>	<u>98</u>	<u>1,596</u>	<u>1,694</u>
Analysed between Charitable activities	<u>168</u>	<u>1,516</u>	<u>1,684</u>	<u>98</u>	<u>1,596</u>	<u>1,694</u>

#### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, but nil (2021: nil) of them were reimbursed a total of £nil (2021: nil) travel expenses.

## RELATE WEST SURREY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

#### 11 Employees

##### Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Counselling	25	29
Reception	6	11
Support	3	3
	<u>34</u>	<u>43</u>

##### Employment costs

	2022 £	2021 £
Wages and salaries	307,867	246,566
Social security costs	11,686	8,969
Other pension costs	3,040	2,643
	<u>322,593</u>	<u>258,178</u>

All 34 (2021: 43) staff were part time employees, The table represents the average number of posts for the year.

The cost of Key Management Personnel during the year was £95,555 (2021: £85,885) including Employers National Insurance contributions.

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

#### 12 Taxation

The charity is exempt from corporation tax on its charitable activities.

# RELATE WEST SURREY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 13 Tangible fixed assets

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 April 2021	21,368
Disposals	(14,035)
At 31 March 2022	7,333
<b>Depreciation and impairment</b>	
At 1 April 2021	20,963
Depreciation charged in the year	168
Eliminated in respect of disposals	(14,035)
At 31 March 2022	7,096
<b>Carrying amount</b>	
At 31 March 2022	237
At 31 March 2021	405

### 14 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	-	13,309
Other debtors	9,031	25,322
Prepayments and accrued income	5,423	4,540
	14,454	43,171

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

	Notes	2022 £	2021 £
Other taxation and social security		4,753	5,319
Deferred income	16	9,297	2,356
Trade creditors		6,299	3,297
Other creditors		796	821
Accruals		1,506	1,400
		22,651	13,193

## RELATE WEST SURREY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

#### 16 Deferred income

	2022 £	2021 £
Other deferred income	9,297	2,356

Deferred income is included in the financial statements as follows:

	2022 £	2021 £
Deferred income is included within:		
Current liabilities	9,297	2,356
Movements in the year:		
Deferred income at 1 April 2021	2,356	4,261
Released from previous periods	(2,356)	(1,905)
Resources deferred in the year	9,297	-
Deferred income at 31 March 2022	9,297	2,356

#### 17 Retirement benefit schemes

##### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £3,040. (2021 - £2,643).

#### 18 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

## RELATE WEST SURREY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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#### 19 Prior period adjustment

##### Changes to the balance sheet

	At 31 March 2021		
	As previously reported	Adjustment	As restated
	£	£	£
<b>Current assets</b>			
Debtors due within one year	22,078	21,093	43,171
	<u>          </u>	<u>          </u>	<u>          </u>
Capital funds			
Income funds			
Unrestricted funds	134,432	21,093	155,525
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total equity</b>	<u>134,432</u>	<u>21,093</u>	<u>155,525</u>

##### Changes to the profit and loss account

	Period ended 31 March 2021		
	As previously reported	Adjustment	As restated
	£	£	£
Charitable activities	375,643	(21,093)	354,550
	<u>          </u>	<u>          </u>	<u>          </u>
Net movement in funds	43,879	21,093	64,972
	<u>          </u>	<u>          </u>	<u>          </u>