



## WelcometoRelate Nottinghamshire ANNUALandIMPACTReportforyear2020/2021

### Looking Back over 2020/21: Paul Dunnery Chief Executive Officer

This was the year that our free 30-minute telephone counselling service started thanks to funding from National Lottery Awards for All. Initially set up as a response to the Pandemic the free counselling is now integrated into our core service delivery. We want to thank Nottinghamshire County Council who funded us to deliver four free counselling sessions for people on low or no income. This helped over 25 couples and families access counselling who would not have been able to afford it. As part of our diversification of services we are now offering Divorce Mediation and Trauma Therapy or Eye Movement Desensitisation Reprocessing. Mediation offers a legally binding option to separating couples and is more cost effective than using a solicitor. The EMDR service provides treatment-based therapy to help with all kinds of previous trauma. We are genuine in our commitment to diversity in everything we do. This year we were proud to work alongside Rankin the photographer as we promoted our campaign Let's Talk the Joy of Later Life Sex. Our commitment to good mental health for all continues as we work with business and other organisations delivering Mental Health First Aid training to staff and volunteers.

### Looking Forward 2021/22: Tricia Wray Chair of Trustees Relate Nottinghamshire

Our counselling service is now largely delivered online, to the satisfaction of most clients and staff. Our current premises are therefore too large, and generally not fit for purpose. We are looking for new, fully accessible premises with excellent broadband so we can offer a hybrid service – digital and in-person. We will be investing in laptops for counsellors, improving our website and becoming a service that meets the needs of clients in all parts of the city and county. We will continue to seek funding to enable us to offer free or reduced cost counselling to those who cannot afford our fees; this is one of our major challenges.

### Financial Summary 2020/21: Rod Smith Treasurer Relate Nottinghamshire

Income was £227,000 compared with £230,000 in the previous year. Income from client counselling was £133,000 compared to £140,000 previous year. Grants and donations showed a good increase at £57,000. Income from contracted work decreased to £23,000 as our contracts drew to their conclusions.

### Major Donors, who we thank for their continued support.

JN Derbyshire Trust, Forman Hardy Trust, GT Littlefair Trust Fund, The Thomas Farr Charity, Sir John Eastwood Foundation. Tesco Groundwork Trust, National Lottery and NET Coronavirus Appeal Fund



Our Year in Numbers		
	Service hours delivered	
<div>2433</div> <div>Depression</div>	<div>1007</div> <div>Depression</div>	461 New Clients
		250 Accessed our Bursary Fund

Feedback: What our Clients Say about Us	
	I would highly recommend your services. We were very impressed by the professionalism of our counsellor who was warm, empathetic, non-judgmental, funny, and human! This was something that as a couple we valued very much. We were made to feel very at ease from day one
It exceeded my expectations, we felt lucky to have an experienced counsellor helping us - she was highly skilled, insightful, wise, warm, and compassionate. At no point did we feel judged and so I felt safe to be honest and share things I had not before.	
83%	Of our clients would recommend Relate to others.

Our Vision	Our Mission
Relate Nottinghamshire Counselling for All.  Helping you in your life at home and at work.	We always deliver the best possible support to clients and colleagues. We work together to provide a therapeutic service from first to last contact. We use our knowledge and expertise to influence change

**Charity Registration No. 1086299**

**Company Registration No. 04172859 (England and Wales)**

**RELATE NOTTINGHAMSHIRE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# RELATE NOTTINGHAMSHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr G Hizzak Mrs P Wray Mr R Smith Mr J Fryer Ms B Dunleavy Mr C Banks	(Appointed 25 June 2020)
<b>Charity number</b>	1086299	
<b>Company number</b>	04172859	
<b>Registered office</b>	96 Mansfield Road Nottingham NG1 3HD	
<b>Independent examiner</b>	Rogers Spencer Newstead House Pelham Road Nottingham NG5 1AP	
<b>Bankers</b>	Unity Trust Bank Plc Nine Brindley Place 4 Oozells Square Birmingham B1 2HB	
<b>Solicitors</b>	Eversheds Water Court 116-118 Canal Street Nottingham NG1 7HF	

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# RELATE NOTTINGHAMSHIRE

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 7
Independent examiner's report	8
Statement of financial activities	9 - 10
Balance sheet	11
Notes to the financial statements	12 - 22

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# RELATE NOTTINGHAMSHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2021*

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The Trustees have pleasure in presenting their report and financial statements for the year ended 31 March 2021.

### **Objectives and activities**

The principal activities of the company are the general provision of relationship counselling and psychosexual therapy together with life skills training, to the people of Nottinghamshire.

### **Achievements**

The year was a difficult one which changed our whole way of working from face to face counselling to mostly all sessions being delivered on-line on zoom.

Our greatest achievement in this year was our ability to adapt and change in order to be able to deliver our services. We applied for and were very successful in getting grants which greatly helped us to continue our vital work and even expand on our services.

One of these services was the introduction of half hour free counselling sessions to vulnerable people on low income and this service has now been further funded for 2021/2022.

Our successful migration from face to face counselling to on-line services is now here to stay and has been a great achievement.

### **Organisational Structure**

The organisation is controlled by the Board of Trustees, who meet six times per annum. It is responsible for the overall governance and strategic direction of the Charity, developing its aims, objectives and goals in accordance with the Articles of Association, legal requirements and regulatory guidelines.

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

The Trustees for the year are as shown below. Each Trustee is a member and a director of the company for purposes of the Companies Act. The liability of each member is limited to £1.

Mr M Spencer	(Resigned 15 August 2020)
Mr G Hizaak	
Mrs P Wray	
Mr R Smith	
Mr J Fryer	
Ms B Dunleavy	
Mr C Banks	(Appointed 25 June 2020)

# **RELATE NOTTINGHAMSHIRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** ***FOR THE YEAR ENDED 31 MARCH 2021***

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The Trustees of Relate Nottinghamshire have paid due regard to the Charity Commission guidance on public benefit reporting when reviewing the organisation's aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities contribute to the stated aims and objectives. The aims and objectives are reviewed annually and compare the outcomes of each key activity with the benefit brought to those people identified in need of support through counselling. Consideration is given to the accessibility of its services and that its objectives for equal access are being met.

The objects for which Relate Nottinghamshire is established are:

- To educate the public concerning the benefits of secure relationships, 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
  - Working to prevent poverty, hardship and distress caused by the breakdown of such relationships.
- To provide counselling, support, education, and relief to adults and/or children in relation to any aspect of contemporary life or work which:
  - May prejudice their physical or mental well being
  - Influence either directly or indirectly, their present or future family or couple relationship.
- To advance citizenship and community development
- To relieve those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
- To promote research into all of the above objects and to make the results available to the public.

# RELATE NOTTINGHAMSHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### Statement of Common Purpose

Relate's role is to help people build better couple relationships by:

- Enhancing the quality of couple, individual and parental and family relationships.
- Helping relationships and marriage withstand the pressures leading to breakdown.
- Limiting the damage which commonly accompanies failing relationships, separation and divorce and increasing the prospect of subsequent relationships succeeding in families, communities and workplaces.

Relate aims to deliver its services with cultural sensitivity and without discrimination. It believes that:

- An individual's physical well-being and emotional and mental health benefit from committed relationships.
- Children thrive in families where relationships are free from destructive conflict.
- People gain from an understanding of their sexuality.
- Expressing clear commitment is a helpful contribution to healthy and secure relationships.

### Activities

Relate Nottinghamshire is a recognised expert provider of relationship counselling and its mission is to help people improve their relationships through quality counselling and life skills education. It is therefore committed both to maintaining the highest standards in service delivery and to being responsive to the needs of users in developing its services. The services available to clients in Nottinghamshire include:-

- **Relationship Counselling:** Helping couples and individuals to resolve issues arising from their relationships. Our counsellors help people to discuss feelings, attitudes and expectations, and offer assistance with communication and problem solving. We aim to empower our clients by increasing their understanding so that they can go on to make choices about how they manage their relationships.
- **Sex Therapy:** An assessment and treatment programme which enables our clients to address the physical, emotional and psychological issues associated with sex. As the only national provider of sex therapy, we also work with people who have problems with their sex lives due to poor health or disability.
- **Family Counselling:** To help family members in resolving difficulties and concerns in their relationships with one another. We support clients by increasing understanding of each other's needs and by improving communication, both within the couple relationship and across generations.
- **Children and young people's services:** Helps children and young people explore and develop coping strategies for issues such as family breakdown, bullying and peer relationships, bereavement, the formation of new families or the absence of a family member in their life. Relate is the largest UK provider of counselling support for children and young people, with over 20 years of experience in this area.
- **Education and learning:** To provide people with the knowledge and skills needed for personal and professional development. We offer a wide range of workshops and courses for couples, individuals, parents and young people. This is a major part of our preventative work to ensure that we are helping people to boost or maintain their relationships as opposed to just helping when things get rough.

Our core work also subsumes:-

- 'One off' counselling sessions
- Same Sex counselling
- Telephone counselling



# **RELATE NOTTINGHAMSHIRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

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Counselling services are delivered to members of the public at Relate premises and outposts, when they are asked to pay what they can reasonably afford toward the cost of counselling. There is a bursary fund available to contribute to the cost of counselling of those people in poverty or of limited financial resources. Where we are funded to deliver a service to a particular community, working in partnership with other organisations, then counselling is free at the point of delivery. We also provide counselling under contract for some local employers.

Demand for our services comes mainly through self-referral, along with signposting from General Practitioners and other agencies. Clients are given an initial assessment of their needs and whether our service is appropriate for them.

The organisation is fully committed to the active promotion of equal opportunities in its employment practices, in the delivery of its services and all its other activities. The organisation's work is based upon its Statement of Common Purpose, which includes the acceptance that in a diverse society its concept of marriage and other committed adult relationships, must encompass differing cultural understandings. The services delivered are not dependent on any one theoretical or professional view of marriage, family or sexual relationships. Nor, since its work is for the benefit of the whole community, can it be committed to any one sectional, social, political, cultural or religious view of marriage.

### **Summary Financial Report**

Full details of the financial activities of the charity are available separately and this account is a very brief description of the results.

The current financial situation has continued to be challenging due to a continued lack of local government funding. However our income has been greatly improved due grants received in the financial year.

Values are given to the nearest thousand. The overall result for the year 2020/21 was a surplus of income of £11k This resulted in an increase in net assets to £293k for the year against £281k at the beginning of the year. This includes the value of the premises in Nottingham of £208k.

Expenditure for 2020/2021 was £214k compared with £244k in 2019/20. This was due to cost-cutting where ever possible.

Income was £227k compared with £230k in the previous year. Income from relationship counselling was the greatest decrease which was £156k compared with £200k in 2019/20, this is mostly due to COVID-19 causing March 2020 income to be drastically down.

Grants and donations were £57k compared to previous year of £22k.

### **Risk Management**

The Trustees have had regular meetings throughout the year to identify and deal with any risks to the charity by the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that the financial sustainability is the major financial risk for the charity and has worked on applying for new funding to ease this. A key element in the management of financial risk is a regular review of available liquid funds to make sure we have sufficient working capital to meet all our financial obligations.

Attention has also been focused on non-financial risks i.e. fire, health and safety. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place, and regular awareness training for staff working in these operational areas.

# **RELATE NOTTINGHAMSHIRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

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### **Reserves Policy**

The Trustees wish to maintain a level of reserves which will enable the charity to meet its financial obligations should there be a temporary reduction in planned income. The reserves policy is reviewed annually and Trustees agreed to set the level of reserves needed at three month's running costs. They confirm that the reserves held at 31 March 2021 were adequate for this purpose.

### **Recruitment and Appointment of Executive Committee**

The directors/Trustees under the Company's Articles are known as members of the Executive Committee. Under the requirements of the Memorandum and Articles of Association the members of the Executive Committee are elected to serve for a period of one year but are eligible for re-election at the Annual General Meeting. In addition, the Executive Committee has the power to elect members in the period between Annual General Meetings for the purpose of filling vacancies, and to co-opt members.

All previously elected members of the Executive Committee offer themselves for re-election.

The Executive Committee seeks to ensure that a diversity of social/cultural backgrounds and a broad skill mix are represented among its members. Business, medical, legal and IT are represented as well as a wide range of experience in social care field and in public service. Each member of the Executive Committee is asked to take responsibility for a particular 'area of interest' ranging from fundraising, to health and safety, equality and diversity etc. In the event of particular skills being lost due to retirement individuals are approached to offer themselves for election to the Executive Committee.

### **Trustee induction and training**

Potential new directors/Trustees will in the first instance be invited to a meeting with the Chair, and will subsequently meet with the Centre Manager at the Relate Nottinghamshire offices. This is an opportunity to find out more about the organisation, the challenges it faces, its expectations of Trustees, and the opportunities for becoming involved in its work. The prospective member is provided with a copy of the Trustee Induction Pack which provides a wide variety of information including:-

- The main documents which set out the operational framework of the charity including the Memorandum and Articles.
- Resourcing and current financial position as set out in the latest published accounts.
- Future plans and objectives.
- Information about the responsibilities of charity Trustees, and Job Description.

The applicant is usually asked to attend three meetings of the Executive Committee before it is mutually decided whether to proceed with the appointment to a directorship. During this period a register of interests and CRB check is also completed.

### **COVID-19**

Relate Nottinghamshire continued to abide by all the different Government Covid-19 laws and regulations. But because of the layout of the building we occupy we continued with our policy of nearly all counselling sessions being done on-line.

The exception was when some of the Government restrictions were lifted two of our Counsellors started a few face to face sessions in a controlled safe environment and in rooms on different floors of the building.

The CEO and Administration staff were organised to work full or part time from home to also reduce the number of staff within the building. And with a replacement telephone system that enables calls to be taken without the need to be present in the building we were able to maintain a service with our clients.

# RELATE NOTTINGHAMSHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2021*

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### Trustee's Responsibilities

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and the surplus or deficit for the year.

In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for:-

- Keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company.
- Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report is prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

# RELATE NOTTINGHAMSHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2021*

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The Trustees' report was approved by the Board of Trustees.

Mrs P Wray

**Vice Chair**

Dated: 9 December 2021

# RELATE NOTTINGHAMSHIRE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF RELATE NOTTINGHAMSHIRE

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I report to the Trustees on my examination of the financial statements of Relate Nottinghamshire (the charity) for the year ended 31 March 2021.

#### **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**

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.

Melvin Bailey FCCA DChA  
for and on behalf of  
Rogers Spencer  
Chartered Accountants  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

Dated: 13 December 2021

# RELATE NOTTINGHAMSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

Current financial year						
		Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes					
<b><u>Income and endowments from:</u></b>						
Donations and legacies	2	35,687	10,000	7,950	53,637	22,290
Charitable activities	3	157,607	-	-	157,607	203,488
Investments	4	26	-	-	26	139
Other income	5	15,451	-	-	15,451	4,288
<b>Total income</b>		<u>208,771</u>	<u>10,000</u>	<u>7,950</u>	<u>226,721</u>	<u>230,205</u>
<b><u>Expenditure on:</u></b>						
Charitable activities	6	<u>193,756</u>	<u>12,405</u>	<u>8,785</u>	<u>214,946</u>	<u>244,267</u>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		15,015	(2,405)	(835)	11,775	(14,062)
Fund balances at 1 April 2020		<u>253,503</u>	<u>23,841</u>	<u>3,961</u>	<u>281,305</u>	<u>295,366</u>
<b>Fund balances at 31 March 2021</b>		<u><u>268,518</u></u>	<u><u>21,436</u></u>	<u><u>3,126</u></u>	<u><u>293,080</u></u>	<u><u>281,304</u></u>

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 NOTTINGHAMSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year

		Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes				
<b><u>Income and endowments from:</u></b>					
Donations and legacies	2	1,190	16,750	4,350	22,290
Charitable activities	3	203,488	-	-	203,488
Investments	4	139	-	-	139
Other income	5	4,288	-	-	4,288
<b>Total income</b>		209,105	16,750	4,350	230,205
<b><u>Expenditure on:</u></b>					
Charitable activities	6	234,734	9,144	389	244,267
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		(25,629)	7,606	3,961	(14,062)
Fund balances at 1 April 2019		279,131	16,235	-	295,366
<b>Fund balances at 31 March 2020</b>		253,502	23,841	3,961	281,304

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 NOTTINGHAMSHIRE

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		210,340		212,346
<b>Current assets</b>					
Debtors	11	4,269		4,425	
Cash at bank and in hand		82,287		70,282	
		<u>86,556</u>		<u>74,707</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(3,816)</u>		<u>(5,749)</u>	
Net current assets			82,740		68,958
<b>Total assets less current liabilities</b>			<u>293,080</u>		<u>281,304</u>
<b>Income funds</b>					
Restricted funds	14		3,126		3,961
Designated funds	15	21,436		23,841	
Unrestricted funds		<u>268,518</u>		<u>253,502</u>	
			289,954		277,343
			<u>293,080</u>		<u>281,304</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 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the Trustees on 9 December 2021

Mrs P Wray  
Trustee

Company Registration No. 04172859



# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting policies

##### Charity information

Relate Nottinghamshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 96 Mansfield Road, Nottingham, NG1 3HD.

##### 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 financial statements, 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 financial statements.

##### 1.3 Charitable funds

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

Designated funds comprise unrestricted funds which have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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.

##### 1.4 Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income includes grants from local government accounted for on a receivable basis. Donations and grants from private trusts are accounted for when received but will be deferred where the funding relates to future periods. Cash received under contracts relating to future periods is also deferred.
- Counselling, Education and Training income is accounted for on a receivable basis. Counselling income from impecunious clients is subsidised up to a level of £20 per hour by transfer from restricted funds given for this purpose or from designated funds earmarked by the Trustees.

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure recognition

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

- Publicity expenditure is incurred to raise visibility and awareness of services provided and is therefore treated as part of charitable expenditure rather than fund raising.
- Management and administration charges are allocated in the financial statements between charitable activities and governance on the basis of estimated time spent by management and support staff.

#### 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.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	1% straight line basis
Office equipment	25% reducing balance basis
Fixtures and fittings	25% reducing balance basis
Computers	33% straight line basis

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 net income/(expenditure) for the year.

#### 1.7 Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

#### 1.8 Retirement benefits

The company participates in a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The amount charged as expenditure represents the contributions payable to the scheme in respect of the accounting period.

#### 1.9 Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

## RELATE NOTTINGHAMSHIRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

#### 2 Donations and legacies

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Forman Hardy Trust	-	1,250	-	1,250	-	250	-	250
G T Littlefair Trust Fund	-	500	-	500	-	500	-	500
JN Derbyshire Trust	-	2,750	-	2,750	-	2,750	-	2,750
Sir John Eastwood Foundation	-	1,500	-	1,500	-	1,500	-	1,500
Sue Larkin Late Estate	-	-	-	-	-	4,000	-	4,000
The Fifty Fund	-	-	-	-	-	1,250	-	1,250
The Gray Trust	-	-	-	-	-	500	-	500
The Jessie Spencer Trust	-	-	-	-	-	750	-	750
The Jones Trust	-	-	-	-	-	3,250	-	3,250
The Lady Hind Trust	-	-	-	-	-	2,000	-	2,000
The Thomas Farr Charity	-	4,000	-	4,000	-	-	-	-
Groundwork UK	500	-	-	500	-	-	-	-
NET - Coronavirous Appeal Fund	5,400	-	-	5,400	-	-	-	-
National Lottery Community Fund	23,000	-	-	23,000	-	-	-	-
National Lottery Awards for All	-	-	7,950	7,950	-	-	-	-
Other grants & donations	6,787	-	-	6,787	1,190	-	4,350	5,540
	<u>35,687</u>	<u>10,000</u>	<u>7,950</u>	<u>53,637</u>	<u>1,190</u>	<u>16,750</u>	<u>4,350</u>	<u>22,290</u>

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 3 Charitable activities

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Counselling	156,177	199,838
Education and Training	1,430	3,650
	<u>157,607</u>	<u>203,488</u>

### 4 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Bank interest receivable	26	139
	<u>26</u>	<u>139</u>

### 5 Other income

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Supervision	-	1,703
Room hire	-	310
Fundraising	-	2,275
Government support grants	15,451	-
	<u>15,451</u>	<u>4,288</u>

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 6 Charitable activities

	Total 2021 £	Total 2020 £
Staff costs	177,283	198,019
Depreciation and impairment	3,207	2,866
Staff training	2,280	5,723
Rent, rates and water	1,126	1,109
Management charges	9,785	9,640
Insurance	1,874	1,641
Light and heat	2,771	3,773
Cleaning	391	446
Repairs and maintenance	1,113	2,345
Printing, postage and stationery	1,607	2,228
Advertising and recruitment	315	637
Telephone	3,691	3,438
Computer running costs	2,559	2,219
Motor running expenses	68	612
Bank charges	1,102	2,472
Sundry expenses	30	1,099
Subscriptions	325	35
	<u>209,527</u>	<u>238,302</u>
Share of governance costs (see note 7)	5,419	5,965
	<u>214,946</u>	<u>244,267</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	193,756	234,734
Unrestricted funds - designated	12,405	9,144
Restricted funds	8,785	389
	<u>214,946</u>	<u>244,267</u>

### 7 Governance costs

	2021 £	2020 £
Staff costs	3,406	4,105
Independent examiner's fees	2,013	1,860
	<u>5,419</u>	<u>5,965</u>

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

---

### 8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year and reimbursed expenses amounted to £nil (2020: £548).

### 9 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Employees	22	26

#### Employment costs

	2021 £	2020 £
Wages and salaries	178,676	199,684
Other pension costs	2,013	2,440
	180,689	202,124

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows:

Aggregate compensation	56,766	59,277
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There were no employees whose annual remuneration was £60,000 or more.

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 10 Tangible fixed assets

	Freehold land and buildings £	Office equipment £	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>					
At 1 April 2020	240,000	10,603	9,835	8,105	268,543
Additions	-	752	-	450	1,202
At 31 March 2021	240,000	11,355	9,835	8,555	269,745
<b>Depreciation and impairment</b>					
At 1 April 2020	32,400	9,823	5,869	8,105	56,197
Depreciation charged in the year	1,800	416	992	-	3,208
At 31 March 2021	34,200	10,239	6,861	8,105	59,405
<b>Carrying amount</b>					
At 31 March 2021	205,800	1,116	2,974	450	210,340
At 31 March 2020	207,600	780	3,966	-	212,346

### 11 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Trade debtors	3,978	4,159
Prepayments and accrued income	291	266
	4,269	4,425

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

	2021 £	2020 £
Other taxation and social security	-	2,093
Trade creditors	105	341
Other creditors	243	-
Accruals and deferred income	3,468	3,315
	3,816	5,749

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 13 Deferred income

	2021 £	2020 £
Deferred income	-	3,000
	<u>-</u>	<u>3,000</u>
	<u>-</u>	<u>3,000</u>

The movement can be analysed as follows:

	2021 £	2020 £
Balance as at 1 June	3,000	2,750
Amount deferred in year	-	3,000
Amount released in year	(3,000)	(2,750)
	<u>-</u>	<u>-</u>
Balance as at 31 May	<u>-</u>	<u>3,000</u>

### 14 Restricted funds

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

	Movement in funds		Balance at 1 April 2020 £	Movement in funds		Balance at 31 March 2021 £
	Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	
NCC Bike Shelter Fund	4,350	(389)	3,961	-	(835)	3,126
National Lottery Awards for All	-	-	-	7,950	(7,950)	-
	<u>4,350</u>	<u>(389)</u>	<u>3,961</u>	<u>7,950</u>	<u>(8,785)</u>	<u>3,126</u>

#### **NCC Bike Shelter Fund**

Nottingham City Council supplied funds to build a 5 person cycle shelter. This will help to promote cycling to our premises for our staff and clients.

#### **National Lottery Awards for All**

Funding received to provide free half an hour sessions to clients.



# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 15 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:

	Movement in funds			Movement in funds			
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Bursary Fund	16,235	16,750	(9,144)	23,841	10,000	(12,405)	21,436
	<u>16,235</u>	<u>16,750</u>	<u>(9,144)</u>	<u>23,841</u>	<u>10,000</u>	<u>(12,405)</u>	<u>21,436</u>

The Bursary Fund represents the balance of donations received towards funding the cost of counselling for those less able to afford the full cost of fees.

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

### 16 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:								
Tangible assets	207,214	-	3,126	210,340	208,385	-	3,961	212,346
Current assets/(liabilities)	61,304	21,436	-	82,740	45,117	23,841	-	68,958
	<u>268,518</u>	<u>21,436</u>	<u>3,126</u>	<u>293,080</u>	<u>253,502</u>	<u>23,841</u>	<u>3,961</u>	<u>281,304</u>

## **RELATE NOTTINGHAMSHIRE**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** ***FOR THE YEAR ENDED 31 MARCH 2021***

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#### **17 Related party transactions**

There were no disclosable related party transactions during the year (2020 - none).

**Charity Registration No. 1086299**

**Company Registration No. 04172859 (England and Wales)**

**RELATE NOTTINGHAMSHIRE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# RELATE NOTTINGHAMSHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr G Hizzak Mrs P Wray Mr R Smith Mr J Fryer Ms B Dunleavy Mr C Banks	(Appointed 25 June 2020)
<b>Charity number</b>	1086299	
<b>Company number</b>	04172859	
<b>Registered office</b>	96 Mansfield Road Nottingham NG1 3HD	
<b>Independent examiner</b>	Rogers Spencer Newstead House Pelham Road Nottingham NG5 1AP	
<b>Bankers</b>	Unity Trust Bank Plc Nine Brindley Place 4 Oozells Square Birmingham B1 2HB	
<b>Solicitors</b>	Eversheds Water Court 116-118 Canal Street Nottingham NG1 7HF	

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# RELATE NOTTINGHAMSHIRE

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 7
Independent examiner's report	8
Statement of financial activities	9 - 10
Balance sheet	11
Notes to the financial statements	12 - 22

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# RELATE NOTTINGHAMSHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2021*

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The Trustees have pleasure in presenting their report and financial statements for the year ended 31 March 2021.

### **Objectives and activities**

The principal activities of the company are the general provision of relationship counselling and psychosexual therapy together with life skills training, to the people of Nottinghamshire.

### **Achievements**

The year was a difficult one which changed our whole way of working from face to face counselling to mostly all sessions being delivered on-line on zoom.

Our greatest achievement in this year was our ability to adapt and change in order to be able to deliver our services. We applied for and were very successful in getting grants which greatly helped us to continue our vital work and even expand on our services.

One of these services was the introduction of half hour free counselling sessions to vulnerable people on low income and this service has now been further funded for 2021/2022.

Our successful migration from face to face counselling to on-line services is now here to stay and has been a great achievement.

### **Organisational Structure**

The organisation is controlled by the Board of Trustees, who meet six times per annum. It is responsible for the overall governance and strategic direction of the Charity, developing its aims, objectives and goals in accordance with the Articles of Association, legal requirements and regulatory guidelines.

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

The Trustees for the year are as shown below. Each Trustee is a member and a director of the company for purposes of the Companies Act. The liability of each member is limited to £1.

Mr M Spencer	(Resigned 15 August 2020)
Mr G Hizsak	
Mrs P Wray	
Mr R Smith	
Mr J Fryer	
Ms B Dunleavy	
Mr C Banks	(Appointed 25 June 2020)

# **RELATE NOTTINGHAMSHIRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** ***FOR THE YEAR ENDED 31 MARCH 2021***

---

The Trustees of Relate Nottinghamshire have paid due regard to the Charity Commission guidance on public benefit reporting when reviewing the organisation's aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities contribute to the stated aims and objectives. The aims and objectives are reviewed annually and compare the outcomes of each key activity with the benefit brought to those people identified in need of support through counselling. Consideration is given to the accessibility of its services and that its objectives for equal access are being met.

The objects for which Relate Nottinghamshire is established are:

- To educate the public concerning the benefits of secure relationships, 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
  - Working to prevent poverty, hardship and distress caused by the breakdown of such relationships.
- To provide counselling, support, education, and relief to adults and/or children in relation to any aspect of contemporary life or work which:
  - May prejudice their physical or mental well being
  - Influence either directly or indirectly, their present or future family or couple relationship.
- To advance citizenship and community development
- To relieve those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
- To promote research into all of the above objects and to make the results available to the public.



# RELATE NOTTINGHAMSHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### Statement of Common Purpose

Relate's role is to help people build better couple relationships by:

- Enhancing the quality of couple, individual and parental and family relationships.
- Helping relationships and marriage withstand the pressures leading to breakdown.
- Limiting the damage which commonly accompanies failing relationships, separation and divorce and increasing the prospect of subsequent relationships succeeding in families, communities and workplaces.

Relate aims to deliver its services with cultural sensitivity and without discrimination. It believes that:

- An individual's physical well-being and emotional and mental health benefit from committed relationships.
- Children thrive in families where relationships are free from destructive conflict.
- People gain from an understanding of their sexuality.
- Expressing clear commitment is a helpful contribution to healthy and secure relationships.

### Activities

Relate Nottinghamshire is a recognised expert provider of relationship counselling and its mission is to help people improve their relationships through quality counselling and life skills education. It is therefore committed both to maintaining the highest standards in service delivery and to being responsive to the needs of users in developing its services. The services available to clients in Nottinghamshire include:-

- **Relationship Counselling:** Helping couples and individuals to resolve issues arising from their relationships. Our counsellors help people to discuss feelings, attitudes and expectations, and offer assistance with communication and problem solving. We aim to empower our clients by increasing their understanding so that they can go on to make choices about how they manage their relationships.
- **Sex Therapy:** An assessment and treatment programme which enables our clients to address the physical, emotional and psychological issues associated with sex. As the only national provider of sex therapy, we also work with people who have problems with their sex lives due to poor health or disability.
- **Family Counselling:** To help family members in resolving difficulties and concerns in their relationships with one another. We support clients by increasing understanding of each other's needs and by improving communication, both within the couple relationship and across generations.
- **Children and young people's services:** Helps children and young people explore and develop coping strategies for issues such as family breakdown, bullying and peer relationships, bereavement, the formation of new families or the absence of a family member in their life. Relate is the largest UK provider of counselling support for children and young people, with over 20 years of experience in this area.
- **Education and learning:** To provide people with the knowledge and skills needed for personal and professional development. We offer a wide range of workshops and courses for couples, individuals, parents and young people. This is a major part of our preventative work to ensure that we are helping people to boost or maintain their relationships as opposed to just helping when things get rough.

Our core work also subsumes:-

- 'One off' counselling sessions
- Same Sex counselling
- Telephone counselling

# **RELATE NOTTINGHAMSHIRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

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Counselling services are delivered to members of the public at Relate premises and outposts, when they are asked to pay what they can reasonably afford toward the cost of counselling. There is a bursary fund available to contribute to the cost of counselling of those people in poverty or of limited financial resources. Where we are funded to deliver a service to a particular community, working in partnership with other organisations, then counselling is free at the point of delivery. We also provide counselling under contract for some local employers.

Demand for our services comes mainly through self-referral, along with signposting from General Practitioners and other agencies. Clients are given an initial assessment of their needs and whether our service is appropriate for them.

The organisation is fully committed to the active promotion of equal opportunities in its employment practices, in the delivery of its services and all its other activities. The organisation's work is based upon its Statement of Common Purpose, which includes the acceptance that in a diverse society its concept of marriage and other committed adult relationships, must encompass differing cultural understandings. The services delivered are not dependent on any one theoretical or professional view of marriage, family or sexual relationships. Nor, since its work is for the benefit of the whole community, can it be committed to any one sectional, social, political, cultural or religious view of marriage.

### **Summary Financial Report**

Full details of the financial activities of the charity are available separately and this account is a very brief description of the results.

The current financial situation has continued to be challenging due to a continued lack of local government funding. However our income has been greatly improved due grants received in the financial year.

Values are given to the nearest thousand. The overall result for the year 2020/21 was a surplus of income of £11k This resulted in an increase in net assets to £293k for the year against £281k at the beginning of the year. This includes the value of the premises in Nottingham of £208k.

Expenditure for 2020/2021 was £214k compared with £244k in 2019/20. This was due to cost-cutting where ever possible.

Income was £227k compared with £230k in the previous year. Income from relationship counselling was the greatest decrease which was £156k compared with £200k in 2019/20, this is mostly due to COVID-19 causing March 2020 income to be drastically down.

Grants and donations were £57k compared to previous year of £22k.

### **Risk Management**

The Trustees have had regular meetings throughout the year to identify and deal with any risks to the charity by the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that the financial sustainability is the major financial risk for the charity and has worked on applying for new funding to ease this. A key element in the management of financial risk is a regular review of available liquid funds to make sure we have sufficient working capital to meet all our financial obligations.

Attention has also been focused on non-financial risks i.e. fire, health and safety. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place, and regular awareness training for staff working in these operational areas.

# **RELATE NOTTINGHAMSHIRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

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### **Reserves Policy**

The Trustees wish to maintain a level of reserves which will enable the charity to meet its financial obligations should there be a temporary reduction in planned income. The reserves policy is reviewed annually and Trustees agreed to set the level of reserves needed at three month's running costs. They confirm that the reserves held at 31 March 2021 were adequate for this purpose.

### **Recruitment and Appointment of Executive Committee**

The directors/Trustees under the Company's Articles are known as members of the Executive Committee. Under the requirements of the Memorandum and Articles of Association the members of the Executive Committee are elected to serve for a period of one year but are eligible for re-election at the Annual General Meeting. In addition, the Executive Committee has the power to elect members in the period between Annual General Meetings for the purpose of filling vacancies, and to co-opt members.

All previously elected members of the Executive Committee offer themselves for re-election.

The Executive Committee seeks to ensure that a diversity of social/cultural backgrounds and a broad skill mix are represented among its members. Business, medical, legal and IT are represented as well as a wide range of experience in social care field and in public service. Each member of the Executive Committee is asked to take responsibility for a particular 'area of interest' ranging from fundraising, to health and safety, equality and diversity etc. In the event of particular skills being lost due to retirement individuals are approached to offer themselves for election to the Executive Committee.

### **Trustee induction and training**

Potential new directors/Trustees will in the first instance be invited to a meeting with the Chair, and will subsequently meet with the Centre Manager at the Relate Nottinghamshire offices. This is an opportunity to find out more about the organisation, the challenges it faces, its expectations of Trustees, and the opportunities for becoming involved in its work. The prospective member is provided with a copy of the Trustee Induction Pack which provides a wide variety of information including:-

- The main documents which set out the operational framework of the charity including the Memorandum and Articles.
- Resourcing and current financial position as set out in the latest published accounts.
- Future plans and objectives.
- Information about the responsibilities of charity Trustees, and Job Description.

The applicant is usually asked to attend three meetings of the Executive Committee before it is mutually decided whether to proceed with the appointment to a directorship. During this period a register of interests and CRB check is also completed.

### **COVID-19**

Relate Nottinghamshire continued to abide by all the different Government Covid-19 laws and regulations. But because of the layout of the building we occupy we continued with our policy of nearly all counselling sessions being done on-line.

The exception was when some of the Government restrictions were lifted two of our Counsellors started a few face to face sessions in a controlled safe environment and in rooms on different floors of the building.

The CEO and Administration staff were organised to work full or part time from home to also reduce the number of staff within the building. And with a replacement telephone system that enables calls to be taken without the need to be present in the building we were able to maintain a service with our clients.

# **RELATE NOTTINGHAMSHIRE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** ***FOR THE YEAR ENDED 31 MARCH 2021***

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### **Trustee's Responsibilities**

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and the surplus or deficit for the year.

In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for:-

- Keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company.
- Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report is prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

# RELATE NOTTINGHAMSHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2021*

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The Trustees' report was approved by the Board of Trustees.

Mrs P Wray

**Vice Chair**

Dated: 9 December 2021

# RELATE NOTTINGHAMSHIRE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF RELATE NOTTINGHAMSHIRE

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I report to the Trustees on my examination of the financial statements of Relate Nottinghamshire (the charity) for the year ended 31 March 2021.

#### **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**

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.

Melvin Bailey FCCA DChA  
for and on behalf of  
Rogers Spencer  
Chartered Accountants  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

Dated: 13 December 2021

# RELATE NOTTINGHAMSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

### Current financial year

		Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes					
<b><u>Income and endowments from:</u></b>						
Donations and legacies	2	35,687	10,000	7,950	53,637	22,290
Charitable activities	3	157,607	-	-	157,607	203,488
Investments	4	26	-	-	26	139
Other income	5	15,451	-	-	15,451	4,288
<b>Total income</b>		<b>208,771</b>	<b>10,000</b>	<b>7,950</b>	<b>226,721</b>	<b>230,205</b>
<b><u>Expenditure on:</u></b>						
Charitable activities	6	193,756	12,405	8,785	214,946	244,267
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>15,015</b>	<b>(2,405)</b>	<b>(835)</b>	<b>11,775</b>	<b>(14,062)</b>
Fund balances at 1 April 2020		253,503	23,841	3,961	281,305	295,366
<b>Fund balances at 31 March 2021</b>		<b>268,518</b>	<b>21,436</b>	<b>3,126</b>	<b>293,080</b>	<b>281,304</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 NOTTINGHAMSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year

		Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes				
<b><u>Income and endowments from:</u></b>					
Donations and legacies	2	1,190	16,750	4,350	22,290
Charitable activities	3	203,488	-	-	203,488
Investments	4	139	-	-	139
Other income	5	4,288	-	-	4,288
<b>Total income</b>		209,105	16,750	4,350	230,205
<b><u>Expenditure on:</u></b>					
Charitable activities	6	234,734	9,144	389	244,267
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		(25,629)	7,606	3,961	(14,062)
Fund balances at 1 April 2019		279,131	16,235	-	295,366
<b>Fund balances at 31 March 2020</b>		253,502	23,841	3,961	281,304

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 NOTTINGHAMSHIRE

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		210,340		212,346
<b>Current assets</b>					
Debtors	11	4,269		4,425	
Cash at bank and in hand		82,287		70,282	
		<u>86,556</u>		<u>74,707</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(3,816)</u>		<u>(5,749)</u>	
Net current assets			82,740		68,958
<b>Total assets less current liabilities</b>			<u>293,080</u>		<u>281,304</u>
<b>Income funds</b>					
Restricted funds	14		3,126		3,961
Designated funds	15	21,436		23,841	
Unrestricted funds		<u>268,518</u>		<u>253,502</u>	
			289,954		277,343
			<u>293,080</u>		<u>281,304</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 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the Trustees on 9 December 2021

Mrs P Wray  
Trustee

Company Registration No. 04172859

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting policies

##### Charity information

Relate Nottinghamshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 96 Mansfield Road, Nottingham, NG1 3HD.

##### 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 financial statements, 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 financial statements.

##### 1.3 Charitable funds

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

Designated funds comprise unrestricted funds which have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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.

##### 1.4 Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income includes grants from local government accounted for on a receivable basis. Donations and grants from private trusts are accounted for when received but will be deferred where the funding relates to future periods. Cash received under contracts relating to future periods is also deferred.
- Counselling, Education and Training income is accounted for on a receivable basis. Counselling income from impecunious clients is subsidised up to a level of £20 per hour by transfer from restricted funds given for this purpose or from designated funds earmarked by the Trustees.

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure recognition

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

- Publicity expenditure is incurred to raise visibility and awareness of services provided and is therefore treated as part of charitable expenditure rather than fund raising.
- Management and administration charges are allocated in the financial statements between charitable activities and governance on the basis of estimated time spent by management and support staff.

#### 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.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	1% straight line basis
Office equipment	25% reducing balance basis
Fixtures and fittings	25% reducing balance basis
Computers	33% straight line basis

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 net income/(expenditure) for the year.

#### 1.7 Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

#### 1.8 Retirement benefits

The company participates in a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The amount charged as expenditure represents the contributions payable to the scheme in respect of the accounting period.

#### 1.9 Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

## RELATE NOTTINGHAMSHIRE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

#### 2 Donations and legacies

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Forman Hardy Trust	-	1,250	-	1,250	-	250	-	250
G T Littlefair Trust Fund	-	500	-	500	-	500	-	500
JN Derbyshire Trust	-	2,750	-	2,750	-	2,750	-	2,750
Sir John Eastwood Foundation	-	1,500	-	1,500	-	1,500	-	1,500
Sue Larkin Late Estate	-	-	-	-	-	4,000	-	4,000
The Fifty Fund	-	-	-	-	-	1,250	-	1,250
The Gray Trust	-	-	-	-	-	500	-	500
The Jessie Spencer Trust	-	-	-	-	-	750	-	750
The Jones Trust	-	-	-	-	-	3,250	-	3,250
The Lady Hind Trust	-	-	-	-	-	2,000	-	2,000
The Thomas Farr Charity	-	4,000	-	4,000	-	-	-	-
Groundwork UK	500	-	-	500	-	-	-	-
NET - Coronavirous Appeal Fund	5,400	-	-	5,400	-	-	-	-
National Lottery Community Fund	23,000	-	-	23,000	-	-	-	-
National Lottery Awards for All	-	-	7,950	7,950	-	-	-	-
Other grants & donations	6,787	-	-	6,787	1,190	-	4,350	5,540
	<u>35,687</u>	<u>10,000</u>	<u>7,950</u>	<u>53,637</u>	<u>1,190</u>	<u>16,750</u>	<u>4,350</u>	<u>22,290</u>

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 3 Charitable activities

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Counselling	156,177	199,838
Education and Training	1,430	3,650
	<u>157,607</u>	<u>203,488</u>

### 4 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Bank interest receivable	26	139
	<u>26</u>	<u>139</u>

### 5 Other income

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Supervision	-	1,703
Room hire	-	310
Fundraising	-	2,275
Government support grants	15,451	-
	<u>15,451</u>	<u>4,288</u>

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 6 Charitable activities

	Total 2021 £	Total 2020 £
Staff costs	177,283	198,019
Depreciation and impairment	3,207	2,866
Staff training	2,280	5,723
Rent, rates and water	1,126	1,109
Management charges	9,785	9,640
Insurance	1,874	1,641
Light and heat	2,771	3,773
Cleaning	391	446
Repairs and maintenance	1,113	2,345
Printing, postage and stationery	1,607	2,228
Advertising and recruitment	315	637
Telephone	3,691	3,438
Computer running costs	2,559	2,219
Motor running expenses	68	612
Bank charges	1,102	2,472
Sundry expenses	30	1,099
Subscriptions	325	35
	<u>209,527</u>	<u>238,302</u>
Share of governance costs (see note 7)	5,419	5,965
	<u>214,946</u>	<u>244,267</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	193,756	234,734
Unrestricted funds - designated	12,405	9,144
Restricted funds	8,785	389
	<u>214,946</u>	<u>244,267</u>

### 7 Governance costs

	2021 £	2020 £
Staff costs	3,406	4,105
Independent examiner's fees	2,013	1,860
	<u>5,419</u>	<u>5,965</u>

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### 8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year and reimbursed expenses amounted to £nil (2020: £548).

### 9 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Employees	22	26

#### Employment costs

	2021 £	2020 £
Wages and salaries	178,676	199,684
Other pension costs	2,013	2,440
	180,689	202,124

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows:

Aggregate compensation	56,766	59,277
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There were no employees whose annual remuneration was £60,000 or more.

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 10 Tangible fixed assets

	Freehold land and buildings £	Office equipment £	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>					
At 1 April 2020	240,000	10,603	9,835	8,105	268,543
Additions	-	752	-	450	1,202
At 31 March 2021	240,000	11,355	9,835	8,555	269,745
<b>Depreciation and impairment</b>					
At 1 April 2020	32,400	9,823	5,869	8,105	56,197
Depreciation charged in the year	1,800	416	992	-	3,208
At 31 March 2021	34,200	10,239	6,861	8,105	59,405
<b>Carrying amount</b>					
At 31 March 2021	205,800	1,116	2,974	450	210,340
At 31 March 2020	207,600	780	3,966	-	212,346

### 11 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Trade debtors	3,978	4,159
Prepayments and accrued income	291	266
	4,269	4,425

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

	2021 £	2020 £
Other taxation and social security	-	2,093
Trade creditors	105	341
Other creditors	243	-
Accruals and deferred income	3,468	3,315
	3,816	5,749



# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 13 Deferred income

	2021 £	2020 £
Deferred income	-	3,000
	<u>-</u>	<u>3,000</u>
	<u>-</u>	<u>3,000</u>

The movement can be analysed as follows:

	2021 £	2020 £
Balance as at 1 June	3,000	2,750
Amount deferred in year	-	3,000
Amount released in year	(3,000)	(2,750)
	<u>-</u>	<u>-</u>
Balance as at 31 May	<u>-</u>	<u>3,000</u>

### 14 Restricted funds

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

	Movement in funds		Balance at 1 April 2020 £	Movement in funds		Balance at 31 March 2021 £
	Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	
NCC Bike Shelter Fund	4,350	(389)	3,961	-	(835)	3,126
National Lottery Awards for All	-	-	-	7,950	(7,950)	-
	<u>4,350</u>	<u>(389)</u>	<u>3,961</u>	<u>7,950</u>	<u>(8,785)</u>	<u>3,126</u>

#### **NCC Bike Shelter Fund**

Nottingham City Council supplied funds to build a 5 person cycle shelter. This will help to promote cycling to our premises for our staff and clients.

#### **National Lottery Awards for All**

Funding received to provide free half an hour sessions to clients.

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 15 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:

	Movement in funds			Movement in funds			
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Bursary Fund	16,235	16,750	(9,144)	23,841	10,000	(12,405)	21,436
	<u>16,235</u>	<u>16,750</u>	<u>(9,144)</u>	<u>23,841</u>	<u>10,000</u>	<u>(12,405)</u>	<u>21,436</u>

The Bursary Fund represents the balance of donations received towards funding the cost of counselling for those less able to afford the full cost of fees.

# RELATE NOTTINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 16 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:								
Tangible assets	207,214	-	3,126	210,340	208,385	-	3,961	212,346
Current assets/(liabilities)	61,304	21,436	-	82,740	45,117	23,841	-	68,958
	<u>268,518</u>	<u>21,436</u>	<u>3,126</u>	<u>293,080</u>	<u>253,502</u>	<u>23,841</u>	<u>3,961</u>	<u>281,304</u>

## **RELATE NOTTINGHAMSHIRE**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** ***FOR THE YEAR ENDED 31 MARCH 2021***

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#### **17 Related party transactions**

There were no disclosable related party transactions during the year (2020 - none).