



The Maytree Respite Centre
(A Company Limited by Guarantee)

Financial Statements

For the year ended 30 September 2020

Company Number: 04076191 (England & Wales)
Charity Number: 1087668

THE MAYTREE RESPITE CENTRE

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THE MAYTREE RESPITE CENTRE

Reference and Administrative Data
For the year ended 30 September 2020

Company Number: 04076191 (England & Wales)

Charity Number: 1087668

Registered Office: 72 Moray Road
London
N4 3LG

Principal Address of Charity 72 Moray Road
Finsbury Park
London
N4 3LG

Trustees (Directors): Terrence Collis (chairman)
Brian Watson
Heather Wignall
Lisa Aubrey (left 1 June 2020)
Peter Hale
Mike Crawford
Simon Schiff

Secretary: Ryan Tring

Auditors: Moore Kingston Smith LLP
Devonshire House
60 Goswell Road
London
EC1M 7AD

Bankers: Clydesdale Bank plc
91 Gresham Street
London
NW3 1QD

THE MAYTREE RESPITE CENTRE

Report of the Trustees

For the year ended 30 September 2020

Introduction from the Chairman

Maytree has, like many, many other charities been faced with a number of challenges and decisions as a result of the pandemic. The fact that we have continued to support the suicidal, albeit in new and remote ways, is a tribute to the dedication of our Staff and Volunteers.

The work continues

The whole team adapted and responded well to the enforced lockdown: swiftly closing the house and adapting the Befriending service to telephone support. Enabling volunteers and staff to work from home and in isolation brought challenges and concerns. However, we have successfully remotely supported over 900 people since the first lockdown, whilst keeping Maytree's community together - united by their desire to help those in need, even if we could not at that time offer a residential stay.

Re-opening

In addition, we continue to support and develop our community of volunteers with on line reflection sessions and weekly tips and links for good self-care. As the pandemic situation improves we are planning and preparing to re-open the house as soon as conditions allow, and we will be ready to support people face to face again in the quiet refuge of the house.

Thanks to our funders

We are most grateful to our supporters and funders for their continuing faith in Maytree in these difficult times. Many fundraising events, such as The London Marathon, Santa Run and London to Brighton bike ride, have not taken place but the fundraising team has adapted well by planning and running a socially distanced 'Maytree's Movement Marathon' and other on-line challenges. Our income may be down but we are not. The bulk of our outreach activity has worked well on line, allowing people from far and wide to attend suicide awareness training and our virtual open days. We have a high level of attendance and hope to continue these much appreciated sessions.

A second house

Despite the many difficulties we still remain on course to open a second Maytree house in 2021. Although the pandemic, planning meeting delays and vendors pulling out have set us back, we have now found another suitable property in Manchester and are back on track working with our excellent partners, the Manchester housing Trust MSV, to push ahead with setting up our much needed second home.

Thanks

I am most grateful to the Board of Trustees for all their contributions to keeping Maytree moving forward in these troubled times. Finally, it is with great sadness that we say farewell to our long serving Director, Natalie Howarth. Nat has been at the heart of Maytree's success and development for some seven years and has put us in a position to replicate. Most of all she has always kept our guests at the centre of everything we do. We will miss her tremendously as she goes on to the next phase of her career.

THE MAYTREE RESPITE CENTRE

Report of the Trustees

For the year ended 30 September 2020

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 30 September 2020. This report represents a directors' report as required by s417 of the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Maytree Respite Centre ("the Charity") is a company limited by guarantee (company number: 04076191) governed by its Memorandum and Articles of Association dated 22 September 2000. It is registered as a charity with the Charity Commission (charity number: 1087668).

Directors and Trustees

The directors of the charitable company are its trustees for the purpose of charity law and throughout the report are collectively referred to as the trustees.

The following trustees have held office since 1 October 2019:

Terrence Collis (chairman)
Brian Watson
Heather Wignall
Peter Hale
Lisa Aubrey (resigned 1 June 2020)
Mike Crawford
Simon Schiff

Appointment of Trustees

The Articles of Association provide for a minimum of three trustees. Each trustee is appointed by the trustees as a body after careful consultation. New candidates are put forward and considered with regard to the general and particular contribution a person might make to the fulfilment of the Charity's objects.

The Chairman of the board of Trustees is appointed by the Trustees.

Trustee induction and training

New Trustees are made aware of their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Charity's history, the philosophical approach of the Charity, the business plan and the current financial performance of the Charity. A new Trustee receives copies of the most recent annual report, accounts and appropriate leaflets published by the Charity Commission with the opportunity to discuss them. They are also supported by ongoing external training to enhance their ability in the role.

Organisation

The board of Trustees is responsible for the strategy of the Charity. The board meets formally four times a year, with informal contact and meetings as appropriate. The board meetings are attended, for most agenda items, by the Charity Director who is responsible for the day to day management of the charity. Operational management, including the development of the Business Plan, is delegated to the Management Committee, which comprises the Chair, the Director, the Finance and Resource Manager, the Residential Service Manager and the Head of Fundraising. The Company Secretary oversees the Charity's finance and accounting.

THE MAYTREE RESPITE CENTRE

Report of the Trustees

For the year ended 30 September 2020

Risk Management

The Trustees have examined the major risks that the Charity faces and confirm that systems have been established to manage these risks. The Trustees acknowledge that the essence of Maytree's service offering a befriending relationship of trust to individuals actively at risk of taking their own life, necessarily carries inherent risks. The Trustees have a risk management strategy comprising:

- a quarterly review of risk
- ensuring that its policies, systems and procedures form an integral part of its day to day operations, including the training and ongoing supervision of its volunteers
- seeking external review of its policies and procedures in relation to specific risks

Impact of Coronavirus/COVID-19

The Trustees have considered the potential impact of Coronavirus since the year end, and the various measures taken to contain it, on the operations of the charity in the near future. The Trustees have taken steps to mitigate the financial impact on the charity's affairs and are confident that the measures taken, together with the financial stability of the charity, will enable it to operate for the foreseeable future. During lockdown, regrettably the house was closed to guests and the charity adapted by concentrating on providing a telephone service. In addition to taking calls from potential guests a system of making regular calls to those who had made contact was established as a means of helping maintain their mental well-being. The house re-opened to guests in June 2021.

OBJECTIVES AND ACTIVITIES

The charitable object of the charity, as defined in the governing document, is "To relieve persons in need who are suffering from suicidal tendencies, primarily but not exclusively, through a befriending support line and the provision of a one off, short term non medical residential befriending service." The charity aims to reach people in suicidal crisis, especially those groups affected by isolation, social alienation or deprivation. It seeks to ensure that every individual who is assessed as suitable to stay at Maytree is given the time and attention they need during their stay, and capacity is managed accordingly.

The trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to public benefit guidance as published by the Charity Commission.

ACHIEVEMENTS AND PERFORMANCE

Main achievements

Maytree has supported nearly 24,000 people at risk of and/or affected by suicide to the end of September 2020 since opening in 2002.

Regrettably the COVID-19 pandemic restricted our ability to offer stays from March 2020 onwards. Nearly 1,300 people were supported in 2019/20 via our telephone befriending service. 70 people were supported through a stay from October 2019 to March 2020.

Our thanks to volunteers

Maytree relies heavily on the support of volunteers. Our valued volunteers come from all walks of life and reflect the diversity of London. The Operations Coordinators and more experienced volunteers at Maytree train and support a team of committed volunteers, who provide our callers and guests with the opportunity to talk about their problems, thoughts and feelings of suicide, without being judged. It takes special commitment to become a Maytree volunteer and our training is intense to reflect the experiences that callers and guests share with us.

In 2019/20 (Regrettably the COVID pandemic restricted our ability to train volunteers)

- 49 new volunteers successfully completed Maytree's bespoke training
- 10 volunteers supported us with outreach activities and 5 volunteers supported us at our Open Days

THE MAYTREE RESPITE CENTRE

Report of the Trustees

For the year ended 30 September 2020

Guests' comments:

I made more progress in five days than I had in nine months of hospital admissions.

I arrived with my bags and no expectations. When I left five days later those same bags felt much lighter.

Thank you Maytree for giving me a port in my storm.

Thank you for reopening my world and for helping me rediscover me.

It makes me feel good to know that when someone feels as bad as I did that you will all be there to help them as you have me.

Costs are controlled as part of an ongoing close budget management process, with the support of committee groups specifically focused on the finances and resources, and fundraising activities.

Fixed Assets

Details of fixed assets are given in note 8 to the financial statements. The trustees wish to draw attention to the fact that the market value of freehold property differs substantially from that in the financial statements. In their opinion, the open market value is likely to exceed that of the carrying value of the freehold property however, the trustees have not adopted a formal revaluation policy given that the building is integral to the on going activities of the charity.

Reserves Policy

In view of the continued uncertainty of the economic climate - particularly the effects of COVID-19 - the Trustees have decided to maintain nine months of anticipated current running costs as the Operating Reserve. Taking account of amounts received for running costs and held under Restricted Reserves, the Trustees have therefore decided to transfer a further sum of £10,000 from the General Fund to ensure the Operating Reserve is now £410,000. This reserves policy will continue to be monitored annually. As replication of Maytree in Manchester grows nearer, the Trustees have further decided to set a sum of £233,000 as the Designated Replication Reserve which added to £192,020 of separate restricted donations gives a total figure for replication in Manchester of just over £425,000.

Purchase of a Property in Greater Manchester

As the Reserves Policy (above) mentions, the Trustees of Maytree have set aside sufficient funds for replication of the work of the London house. To that end, the charity has found a property in Bury to do this and has had its offer accepted. The property is being purchased jointly with Mosscafe St Vincent's (MSV) - a housing association in Manchester. Following the necessary repairs and development work, it is hoped that we will be able to open to guests in the first quarter of 2022.

THE MAYTREE RESPITE CENTRE

Report of the Trustees

For the year ended 30 September 2020

Our vision, mission, values

Our Vision

We want everybody in suicidal crisis to have someone to talk to and somewhere safe to go.

Our Mission

We provide in-depth emotional support during a four-night residential stay to help reduce suicidal thoughts and behaviour. We promote our unique way of working to raise awareness and encourage understanding of suicide prevention.

We do this by:

- Being accessible to everyone: from all over the UK – and our service will always be free of
- Working in partnership: with other organisations, education and training providers and agencies raise awareness of the challenges of suicide prevention
- Reaching out: to high-risk groups to reduce the risk of suicide

Our Values

We believe in:

- Listening without judgement to enable people to explore their feelings without fear of rejection or prejudice so they can gain a better understanding of their situation.
- Confidentiality because people are more likely to be open about how they are feeling if they feel safe.
- People finding their own way forward and retaining responsibility for their own lives and the extent to which they use our service.
- Time and space to explore feelings in more depth with another human being, because this can help reduce emotional distress and despair.
- Empathy, because human warmth and compassion help people to reconnect and feel heard and understood.

THE MAYTREE RESPITE CENTRE

Report of the Trustees

For the year ended 30 September 2020

Trustees' responsibilities in relation to the financial statements

The Trustees (who are also the directors of The Maytree Respite Centre for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the outgoing resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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

Approved by the Trustees and signed on their behalf by:



Peter Hale
Trustee

Date: 20/6/21

THE MAYTREE RESPITE CENTRE

Independent Auditors' Report to the Trustees of The Maytree Respite Centre
For the year ended 30 September 2020

Opinion

We have audited the financial statements of The Maytree Respite Centre ('the company') for the year ended 30 September 2020, which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard Applicable in the UK and Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs(UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' annual report have been prepared in accordance with applicable legal requirements.

THE MAYTREE RESPITE CENTRE

Independent Auditors' Report to the Trustees of The Maytree Respite Centre
For the year ended 30 September 2020

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report and from preparing a Strategic Report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 7, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

THE MAYTREE RESPITE CENTRE

Independent Auditors' Report to the Trustees of The Maytree Respite Centre
For the year ended 30 September 2020

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Silvia Vitiello (Senior Statutory Auditor)
for and on behalf of Moore Kingston Smith LLP, Statutory Auditor

Devonshire House
60 Goswell Road
London
EC1M 7AD

Date: 25/06/2021

THE MAYTREE RESPITE CENTRE

Statement of Financial Activities For the year ended 30 September 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Income from:					
Donations	2	111,857	3,756	115,613	128,099
Legacies	2	29,113	100,000	129,113	15,164
Grants	2	198,323	207,882	406,205	392,170
COVID-19 Furlough & Support Grants	2	66,590	-	66,590	-
Investments	3	5,615	-	5,615	2,912
Total		411,498	311,638	723,136	538,345
Expenditure on:					
Raising funds	6	87,091	-	87,091	75,419
Charitable activities	6,12	362,582	94,051	456,633	511,313
Total		449,673	94,051	543,724	586,731
Net income		(38,175)	217,587	179,412	(48,386)
Net movement in funds		(38,175)	217,587	179,412	(48,386)
Fund balance brought forward at 1 October 2019	12	1,183,752	69,498	1,253,250	1,301,636
Fund balance carried forward at 30 September 2020	12	1,145,577	287,085	1,432,662	1,253,250

The Statement of Financial Activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 14 to 22 form part of these financial statements.

THE MAYTREE RESPITE CENTRE

Balance Sheet at 30 September 2020

	Notes	2020 £	2019 £
Fixed assets:			
Tangible assets	8	398,368	406,764
Total fixed assets		<u>398,368</u>	<u>406,764</u>
Current assets:			
Debtors	9	19,702	11,223
Cash at bank and in hand		1,031,889	847,847
		<u>1,051,591</u>	<u>859,071</u>
Liabilities:			
Creditors: Amounts falling due within one year	10	<u>(17,297)</u>	<u>(12,584)</u>
Net current assets		<u>1,034,294</u>	<u>846,486</u>
Total assets less current liabilities		<u>1,432,662</u>	<u>1,253,250</u>
Net assets		<u><u>1,432,662</u></u>	<u><u>1,253,250</u></u>
The funds of the charity:			
Designated Funds	12	1,041,368	1,171,764
General Funds	12	104,209	11,988
Restricted Funds	12	287,085	69,498
TOTAL FUNDS		<u><u>1,432,662</u></u>	<u><u>1,253,250</u></u>

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

Approved and authorised for issue by the Trustees on 20/6/21
and signed on their behalf by:


Peter Hale
Trustee

Company Registration: 04076191

The notes on pages 14 to 22 form part of these financial statements.

THE MAYTREE RESPITE CENTRE

Statement of Cash Flows as at 30 September 2020

	2020 £	2019 £
Cash flows from operating activities		
Net cash provided by operating activities	178,427	(80,986)
Cash flows from investing activities		
Interest from investments	5,615	2,912
Change in cash and cash equivalents in the reporting period	184,042	(78,074)
Cash and cash equivalents at the beginning of the reporting period	847,847	925,921
Cash and cash equivalents at the end of the reporting period	<u>1,031,889</u>	<u>847,847</u>

Reconciliation of net income/ (expenditure) to net cash flow from operating activities

	2020 £	2019 £
Net income for the reporting period (as per the statement of financial activities)	179,412	(48,386)
Adjustments for:		
Depreciation charges	14,372	14,164
Addition to fixed assets	(5,976)	-
Interest from investments	(5,615)	(2,912)
Decrease/(increase) in debtors	(8,479)	(5,157)
Increase/(decrease) in creditors	4,713	(38,694)
Net cash provided by operating activities	<u>178,427</u>	<u>(80,986)</u>

Analysis of changes in net debt

	At start of year £	Cash flows £	At end of year £
Cash	<u>847,847</u>	<u>184,042</u>	<u>1,031,889</u>

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements For the year ended 30 September 2020

1 ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with the items which are considered material to the financial statements.

1.1 Basis of Preparation of the Financial Statements

These financial statements are prepared on a going concern basis, under the historical cost convention.

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Company is a public benefit entity for the purposes of FRS 102 and a registered charity established as a company limited by guarantee and therefore has also prepared its financial statements in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (The FRS 102 Charities SORP - second edition - October 2019) and the Companies Act 2006.

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

1.2 Going Concern

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the trustees have considered the charity's forecasts and projections and have taken account of pressures on events.

The Trustees have also considered the impact of the Coronavirus and measures taken in the UK. The charity has a strong cash and reserves position at the time of approval of these financial statements. Having made enquiries, the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for at least 12 months from the date of the audit report of these financial statements. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

1.3 Financial Instruments

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

Debtors and creditors receivable or payable within one year of the reporting date are carried initially at their transaction price and subsequently at settlement value.

1.4 Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

1.5 Operating lease rentals

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against the Statement of Financial Activities as incurred.

1.6 Critical Accounting Estimates and Areas of Judgement

In preparing financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The following judgements and estimates are considered by the trustees to have most significant effect on amounts recognised in the financial statements. The most significant estimates and assumptions which affect the carrying amount of assets and liabilities in the accounts relate to the annual depreciation charge for tangible fixed assets is sensitive to change in the estimated useful economic lives and residual value of assets. These are reassessed annually and amended where necessary to reflect current circumstances and to take account of any impairment in value.

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements For the year ended 30 September 2020

1 ACCOUNTING POLICIES (continued)

1.7 Funds

Unrestricted funds comprise accumulated surpluses on general funds. They are available for use at the discretion of the trustees in furtherance of the general charitable objectives.

Designated funds are amounts which have been ring fenced as they relate to tangible fixed assets

Restricted funds comprise funds donated for specified purposes.

Further details of the nature of the funds are set out in Note 12.

1.8 Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income, the receipt is probable and the amount can be quantified reliably.

1.9 Expenditure

All resources expended are accounted for gross, on the accruals basis. All costs are directly attributed to one of the functional categories for resources expended in the statement of financial activities. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Expenditure on raising funds comprises the costs associated with attracting voluntary income.

Charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

1.10 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost less accumulated depreciation. Assets costing more than £750 are capitalised. Depreciation is provided to write off the cost less estimated residual value of all fixed assets except freehold land, over their useful lives:

Freehold land is not depreciated.

Freehold building - written off over its expected useful life of 50 years.

Furniture, fittings and equipment - 15% reducing balance

1.11 Cash and cash equivalents

Cash at bank and in hand comprises basic financial assets and includes cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months

1.12 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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.

1.13 Retirement benefits

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

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2020

2 VOLUNTARY INCOME	Unrestricted Funds	Restricted Funds	2020 Total
	£	£	£
2020			
Donations	111,857	3,756	115,613
Legacies	29,113	100,000	129,113
Grants	198,323	207,882	406,205
COVID-19 Support & Furlough Grants	66,590	-	66,590
	<u>405,883</u>	<u>311,638</u>	<u>717,521</u>

	Unrestricted Funds	Restricted Funds	2019 Total
	£	£	£
2019			
Donations	118,099	10,000	128,099
Legacies	15,164	-	15,164
Grants	207,054	185,116	392,170
	<u>340,317</u>	<u>195,116</u>	<u>535,433</u>

3 INVESTMENT INCOME	2020	2019
	£	£
Bank Interest	<u>5,615</u>	<u>2,912</u>

4 TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

No reimbursed expenses were paid to the trustees during the year ended 30 September 2020 (2019: £nil).

During the year under review the charity maintained the Charity Trustees indemnity insurance cover as permitted by its governing document.

5 STAFF COSTS

	2020	2019
	£	£
Salary	353,319	315,057
Social security costs	31,979	28,781
Temporary Staff	11,352	17,454
Employer Pension contributions	<u>7,575</u>	<u>5,483</u>
	<u>404,225</u>	<u>366,775</u>

The average number of employees during the year was 18 (2019: 15).

No employee (2019: none) received emoluments of more than £60,000 during this year.

The remuneration of key management personnel, which comprise the trustees, and the Director of the charity was £56,359 (2019: £56,139).

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2020

6 EXPENDITURE	Raising Funds	Charitable Activities	Governance Costs	Total 2020
	£	£	£	£
2020				
Salaries and National Insurance	84,942	319,283	-	404,225
Recruitment and training		8,764	-	8,764
Redundancy payments		-	-	-
Supervision and volunteer expenses		13,812	-	13,812
Internet and IT expenses		15,280	-	15,280
Household expenses		2,402	-	2,402
Postage and stationery		2,939	-	2,939
Cleaning and repairs		7,474	-	7,474
Travel expenses		154	-	154
Food		3,076	-	3,076
Rates		838	-	838
Telephone		9,018	-	9,018
Electricity, gas and water		2,808	-	2,808
Insurance		6,279	-	6,279
Sundry expenses		1,340	-	1,340
Audit and accountancy fees		3,512	7,835	11,347
Bank interest and charges		651	-	651
Fundraising costs	2,149		-	2,149
Advertising		3,743	-	3,743
Depreciation		14,372	-	14,372
Evaluation and Consultancy		12,037	-	12,037
Legal			13	13
Subscription and membership		1,524	-	1,524
Director expenses		849	-	849
Studio office expenses		18,297	-	18,297
Outreach set-up and expenses		333	-	333
	<u>87,091</u>	<u>448,785</u>	<u>7,848</u>	<u>543,724</u>
Allocation of governance costs	-	7,848	(7,848)	-
Totals	<u>87,091</u>	<u>456,633</u>	<u>-</u>	<u>543,724</u>

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2020

6 EXPENDITURE (continued)	Raising Funds	Charitable Activities	Governance Costs	Total 2019
	£	£	£	£
2019				
Salaries and National Insurance	68,355	298,420	-	366,775
Recruitment and training		16,407	-	16,407
Redundancy payments		-	-	-
Supervision and volunteer expenses		17,849	-	17,849
Internet and IT expenses		34,736	-	34,736
Household expense		3,783	-	3,783
Postage and stationery		6,493	-	6,493
Cleaning and repairs		19,593	-	19,593
Travel expenses		783	-	783
Food		6,068	-	6,068
Rates		1,819	-	1,819
Telephone		7,266	-	7,266
Electricity, gas and water		4,832	-	4,832
Insurance		5,781	-	5,781
Sundry expenses		1,907	-	1,907
Audit and accountancy fees		2,099	8,035	10,134
Bank interest and charges		727	-	727
Fundraising costs	7,064	-	-	7,064
Advertising		34,768	-	34,768
Depreciation		14,164	-	14,164
Evaluation		1,124	-	1,124
Legal		-	13	13
Subscription and membership		1,336	-	1,336
Director expenses		2,859	-	2,859
Studio office expenses		19,168	-	19,168
Outreach set-up and expenses		1,280	-	1,280
	<u>75,419</u>	<u>503,265</u>	<u>8,048</u>	<u>586,731</u>
Allocation of governance costs	-	8,048	(8,048)	-
Totals	<u>75,419</u>	<u>511,313</u>	<u>-</u>	<u>586,731</u>
7 MOVEMENT IN FUNDS			2020	2019
This is stated after charging:			£	£
Depreciation			14,372	14,164
Auditor's remuneration			7,835	8,035
Auditor's remuneration for non-audit services			3,512	2,099
			<u></u>	<u></u>

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2020

8 TANGIBLE FIXED ASSETS

	Freehold property £	Office Equipment £	Total £
Cost or valuation:			
At 1 October 2019	608,805	21,326	630,131
Additions in year	-	5,976	5,976
At 30 September 2020	608,805	27,302	636,107
Depreciation:			
At 1 October 2019	213,306	10,061	223,367
Charge for the year	12,176	2,196	14,372
At 30 September 2020	225,482	12,257	237,739
Net Book Value:			
At 30 September 2020	383,323	15,045	398,368
At 30 September 2019	395,499	11,265	406,764

9 DEBTORS

	2020 £	2019 £
Other debtors - Accounts receivable	-	5,000
Prepayments and Accrued Income	19,702	6,223
	19,702	11,223

Accounts receivable (2019) is a donation promised just before the year end but received just after the year end.

10 CREDITORS DUE WITHIN ONE YEAR

	2020 £	2019 £
Accruals	7,650	7,500
Trade Creditors	9,647	5,084
	17,297	12,584

Included in the above creditors are financial liabilities of £7,650 (2019: £7,500) measured at amortised cost.

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2020

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

2020	General funds £	Restricted funds £	Designated funds £	Total £
Fund balances at 30 September 2020 are represented by:				
Tangible fixed assets	-	-	398,368	398,368
Current assets	121,506	287,085	643,000	1,051,591
Current liabilities	(17,297)	-	-	(17,297)
Long term liabilities	-	-	-	-
TOTAL FUNDS	104,209	287,085	1,041,368	1,432,662
Fund balances at 30 September 2019 are represented by:	11,988	69,498	1,171,764	1,253,250
2019	General funds £	Restricted funds £	Designated funds £	Total £
Fund balances at 30 September 2019 are represented by:				
Tangible fixed assets	-	-	406,764	406,764
Current assets	24,572	69,498	765,000	859,070
Current liabilities	(12,584)	-	-	(12,584)
Long term liabilities	-	-	-	-
TOTAL FUNDS	11,988	69,498	1,171,764	1,253,250
Fund balances at 30 September 2018 are represented by:	21,877	53,831	1,225,928	1,301,636

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2020

12 MOVEMENT IN FUNDS

2020	At 1 October 2019 £	Incoming Resources £	Resources Expended £	Transfers £	At 30 September 2020 £
Restricted funds:					
Various					
Reserves - Fuserna	20,000	-	-	-	20,000
Replication - Bristol	6,755	-	-	-	6,755
Joe's Garden Project	(1,732)	2,000	(190)	-	78
Michael Watson Trust - refurbishment	504	-	(504)	-	-
Edward Gostling - core salary	5,000	-	(5,000)	-	-
Big Lottery - Reaching Comms	-	110,257	(84,149)	-	26,108
Big Lottery - New	-	39,125	-	-	39,125
TKMaxx	-	500	(500)	-	-
The Funding Network - database	464	-	(464)	-	-
Individual donor - Replication - London	3,000	-	-	-	3,000
Total Various	33,991	151,882	(90,807)	-	95,066
Manchester Replication					
Manchester Salary	-	40,000	(7)	-	39,993
Mike Christian - Manchester replication	-	3,000	(491)	-	2,509
The Batchworth Trust - Manchester refurbishment	-	15,000	-	-	15,000
MDM Memorial Trust - Manchester	-	1,000	-	-	1,000
Joe & Rosa Frenkel CT - Manchester replication	24,000	-	-	-	24,000
Estate of Ben Judah - Manchester replication	-	100,000	-	-	100,000
Individual Donations - Manchester replication	-	235	(235)	-	-
On line challenges - Manchester replication	-	521	(521)	-	-
Individual donor - Replication - Manchester	11,507	-	(1,990)	-	9,517
Total Manchester Replication	35,507	159,756	(3,244)	-	192,019
	69,498	311,638	(94,051)	-	287,085
Unrestricted funds					
General fund	11,988	411,498	(449,673)	130,396	104,209
Designated funds - Fixed assets	406,764	-	-	(8,396)	398,368
Designated funds - Operating reserve	400,000	-	-	10,000	410,000
Designated funds - Replication reserve	365,000	-	-	(132,000)	233,000
	1,183,752	411,498	(449,673)	-	1,145,577
TOTAL FUNDS AT 30 SEPTEMBER 2020	1,253,250	723,136	(543,724)	-	1,432,662
TOTAL FUNDS AT 30 SEPTEMBER 2019	1,301,636	538,345	(586,731)	-	1,253,250

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2020

MOVEMENT IN FUNDS

2019	At 1 October 2018 £	Incoming Resources £	Resources Expended £	Transfers £	At 30 September 2019 £
Restricted funds:					
Various					
Reserves - Fuserna	20,000	-	-	-	20,000
Anonymous Trust Donation	14,077	-	(14,077)	-	-
Replication - Bristol	6,754	-	-	-	6,754
Joe's Garden Project	-	22,762	(27,493)	3,000	(1,731)
Individual donor - refurbishment	10,000	-	(10,000)	-	-
Michael Watson Trust - refurbishment	-	5,000	(4,496)	-	504
Edward Gostling - core salary	-	5,000	-	-	5,000
The Funding Network - database	-	9,146	(8,682)	-	464
Individual donor - Replication - London	3,000	-	-	-	3,000
Total Various	53,831	41,908	(64,748)	3,000	33,991
Manchester Replication					
Joe & Rosa Frenkel CT - Manchester replica	-	24,000	-	-	24,000
Big Lottery - Reach & Coms	-	107,123	(107,123)	-	-
Big Lottery - website	-	10,000	(10,000)	-	-
Individual donor - Replication - Manchester	-	12,085	(578)	-	11,507
Total Manchester Replication	-	153,208	(117,701)	-	35,507
	53,831	195,116	(182,449)	3,000	69,498
Unrestricted funds					
General fund	21,877	343,229	(404,282)	51,164	11,988
Designated funds - Fixed assets	420,928	-	-	(14,164)	406,764
Designated funds - Operating reserve	375,000	-	-	25,000	400,000
Designated funds - Replication reserve	430,000	-	-	(65,000)	365,000
	1,247,805	343,229	(404,282)	(3,000)	1,183,752
TOTAL FUNDS	1,301,636	538,345	(586,731)	-	1,253,250

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements

For the year ended 30 September 2020

Designated Funds

The designated fund has been set up to identify the following funds:

Fixed Asset Reserve - in respect of the Maytree Respite Centre freehold property

Operating Reserve - in respect of nine months anticipated running costs

Replication Reserve - in respect of likely first year running costs and refurbishment of a property to replicate Maytree in Manchester.

Restricted Funds

Restricted funds include:

Reserves - Fuserna (reserves account)

Anonymous Trust Donation (restricted for Manchester salary)

Replication - Bristol (restricted for replication in Bristol area)

Big Lottery - Reach & Coms (restricted to Outreach Program)

The Batchworth Trust - Manchester replication refurbishment

MDM Memorial Trust - Manchester replication

Mike Christian - Manchester replication

Joe's Garden - garden project at Royal Hampton Court to raise awareness of Maytree

Individual Donor - Replication - London (restricted for replication elsewhere in London)

The Funding Network - new database

Edward Gostling - core salary funding

Michael Watson Trust - refurbishment

Joe & Rosa Frenkel CT - Replication - Manchester

Individual Donor - Replication - Manchester

13 OPERATING LEASE COMMITMENTS

At the reporting year end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases of £33,028 (2019: £4,600).

Lease payments recognised as an expense during the year is £13,800 (2019: £13,800).

14 RELATED PARTY DISCLOSURES

There were no related party transactions in the year other than those disclosed in Note 4.

15 LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of the eight members in the event of winding up is limited to £1 each.

The charity is controlled by its trustees.

16 ULTIMATE CONTROLLING PARTY

There is no ultimate controlling party.