

Registered Charity Number : 1096975
Registered Company Number : 04664883

RELATE CAMBRIDGESHIRE LTD

**UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

RELATE CAMBRIDGESHIRE LTD

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RELATE CAMBRIDGESHIRE LTD

THE REFERENCE AND ADMINISTRATION OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2024

Directors and Trustees

I Maddison (Chairman)
F McLeman
S Escott
A Bayliss
A Forman (resigned 21 November 2023)
K Bates (resigned 25 October 2023)
C Levins
V Pool (appointed 25 October 2023)

Charity Registered Number

1096975

Company Number

04664883

Registered Office

4 Newmarket Road, Cambridge, CB5 8DT

Independent Examiner

Compton Hardwick Ltd, 20 Elin Way, Meldreth, Royston, SG8 6LX

RELATE CAMBRIDGESHIRE LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report together with the financial statements of Relate Cambridgeshire Ltd for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

The objective of Relate Cambridgeshire Ltd is to enhance the quality of the couple and, thereby parental family relationships, to help avoid unnecessary breakdown and to limit the damage commonly accompanying poor relationships.

b. Method of appointment or election of Trustees

Each year director trustees are elected from the members of Relate Cambridgeshire Ltd at the AGM. During the year, up to two more members may be co-opted onto the Executive Committee but stand for election in subsequent years. Potential director trustees who support and can contribute to the organisation are encouraged to join. This is done by advertising, charity networks and contacts.

c. Risk Management

The Trustees of Relate Cambridgeshire Ltd have considered the major risks to which the charity is exposed, in particular those related to the operations and finances of the centre, and are satisfied that systems are in place to mitigate its exposure to all the major risks.

d. Reserve Policy

The Trustees have established a Reserve Policy in order to maintain reserves which are generally required for the organisation and include a contingency fund to meet unforeseen emergencies. They will also maintain reserves at an overall level which enables the management of short term cash flow fluctuations.

As at 31 March 2024 the Trustees have a Trustee Reserve of £100,000 (2023: £100,000) to cover three months running costs as recommended by Relate Central Office. The Trustees are satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

RELATE CAMBRIDGESHIRE LTD

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2024

The report of the trustees

The financial statements set out on pages 7 to 14 have been prepared in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This year has once again been challenging with the number of counselling sessions delivered falling slightly compared to the previous year. Funding from the NHS Cambridgeshire & Peterborough Support Hub was discontinued, and the Charity has increasingly faced competition from on-line counselling providers. The turnover of counselling staff has also remained a constraint.

The Charity has continued to adapt, adjusting its prices, and introducing more face-to-face counselling to meet client demand. It has also benefited from a grant from Children in Need.

Nationwide inflationary pressures have remained an issue for our cost-base, especially our staff costs. Overall, there has been a deficit for the year of £25,131 (2022/23 deficit of £9,245). The directors are still satisfied that the Charity can continue its activities during the coming year and that its assets are adequate to fulfil its obligations. The Trustees are pleased to report that the level of activity in the current year has improved and anticipate a better outturn for 2024/25.

The Charity has been sad to lose two of our Trustees who we gratefully thank for their service. We are also pleased to welcome one new Trustee.

The statement of Financial Activities shows incoming resources for the year of a revenue nature of £276,580 (2023: £293,268), giving a net deficit of £25,131 (2023: deficit £9,245). A majority of the expenditure is spent on provision of the counselling service, management and administration.

The Trustees would particularly like to thank the following for their support:

Girton Town Charity
Children in Need
John Huntingdon's Charity
Huntingdon Freeman Trust
Simon Gibson Trust
National Lottery

RELATE CAMBRIDGESHIRE LTD

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2024

Statement of Trustees responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming 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:

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

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

The Trustees are responsible for maintaining proper accounting records which 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.

The Trustees are also responsible for safeguarding the assets of the charitable company and hence taking the reasonable steps for the prevention of detection of fraud and other irregularities.

Approved by order of the board of trustees on 24/10/2024 and on its behalf by:



.....
I Maddison - Chairman

RELATE CAMBRIDGESHIRE LTD

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2024

Independent examiner's report to the Trustees of Relate Cambridgeshire Ltd

We report on the financial statements of the charity for the year ended 31 March 2024 which are set out on pages 7 to 14, which have been prepared in accordance with section 145 of the Charities Act 2011 and the Statement of Recommended Practice applicable for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015).

Respective responsibilities of Trustees and examiner

The charity's trustees (who are also directors for the purposes of company law) are responsible for the preparation of the accounts. The charities trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied ourselves that the charity is not subject to a full audit under company law, or otherwise, and is eligible for independent examination. It is our responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- the state whether particular matters have come to our attention.

Basis of independent examiner's report

We have conducted our examination in accordance with the General Directions given by the Charity Commissioners for England and Wales setting out the duties of an independent examiner issued by Charity Commissioners under section 145(5)(b) of the Act relating to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the charity and of the accounting systems employed by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below:

RELATE CAMBRIDGESHIRE LTD

INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2024

Independent Examiner's statement

Subject to the limitations upon the scope of our work as detailed above, in connection with our examination, no matter has come to our attention:

1) which gives us reasonable cause to believe that in any material respect, the requirements

i) to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006; and

ii) to prepare Financial Statements, which accord with the accounting records and comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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 January 2015)

have not been met; or

2) to which, in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Compton Hardwick Ltd

.....
Compton Hardwick Ltd
20 Elin Way
Meldreth
Royston
SG8 6LX

DATE 30/10/2024

RELATE CAMBRIDGESHIRE LTD

BALANCE SHEET
AS AT 31 MARCH 2024

	Note	2024	2023
		£	£
Fixed Assets	9	2,901	6,467
Total Fixed Assets		<u>2,901</u>	<u>6,467</u>
Current Assets			
Debtors	10	4,208	10,247
Cash at bank		<u>151,259</u>	<u>173,214</u>
		155,467	183,461
Creditors: Amounts falling due within one year	11	<u>(34,292)</u>	<u>(40,721)</u>
Net Current Assets		<u>121,175</u>	<u>142,740</u>
NET ASSETS		<u>124,076</u>	<u>149,207</u>
FUNDS			
Trustee Reserve		100,000	100,000
General Fund		<u>24,076</u>	<u>49,207</u>
		<u>124,076</u>	<u>149,207</u>

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2016 and
- preparing financial statements with give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees and signed on their behalf, by:

I. Maddison
Ian Maddison
Chairman

Fiona McLellan
Fiona McLellan
Director

Approved by the board of trustees on 24.10.2024

The notes on pages 9 to 14 form part of the financial statements.



RELATE CAMBRIDGESHIRE LTD

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

		Restricted Funds £ 2024	Unrestricted funds £ 2024	Total Funds £ 2024	Total Funds £ 2023
INCOME:	Note				
Voluntary income	3	53,409	4,082	57,491	62,683
Activities for generating funds	5	-	212,993	212,993	228,633
Investment income	4	-	6,096	6,096	1,951
Government grants		-	-	-	-
TOTAL INCOME		53,409	223,171	276,580	293,268
EXPENDITURE ON:					
Charitable activities	6	52,348	234,401	286,749	289,197
Governance costs	7	1,061	13,901	14,962	13,316
TOTAL EXPENDITURE		53,409	248,302	301,711	302,513
NET (DEFICIT)		-	(25,131)	(25,131)	(9,245)
RECONCILIATION OF FUNDS					
Total funds brought forward		-	149,207	149,207	158,452
Net movement in funds		-	(25,131)	(25,131)	(9,245)
TOTAL FUNDS CARRIED FORWARD		-	124,076	124,076	149,207

All activities derive from continuing operation

The notes of pages 9 to 14 form part of these financial statements.

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. LEGAL FORM

The charity is a registered charity registered in England and Wales number 1096975 and a company limited by guarantee, having no share capital, incorporated in England and Wales number 04664883.

2. ACCOUNTING POLICIES

BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with 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 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity have taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". - the requirements of Section 7 statement of Cash Flows.

FUND ACCOUNTING

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The aim and purpose of each designated fund is set out in the notes to the financial statements. Restricted funds are funds of the charity restricted for specific services or for educational and research projects being undertaken by the charity. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each material designated and restricted fund is set out in the notes to the financial statements.

INCOME

All incoming resources is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be reliably measured. Income is deferred where it has been received ahead of the period where the funds will be used.

Donations are recognised on receipt.

Membership income is recognised in the period to which the membership fee relates.

The charity is not VAT registered.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

Allocation and Apportionment of Costs:

Where possible, costs are allocated directly to the fund and activity that they relate to. Where costs are shared between activities or funds an apportionment is made using an appropriate basis such as budgeted costs or percentage of total costs.

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

TAXATION

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

DEBTORS

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts offered.

CASH AT BANK

Cash at bank includes monies held in bank current accounts and short term highly liquid investments with a short maturity of three month or less from the date of acquisition or opening of the deposit.

CREDITORS AND PROVISIONS

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be estimated or measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

FINANCIAL INSTRUMENTS

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement.

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

3. DONATIONS AND LEGACIES

	Restricted Funds £ 2024	Unrestricted funds £ 2024	Total Funds £ 2024	Total Funds £ 2023
Donations and Grants	53,409	1,323	54,732	51,073
Local authority funding	-	2,759	2,759	11,610
	<u>53,409</u>	<u>4,082</u>	<u>57,491</u>	<u>62,683</u>

4. INCOME FROM INVESTMENTS

	Restricted Funds £ 2024	Unrestricted funds £ 2024	Total Funds £ 2024	Total Funds £ 2023
Bank deposit interest received	-	6,096	6,096	1,951
	<u>-</u>	<u>6,096</u>	<u>6,096</u>	<u>1,951</u>

5. INCOME FROM FUNDRAISING ACTIVITIES

	Restricted Funds £ 2024	Unrestricted funds £ 2024	Total Funds £ 2024	Total Funds £ 2023
Activities for generating funds				
Income from client services (including gift aid)	-	183,149	183,149	149,178
Income from contracted services	-	26,954	26,954	75,800
Training services	-	2,890	2,890	3,340
Other	-	-	-	315
	<u>-</u>	<u>212,993</u>	<u>212,993</u>	<u>228,633</u>

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

6. EXPENDITURE ON RAISING FUNDS

	Restricted Funds £ 2024	Unrestricted funds £ 2024	Total Funds £ 2024	Total Funds £ 2023
Charitable activities	52,348	234,401	286,749	289,197
	<u>52,348</u>	<u>234,401</u>	<u>286,749</u>	<u>289,197</u>
Charitable activities				
Staff salaries, NI and pensions	22,928	148,086	171,014	161,854
Other staff costs	1,131	226	1,357	1,136
Counsellor salaries	14,887	71,560	86,447	94,696
Other counsellor costs	2,626	2,462	5,088	5,657
Establishment costs	4,794	378	5,172	6,020
Administrative costs	5,982	11,689	17,671	19,834
	<u>52,348</u>	<u>234,401</u>	<u>286,749</u>	<u>289,197</u>

The basis for allocation of costs as shown above is explained in the accounting policies.

7. GOVERNANCE COSTS

	Restricted Funds £ 2024	Unrestricted funds £ 2024	Total Funds £ 2024	Total Funds £ 2023
Independent examiner's fee	64	836	900	900
National Relate Federation service charge	995	13,032	14,027	12,416
Other	2	33	35	-
	<u>1,061</u>	<u>13,901</u>	<u>14,962</u>	<u>13,316</u>

8. STAFF COSTS

	2024 £	2023 £
Wages and salaries	244,869	245,506
Social security costs	9,484	7,984
Pension contributions	3,109	3,060
	<u>257,462</u>	<u>256,550</u>
Number of full time employees or full time equivalents	2024	2023
Direct charitable (including unpaid volunteer staff)	7	8

The above number does not include directors who are not permitted to receive remuneration for their duties. In view of the nature of the charity's activities the majority of administrative and counselling staff do not work full time. There were 26 (2023: 24) people who provided time to the charity. Expenses paid to directors totalled £Nil (2023: £Nil). There were no related party transactions requiring disclosure.

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

9. TANGIBLE FUNCTIONAL FIXED ASSETS

	Furniture & equipment £
Cost	
At 1 April 2023	12,393
Additions	-
Disposals	(1,310)
At 31 March 2024	<u>11,083</u>
Depreciation	
At 1 April 2023	5,926
Charge for the year	2,665
Disposals	(409)
At 31st March 2024	<u>8,182</u>
Net book value	
At 31 March 2024	<u>2,901</u>
At 31 March 2023	<u>6,467</u>

10. DEBTORS

	2024 £	2023 £
Trade debtors	3,449	8,829
Debtors - gift aid recoverable	25	123
Prepayments	<u>734</u>	<u>1,295</u>
	<u>4,208</u>	<u>10,247</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	3,357	1,358
Accrued expenses	1,430	4,075
Dilapidation provision	-	5,000
PAYE and pension contributions	4,695	3,932
Deferred income - Children in Need	16,570	11,919
Deferred income - National Lottery Grant	375	6,162
Deferred income - Other bursary funds	<u>7,865</u>	<u>8,275</u>
	<u>34,292</u>	<u>40,721</u>

RELATE CAMBRIDGESHIRE LTD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Current Assets £	Creditors £	Net Current Assets £
Unrestricted funds				
Trustee Reserve	2,901	97,099	-	100,000
General Fund	<u>-</u>	<u>58,368</u>	<u>(34,292)</u>	<u>24,076</u>
Total Funds	<u>2,901</u>	<u>155,467</u>	<u>(34,292)</u>	<u>124,076</u>

As recommended by Relate Head Office, the trustees reserve should equate to three months running costs at £100,000.

Analysis of unrestricted fund movements

	Funds at 2023 £	Movements in Funds £	Transfers Between Funds £	Funds at 2024 £
Trustee Reserve	100,000	-	-	100,000
General Fund	<u>49,207</u>	<u>(25,131)</u>	<u>-</u>	<u>24,076</u>
	<u>149,207</u>	<u>(25,131)</u>	<u>-</u>	<u>124,076</u>

13. COMPANY STATUS AND WINDING UP OR DISSOLUTION OF THE CHARITY

Relate Cambridgeshire Ltd is a company limited by guarantee not exceeding £1 per member. The company has no share capital. If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

14. RELATED PARTY DISCLOSURES

There are no related party disclosures for the year ended 31 March 2024.