

**REGISTERED COMPANY NUMBER: 04939758 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1103470**

**REPORT OF THE TRUSTEES AND  
AUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023  
FOR  
RELATE COVENTRY & WARWICKSHIRE**

Harrison Beale & Owen Limited  
Chartered Accountants and Statutory Auditor  
Seven Stars House  
1 Wheler Road  
Coventry  
CV3 4LB

## **RELATE COVENTRY & WARWICKSHIRE**

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## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. 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 (FRS 102) (effective 1 January 2019).

#### **Chairs' Report**

The last year has seen numerous challenges both locally and nationally to children, young people and their families across the UK. At Relate, we have continued to offer services locally to a broad range of people facing a range of difficult circumstances. I am grateful to the trustees, management team, colleagues, and volunteers, our partnerships including LDP and funders, who enable us to continue to provide services. We remain focused on providing timely, and cost-effective approaches to alleviate issues prevalent in modern society.

We have worked extremely hard during the year to ensure that the local community can access our range of services, offering support to families who are on a low income and families feeling the pressure of the cost-of-living crisis. Our ethos is to ensure that every person has the opportunity to receive support irrespective of income.

The Centre has seen an increase in clients wishing to access face to face services and we have adapted to their need by increasing our face-to-face capacity. During the year we have recruited new counsellors and domestic abuse practitioners and our workforce plan to recruit and train more relationship counsellors in the next 5 years is on schedule. We also continued to increase the breadth of knowledge and experience on the Trustee Board, recruiting new trustees despite the difficulties.

We are fortunate to have a diversity of contracts to deliver services to children and young people, adults and families across Coventry and Warwickshire, working as required with partner agencies. Our success with our new partner, Action for Children, to deliver the replacement to Separated Parenting programme, planning together for children will commence in April 2023.

I would like to take this opportunity to thank our funders for their support which has enabled our organisation to offer bursaries for clients to assist in covering the costs for those people who are unable to afford the full fee. We will continue into 2023 to reach as many people as possible in our local community who need our help and support.

As ever, the main asset of the centre is our staff and volunteers, and I would like to thank them all for their hard work and continued commitment to clients. I would also like to express my gratitude to my fellow trustees for their support, dedication, and valued contributions over this year.

## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

Relate's declared objects are:

- \* to educate the public concerning the benefits of secure couple relationships, marriage and family life in order to improve the emotional, sexual and spiritual well-being of individuals which is derived from committed relationships
- \* to seek to enhance the good health, both mental and physical, of adults and children by increasing public awareness of the benefit of committed couple relationships, marriage and family life
- \* working to prevent poverty, hardship and distress caused by the breakdown of such relationships to provide counselling, advice, education, guidance and relief to adults and/or children in relation to any aspect of contemporary life or work which may prejudice their physical or mental wellbeing 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 services are undertaken to further our charitable purposes for the public benefit.

#### **Vision and Mission**

Relate's vision is where every relationship is actively valued, supported and promoted as the heart of a thriving society. We will make this a reality by:

- \* Delivering inclusive, high-quality services that are relevant at every life stage.
- \* Help partners, families, and individuals to make relationships work better.
- \* Help the public and policymakers improve their understanding of relationships and their importance for a thriving society.

As part of our strategy we have set ourselves four strategic goals to direct our work in the next three years and to help us achieve our vision and mission.

- \* Service Effectiveness
- \* Influence and Visibility
- \* Impact and value
- \* Sustainability

Our services are already helping thousands of people every year to strengthen their relationships. Our challenge is to make sure those services develop and innovate so that we remain the experts in our field and the key agency for relationship support.

#### **Our Strategic Goals**

##### **Service Effectiveness**

- \* Quality services meet the need and deliver customer satisfaction
- \* We lead in service innovation and development
- \* We can demonstrate a keen customer focus, understanding existing and potential customers now and in the future
- \* Relate services reach and help more people in more ways, delivering on inclusion and diversity
- \* Relate develops and supports a skilled workforce across the core service range and its management to underpin service quality
- \* Relate adopts a learning and development culture to facilitate continuous service improvement

## RELATE COVENTRY & WARWICKSHIRE

### REPORT OF THE TRUSTEES for the year ended 31 March 2023

#### Influence and visibility

- \* A known brand becomes an understood, valued and leading brand
- \* The public, government, media, private and public and voluntary sectors know that relationship health is needed and valued
- \* Relationship support is accessible and the norm
- \* Public policy facilitates successful relationships
- \* Our marketing strategy enables us to promote the service across Coventry & Warwickshire with relevant literature which is accessible and informative.

#### Impact and Value

- \* Our research and measuring outcome procedures can demonstrate the impact and value across all services.
- \* Research and reviews of services will support development and excellence

#### Sustainability

- \* Income strategy grows and diversifies income streams
- \* The organisational structure, processes and culture are fit for purpose now and into the future.
- \* Collective activity delivers against the vision
- \* Relate continues to forge collaborations and partnerships in support of delivering its purposes and maximising impact

#### Significant activities

In order to deliver our strategic goals we offer five core activities:

**Relationship Counselling** - helping couples and individuals to resolve issues arising from their relationships. Our counsellors help people to discuss their 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.

**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 children and young people with over 25 years' experience in this area.

**Family counselling** - to help family members in resolving difficulties and concerns in their relationships with one another. We support clients by increasing their understanding of each other's needs and by improving communication, both within the couple relationship and across generations.

**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 relationship as opposed to just helping when things are declining or in crisis.

#### Public benefit

The Trustees have had due regard to the Charity Commission's guidance on "Public Benefit."

## RELATE COVENTRY & WARWICKSHIRE

### REPORT OF THE TRUSTEES for the year ended 31 March 2023

#### ACHIEVEMENT AND PERFORMANCE

##### Charitable activities

We have worked closely with our neighbouring Relate Centres and those further afield and our CEO is an active member of the Steering Group - ARCO which works with Relate National to ensure federated Centres and Relate work effectively together. Our local partnerships have flourished during the year, establishing new partnerships within the domestic abuse sector.

During 2022-2023 we delivered: -

- \* 2,344 hours of adult work within our Centre-based work with 849 individuals registering for this service. We offered on average of 75-82 adult counselling appointments per week, increasing our face-to-face delivery to meet the returning client demand following Covid-19. 58% of sessions were delivered face-to-face.

- \* We registered 72 new individuals to our services within GP surgeries within Coventry, offering approximately 635 individual appointments this year. Each quarter saw an improvement on average Post-Service PHQ9 (depression scale) and GAD7 (anxiety scale) scores following counselling, with PHQ9 pre-scores averaging at 15.5, and reducing to an average of 6 at the end of counselling and GAD7 scores with a pre-average of 11.8 to a post-average of 5.2.

- \* **Time for You** - our school-based service, worked in 36 schools across Coventry & Warwickshire, delivering over 3,700 appointments to students throughout the year.

- \* We delivered the **Separated Parenting Information Programmes** to 301 adults participating in Coventry & Warwickshire (a further increase of 17% on last year), supporting those parents referred to us in this time before the SPIP contract came to an end in March 2023. We are excited to be continuing this work on behalf of CAFCASS in partnership with Action for Children, via the newly developed and rebranded 'Planning Together for Children' service.

- \* The **Reach/Rise Projects** received 366 new referrals for children and young people to access the service (26% decrease on last year's figures) and delivered 1,674 individual sessions across Coventry & Warwickshire.

- \* The **Choose to Change Perpetrator** programme accepted 63 new referrals (decrease of 30% on last year). However, still saw 116 one-to-one appointments take place, in addition to 188 group intervention sessions being attended, with a 5% increase in group attendance rate and engagement.

- \* The **WISH and WISH Sanctuary Projects** received 295 new referrals this year (an 18% increase) and delivered 1746 appointments across Coventry to children and young people who have been impacted by Domestic Abuse and/or violence in their household. This is an 11% further increase on last year's delivery.

- \* Each week we provided on average approximately 385 hours of counselling a week to couples, individuals, families, children, and young people at our centres and in the community-based locations. Within this year we also re-extended our evening face to face provision re-opening the Coventry centre on Tuesday evenings to meet client demand, as well as recommencing face to face work at 3 Warwickshire outposts for our Children and Young Person's services.

- \* We continue to offer 3 appointments per week at Dudley Lodge - offering counselling to couples and/or individuals who are currently undergoing Family Support Assessments.

- \* Our mediation service has supported 19 cases this year.

##### Quality Review and Assurance

PQASSO has been replaced by "Trusted Charity" Award and we continue to work towards achieving this by the end of 31st March 2024.

## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

We will be working towards BACP Accreditation during 2023 and will be reviewing other quality marks in the year ahead to work towards.

Relate Coventry & Warwickshire is a member of the Relate federation. Relate ensures that all member organisations comply with certain regulations, including service specifications for the 5 core services we provide, all practitioners are registered on the Relate Practitioner Directory and have access to the Relate practice helpline which supports practitioners and managers with complex safeguarding issues and pilot projects to ensure quality and effectiveness for new services. All these safeguards ensure we offer a safe and appropriate service for all our clients.

#### **Organisation of the charity**

Our staff team has remained constant throughout the year, with the addition of new student placements, two children and young people's counsellors and two relationship counsellors. A priority is to ensure we recruit new counselling placements to ensure we have enough counsellors to meet the ever-increasing demand for our services and secure our future workforce.

##### **(a) Executive Committee (The board of Trustees)**

The board is responsible for setting the policy of the charity and ensuring that all funds received are used for objectives of the charity. There were nine members of the executive committee on 31st March 2023

##### **(b) Chief Executive**

The Chief Executive ensured that the trustees were well advised on all technical issues within the organisation, and she was responsible for implementing the trustee's policies and decisions on a day-to-day basis. The trustees and Chief Executive developed a business plan during the year, which the Chief Executive has worked to.

##### **(c) Support Staff**

The Chief Executive was supported by the Director of Services, Service Manager, Business Development officer, Client Support Manager and four members of the admin team.

Director of Services 37 hours  
Service Manager 37 hours  
Administrative Posts 119 hours (3.21 fte)

##### **(d) Counsellors**

As of the 31st of March 2023, 33 counsellors/practitioners working between 3 and 37 hours, totalling 708 (19.1 fte) hours per week. 3 hours a week were provided by counsellors on a voluntary basis.

#### **Services**

##### **Adult Services**

We have returned to face-to-face counselling offering the majority of counselling in the Centre and GP practices. Clients still request webcam; however, this has dramatically reduced during the last 6 months. We will continue to offer a blended service with webcam, telephone, and face to face counselling available.

Our bursary scheme is well utilised by clients who cannot afford the full cost enabling them to receive the support they need. King Henry VIII has once again supported us to support those clients living in a specific area within Warwickshire.

## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

Coventry City Council and CCG have enabled us to offer a much-needed bursary scheme to those residents in Coventry who are unable to pay the full cost of the service and we will continue to provide this support of reduced cost counselling for as many people as possible.

The trustees are committed to ensure that every single person who requires our services can access counselling irrespective of their financial circumstances. The bursary will continue in the future and increased fundraising activities will enable funds to support our clients.

The Clinical Commissioning Group (CCG) has funded us to provide outreach counselling in seven of the GP practices in the City and continue to provide support for adults who access relationship counselling.

#### **Adult Counselling Evaluations - 2022-2023**

- \* 88% of clients felt communication within their relationships improved by the end of counselling
- \* 75% felt their worries about whether their relationship would end improved
- \* 75% of clients felt their physical wellbeing improved, 92% felt their Mental/Emotional wellbeing improved
- \* 44% of clients felt there had been improvements to their sex lives
- \* 75% of clients felt more confident after attending appointments with Relate
- \* 82% of clients felt more able to cope with their worries and problems following counselling
- \* 85% of clients said they would return to Relate in future if any problems arose again
- \* 95% of clients said they would recommend Relate to others having difficulties

#### **Comments & testimonials:**

"Counselling was what felt like the last option to save my relationship. I am very happy with Sid and the service. We were able to address issues in a calmer and understanding way. So glad I reached out for help."

"Techniques given were helpful and having a 3rd party view and someone who didn't know us both was helpful."

"Despite the small amount of time spent with Sid I believe he was a great help guiding us in the right direction and he made a very positive impact to the difficulties we were facing at the time. He was very helpful to us in helping us open up the lines of communication and implementing things that will be very valuable to us in our relationship today and in future. Thank you so much for all your help."

"Debbie has been so helpful and encouraging in helping us to understand our issues and exploring, identifying, and using ways to help us get back on track. Thank you!"

"Debbie has helped us (me) to develop skills to ensure our relationship and parenting becomes a rewarding experience and will lead to a greater understanding of making a better more supportive world to live in - phew! :) Thank you sincerely."

"Therapy has been a positive experience and has helped me relate and understand my husband. It has allowed us to communicate again."

"I have found Relate to be extremely useful. They have been great in listening; giving great advice. It's saved our marriage."



## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

#### **GP Clients Evaluations - 2022-2023**

\* Clients PHQ9 Depression scale scores improved from 15.57 pre-counselling to 6.07 after having accessed counselling

\* Clients GAD7 Anxiety scale scores improved from 11.82 pre-counselling to 5.27 after having accessed counselling.

#### **Comments & testimonials:**

"Counselling has been 100% positive for me. I have loved talking on the phone. The emails I received helped me and I can refer to them as they have lots of helpful information."

"It has been good talking about what happened. I will miss talking with you. It is helpful to know I can use the service in the future. Thank you!"

"Your support and guidance kept me going and gave me strength. Breathing techniques help when I feel overwhelmed, and I now prioritise living in the moment. Thank you"

"Time to talk each week has really helped. I have gained confidence and am more assertive and assured. I am less 'panicked' now and have gained tools that can help me."

"Counselling has definitely helped me 100%. Speaking with you (Counsellor) has been brilliant. Time to talk has really helped. Thank you"

"Bereavement is lonely, it has been very helpful to be able to talk with you (Counsellor). I now feel able to make plans for the future and feel more confident in myself. Thank you"

"Counselling has been very helpful. I was stuck in a rut and your help has improved that. I wouldn't have made that improvement without your support."

"Counselling has been very helpful to me and is a very supportive, good quality service. Thank you"

#### **Choose 2 Change**

A success for Choose to Change in being awarded Respect Accreditation. Accreditation will enable to expand this service to reach more people who need our help and support with behaviour change.

#### **Choose to Change Comments and Feedback**

**From Parallel Support Worker:** "Couple feel like they are more aware of what the impact of DVA has on their children. They are now able to communicate as a couple and talk things out without the need of an argument. They are both happy with the service provided, and it has changed the dynamic in the family in a very positive way."

#### **Attendee Feedback:**

"Worth the long haul. Have really learnt and gained from being on this course to control myself and my behaviour."

"Has given a platform to express oneself and also learn from others. I have gained tools to become a better person."

"Choose to Change is a platform that is helping me open up and learn more from other members."

"I enjoy coming to the group as it gives me a release of troubles of my mind and has made me realise, I'm not alone."

## RELATE COVENTRY & WARWICKSHIRE

### REPORT OF THE TRUSTEES for the year ended 31 March 2023

"Learned a lot from the team and the modules are becoming interesting and informative as we go on with the course. It really helps me in a lot of ways to change and manage my behaviour in a positive way."

#### Children & Young People

Our focus throughout this difficult year has been to ensure that we continue to offer the best possible service for our children and young people.

**Time for You** schools service has offered hundreds of children a space to talk and gain support from one of our qualified, experienced counsellors. Schools have supported us in offering a blended service during the lockdown periods to enable us to continue the services. All schools have returned to face-to-face provision.

#### Time For You Evaluation Data

- \* 97% of students who accessed T4U said they would recommend our counselling services.
- \* 91% of children and young people said that counselling was a good way to deal with their worries/problems.
- \* 98% of students felt they had a positive and trusting relationship with their counsellors.
- \* 90% of students said they felt counselling was helpful and 96% were happy with the service they received.
- \* 78% of parents felt the waiting time for their child to access the services in school was Good.
- \* 93% of parents felt their child had benefitted from the service and 81% felt the service was 'Good/Excellent'.

#### Comments & testimonials:

"Feel it has really helped, and felt I was able to communicate with you and the school. A really good resource for children to have someone trustworthy to talk to. The counsellor worked excellently with my child." - **Parent**

"My child has really thrived since having her counsellor to talk to. She has found homework very difficult at times but has become more confident in telling us when things are getting too much" - **Parent**.

"It was so helpful for her to have someone to talk to outside of the family" - **Parent**.

"I feel more capable of doing things for myself after the sessions. I now have a very good relationship with my family. Sometimes I didn't have the words but I now feel better at getting my point across. I feel more confident, and I don't worry about what people think about me as much." - **Child**.

"Helped me manage stress and anxiety." - **Child**.

"Allowed me chance to reflect on my emotions and offered a safe space to open up, was able to provide me solutions to problems that I struggled to find on my own. Given me more insight." - **Child**.

"Extremely professional, very helpful and friendly too :)" - **Child**.

"At the beginning I had a lot on my shoulders, but now I feel calm." - **Child**.

#### (REACH/RISE) 2022-2023

\* 92% of CYPs who completed their work with REACH/RISE this year said they felt they were now 'dealing with their problems better'

\* 78% said they felt their appointments were offered at convenient times

## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

\* 40% of CYPs improved their SDQ scores post counselling, with average scores reducing to 16.21 (YELLOW - MINOR CONCERN) at end of service from 19.72 (RED - SEVERE CONCERN) pre-service

\* 90% of children and young people said they felt 'counselling was very helpful/helpful'

\* 98% children and young people said they would recommend our counselling services

\* 60% of children and young people said they felt their relationships with other people had improved since attending counselling

#### **Comments & testimonials:**

"It was very good."

"My counsellor was amazing. She was very calming and had a calming voice and influence."

"I think that counselling has helped me be able to talk about my feelings."

"Make sure you guys keep helping people - your awesome!"

"Counselling has helped to accept my emotions and deal with them better."

"I appreciate you helping me!"

Our aim is to ensure that children and young people wait the minimum time as possible for counselling; the admin team and counsellors have worked extremely hard to try meeting this target.

Presenting issues of those young people accessing the service showed 40% being affected by divorce and separation, 11% domestic abuse and 18% by bereavement and loss.

#### **Wish Project and Wish Sanctuary**

The Wish service has offered a specialist domestic abuse intervention to hundreds of children throughout the year and the expansion of the service has enabled us to work with more children who could not access this support.

#### **WISH and WISH Sanctuary Evaluation Data**

\* 86% of children felt safer following completion of their WISH interventions

\* 93% of children felt they had a better understanding of DVA following their WISH work

#### **Staff training and support**

The trustees recognise the hard work and commitment of all staff and volunteers at Relate Coventry & Warwickshire and we operate a rolling core training programme that all staff attend as an essential element of maintaining best practice standards including safe and ethical practice. Specialist training is prioritised to ensure we have access to the most up to date thinking and practice.

During the year, the counselling team have taken part in a range of training and CPD opportunities which have also been a great opportunity for the team to come together. Training has included Safeguarding Children and Adults, note writing and working with coercive and controlling behaviours in relationships.

## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Investment performance**

The Executive Committee's investment policy is reviewed annually as part of the review of the Financial Policies and Procedures. The cash balances fluctuate throughout the year. The policy enables cash that is not immediately required to be invested subject to risk being minimised and access being rapid, within institutions that are members of the Financial Services Compensation Scheme (FSCS). Within this framework the best interest rates are sought, and performance is regularly reviewed. We have a savings account which matures interest every three months, and the interest is currently reinvested.

#### **FINANCIAL REVIEW**

##### **Principal funding sources**

There is a comprehensive system of business planning which includes an annual budget reviewed in detail by the Finance, Premises and Fundraising Sub Committee and approved by the Executive Committee. Monthly actual results are reported against budget and revised forecasts for the year are prepared regularly. The Executive Committee reviews the latest management accounts at each meeting.

Relate Coventry & Warwickshire continues to have a wide range of income streams from a number of bodies including:

**CAFCASS - funded through Department for Education** - Separated Parenting Information Programmes (SPIP) for parents who have separated or divorced. The aim is to focus parents on the needs of their children, to work together in the best of interests of their children. The funding for this financial year is £66k. We have been successful with the new commissioned programme and will be a sub-contractor for Action for Children commencing 01.04.2023.

**Clinical Commissioning Group** - £54k received each year to provide an outreach service in several GP Practices throughout the City. The grant also funds a bursary scheme to support adults to access our services if they are on low income or benefits. This contract is renewable on a yearly basis.

**CAMH's LAC** - Providing a counsellor in a multi-disciplinary team. The purpose is to provide a range of therapeutic interventions for looked after children. The funding has been extended until September 2023.

**Coventry City Council and Warwickshire County Council** - Funding to provide the new Reach service, offering counselling and support for children and young people aged 5 -18 years across Coventry and Warwickshire, delivered in partnership with Coventry and Warwickshire Mind. Relate were unsuccessful with the tender and the funding ended in November 2022. We were awarded £20k in December 2022 to continue to offer counselling whilst the new provider settled into commencing the service. Rise Project will continue until 31.03.2024.

**General Charities Coventry** -We received an £8,000 grant to go towards providing counselling and group work across all our services to benefit the residents of Coventry.

**King Henry V111** - We received a grant of £2,000 to provide a bursary for clients accessing Relate services that live in specific CV34 postcode areas of Warwickshire.

##### **Restricted funds**

**Integrated Primary Mental Health Service** - The funding is to employ 1 x 37-hour post to provide mental health advice, guidance, and support across all schools in Coventry. This post finished 30.09.2022.

## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

#### **FINANCIAL REVIEW**

##### **Investment policy and objectives**

The Executive Committee's investment policy is reviewed annually as part of the review of the Financial Policies and Procedures. The cash balances fluctuate throughout the year. The policy enables cash that is not immediately required to be invested subject to risk being minimised and access being rapid, within institutions that are members of the Financial Services Compensation Scheme (FSCS). Within this framework the best interest rates are sought, and performance is regularly reviewed. We have a savings account which matures interest every three months, and the interest is currently reinvested.

##### **Reserves policy**

The definition of reserves is used from the guidance from the Charity Commission. They are funds available to further our charitable objects which have not yet been spent, committed, or designated. They therefore exclude restricted funds (where donors impose criteria for their use), fixed assets (which are in current use to support the ongoing work of the charity) and funds designated for specific purposes.

The Executive Committee reviewed the Reserves policy in March 2022 as part of the risk management process. The trustees consider that unrestricted funds should not exceed six months of resources expended. A minimum target of easily realisable reserves is set between £450,000 and £500,000. This target in the current uncertain climate is a prudent measure.

##### **Financial Reporting**

There is a comprehensive system of business planning which includes an annual budget reviewed in detail by the Finance Committee and approved by the Executive Committee. Quarterly reviews are held at Executive Meetings which monitor the budget and revised forecasts for the year.

##### **Land and Buildings**

The Executive Committee authorised a new valuation on the New House property, which took place during this financial year. The value of the property is currently £400,000. DP Holt, Coventry conducted the valuation.

#### **FUTURE PLANS**

We are focussed on fulfilling our contractual obligations to provide the best possible service for our clients.

Our staff team remain our most precious resource and the Trustees have agreed to fund a well-being package with Westfield Heath offering a range of support. We will continue to offer CPD's and specialist training to ensure our staff are supported and are able to offer the quality service our community expects from Relate.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The Charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association adopted on 22nd October 2003 and amended objectives on 2nd October 2008.

##### **Recruitment and appointment of new trustees**

Trustees are recruited on a regular basis according to the need for particular skills and expertise within the team. We attend functions based in a variety of sectors and offer invitations to find out more about Relate. We ensure that Trustees reflect the diversity of clients within Relate and the Coventry & Warwickshire community.

## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Organisational structure**

The Trustees delegate the exercise of certain powers in connection with the management and administration of the Charity as set out below. This is controlled by requiring regular reporting back to the Executive Committee, in order to ensure that all decisions and recommendations made under delegated powers are duly ratified and noted.

##### **Executive Committee**

The Executive Committee is the governing body of Relate Coventry & Warwickshire. Relate Coventry & Warwickshire is a member of the Relate Federation and pays a membership fee and holds a license agreement to trade as Relate.

The Committee meets quarterly. Its main responsibilities are listed below:

- \* To ensure compliance with the Charitable Objectives;
- \* To formulate and agree policy and adopt policies and guidance appropriately from Relate Ltd;
- \* To approve Relate Coventry & Warwickshire's strategic and operational plans and the annual budget;
- \* To direct and oversee the work of sub committees and working groups.

Indemnity Insurance on behalf of the Trustees was paid by the company.

##### **Finance & General Purposes Committee**

The responsibilities:

- \* To monitor the financial performance of the Centre on a regular basis.
- \* To ensure the maintenance of property and to ensure that the Centre are in good working order.
- \* To be strategic and advisory with respect to services delivered.

##### **Chief Executive and Senior Management Team**

The Chief Executive is responsible for the day-to-day management of the Charity's affairs and for implementing policies agreed by the Executive Committee. The Chief Executive is assisted by a team of senior managers who attend Executive Committee and Sub Committee meetings, as required, to offer advice in their area of expertise. Remuneration for personnel staff is reviewed each year, using a range of benchmarking tools, including ACEVO (Association for Chief Executives for Voluntary Organisation), local and regional comparisons which will influence decisions made about pay scales.

##### **Induction and training of new trustees**

Trustees receive an induction pack containing everything they need to know about Relate Coventry & Warwickshire and its work in order to assist with informed and effective decision making. As part of the induction Trustees are provided with the 'Code of Good Governance' guidelines. Ongoing training is provided as needed.

##### **Key management remuneration**

The arrangements for setting pay of key management personnel subject to benchmarking against similar roles and the achievement of performance objectives.

##### **Wider network**

Relate Coventry & Warwickshire is a member of the Relate federation. Relate ensures that all member organisations comply with certain regulations, including; service specifications for the 5 core services we provide, all practitioner's are registered on the Relate Practitioner register every 3 years, practice helpline to support practitioners and managers with complex safeguarding issues and pilot projects to ensure quality and effectiveness for new services. All of these safeguards ensure we offer a safe and appropriate service for all of our clients.

## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Risk management**

The Trustees are responsible for the management of the risks faced by the Charity. Detailed consideration of risks is delegated to the Finance Committee, which is assisted by senior members of staff.

The strategic risks facing the organisation are those risks "owned" by the Charity's trustees and are regularly reviewed by the Finance and General Purposes Committee. Relate's project management framework helps senior management and trustees to monitor outcomes against strategic priorities.

Relate's Strategic Risk Register has identified the following as the key strategic risks it faces:

Unwitting breaches of legislation, or compliance with, for example:

- i Equality and Diversity
- ii Data Protection
- iii Quality Standards which may lead to legal or other public action.
- iv Inadequate income and lack of ability to grow and generate diverse unrestricted income.
- v Not having the right people with the right skills, attitudes and behaviours to deliver the corporate strategy across the whole organisation.

Risks are identified annual and reviewed on a quarterly basis. Significant changes are subsequently reported to the Finance and General Purposes committee. Relate also manages specific projects, each of which have their own project risk register, which are regularly reviewed as part of the performance management within the organisation.

In addition to the specific risk management mechanism described above, a number of other key controls help trustees manage the major risks facing the charity.

- \* Formal agenda for trustee meetings
- \* Detailed terms of reference for all sub committees
- \* Comprehensive strategic planning, project management, budgeting and management accounting
- \* Established organisational structure and lines of reporting
- \* Formal written policies
- \* Hierarchical authorisation and approval levels

Through these key controls, the Trustees continue to strive to manage the major risks identified in the Charity's risk register. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Good governance is an integral part of how we operate and our compliance is reviewed regularly in our Finance and Audit committees and at the full board meetings. A key element is to ensure that we monitor performance against budgets and the opportunity to review and amend is acted upon.

Our Risk Register is key in how the business element of our charity is monitored and risks are categorised and scored manage them appropriately and mitigate wherever possible. We understand and appreciate the importance of good governance and this has a continual influence on the senior management team and the Board.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
04939758 (England and Wales)

**Registered Charity number**  
1103470

## **RELATE COVENTRY & WARWICKSHIRE**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2023**

#### **Registered office**

1110A Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

#### **Trustees**

R K Farmah Treasurer (resigned 15.10.22)  
Mrs K E Railton Chair (resigned 15.10.22)  
J Robinson  
A A Davies  
Dr R K Auluck  
I K Dunn  
M Monaghan Chair  
I G Edwards (resigned 21.9.22)  
J Ashby-Ellis  
C Robertson (appointed 15.10.22)  
M Mead (appointed 15.10.22)

#### **Company Secretary**

Mrs T Murphy

#### **Auditors**

Harrison Beale & Owen Limited  
Seven Stars House  
1 Wheeler Road  
Coventry  
CV3 4LB

#### **Bankers**

Barclays Bank Plc  
High Street  
Coventry

#### **Solicitors**

Band Hatton Button  
Earlsdon Park  
53-55 Butts Road  
Coventry  
West Midlands  
CV1 3BH



## RELATE COVENTRY & WARWICKSHIRE

### REPORT OF THE TRUSTEES for the year ended 31 March 2023

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Key Management Personnel

Tracy Murphy (Chief Executive Officer)  
Mandy Boothe  
Susan Parkes

##### Sub Committee Members

##### Finance & General Purposes Committee

Mark Monaghan (Chair)  
M Mead  
C Robertson  
J Robinson  
Tracy Murphy  
Mandy Boothe

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Relate Coventry & Warwickshire for the purposes of company law) are responsible for preparing the Report of the Trustees 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 which 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 those financial statements, the trustees are required to

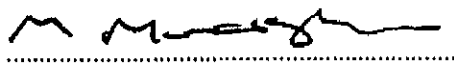
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable 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 charitable company and to 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 auditors are 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 auditors are aware of that information.

Approved by order of the board of trustees on 18-10-23 and signed on its behalf by:



M Monaghan - Trustee

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF RELATE COVENTRY & WARWICKSHIRE**

### **Opinion**

We have audited the financial statements of Relate Coventry & Warwickshire (the 'charitable company') for the year ended 31 March 2023 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 (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 31 March 2023 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 Auditors' responsibilities for the audit of the 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**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

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 this gives rise to a material misstatement in the financial statements themselves. 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF RELATE COVENTRY & WARWICKSHIRE**

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, 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.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF RELATE COVENTRY & WARWICKSHIRE**

### **Our 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 a Report of the Independent Auditors 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 the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Enquiring of management and employees, including obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:-

- Identifying, evaluating, and complying with laws and regulations and whether they were aware of any instances of non-compliance
- Detecting and responding to the risks of fraud and whether they were aware of any actual, suspected, or alleged fraud and
- The internal controls established to mitigate risk relating to fraud or non-compliance with laws and regulations.

We identified areas of law and regulation that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience, discussions with management (as required by auditing standards) and discussed with management the policies and procedures regarding compliance with laws and regulations. All identified laws and regulations were communicated throughout the audit team, and they remained alert to any indications of non-compliance throughout the audit.

The most significant considerations for the charitable company were as follows:-

- The Charity is subject to laws and regulations that affect the financial statements which include financial reporting legislation (namely The Companies Act 2006), taxation legislation and the Charities Act. We assessed the extent of compliance with these laws and regulations as part of our audit procedures concerning items recorded in the financial statements.
- The charity is also subject to other operational laws and regulations where the consequences of non-compliance could have material effect on the amounts or disclosures in the financial statements through imposing fines or withdrawal of funding contracts. Areas where this would have an effect include health and safety, Bribery Act 2010, employment law, data protections and child protection legislation (DBS checks for staff and volunteers).

Auditing standards limit the audit procedures to identifying non-compliance of these laws and regulations to enquiry of management and inspection of regulatory and legal correspondence, if there is any. Therefore, if a breach of operational regulations is not disclosed to us or evident from relevant correspondence, and audit will not detect the breach.

To identify risk of material misstatement due to fraud, we carried out discussions amongst the audit team to assess areas where and how fraud might occur in the financial statements and any potential indicators. The following areas were identified :-

- Management override of controls through the posting of inappropriate accounting entries or journals
- We do not believe there is a fraud risk relating the revenue recognition as the revenue is straightforward, with limited opportunity for manipulation.

We did not identify any additional fraud risks.

We tested the appropriateness of accounting journals and other adjustments made in the accounts preparation based on a risk criteria.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
RELATE COVENTRY & WARWICKSHIRE**

Owing to the inherent limitation of the audit, there is an unavoidable risk that we may not have detected some material misstatements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulation is from the events and transaction reflected in the financial statement, the less likely in the inherently limited procedure required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of fraud, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. Our audit procedures are designed to detect material misstatement. We are not responsible for preventing non-compliance or fraud and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**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 charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Gregg Omer BA(Hons) MPhil ACA (Senior Statutory Auditor)  
For and on behalf of Harrison Beale & Owen Limited  
Chartered Accountants and Statutory Auditor  
Seven Stars House  
1 Wheeler Road  
Coventry  
CV3 4LB

Date: 18 OCTOBER 2023

**RELATE COVENTRY & WARWICKSHIRE**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
for the year ended 31 March 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	25,216	-	25,216	24,587
<b>Charitable activities</b>	5				
Children and family services		655,253	17,000	672,253	616,305
Adult counselling		221,209	-	221,209	220,780
Psychosexual Therapy		7,544	-	7,544	8,301
Cafcass		68,200	-	68,200	66,680
Other trading activities	3	9,791	-	9,791	7,716
Investment income	4	29,398	-	29,398	24,316
Other income		-	-	-	2,616
<b>Total</b>		<u>1,016,611</u>	<u>17,000</u>	<u>1,033,611</u>	<u>971,281</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	6				
Children and family services		668,530	11,000	679,530	594,506
Adult counselling		308,885	-	308,885	279,164
Psychosexual Therapy		10,045	-	10,045	10,106
Cafcass		52,605	-	52,605	72,761
<b>Total</b>		<u>1,040,065</u>	<u>11,000</u>	<u>1,051,065</u>	<u>956,537</u>
<b>NET INCOME/(EXPENDITURE)</b>		(23,454)	6,000	(17,454)	14,744
<b>Other recognised gains/(losses)</b>					
Gains on revaluation of fixed assets		<u>125,000</u>	-	<u>125,000</u>	-
<b>Net movement in funds</b>		101,546	6,000	107,546	14,744
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>889,655</u>	<u>2,878</u>	<u>892,533</u>	<u>877,789</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>991,201</u>	<u>8,878</u>	<u>1,000,079</u>	<u>892,533</u>

The notes form part of these financial statements

# RELATE COVENTRY & WARWICKSHIRE

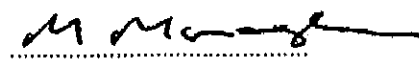
## BALANCE SHEET 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	6,213	-	6,213	11,003
Investment property	13	<u>400,000</u>	<u>-</u>	<u>400,000</u>	<u>275,000</u>
		406,213	-	406,213	286,003
<b>CURRENT ASSETS</b>					
Debtors	14	68,537	-	68,537	137,059
Cash at bank and in hand		<u>626,708</u>	<u>8,878</u>	<u>635,586</u>	<u>599,308</u>
		695,245	8,878	704,123	736,367
<b>CREDITORS</b>					
Amounts falling due within one year	15	(110,257)	-	(110,257)	(129,837)
<b>NET CURRENT ASSETS</b>		<u>584,988</u>	<u>8,878</u>	<u>593,866</u>	<u>606,530</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>991,201</u>	<u>8,878</u>	<u>1,000,079</u>	<u>892,533</u>
<b>NET ASSETS</b>		<u>991,201</u>	<u>8,878</u>	<u>1,000,079</u>	<u>892,533</u>
<b>FUNDS</b>	16				
Unrestricted funds				991,201	889,655
Restricted funds				<u>8,878</u>	<u>2,878</u>
<b>TOTAL FUNDS</b>				<u>1,000,079</u>	<u>892,533</u>

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

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

The financial statements were approved by the Board of Trustees and authorised for issue on 18-10-23 and were signed on its behalf by:

  
M Monaghan - Trustee

The notes form part of these financial statements

**RELATE COVENTRY & WARWICKSHIRE**

**CASH FLOW STATEMENT  
for the year ended 31 March 2023**

	Notes	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>32,711</u>	<u>(58,576)</u>
Net cash provided by/(used in) operating activities		<u>32,711</u>	<u>(58,576)</u>
 <b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(327)	(1,040)
Interest received		<u>3,894</u>	<u>378</u>
Net cash provided by/(used in) investing activities		<u>3,567</u>	<u>(662)</u>
 <b>Change in cash and cash equivalents in the reporting period</b>		 36,278	 (59,238)
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>599,308</u>	<u>658,546</u>
 <b>Cash and cash equivalents at the end of the reporting period</b>		 <u>635,586</u>	 <u>599,308</u>

The notes form part of these financial statements



**RELATE COVENTRY & WARWICKSHIRE**

**NOTES TO THE CASH FLOW STATEMENT  
for the year ended 31 March 2023**

**1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2023 £	2022 £
<b>Net (expenditure)/Income for the reporting period (as per the Statement of Financial Activities)</b>	<b>(17,454)</b>	<b>14,744</b>
<b>Adjustments for:</b>		
Depreciation charges	5,118	4,882
Interest received	(3,894)	(378)
Decrease/(Increase) in debtors	68,521	(100,150)
(Decrease)/Increase in creditors	<u>(19,580)</u>	<u>22,326</u>
<b>Net cash provided by/(used in) operations</b>	<b><u>32,711</u></b>	<b><u>(58,576)</u></b>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.22 £	Cash flow £	At 31.3.23 £
<b>Net cash</b>			
Cash at bank and in hand	<u>599,308</u>	<u>36,278</u>	<u>635,586</u>
	<u>599,308</u>	<u>36,278</u>	<u>635,586</u>
<b>Total</b>	<b><u>599,308</u></b>	<b><u>36,278</u></b>	<b><u>635,586</u></b>

The notes form part of these financial statements

## RELATE COVENTRY & WARWICKSHIRE

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2023

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

##### **Income**

All income 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 measured reliably.

Income is deferred where it has been received ahead of the period where the use of funds will incur. Usually this will relate either to appointments where a deposit has been received in the current accounting period, but the appointment will be conducted in the following accounting period, or where income has been invoiced in advance for services to be delivered in agreed sessions in future periods.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that 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 cost 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.

##### **Allocation and apportionment of costs**

Costs are allocated directly to the fund and activity that they relate to. Where the costs are shared between activities or funds, an apportionment is made based on the units of work conducted for the units sharing the costs.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

The trustees consider that the residual value of the property is materially similar to the carrying value. Depreciation is therefore not considered to be a material amount and no provision for depreciation is made in the financial statements.

##### **Investment property**

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in the Statement of Financial Activities.

##### **Taxation**

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

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

## RELATE COVENTRY & WARWICKSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

#### 1. ACCOUNTING POLICIES - continued

##### **Fund accounting**

Designated funds comprise unrestricted funds that 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 funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	8,459	8,239
Grants	<u>16,757</u>	<u>16,348</u>
	<u>25,216</u>	<u>24,587</u>

#### 3. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Supervision	5,791	7,716
Training	<u>4,000</u>	<u>-</u>
	<u>9,791</u>	<u>7,716</u>

#### 4. INVESTMENT INCOME

	2023	2022
	£	£
Rents received	25,504	23,938
Deposit account interest	<u>3,894</u>	<u>378</u>
	<u>29,398</u>	<u>24,316</u>

# **RELATE COVENTRY & WARWICKSHIRE**

## **NOTES TO THE FINANCIAL STATEMENTS - continued** for the year ended 31 March 2023

### **5. INCOME FROM CHARITABLE ACTIVITIES**

		2023	2022
	Activity	£	£
Client income	Children and family services	7,154	4,214
Contracted charitable services	Children and family services	491,523	421,372
Grants	Children and family services	173,576	190,719
Client income	Adult counselling	106,392	107,453
Contracted charitable services	Adult counselling	67,893	67,893
Grants	Adult counselling	46,924	45,434
Client income	Psychosexual Therapy	7,544	8,301
Grants	Cafcass	68,200	66,660
		<u>969,206</u>	<u>912,046</u>

### **6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs	Support costs (see note 7)	Totals
	£	£	£
Children and family services	456,850	222,680	679,530
Adult counselling	225,001	83,884	308,885
Psychosexual Therapy	-	10,045	10,045
Cafcass	34,186	18,419	52,605
	<u>716,037</u>	<u>335,028</u>	<u>1,051,065</u>

### **7. SUPPORT COSTS**

	Management, administration & premises	Governance costs	Totals
	£	£	£
Children and family services	216,425	6,255	222,680
Adult counselling	81,291	2,593	83,884
Psychosexual Therapy	9,763	282	10,045
Cafcass	17,901	518	18,419
	<u>325,380</u>	<u>9,648</u>	<u>335,028</u>

## RELATE COVENTRY & WARWICKSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

#### 7. SUPPORT COSTS - continued

Activity	Basis of allocation
Management, administration & premises	Cost allocation based on delivery of services
Governance costs	Cost allocation based on delivery of services

#### 8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation - owned assets	5,118	4,882
Auditors' remuneration	<u>6,000</u>	<u>-</u>

#### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

#### 10. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	783,541	711,648
Social security costs	56,575	41,599
Other pension costs	<u>23,027</u>	<u>19,250</u>
	<u>863,143</u>	<u>772,497</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Children and family services	23	19
Adult counselling	8	14
Psychosexual Therapy	1	1
Cafcass	1	1
Management and administration	<u>9</u>	<u>8</u>
	<u>42</u>	<u>43</u>

No employees received emoluments in excess of £60,000.

Total trustee and key management personnel remuneration benefits totalled £184,812 (2022: £170,671).

**RELATE COVENTRY & WARWICKSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
for the year ended 31 March 2023

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	24,587	-	24,587
<b>Charitable activities</b>			
Children and family services	590,805	25,500	616,305
Adult counselling	220,780	-	220,780
Psychosexual Therapy	8,301	-	8,301
Cafcass	66,660	-	66,660
Other trading activities	7,716	-	7,716
Investment Income	24,316	-	24,316
Other Income	<u>2,616</u>	<u>-</u>	<u>2,616</u>
<b>Total</b>	<u>945,781</u>	<u>25,500</u>	<u>971,281</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Children and family services	571,884	22,622	594,506
Adult counselling	279,164	-	279,164
Psychosexual Therapy	10,106	-	10,106
Cafcass	<u>72,761</u>	<u>-</u>	<u>72,761</u>
<b>Total</b>	<u>933,915</u>	<u>22,622</u>	<u>956,537</u>
<b>NET INCOME</b>	11,866	2,878	14,744
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<u>877,789</u>	<u>-</u>	<u>877,789</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>889,655</u>	<u>2,878</u>	<u>892,533</u>

# **RELATE COVENTRY & WARWICKSHIRE**

## **NOTES TO THE FINANCIAL STATEMENTS - continued** for the year ended 31 March 2023

### **12. TANGIBLE FIXED ASSETS**

	Short leasehold £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 April 2022	75,136	27,774	47,341	150,251
Additions	<u>-</u>	<u>327</u>	<u>-</u>	<u>327</u>
At 31 March 2023	<u>75,136</u>	<u>28,101</u>	<u>47,341</u>	<u>150,578</u>
<b>DEPRECIATION</b>				
At 1 April 2022	75,136	23,843	40,268	139,247
Charge for year	<u>-</u>	<u>1,250</u>	<u>3,868</u>	<u>5,118</u>
At 31 March 2023	<u>75,136</u>	<u>25,093</u>	<u>44,136</u>	<u>144,365</u>
<b>NET BOOK VALUE</b>				
At 31 March 2023	<u>-</u>	<u>3,008</u>	<u>3,205</u>	<u>6,213</u>
At 31 March 2022	<u>-</u>	<u>3,931</u>	<u>7,073</u>	<u>11,004</u>

### **13. INVESTMENT PROPERTY**

	£
<b>FAIR VALUE</b>	
At 1 April 2022	275,000
Revaluation	<u>125,000</u>
At 31 March 2023	<u>400,000</u>
<b>NET BOOK VALUE</b>	
At 31 March 2023	<u>400,000</u>
At 31 March 2022	<u>275,000</u>
Fair value at 31 March 2023 is represented by:	
	£
Valuation in 2022	125,000
Cost	<u>275,000</u>
	<u>400,000</u>

The charitable company had an independent valuation conducted during the year by Holt Commercial which provided a valuation of £400,000.

**RELATE COVENTRY & WARWICKSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the year ended 31 March 2023**

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Trade debtors	45,825	136,609
Accrued Income	15,843	-
Prepayments	6,869	450
	<u>68,537</u>	<u>137,059</u>

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Trade creditors	3,229	5,941
Social security and other taxes	13,479	12,573
Other creditors	6,356	4,129
Deferred income	83,506	103,354
Accrued expenses	3,687	3,840
	<u>110,257</u>	<u>129,837</u>

**Deferred Income**

	2023	2022
	£	£
Deferred income at 1st April 2022	103,354	71,102
Released from previous years	(103,354)	(71,102)
Income deferred in the year	<u>83,506</u>	<u>103,354</u>
Deferred income at 31st March 2023	<u>83,506</u>	<u>103,354</u>

Deferred income relates to schools contract income deferred to future periods as the income received relates specifically to the 2023/24 accounting period.

**16. MOVEMENT IN FUNDS**

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
<b>Unrestricted funds</b>			
General fund	614,655	(23,454)	591,201
Property	<u>275,000</u>	<u>125,000</u>	<u>400,000</u>
	889,655	101,546	991,201
<b>Restricted funds</b>			
Primary Mental Health Salary fund	2,878	6,000	8,878
	<u>892,533</u>	<u>107,546</u>	<u>1,000,079</u>
<b>TOTAL FUNDS</b>	<u>892,533</u>	<u>107,546</u>	<u>1,000,079</u>



**RELATE COVENTRY & WARWICKSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the year ended 31 March 2023**

**16. MOVEMENT IN FUNDS - continued**

Net movement in funds, Included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	1,016,611	(1,040,065)	-	(23,454)
Property	<u>-</u>	<u>-</u>	<u>125,000</u>	<u>125,000</u>
	1,016,611	(1,040,065)	125,000	101,546
<b>Restricted funds</b>				
Primary Mental Health Salary fund	17,000	(11,000)	-	6,000
	<u>1,033,611</u>	<u>(1,051,065)</u>	<u>125,000</u>	<u>107,546</u>
<b>TOTAL FUNDS</b>				

**Comparatives for movement in funds**

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
General fund	602,789	11,866	614,655
Property	<u>275,000</u>	<u>-</u>	<u>275,000</u>
	877,789	11,866	889,655
<b>Restricted funds</b>			
Primary Mental Health Salary fund	-	2,878	2,878
	<u>877,789</u>	<u>14,744</u>	<u>892,533</u>
<b>TOTAL FUNDS</b>			

Comparative net movement in funds, Included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	945,781	(933,915)	11,866
<b>Restricted funds</b>			
Primary Mental Health Salary fund	25,500	(22,622)	2,878
	<u>971,281</u>	<u>(956,537)</u>	<u>14,744</u>
<b>TOTAL FUNDS</b>			

# **RELATE COVENTRY & WARWICKSHIRE**

## **NOTES TO THE FINANCIAL STATEMENTS - continued** for the year ended 31 March 2023

### **16. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1,4.21 £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>			
General fund	602,789	(11,588)	591,201
Property	<u>275,000</u>	<u>125,000</u>	<u>400,000</u>
	877,789	113,412	991,201
<b>Restricted funds</b>			
Primary Mental Health Salary fund	-	8,878	8,878
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>TOTAL FUNDS</b>	<u>877,789</u>	<u>122,290</u>	<u>1,000,079</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	1,962,392	(1,973,980)	-	(11,588)
Property	<u>-</u>	<u>-</u>	<u>125,000</u>	<u>125,000</u>
	1,962,392	(1,973,980)	125,000	113,412
<b>Restricted funds</b>				
Primary Mental Health Salary fund	42,500	(33,622)	-	8,878
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>TOTAL FUNDS</b>	<u>2,004,892</u>	<u>(2,007,602)</u>	<u>125,000</u>	<u>122,290</u>

General funds are unrestricted and result in the excess of unrestricted income over costs not incurred in restricted fund activities as well as governance expenses. They are to be used in the ongoing provision of the services to achieve the objectives of Relate. These funds can be readily applied as they are held as cash resources.

**Primary Mental Health Salary fund** - The funding is to employ 1 x 37 hour post to provide counselling and support across all schools in Coventry.

**RELATE COVENTRY & WARWICKSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the year ended 31 March 2023**

**17. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2023.

**RELATE COVENTRY & WARWICKSHIRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 March 2023

	2023 £	2022 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	8,459	8,239
Grants	<u>16,757</u>	<u>16,348</u>
	25,216	24,587
<b>Other trading activities</b>		
Supervision	5,791	7,716
Training	<u>4,000</u>	<u>-</u>
	9,791	7,716
<b>Investment income</b>		
Rents received	25,504	23,938
Deposit account interest	<u>3,894</u>	<u>378</u>
	29,398	24,316
<b>Charitable activities</b>		
Client income	121,090	119,968
Contracted charitable services	559,416	489,265
Grants	<u>288,700</u>	<u>302,813</u>
	969,206	912,046
<b>Other income</b>		
Coronavirus Job Retention Scheme	<u>-</u>	<u>2,616</u>
<b>Total incoming resources</b>	1,033,611	971,281
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	607,991	516,436
Social security	46,065	35,265
Pensions	13,239	10,093
Premises costs	3,763	2,263
Telephone	-	145
Other office costs	1,095	1,643
Sundries	606	1,503
Motor and travelling	1,656	1,848
Training	6,879	4,368
Public relations	226	-
Supervision	3,203	2,030
Carried forward	684,723	575,594

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**RELATE COVENTRY & WARWICKSHIRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 March 2023

	2023 £	2022 £
<b>Charitable activities</b>		
Brought forward	684,723	575,594
Therapeutic resources	-	26
Sub-contractors	25,908	38,729
Recruitment	288	479
Fixtures and fittings	1,250	1,014
Computer equipment	<u>3,868</u>	<u>3,868</u>
	716,037	619,710
<b>Support costs</b>		
<b>Management, administration &amp; premises</b>		
Wages	175,550	195,212
Social security	10,510	6,334
Pensions	9,788	9,157
Premises costs	70,228	65,448
Telephone	6,807	8,457
Other office costs	9,872	10,604
Sundries	6,981	2,200
Motor and travelling	1,049	418
Training	7,843	6,296
Public relations	678	1,496
Federation charges	23,542	22,502
Bank charges	<u>2,532</u>	<u>2,317</u>
	325,380	330,441
<b>Governance costs</b>		
Accountancy fees	8,214	6,300
Legal fees	-	26
Professional fees	<u>1,434</u>	<u>60</u>
	<u>9,648</u>	<u>6,386</u>
Total resources expended	<u>1,051,065</u>	<u>956,537</u>
<b>Net (expenditure)/income</b>	<u>(17,454)</u>	<u>14,744</u>

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