



FAMILY MATTERS OF PLYMOUTH

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

For the year ended

31st March 2021

Accounts prepared by:
Nigel Webster & Co
Chartered Accountants
Abacus House
129 North Hill
Plymouth
PL4 8JY

FAMILY MATTERS OF PLYMOUTH

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FAMILY MATTERS OF PLYMOUTH

REFERENCE AND ADMINISTRATIVE DETAILS

For the year ended 31st March 2021

REFERENCE AND ADMINISTRATIVE DETAILS FOR THE CHARITY, ITS TRUSTEES AND ADVISERS

Charity name: The charity is known by the name "Family matters of Plymouth"

Co registration Number: 5438661

Charity Number: 1110479

The trustees, who are also the directors, at the date of approval of this report and those who served during the year under review were as follows:

S Treavins
F Rice-McAllister
D J Harry
E A Brimacombe
H McLindon
D Pooley
K Hodgkins

The day to day management of the charity is carried out by the chief executive officer.

Principal and registered office:

48 Devonport Road
Stoke
Plymouth
PL3 4DF

Bankers:

The Co-operative bank plc
PO Box 101
1 Balloon Street
Manchester
M60 4EP

Independent Examiner:

S F Pound FCCA
Nigel Webster & Co Ltd
Chartered Accountants
129 North Hill
Plymouth
PL4 8JY

Chief Executive Officer:

Fiona Miller

FAMILY MATTERS OF PLYMOUTH

REPORT OF THE TRUSTEES AND DIRECTORS

For the year ended 31st March 2021

The trustees who are also the directors of the charity for the purposes of the Companies Act 2006, present their report and financial statements for the year.

Status, governance and management

The charity is governed by its memorandum and articles of association and is a company limited by guarantee not having a share capital. The liability is limited in the event of the company being wound up. The charity was incorporated on 28th April 2005 and registered with the charity commission.

Recruitment and appointment of new trustees

In order to appoint trustees, the charity welcomes participants with relevant skills and appointment of trustees is based upon the unanimous decision of all trustees.

Objectives and activities

The charity's objectives are:-

- (1) The relief of persons suffering from the ill effects of family breakdown and relationship difficulties, particularly children and couples, by the provision of psychological support and the advancement of education in healthy family and human relationships; and
 - (2) The promotion and understanding of research into aspects of relationships that may further the first object, or contribute directly towards understanding of human relationships; and the dissemination of the useful results of such research.
- The activities employed to achieve these objectives are set out below as part of the achievements review.

Main achievements

Family Matters is a small Plymouth based charity set up in 2001, offering early intervention family therapy to help resolve relationship difficulties and so prevent family breakdown. To the families who seek our help, we continue to offer a safe and non-judgemental space to talk over difficulties in confidence and work together to find better solutions to alleviate emotional distress.

Family Matters started 2020/21 the way it ended the previous year, in a national lockdown to minimise the spread of Covid-19. In common with other agencies, all our therapists were working from home and contact with families was online. This allowed us to continue work we had started with families and to uphold contractual agreements with NHS Devon Clinical Commissioning Group (CCG) to complete work with 75 families in the year.

Throughout the year many families were willing to engage in online therapy and for some it offered benefits of not having to travel to appointments or leave work early to attend. Other families were not sure online therapy could be helpful to them and opted to wait until we could return to face to face working. With that in mind, in consultation with our Board of Trustees, we put in measures to make our premises Covid secure and started seeing families face to face again in June 2020. This was initially a small number of families only, where there was an identified clinical need or safeguarding concern, with a full return to all face to face appointments not possible during this year. NHS Devon Clinical Commissioning Group (CCG) continued to contract with us throughout 2020/21, for three clinics in Plymouth. By the end of the year we had completed work with 87 families across the three clinics but had built up a significant waiting list of families who wanted to meet face to face, at a time when we had no certainty about when that would be. We went into 2021/22 with an urgent need to review the waiting list and implement a strategy to address the length of time families were waiting for our service.

For the early part of 2020/21 we were also running down the three clinics in South Devon and Torbay and consider the pilot to have been a successful extension to our work in Plymouth. Commissioning intentions remain unclear due to the impact of the pandemic, however, our hope is that this will become more settled as we move into 2021/22.

For the year ended 31st March 2021

Principal funding sources

Local CCG's and health authorities continue to be the primary source of funding. We are thankful for all donations and grants, however small.

Reserves policy

As charity we are to keep sufficient reserves in place to cover committed costs, emergencies and costing sources such as redundancy, property repairs or received funding so the charity can continue as long as possible. The trustees are satisfied with the current position as the reserves and will monitor annually.

Public benefit

The trustees have had due regard to the guidance published by the Charity Commission on public benefit.

Financial review

The financial results are as set out in the annexed accounts. The board of trustees are aware of the deficit for the year and the whole organisation is continuously working towards improving finances. The reserves held should be sufficient to support the charity for the foreseeable future, although its future continues to rely on support from the Plymouth PCT.

Statement of trustees' responsibilities

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

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

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company special provisions

The report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006.

ON BEHALF OF THE TRUSTEES



Mrs E Brimacombe
DIRECTOR AND TRUSTEE

DATED: 16th December 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

FAMILY MATTERS OF PLYMOUTH

I report on the accounts for the year ended 31st March 2021 set out on pages five to ten.

Respective responsibilities of trustees and examiners

The trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the accounts. The 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 needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:-

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5) (b) of the 2011 Act);
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept 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 accounts, and seeking explanations from you as 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 statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principals of the Statement of Recommended Practice: Accounting and Reporting by Charities.

have not been met; or

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

S F Pound FCCA
Nigel Webster & Co Ltd
Chartered Accountants
129 North Hill
Plymouth
PL4 8JY

DATE: 22nd December 2021

FAMILY MATTERS OF PLYMOUTH
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st March 2021

Note	2021	2021	2020
	Total	Unrestricted funds	Restricted funds
			Total

Continuing Operations

TOTAL INCOMING RESOURCES	2	60,100	60,100	-	151,994
FROM CHARITABLE ACTIVITIES					
RESOURCES EXPENDED					
COSTS OF CHARITABLE ACTIVITIES					
Staffing costs					
Salaries and NIC		67,890	67,890	-	96,582
Employers NI allowance		(1,711)	(1,711)	-	(3,000)
Premises costs					
Rent and room hire		12,750	12,750	-	14,745
Rates and utilities		2,229	2,229	-	1,738
Repairs and renewal		2,363	2,363	-	2,513
General running costs					
Accountancy and payroll		660	660	-	398
Independent examination		600	600	-	-
Pension		543	543	-	523
Insurance		757	757	-	737
Depreciation		806	806	-	807
Travel		-	-	-	74
Postage, stationery and software		491	491	-	787
Supervision and advice		-	-	-	120
Web/database/IT consultancy		192	192	-	1,381
Memberships and subscriptions		320	320	-	264
CRB checks		-	-	-	-
Training		-	-	-	832
Research costs		-	-	-	-
Telephone		1,203	1,203	-	1,062
Sundry expenses		565	565	-	291
TOTAL RESOURCES EXPENDED		89,658	89,658	-	119,854
NET(OUTGOING) RESOURCES BEFORE TRANSFERS		(29,558)	(29,558)	-	32,140
TRANSFERS BETWEEN FUNDS	6	-	-	-	-
FUND BALANCES B/FWD		109,292	109,292	-	77,152
FUND BALANCES C/FWD	6	£ 79,734	£ 79,734	£ -	£ 109,292

FAMILY MATTERS OF PLYMOUTH

BALANCE SHEET as at 31st March 2021

	Note	2021	2020
FIXED ASSETS	3	67	873
CURRENT ASSETS			
Debtors	4	3,125	3,125
Cash at bank and in hand		97,207	107,232
		<u>100,332</u>	<u>110,357</u>
CREDITORS			
Amounts falling due within one year	5	20,665	1,938
NET CURRENT ASSETS		79,667	108,419
NET ASSETS		<u>£ 79,734</u>	<u>£109,292</u>
REPRESENTED BY:			
Unrestricted funds	6	79,734	109,292
Restricted funds	6	-	-
		<u>£ 79,734</u>	<u>£109,292</u>

The directors are satisfied that for the year ending on the above date, the company was entitled to exemption from audit under s.477 of the Companies Act 2006 and that no member has required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved for issue by the trustees and directors on

Mrs E. A. Brimacombe TRUSTEE/DIRECTOR



The annexed notes form an integral part of these financial statements.

1. ACCOUNTING POLICIES

- (a) **General information and basis of preparation**
- Family Matters of Plymouth is a charitable company limited by guarantee and incorporated in England & Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are given in page 2 of these financial statements.
- The charity constitutes a public benefit entity as defined by FRS 102. 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016)

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b)

Fixed assets and depreciation

Depreciation is provided on all equipment on a 33.33% straight line basis. Leasehold property improvements are written off in the year of expenditure.

(c)

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.

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 a particular purpose.

(d)

Income recognition

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income is accounted for by matching funders' contributions with the expenditure it is intended to cover. Grants receivable are included in the accounts when the appropriate amounts have been quantified. Grants in respect of fixed assets are credited to income. No amounts are included in the financial statements for services donated by volunteers.

FAMILY MATTERS OF PLYMOUTH

NOTES TO THE ACCOUNTS

For the year ended 31st March 2021

ACCOUNTING POLICIES (continued)

(e)

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular heading they have been allocated to activities on a basis consistent with use of the resources. All expenditure in respect of capital costs are written off funds in the year of purchase as these are fully funded by grant claims.

(f)

Donated services

These are accounted for at the estimated market price.

2. INCOMING RESOURCES

Unrestricted:

New Devon CCG
New Devon CCG - waiting list
Rents and room hire receivable
Donations and gift aid
Torbay pilot
South Devon Pilot

TOTAL

3. FIXED ASSETS

Leasehold Property Equipment

Total

COST

Brought forward

Additions

Carried forward

DEPRECIATION

Brought forward

Charge for the year

Carried forward

NET BOOK VALUE

Brought forward

Carried forward

All fixed assets are held for charitable purposes.

FAMILY MATTERS OF PLYMOUTH

NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31st March 2021

	2021	2020
4. DEBTORS		
Rent deposit and other debtors	£ 3,125	£ 3,125

5. CREDITORS

Amounts falling due within one year:

Deferred income	20,000	-
Accruals	665	1,938
	<u>£ 20,665</u>	<u>£ 1,938</u>

6. STATEMENT OF FUNDS **Income and expenditure**

<u>Brought forward</u>	<u>Income</u>	<u>Transfers and Expenditure</u>	<u>Carried forward</u>
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Unrestricted funds
General reserves

£109,292	£ 60,100	£ 89,658	£ 79,734
<u>£ -</u>	<u>-</u>	<u>£ -</u>	<u>£ -</u>

TOTAL FUNDS

Restricted funds

£109,292	£60,100	£89,658	£ 79,734
<u>£ -</u>	<u>-</u>	<u>£ -</u>	<u>£ -</u>

Balance sheet

<u>Restricted Funds</u>	<u>Unrestricted funds</u>	<u>Total</u>
Fixed assets	67	67
Debtors	3,125	3,125
Cash at bank and in hand	97,207	97,207
Less: Creditors in one year	(20,665)	(20,665)
<u>£ -</u>	<u>£ 79,734</u>	<u>£ 79,734</u>

FAMILY MATTERS OF PLYMOUTH

NOTES TO THE ACCOUNTS (CONTINUED)

For the year ended 31st March 2021

6. STATEMENT OF FUNDS (Continued)

The unrestricted funds represent the free funds of the charity that are not designated for particular purposes.

All transfers between funds relate to surplus restricted funds that have been agreed to be retained as unrestricted on completion of the project.

7. TRUSTEES EMOLUMENTS

The trustees received no remuneration and were reimbursed no expenses during the year.

8. EMPLOYEE EMOLUMENTS

The charity employed an average of 10 people during the year at the following cost:-

	2021	2020
Gross salaries	66,179	93,470
Employers NI contribution	1,711	3,112
Employers NI allowance	(1,711)	(3,000)
Employers pension contribution	543	523
	<u>£ 66,722</u>	<u>£94,105</u>

There are no staff paid in excess of £60,000 pa.

9. STATUS AND CONTROL

The company is limited by guarantee and is controlled by its body of trustees and directors.