

Registered number : 5438661

# FamilyMatters

exploring better ways of getting on together

## FAMILY MATTERS OF PLYMOUTH

### REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

For the year ended

31st March 2022

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 2022

#### **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 Trevains Resigned 26/5/22

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 2022**

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.

Conversations with NHS Devon Clinical Commissioning Group towards the end of 2020/21 led to continued funding for Family Matters to provide a family therapy service in Plymouth in 2021/22. The value of the contract enabled us to continue with the three core clinics that have been running since 2001 in our Plymouth premises. We were in a position also to add two short term additional clinics part way through 2021; one to reduce the waiting list and the other a training clinic offering placements to students in the second year of the four-year family therapy training. Each clinic offered three appointments each week (the training clinic two), with a total of 14 appointments available to families. We work hard to support attendance at appointments and limit the number of appointments lost to cancellation or non-attendance. This resulted in the completion of work with 122 families in 2021/22.

As in 2020/21 this work was a combination of online and face to face appointments, with safety measures, including face coverings, distancing and ventilation, still in place for those attending the building. We ended 2021/22 with a decision for 2022/23 to take us back to being a fully face to face service, with all staff working in the office and all appointments in our Plymouth premises, except where online contact was specifically requested by a family.

Our staff team has remained stable throughout 2021/22, with no new appointments and no departures from therapist and administration teams. We continue to develop skills and knowledge through regular supervision and training to maintain a high standard of practice and actively invite feedback from families about their experience. Our Board of Trustees continues to be active and fully engaged in the governance of the organisation, reflected in the continued stability of Family Matters over what has been a challenging few years.

## **FAMILY MATTERS OF PLYMOUTH**

### **REPORT OF THE TRUSTEES AND DIRECTORS (CONTINUED)**

**For the year ended 31st March 2022**

#### **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 a 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**

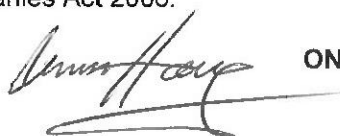
Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements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

**DATED:**

**DIRECTOR AND TRUSTEE**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

### **FAMILY MATTERS OF PLYMOUTH**

I report on the accounts for the year ended 31st March 2022 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: 1 12 22

**FAMILY MATTERS OF PLYMOUTH**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31st March 2022**

	<u>Note</u>	<u>Total</u> <u>2022</u>	<u>2022</u> <u>Unrestricted</u> <u>funds</u>	<u>2022</u> <u>Restricted</u> <u>funds</u>	<u>Total</u> <u>2021</u>
<b>C o n t i n u i n g   O p e r a t i o n s</b>					
<b>TOTAL INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>	2	80,207	80,207	-	60,100
<b>RESOURCES EXPENDED COSTS OF CHARITABLE ACTIVITIES</b>					
<b>Staffing costs</b>					
Salaries and NIC		63,465	63,465	-	67,890
Employers NI allowance		(1,594)	(1,594)	-	(1,711)
		61,871	61,871	-	66,179
<b>Premises costs</b>					
Rent and room hire		12,802	12,802	-	12,750
Rates and utilities		2,603	2,603	-	2,229
Repairs and renewal		2,383	2,383	-	2,363
		17,788	17,788	-	17,342
<b>General running costs</b>					
Accountancy and payroll		1,202	1,202	-	660
Independent examination		-	-	-	600
Pension		548	548	-	543
Insurance		812	812	-	757
Depreciation		131	131	-	806
Travel		-	-	-	-
Postage, stationery and software		605	605	-	491
Supervision and advice		-	-	-	-
Web/database/IT consultancy		1,229	1,229	-	192
Memberships and subscriptions		36	36	-	320
Telephone		1,246	1,246	-	1,203
Sundry expenses		214	214	-	565
		6,023	6,023	-	6,137
<b>TOTAL RESOURCES EXPENDED</b>		85,682	85,682	-	89,658
<b>NET(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		(5,475)	(5,475)	-	(29,558)
<b>TRANSFERS BETWEEN FUNDS</b>	6	-	-	-	-
<b>FUND BALANCES B/FWD</b>		79,734	79,734	-	109,292
<b>FUND BALANCES C/FWD</b>	6	£ 74,259	£ 74,259	£ -	£ 79,734



**FAMILY MATTERS OF PLYMOUTH****BALANCE SHEET as at 31st March 2022**

	<u>Note</u>	<u>2022</u>	<u>2021</u>
<b>FIXED ASSETS</b>	3	127	67
<b>CURRENT ASSETS</b>			
Debtors	4	3,125	3,125
Cash at bank and in hand		<u>72,145</u>	<u>97,207</u>
		75,270	100,332
<b>CREDITORS</b>			
Amounts falling due within one year	5	<u>1,138</u>	<u>20,665</u>
<b>NET CURRENT ASSETS</b>		74,132	79,667
<b>NET ASSETS</b>		<u>£ 74,259</u>	<u>£79,734</u>
<b>REPRESENTED BY:</b>			
Unrestricted funds	6	74,259	79,734
Restricted funds	6	<u>-</u>	<u>-</u>
		<u>£ 74,259</u>	<u>£79,734</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.



## **FAMILY MATTERS OF PLYMOUTH**

### **NOTES TO THE ACCOUNTS**

**For the year ended 31st March 2022**

#### **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 2022**

#### **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.

	<b><u>2022</u></b>	<b><u>2021</u></b>
<b>2. INCOMING RESOURCES</b>		
<b>Unrestricted:</b>		
New Devon CCG	80,000	60,000
Donations and gift aid	207	100
	<u>£80,207</u>	<u>£60,100</u>
<b>TOTAL</b>	<u>£ 80,207</u>	<u>£ 60,100</u>
<b>3. FIXED ASSETS</b>	<b><u>Leasehold</u></b>	
	<b><u>Property</u></b>	<b><u>Equipment</u></b>
		<b><u>Total</u></b>
<b>COST</b>		
Brought forward	6,000	14,983
Additions	-	190
Carried forward	<u>6,000</u>	<u>15,174</u>
<b>DEPRECIATION</b>		
Brought forward	6,000	14,916
Charge for the year	-	131
Carried forward	<u>6,000</u>	<u>15,047</u>
<b>NET BOOK VALUE</b>		
Brought forward	£ -	£ 67
Carried forward	<u>£ -</u>	<u>£ 127</u>

All fixed assets are held for charitable purposes.

**FAMILY MATTERS OF PLYMOUTH****NOTES TO THE ACCOUNTS (CONTINUED)****For the year ended 31st March 2022**

	<u>2022</u>	<u>2021</u>
4. <b>DEBTORS</b>		
Rent deposit and other debtors	<u>£ 3,125</u>	<u>£ 3,125</u>

5. **CREDITORS**

Amounts falling due within one year:

Deferred income	-	20,000
Accruals	<u>1,138</u>	<u>665</u>
	<u>£ 1,138</u>	<u>£ 20,665</u>

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

	<u>Brought forward</u>	<u>Income</u>	<u>Transfers and Expenditure</u>	<u>Carried forward</u>
Unrestricted funds				
General reserves	<u>£79,734</u>	<u>£ 80,207</u>	<u>£ 85,682</u>	<u>£ 74,259</u>
Restricted funds	<u>£ -</u>	<u>-</u>	<u>£ -</u>	<u>£ -</u>
<b>TOTAL FUNDS</b>	<u>£79,734</u>	<u>£80,207</u>	<u>£85,682</u>	<u>£ 74,259</u>

	<u>Restricted Funds</u>	<u>Unrestricted funds</u>	<u>Total</u>
<b>Balance sheet</b>			
Fixed assets	-	127	127
Debtors	-	3,125	3,125
Cash at bank and in hand	-	72,145	72,145
Less: Creditors in one year	-	(1,138)	(1,138)
	<u>£ -</u>	<u>£ 74,259</u>	<u>£ 74,259</u>

## **FAMILY MATTERS OF PLYMOUTH**

### **NOTES TO THE ACCOUNTS (CONTINUED)**

**For the year ended 31st March 2022**

#### **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:-

	<b><u>2022</u></b>	<b><u>2021</u></b>
Gross salaries	61,871	66,179
Employers NI contribution	1,594	1,711
Employers NI allowance	(1,594)	(1,711)
Employers pension contribution	548	543
	<b><u>£ 62,419</u></b>	<b><u>£66,722</u></b>

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.