

Relationships Sussex

England & Wales · Charity number 1115012

Details

Other names	RELATE NORTH AND SOUTH WEST SUSSEX, RELATE NORTH AND WEST SUSSEX, Relate West Sussex
Status	Registered
Legal form	Charitable company
Company number	05776865
Registered	2006-06-30
Register	View on the Charity Commission register

Contact

Address	The Orchard 1-2 Gleneagles Court Brighton Road Crawley West Sussex RH10 6AD
Phone	01293657055
Email	reception.crawley@relatesussex.org
Website	www.relatesussex.org

Activities

Objects: 4.(A) THE OBJECTS OF THE CENTRE ARE:4.1 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;4.2 TO SEEK TO ENHANCE, THE GOOD HEALTH, BOTH MENTAL AND PHYSICAL, OF ADULTS AND CHILDREN BY:4.2.1 INCREASING PUBLIC AWARENESS OF THE BENEFIT OF COMMITTED COUPLE RELATIONSHIPS, MARRIAGE, AND FAMILY LIFE; AND 4.2.2 WORKING TO PREVENT POVERTY, HARDSHIP AND DISTRESS CAUSED BY THE BREAKDOWN OF SUCH RELATIONSHIPS;4.3 TO PROVIDE COUNSELLING, ADVICE, EDUCATION, GUIDANCE AND RELIEF TO ADULTS AND/OR CHILDREN IN RELATION TO ANY ASPECT OF CONTEMPORARY LIFE OR WORK WHICH:4.3.1 MAY PREJUDICE THEIR PHYSICAL OR MENTAL WELL BEING; OR4.3.2 INFLUENCE, EITHER DIRECTLY OR INDIRECTLY, THEIR PRESENT OR FUTURE FAMILY OR COUPLE RELATIONSHIP; 4.4 TO RELIEVE THOSE IN NEED BY REASON OF YOUTH, AGE, ILL-HEALTH, DISABILITY, FINANCIAL HARDSHIP OR OTHER DISADVANTAGE; AND4.5 TO PROMOTE RESEARCH INTO ALL OF THE ABOVE OBJECTS AND TO MAKE THE RESULTS AVAILABLE TO THE PUBLIC.

Activities: (1) To educate the public concerning the benefits of secure couple relationships in various ways. (2) To promote research into all aspects of couple relationships. (3) To seek to enhance the good health of adults and children by increasing public awareness of the benefit of committed couple relationships.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE WEST SUSSEX
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£432,901	£453,877	-	-
2024-03-31	£520,897	£516,652	£131,177	31
2023-03-31	£463,248	£449,356	-	-
2022-03-31	£381,325	£387,171	-	-
2021-03-31	£323,088	£320,616	-	-

Trustees

Name	Role	Appointed
Adam Pearman		2023-05-16
Eamonn Skyrme		2020-11-17
Elizabeth Williams		2024-03-19
Judith Barber		2019-04-29
Kevin Taws		2025-11-18
ROBERT HODGETTS		
Ros Simmons		2017-09-28

Accounts

Charity registration number 1115012 (England and Wales)

Company registration number 05776865

RELATIONSHIPS SUSSEX
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

RELATIONSHIPS SUSSEX

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Barber (Treasurer)	
	R Hodgetts	
	L Parsons	
	R Simmons	
	E Skyrme	
	A Pearman (Chair)	
	E Williams	
	L Smeardon	(Appointed 18 March 2025)
Secretary	L Phillips	
Charity number (England and Wales)	1115012	
Company number	05776865	
Registered office	The Orchard 1-2 Gleneagles Court Brighton Road Crawley West Sussex RH10 6AD	
Independent examiner	Darren Harding ACA FCCA DChA Richard Place Dobson Services Limited Ground Floor 1-7 Station Road Crawley West Sussex RH10 1HT	

RELATIONSHIPS SUSSEX

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RELATIONSHIPS SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

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 2025. 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).

Objectives and activities

The objects of the charity as stated in the Articles of Association are:

1. 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;
2. 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 and working to prevent poverty, hardship and distress caused by the breakdown of such relationships;
3. 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 well being, or influence either directly or indirectly, their present or future family or couple relationship;
4. To relieve those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
5. To promote research into all of the above objects and to make the results available to the public.

Vision

Relationships Sussex's vision is of a future in which healthy relationships form the heart of a thriving society.

Mission

Our purpose is to help people make those personal changes which enable them to engage in committed and loving relationships for the benefit of themselves, their family and society.

To develop and support healthy relationships by:

- Helping couples, families and individuals to make relationships work better;
- Delivering inclusive, high-quality services that are relevant at every stage of life;
- Helping both the public and policymakers to improve their understanding of relationships and what makes them flourish.

We aim to deliver our services with cultural sensitivity and without discrimination. Our principal activity is the provision of counselling for couples, individuals, families and young people experiencing relationship difficulties, and the provision of sexual therapy.

Public benefit

Our aim is to provide our services to clients irrespective of age, disability, gender, marital status, sexual orientation, race, religion or ability to pay. We do all we can to support clients on limited incomes and we have been able to provide services to children and to some disadvantaged couples and families at reduced costs. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Legal structure

During the year Relate National went into administration and was taken over by Family Action. The trustees of Relate West Sussex decided to continue independently but under the new name of Relationships Sussex. This change took place on 1st May 2025. We are now joining a network of other federated centres under the name Relationships England & Wales, however, we remain completely autonomous with regard to our finances and services.

RELATIONSHIPS SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance

Overview

Change, challenge and continued stability were key features of the past financial year.

Most significantly, we made the decision at year-end to leave the Relate brand following the National organisation going into Administration in November 2024, and the Relate brand being taken on by Family Action in January 2025. Along with 20 other local Relate organisations, we agreed to form a vibrant, new network under a new name, but with all the skill, reach and long history of the Relate Federation. Relationships England & Wales came into being early in the new financial year and Relate West Sussex became Relationships Sussex. A new name, new presence, and new opportunities come with the change, but our quality counselling services and 60+ years of experience in the local area remain the same.

Our long-standing and successful contracts with local Primary Care Networks and West Sussex County Council's Early Help team came to a natural end in June and November and were not renewed due to statutory funding constraints. We continue to have strong relationships with our partners, meeting regularly and continuing our work together in new ways. The move away from the contract work had an impact on free access to our counselling services. As a result, we put extra effort into fundraising and were able to secure a number of grants to create a Relationships Sussex counselling bursary fund. Special thanks to National Lottery Awards for All, Longley Trust, David Riddell Memorial Trust, Fidelity International, Cash for Kids, and YAMH:S for their support with keeping our counselling services accessible for all.

Following the end of the contracts, we experienced a reduction in the counselling hours we offer as practitioners retired or moved on to new ventures. Building up the lost hours takes time, but by the end of the year we had seven counsellors in training on the team, and were actively recruiting new, experienced counsellors.

Despite all the uncertainty of the past year, and its necessary focus on change management, Relationships Sussex ended the financial year with a deficit of £20,976 (against a budgeted deficit of £26,529), and in a strong position for fresh and proactive movement in 2025-2026.

Key trends from 2024/2025

The end of the contracts and the reduction in counselling hours have resulted in a 26% drop in appointments over the course of the year and a drop in both income and expenditure of around 14%. Free and subsidised appointments were down by 55%, with around a third of total appointments subsidised by year end. Although individual and children and young people's counselling were down overall (the majority of our previous contract work focused on these two groups), we saw a modest increase of 7% in relationship counselling, and 17% in psychosexual therapy (the latter from a low base).

Three year comparisons

Cases

	2022/2023	2023/2024	2024/2025
Appointments offered	4,786	4,872	3,624
Number of cases	790	754 (665 attended)	566 (498 attended)
Number of individuals	1,055	1,121 (982 attended)	961 (835 attended)

Finances

	2022/2023	2023/2024	2024/2025
Income	463,248	520,897	432,901
Expenditure	449,356	516,652	453,877
Surplus/Deficit	13,892	4,245	-20,976

RELATIONSHIPS SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Services accessed

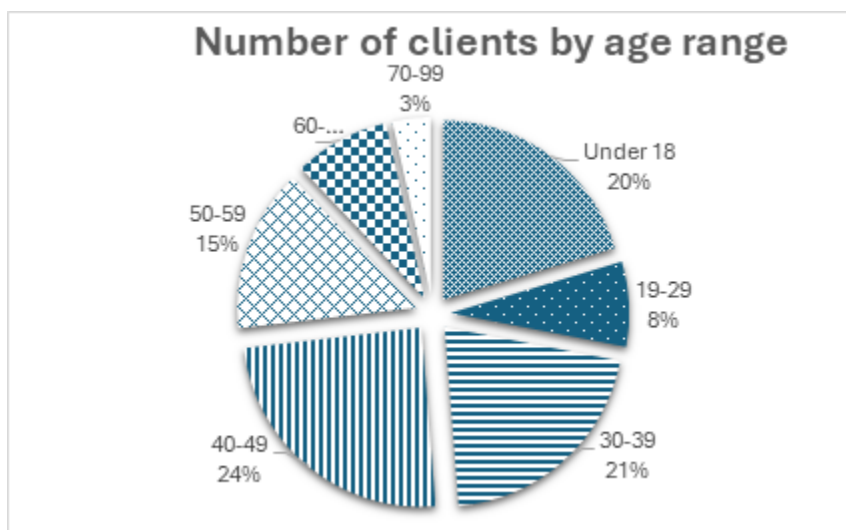
Type of service	Number of sessions attended 2024/2025	% of total service	% change in number of sessions attended from 2023/2024
Initial assessment	169	6%	-23%
Relationship counselling	1230	43%	+7%
Individual counselling	479	16%	-46%
Psychosexual therapy	76	2%	+17%
Family counselling	214	8%	-6%
Children and young people's counselling	713	25%	-38%

Contract and partnership work

Although the formal, paid contract work came to an end during 2024-2025, we remain committed to partnership working and have collaborated closely with organisations like the Single Point of Access (SPOA), Blatchington Court, West Sussex County Council Early Help team, Leacroft Medical Practice and Collyer's sixth form college throughout the year. This joint work will continue into the next financial year with a refreshed focus on finding innovative ways to work together.

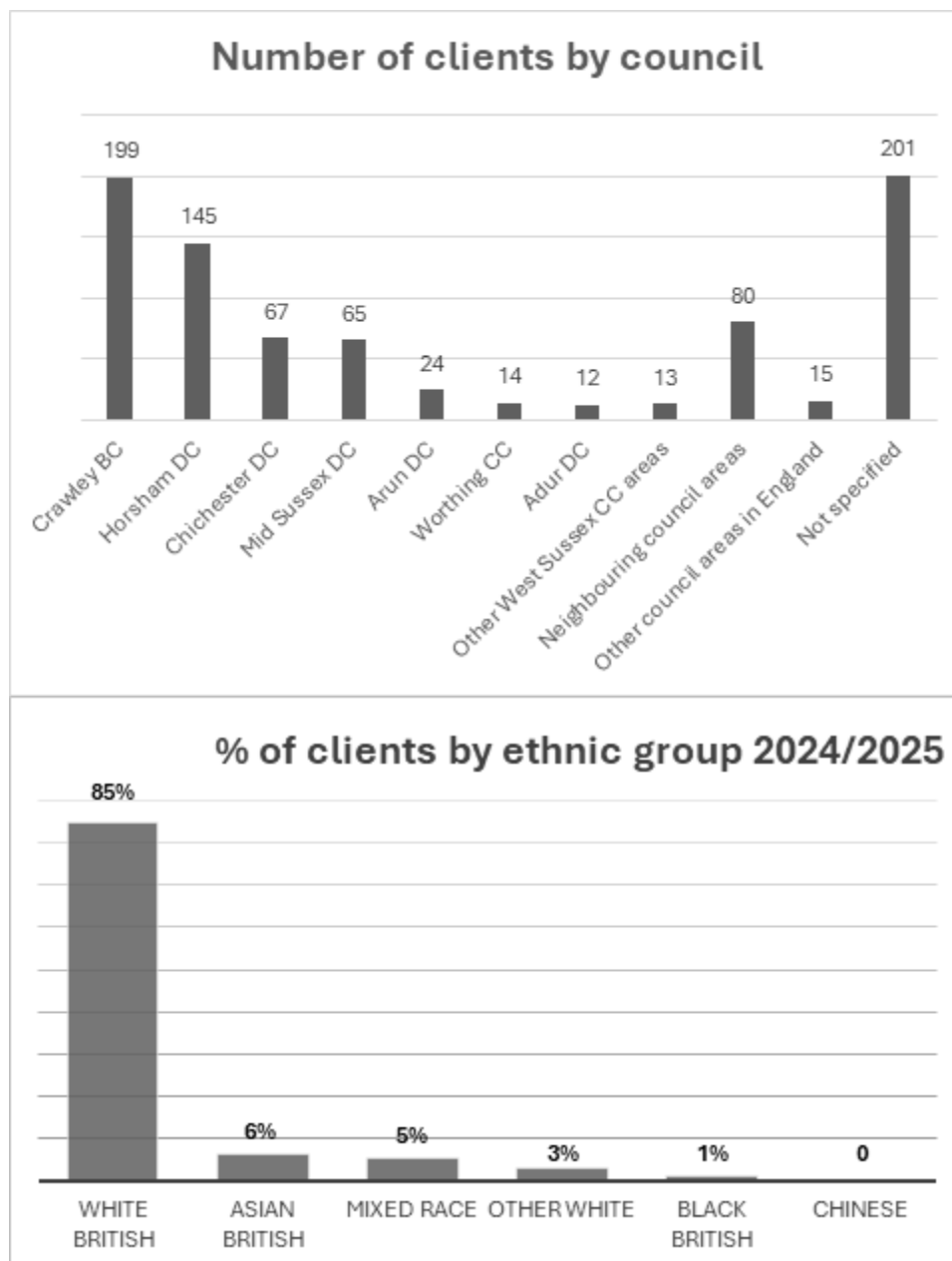
About our clients

We worked with 835 people over the course of the year, comprising 498 cases. A fifth of our clients were children and young people, and nearly two-thirds of adults were between the ages of 30-59. 53% of clients were female, 46% male, and just under 1% non-binary. 15% of our clients were from minority ethnic groups, primarily Asian British or mixed race.



RELATIONSHIPS SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025



Some feedback from our clients

We receive consistently good feedback from our clients. The examples below are a powerful reminder of the value of our service.

Relationships

“It was a safe place and I felt heard and understood. It helped me and my husband to explore solutions, and having a mediator meant that we really tried to listen to understand rather than listen to reply to each other.”

“Me and my husband were on the verge of divorce. We were not happy with each other. We thought counselling would be our last shot. With our counsellor’s help and teaching we have learnt to communicate and fall in love with each other again. We have started a new chapter and are looking forward to our future together.”

“Our counsellor was both empathic and (positively and appropriately) challenging and appeared to understand our situation and get to the heart of the issues. Thanks.”

RELATIONSHIPS SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2025*

"I learned a lot about myself and my husband and I feel better about how we move forward with less fighting and more kindness."

"Definitely made me understand more about my relationship and has made me a better person moving forward. I am able to understand and listen more."

Children and young people

"My daughter has had counselling before but this time she has got so much from this and even didn't mind the 9am slot."

"Having someone to talk to has meant I haven't self-harmed."

"I am sleeping better."

"I don't feel so worried. I've liked doing scribble drawing and mixing my own colours."

"I've learnt that it's OK to not be OK, also that tears are not a sign of weakness. I've learnt that talking helps."

"Counselling has provided me with an alternative perspective on how to deal with problems in my life. It has also provided me with different techniques on how to cope with challenges that may arise."

"My confidence has been boosted. I can be myself and talk to my family about my feelings."

"I feel better about opening up about my feelings."

Adult individuals

"Helped me to be brave and speak up without getting ill from emotion. Generally helped me to find a better quality of life."

"I've learnt so much about myself and really valued our sessions. I've noticed great progress and I'm proud of myself, and happy that I feel less anxious."

"I felt very understood by my counsellor and seeing her has made me feel more secure in how I've felt about things in my life. It gave me a lot more confidence in standing up to people in my life that I've felt quite intimidated by and have never been able to talk to and express my feelings without getting anxious and losing my words."

"I feel it went very well because I eventually learnt not to feel guilty about losing a close friendship and it helped to rebuild my confidence."

"I found the counselling helpful in the following ways: offering a safe space in which to explore feelings and issues; guidance as to how to begin to work on those feelings/issues; encouragement as we worked through things."

"It helped me process my thoughts and understand my feelings. The questions were thought provoking."

"It was an incredibly helpful experience which has helped me to understand, reflect and move on from a very difficult time in my life. My heartfelt thanks to my counsellor who has made such a difference to me."

RELATIONSHIPS SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Financial review

Financial position

The Statement of Financial Activities on page 10 shows a deficit of £20,976 (2023/2024: surplus of £4,245) and this has been reflected in the Balance Sheet as set out page 12. The balance of the Unrestricted Funds is adequate to fulfil the company's obligations.

Funding sources

We are always grateful to our partners, funders and members of the general public who have consistently supported the vital work of Relationships Sussex over the years. Thank you to the following partners and funders who have given monies during the year:

Funding to support the whole organisation and all areas served	
David Riddell Memorial Trust	£4,620
National Lottery Awards for All	£10,081
Fidelity International	£2,000
Cash for Kids	£2,772
YAMH:S	£3,826
Bassil Shippham and Alsford Trust	£250
Blatchington Court Trust	£1,000
Benevity	£240
Crawley	
Crawley Borough Council	£19,426
Longley Trust	£1,000
Horsham	
Horsham District Council	£4,000
Horsham Community Lottery	£77

Our charity shop remains a mainstay for the organisation, bringing in consistently high levels of income. Cara and her team of volunteers continue to do a brilliant job. In the last financial year, the shop made a profit of £120,169 (2023-2024: £106,990).

Reserves policy

The charity needs reserves to enable it to provide a stable and quality service, to meet its contractual liabilities should it have to close, to meet unexpected costs and to allow for investment. The Trustees believe that the ideal level of reserves to meet its general purposes and specific activities should be the equivalent of four months operating costs (currently approximately £124,851) calculated and reviewed annually. This is calculated excluding the costs of the charity shop. Trustees believe that the reserves should be maintained or built up to the desired level in stages as necessary, consistent with the charity's overall financial position and its need to maintain and develop its charitable objectives. At the end of the financial year, the level of freely available reserves stood at £85,991 (2023/2024: £96,525), equivalent to 2.8 months.

Plans for future periods

Our transition from Relate West Sussex to Relationships Sussex marks the start of the 2025-2026 financial year. With this comes new freedom for development, along with an opportunity to reach our client base in fresh, new ways. Maintaining a stable core following a time of great change is a key focus for us moving forward. We aim to build up our client income through the recruitment of new counsellors, the opening of new counselling hubs and spaces, and more efficient utilisation of available slots. At the same time we are committed to growing our bursary fund to maintain accessibility to our services and will be approaching a range of trusts and foundations for support with this.

RELATIONSHIPS SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Structure, governance and management

Governing document

The charity is controlled by its governing document, Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Relationships Sussex recruits trustees with particular skills who have an interest in counselling support for relationships, families, individual adults, and children and young people. All new board members receive a comprehensive induction pack about Relationships Sussex and their responsibility as charity trustees and company directors. We offer trustees internal and external workshops and ongoing advice, information, training and guidance relating to their duties and the charity's operations.

The Board of Trustees is responsible for the overall governance of the charity. Trustees are elected, appointed or co-opted, the total number of Trustees not being fewer than six nor exceeding eighteen.

The Trustees generally meet between six and 12 times a year, review strategy and operational performance, and set operating plans and budgets. The Board delegates the exercise of certain powers in connection with the financial management of the charity, controlled by requiring regular reporting back to the Board, so that all decisions made under delegated powers can be ratified by the full Board in due course.

Organisational structure

The company is governed by its Memorandum and Articles of Association adopted in 2006 and updated in October 2008, May 2014, May 2021, October 2022, October 2023 and March 2025

The Trustees, who are also directors of Relationships Sussex for the purpose of company law, are responsible for the annual report, and for the preparation of financial statements for each financial year, in accordance with applicable law and United Kingdom Accountancy Standards (United Kingdom Generally Accepted Accounting Practice).

The Treasurer, Chair, Centre Manager and Finance Manager undertake the financial management of the charity. They meet regularly to review the budget and management accounts and to prepare financial papers for review by the Trustee Board every two months. They ensure proper procedures are in place to manage cash resources prudently and to maximise income from liquid resources whilst maintaining sufficient funds to meet daily cash requirements. They advise the Trustee Board on the appropriate level of free reserves and of any significant change needed in financial management strategy. Forecasting is a key element of the financial management activities and forecasts are reviewed regularly at Trustee meetings.

The Centre Manager is responsible for the day to day management of the charity's affairs and for implementing policies agreed by the Board of Trustees. The Supervisors, Finance Manager, Operations Manager and the Administrative Support Team assist the Centre Manager.

Company law requires the trustees to prepare financial statements for each year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources including the income and expenditure of the charitable company for that year.

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

- ensure that the most suitable accounting policies are established and applied consistently;
- make judgements and estimates which are reasonable and prudent;
- observe the methods and principles in the charities SORP;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees have overall responsibility for ensuring that the charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and for their proper application as required by charity law. They must take reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

RELATIONSHIPS SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

- the charity operates efficiently, effectively and in compliance with relevant laws and regulations;
- proper records are maintained and financial information used within the charity, or for publication, is reliable;
- the charity complies with relevant laws and regulations.

Corporate Governance

The organisation adheres to internal controls over all forms of commitment and expenditure. These are continually refined to improve efficiency. The Centre Manager reports to the Board on performance so that all aspects are reviewed and monitored regularly by the Board of Trustees.

The systems of internal controls provide reasonable but not absolute assurance against material misstatement or loss and include:

- a strategic plan and annual budget approved by the Trustees;
- regular consideration by the Trustees of financial results, variances from budgets, non-financial performance indicators and benchmarking reviews;
- delegation of day-to-day management authority and segregation of duties; and
- identification and management of risks.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Barber (Treasurer)

R Hodgetts

L Parsons

R Simmons

E Skyrme

A Pearman (Chair)

E Williams

L Smeardon

(Appointed 18 March 2025)

Risk Management

The Directors/Trustees of Relationships Sussex have conducted a formal review of the major risks to which the charity is exposed. A Risk Register is kept and this is reviewed as part of the business of Board Meetings. The trustees are satisfied that systems are in place to mitigate its exposure to all the major risks. Internal control risks are minimised by the implementation of procedures for authorisation of all financial transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the Centre.

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

The trustees' report was approved by the Board of Trustees.



A Pearman (Chair)

Trustee

Date: 30/10/2025

RELATIONSHIPS SUSSEX

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATIONSHIPS SUSSEX

I report to the trustees on my examination of the financial statements of Relationships Sussex (the charitable company) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

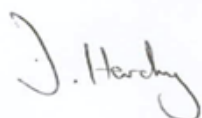
Independent examiner's statement

Since the charitable company's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accounts in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Darren Harding ACA FCCA DChA

Richard Place Dobson Services Limited

Ground Floor

1-7 Station Road

Crawley

West Sussex

RH10 1HT

Date: 13/11/2025

RELATIONSHIPS SUSSEX

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

Current financial year		Unrestricted funds general 2025 £	Unrestricted funds designated 2025 £	Restricted funds 2025 £	Total 2025 £	Total 2024 £
	Notes					
Income from:						
Donations and legacies	3	41,645	-	-	41,645	40,988
Charitable activities	4	177,253	14,662	-	191,915	291,717
Other trading activities	5	199,225	-	-	199,225	188,038
Investments	6	116	-	-	116	154
Total income		<u>418,239</u>	<u>14,662</u>	<u>-</u>	<u>432,901</u>	<u>520,897</u>
Expenditure on:						
Raising funds	7	79,056	-	-	79,056	81,048
Charitable activities	8	352,640	22,181	-	374,821	435,604
Total expenditure		<u>431,696</u>	<u>22,181</u>	<u>-</u>	<u>453,877</u>	<u>516,652</u>
Net income/(expenditure)		(13,457)	(7,519)	-	(20,976)	4,245
Transfers between funds		<u>2,923</u>	<u>(2,923)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds	10	(10,534)	(10,442)	-	(20,976)	4,245
Reconciliation of funds:						
Fund balances at 1 April 2024		<u>96,525</u>	<u>26,531</u>	<u>8,121</u>	<u>131,177</u>	<u>126,932</u>
Fund balances at 31 March 2025		<u>85,991</u>	<u>16,089</u>	<u>8,121</u>	<u>110,201</u>	<u>131,177</u>

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

RELATIONSHIPS SUSSEX

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

Prior financial year		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes				
Income from:					
Donations and legacies	3	31,134	4,700	5,154	40,988
Charitable activities	4	269,131	22,586	-	291,717
Other trading activities	5	188,038	-	-	188,038
Investments	6	154	-	-	154
Total income		488,457	27,286	5,154	520,897
Expenditure on:					
Raising funds	7	81,048	-	-	81,048
Charitable activities	8	393,784	36,586	5,234	435,604
Total expenditure		474,832	36,586	5,234	516,652
Net income/(expenditure)		13,625	(9,300)	(80)	4,245
Transfers between funds		(10,000)	10,000	-	-
Net movement in funds	10	3,625	700	(80)	4,245
Reconciliation of funds:					
Fund balances at 1 April 2023		92,900	25,831	8,201	126,932
Fund balances at 31 March 2024		96,525	26,531	8,121	131,177

RELATIONSHIPS SUSSEX

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	14		2,400		520
Current assets					
Debtors	15	6,015		6,312	
Cash at bank and in hand		110,126		155,949	
		116,141		162,261	
Creditors: amounts falling due within one year	16	(8,340)		(31,604)	
Net current assets			107,801		130,657
Total assets less current liabilities			110,201		131,177
The funds of the charitable company					
Restricted income funds	19	8,121		8,121	
Unrestricted funds - general	21	85,991		96,525	
Unrestricted funds - designated	20	16,089		26,531	
		110,201		131,177	

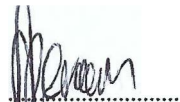
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 23/09/2025



A Pearman (Chair)
Trustee

Company registration number 05776865 (England and Wales)

RELATIONSHIPS SUSSEX

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	25		(43,694)		16,880
Investing activities					
Purchase of tangible fixed assets		(2,245)		(721)	
Investment income received		116		154	
Net cash used in investing activities			(2,129)		(567)
Net cash generated from financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(45,823)		16,313
Cash and cash equivalents at beginning of year			155,949		139,636
Cash and cash equivalents at end of year			110,126		155,949

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Relationships Sussex is a private company limited by guarantee incorporated in England and Wales. It is also a charitable company registered with the Charity Commission. The registered office is The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "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)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited to the Statement of Financial Activities in the year in which the charitable company becomes entitled to them.

Other trading activities includes income from goods donated to the shop to be sold on and is recognised when the goods are sold.

Charitable activities include client income received by way of counselling, PST and other client income and is recognised when received.

Investment income is recognised in the year it relates to.

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.5 Expenditure

Liabilities and related expenditure are recognised in full in the financial statements as soon as an obligation arises and include VAT.

Cost of generating funds includes expenses related to running the Charity Shop and are recognised as incurred.

Expenditure represents the costs directly attributable to charitable activities including governance costs and external Independent Examiner fees.

Support costs now include governance costs which are costs associated with meeting the constitutional and statutory requirements of the charitable company and include Independent Examiner fees, accountancy fees, legal and professional fees and bank charges.

Allocation and apportionment of costs

The main activities of the charitable company are counselling and running the Charity Shop, so all costs related to these are classed as direct charitable costs. All other costs are allocated as support costs.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	33.3% Straight Line
-----------	---------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

1.8 Financial instruments

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

1.9 Taxation

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

The charitable company operates a defined contributions 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.

1.12 Debtors

Debtors are recognised at the settlement amount due.

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.13 Creditors

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

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds general 2025 £	Unrestricted funds designated 2025 £	Restricted funds 2025 £	Total 2025 £
Grants	41,645	-	-	41,645
Grants				
Crawley Borough Council *	11,656	-	-	11,656
Horsham District Council	4,000	-	-	4,000
Bassil Shippham and Alsford Trust	250	-	-	250
Horsham Community Lottery	77	-	-	77
David Riddell Memorial Trust	4,620	-	-	4,620
Longley Trust	1,000	-	-	1,000
Blatchington Court Trust	1,000	-	-	1,000
National Lottery Awards for All	10,081	-	-	10,081
Fidelity International	2,000	-	-	2,000
YAMH:S	3,826	-	-	3,826
Benevity	240	-	-	240
Cash for Kids	2,772	-	-	2,772
Other	123	-	-	123
	41,645	-	-	41,645

*Second instalment received in April 2025

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Income from donations and legacies

(Continued)

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £
Grants	31,134	4,700	5,154	40,988
	<u>31,134</u>	<u>4,700</u>	<u>5,154</u>	<u>40,988</u>
Grants				
Crawley Borough Council *	19,512	-	-	19,512
Horsham District Council	1,000	-	5,154	6,154
Bassil Shippham and Alsford Trust	250	-	-	250
Relateen	6,308	-	-	6,308
Sussex Community Foundation	-	4,700	-	4,700
Horsham Community Lottery	25	-	-	25
East Grinstead Memorial Estate	400	-	-	400
Chichester Borough Council	2,327	-	-	2,327
Gatwick Airport Community Trust	1,000	-	-	1,000
Youth Action	240	-	-	240
Other	72	-	-	72
	<u>31,134</u>	<u>4,700</u>	<u>5,154</u>	<u>40,988</u>

4 Income from charitable activities

	Unrestricted funds general 2025 £	Unrestricted funds designated 2025 £	Total 2025 £	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Total 2024 £
Counselling						
Income from services provided	177,253	14,662	191,915	269,131	22,586	291,717
	<u>177,253</u>	<u>14,662</u>	<u>191,915</u>	<u>269,131</u>	<u>22,586</u>	<u>291,717</u>

5 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Charity shop income	199,225	188,038
	<u>199,225</u>	<u>188,038</u>

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

6 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	116	154

7 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Charity shop expenses		
Operating charity shops	35,181	41,368
Staff costs	43,875	39,680
	79,056	81,048

8 Expenditure on charitable activities

	Counselling 2025 £	Counselling 2024 £
Direct costs		
Staff costs	293,547	365,445
Depreciation and impairment	365	566
Advertising	490	400
Counsellor training	3,015	5,191
Counsellor expenses	15,597	13,033
Staff expenses	725	270
Travelling expenses	1,366	613
	315,105	385,518
Share of support and governance costs (see note 9)		
Support	57,617	47,950
Governance	2,099	2,136
	374,821	435,604
Analysis by fund		
Unrestricted funds - general	352,640	393,784
Unrestricted funds - designated	22,181	36,586
Restricted funds	-	5,234
	374,821	435,604

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

9 Support costs allocated to activities

	2025 £	2024 £
Operating lease charges	35,463	25,885
Insurance	2,738	2,620
Telephone	2,141	2,396
Printing and stationery	477	501
Sundries	4,232	4,686
Office equipment & IT software	12,566	11,862
Governance costs	2,099	2,136
	<u>59,716</u>	<u>50,086</u>

Analysed between:

Counselling	59,716	50,086
	<u>59,716</u>	<u>50,086</u>

	2025 £	2024 £
Governance costs comprise:		
Audit fees	2,039	2,076
Bank charges	60	60
	<u>2,099</u>	<u>2,136</u>

10 Net movement in funds

	2025 £	2024 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	2,039	2,076
Depreciation of owned tangible fixed assets	365	566
Operating lease charges	35,463	25,885
	<u>37,867</u>	<u>28,527</u>

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

12 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Staff	30	31
	<u>30</u>	<u>31</u>

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

12 Employees (Continued)

Employment costs	2025 £	2024 £
Wages and salaries	313,813	373,644
Social security costs	10,389	15,796
Other pension costs	13,220	15,685
	<u>337,422</u>	<u>405,125</u>

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	<u>77,560</u>	<u>78,785</u>

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

14 Tangible fixed assets

	Computers £
Cost	
At 1 April 2024	12,183
Additions	2,245
Disposals	(4,987)
	<u>9,441</u>
At 31 March 2025	
Depreciation and impairment	
At 1 April 2024	11,663
Depreciation charged in the year	365
Eliminated in respect of disposals	(4,987)
	<u>7,041</u>
At 31 March 2025	
Carrying amount	
At 31 March 2025	<u>2,400</u>
At 31 March 2024	<u>520</u>

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

15 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Other debtors	-	269
Prepayments	6,015	6,043
	<u>6,015</u>	<u>6,312</u>

16 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Deferred income	17	5,808	28,962
Accruals		2,532	2,642
		<u>8,340</u>	<u>31,604</u>

17 Deferred income

	2025 £	2024 £
Other deferred income	<u>5,808</u>	<u>28,962</u>

Deferred income is included in the financial statements as follows:

	2025 £	2024 £
Deferred income is included within:		
Current liabilities	<u>5,808</u>	<u>28,962</u>
Movements in the year:		
Deferred income at 1 April 2024	28,962	17,420
Released from previous periods	(28,962)	(17,420)
Resources deferred in the year	<u>5,808</u>	<u>28,962</u>
Deferred income at 31 March 2025	<u>5,808</u>	<u>28,962</u>

18 Retirement benefit schemes

	2025 £	2024 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>13,220</u>	<u>15,685</u>

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024	Incoming resources	Resources expended	At 31 March 2025
	£	£	£	£
Relateen Chichester	110	-	-	110
Relateen Crawley	8,011	-	-	8,011
	<u>8,121</u>	<u>-</u>	<u>-</u>	<u>8,121</u>
	<u><u>8,121</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>8,121</u></u>
Previous year:	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
Relateen Chichester	110	-	-	110
Relateen Crawley	8,091	-	(80)	8,011
Horsham DC Grant	-	5,154	(5,154)	-
	<u>8,201</u>	<u>5,154</u>	<u>(5,234)</u>	<u>8,121</u>
	<u><u>8,201</u></u>	<u><u>5,154</u></u>	<u><u>(5,234)</u></u>	<u><u>8,121</u></u>

Restricted funds relate to income that has been set aside for the Young People's service also known as Relateen.

The Horsham District Council grant refers to funds received as a contribution towards the cost of delivering face to face counselling in Horsham.

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

20 Unrestricted funds - designated

These are unrestricted funds which are material to the charitable company's activities.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
Computers	5,000	-	-	(2,923)	2,077
Counsellor training	12,209	-	(2,680)	-	9,529
Marketing	1,000	-	-	-	1,000
Charity shop	3,000	-	-	-	3,000
Fundraising	5,322	-	(4,839)	-	483
Early Help Contract	-	14,662	(14,662)	-	-
	<u>26,531</u>	<u>14,662</u>	<u>(22,181)</u>	<u>(2,923)</u>	<u>16,089</u>
	<u><u>26,531</u></u>	<u><u>14,662</u></u>	<u><u>(22,181)</u></u>	<u><u>(2,923)</u></u>	<u><u>16,089</u></u>
Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Computers	-	-	-	5,000	5,000
Counsellor training	5,759	4,700	(3,250)	5,000	12,209
Marketing	1,000	-	-	-	1,000
Charity shop	3,000	-	-	-	3,000
Fundraising	16,072	-	(10,750)	-	5,322
Early Help Contract	-	22,586	(22,586)	-	-
	<u>25,831</u>	<u>27,286</u>	<u>(36,586)</u>	<u>10,000</u>	<u>26,531</u>
	<u><u>25,831</u></u>	<u><u>27,286</u></u>	<u><u>(36,586)</u></u>	<u><u>10,000</u></u>	<u><u>26,531</u></u>

The computers fund has been set aside in order for the charitable company to update their computers.

The counsellor training fund has been set up so the charitable company can provide training for their counsellors in the future when required.

The marketing fund has been set aside in order for the charitable company to market their future services further.

The charity shop fund has been set aside to update the electrics in the shop and and other repairs that are required.

The fundraising fund has been set aside to provide subsidies and bursaries according to the fund guidelines.

Early Help contract relates to monies received from West Sussex County Council to provide a family counselling service.

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

21 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
General funds	96,525	418,239	(431,696)	2,923	85,991
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
General funds	92,900	488,457	(474,832)	(10,000)	96,525
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

22 Analysis of net assets between funds

	Unrestricted funds general 2025 £	Unrestricted funds designated 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 March 2025:				
Tangible assets	2,400	-	-	2,400
Current assets/(liabilities)	83,591	16,089	8,121	107,801
	<u>85,991</u>	<u>16,089</u>	<u>8,121</u>	<u>110,201</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:				
Tangible assets	520	-	-	520
Current assets/(liabilities)	96,005	26,531	8,121	130,657
	<u>96,525</u>	<u>26,531</u>	<u>8,121</u>	<u>131,177</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

RELATIONSHIPS SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

23 Operating lease commitments

Lessee

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
Within one year	28,576	32,768
Between two and five years	64,000	76,576
In over five years	112,000	128,000
	<u>204,576</u>	<u>237,344</u>

24 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

25 Cash (absorbed by)/generated from operations

	2025 £	2024 £
(Deficit)/surplus for the year	(20,976)	4,245
Adjustments for:		
Investment income recognised in statement of financial activities	(116)	(154)
Depreciation and impairment of tangible fixed assets	365	566
Movements in working capital:		
Decrease in debtors	297	5,053
(Decrease) in creditors	(110)	(4,372)
(Decrease)/increase in deferred income	(23,154)	11,542
Cash (absorbed by)/generated from operations	<u>(43,694)</u>	<u>16,880</u>

26 Analysis of changes in net funds

The charitable company had no material debt during the year.

Accounts

Charity registration number 1115012

Company registration number 05776865 (England and Wales)

RELATE WEST SUSSEX
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

RELATE WEST SUSSEX

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

J Barber (Treasurer)
R Hodgetts
L Parsons
R Simmons
E Skyrme
A Pearman (Chair) (Appointed 16 May 2023)
E Williams (Appointed 19 March 2024)
S Hill (Resigned 19 September 2023)
S Whittaker (Resigned 16 January 2024)

Secretary

L Phillips

Charity number

1115012

Company number

05776865

Registered office

The Orchard
1-2 Gleneagles Court
Brighton Road
Crawley
West Sussex
RH10 6AD

Independent examiner

Darren Harding ACA FCCA DChA
Richard Place Dobson Services Limited
1-7 Station Road
Crawley
West Sussex
RH10 1HT

RELATE WEST SUSSEX

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RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

The objects of the charity as stated in the Articles of Association are:

1. 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;
2. 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 and working to prevent poverty, hardship and distress caused by the breakdown of such relationships;
3. 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 well being, or influence either directly or indirectly, their present or future family or couple relationship;
4. To relieve those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
5. To promote research into all of the above objects and to make the results available to the public.

Vision

Relate's vision is of a future in which healthy relationships form the heart of a thriving society.

Mission

Relate's purpose is to help people make those personal changes which enable them to engage in committed and loving relationships for the benefit of themselves, their family and society.

To develop and support healthy relationships by:

- Helping couples, families and individuals to make relationships work better;
- Delivering inclusive, high-quality services that are relevant at every stage of life;
- Helping both the public and policymakers to improve their understanding of relationships and what makes them flourish.

Relate aims to deliver its services with cultural sensitivity and without discrimination. The Charity's principal activity is the provision of counselling for couples, individuals, families and young people experiencing relationship difficulties, and the provision of sexual therapy.

Public benefit

Our aim is to provide our services to clients irrespective of age, disability, gender, marital status, sexual orientation, race, religion or ability to pay. We do all we can to support clients on limited incomes and we have been able to provide services to children and to some disadvantaged couples and families at reduced costs.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance

Overview

2023/2024 continued for Relate West Sussex on a stable footing following the period of business planning and refreshed focus and direction which was agreed in 2022/2023. The year ended on a surplus, thanks in large part to the record-breaking performance of our charity shop. Although we began the year with a focus to grow our contract work and explore the opening of a second charity shop, these things did not come to fruition. In fact, by the end of 2023/2024, it was confirmed that 56% of our PCN contracts would not be renewed due to funding constraints within the NHS.

Very early in the year, we flexed our approach and changed focus, contingency planning around the threat of the lost contracts and concentrating on developing our paid counselling services across West Sussex. Key staff changes within the organisation led to widescale recruitment and training of new team members, and we took the opportunity to review our internal processes, our pricing, our subsidies, and our staff and counsellor packages. The result was a more effective, streamlined way of working, a 10% increase in our prices after holding them steady since pre-Covid years, easier to access to our bursaries and subsidies, and better packages and improved remuneration for counsellor and staff teams.

By the end of the year, our paid client income, which was lower than anticipated at the outset of 2022/2023, had crept up to target levels and finished just short of our projections in March 2024. New counsellor slots opening and improved processes were helping, but the key reason for the slower than ideal growth and the narrowly-missed target was utilisation of available counsellor sessions, which continued to hover between 60%-70% throughout the year. During the fourth quarter, we were proactive in contacting and learning from other centres in the country who had significantly improved their utilisation and at the outset of 2024/2025 were set to introduce further changes to improve utilisation and grow our client income stream.

Key trends from 2023/2024

During the past financial year, our overall income increased by 12% on top of the previous year's 21% increase, resulting in a surplus for the second year running. Expenditure also increased by 15%. Our top three income streams were from the charity shop (36%), the PCN and Early Help contracts (33%) and paid client income (24%). Paid client income made up a smaller proportion than in 2022/2023, and will be a key area of focus in 2024/2025

2023/2024 saw growth in couples and family counselling, and in children and young people's counselling. 39% of all services delivered were relationship counselling, followed closely by children and young people's counselling which made up 31% of our offer, and individual counselling, which accounted for 24% of service delivery. These proportions held relatively steady compared to previous years when contracts and new client groups were first introduced. There are likely to be bigger differences in next year's reporting with the loss of the PCN contracts and the referral routes they have provided.

The high number of children and young people we have supported, as well as many of the complex adult/couple cases coming through has meant that our serious cases have remained high, albeit 20% lower than 2022/2023. As with our other processes, a significant review of our referral criteria and boundaries during the year resulted in updated training for the team and a focus on both finding our "no" when it is needed, as well as greater clarity for the whole team around activating our serious case processes and tapping into specialist support when needed. We have continued relationships with the Single Point of Access (SPOA) for children and young people in particular.

44% of our clients come from Crawley (53% in 2022/2023), compared to 12% from Horsham (16% in 2022/2023), 9% from Chichester (8% in 2022/2023) and 5% from Mid Sussex (6% in 2022/2023). Increasing our presence in both existing outposts and under-represented areas in West Sussex rose to the top of our priority list during the year and is a key area of focus moving forward.

The number of clients receiving free or subsidised counselling with us has remained high at 59%, the same as the previous year. However, 75% of these clients came to us via the PCN and Early Help contracts, so this level of financially accessible counselling will drop in the coming year. Going forward, we will be considering how we keep our services open for people who are unable to afford full price.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

THREE-YEAR COMPARISONS

Cases

	2021/2022	2022/2023	2023/2024
Appointments offered	4068	4786	4872
Appointments attended	3294	3811	3695
% appointments attended	80%	80%	76%
Number of cases	652	790	754 (665 attended)
Number of individuals	896	1055	1121 (982 attended)

Finances

	2021/2022	2022/2023	2023/2024
Income	381,325	463,248	520,897
Expenditure	387,171	449,356	516,652
Surplus/Deficit	-5,846	13,892	4,245

Our Services

During the course of the year we offered 4,872 appointments and 3,695 (76%) were attended. This is a 3% drop in attended sessions from 2022/2023, although this figure is still 12% higher than the year prior to that. We saw 5% fewer cases in 2023/2024 following consistent growth since the pandemic. On average, clients attended 6 counselling sessions. The increased focus on utilisation in the coming year should increase attended appointments in 2024/2025.

Quarter 2023/2024	Appointments attended	Appointments subsidised	Proportion of appointments subsidised 2023/2024	Proportion of appointments subsidised 2022/2023
Apr-Jun 2023	924	558	60%	62%
Jul-Sep 2023	959	552	58%	66%
Oct-Dec 2023	884	538	61%	53%
Jan-Mar 2024	928	509	55%	54%

Type of subsidy	Appointments attended	Proportion of total subsidised appointments 2023/2024	Proportion of total subsidised appointments 2022/2023
Free counselling through PCN and Early Help contracts	1,619	75%	76%
Subsidy from trusts and foundations	291	14%	8%
Subsidy from core funding	90	4%	5%
Other local funding	57	3%	4%
Subsidy from Relate National contracts	73	3%	2%
Free counselling through NHS contract	27	1%	5%

Services Accessed

For the third year running, we saw an increase in children and young people's counselling. Couples counselling was up by 13%, and family counselling by 151%, albeit from a lower base and primarily as a result of the Early Help contract. The number of people receiving psychosexual therapy and individual counselling both dropped.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Type of service	Number of sessions attended 2023/2024	% of total service	% change in number of sessions attended from 2022/ 2023
Initial Assessment	219	6%	-28%
Relationship Counselling	1151	31%	+13%
Individual Counselling	887	24%	-22%
Psychosocial Therapy	63	2%	-64%
Family Counselling	228	6%	+151%
Children & Young People's Counselling	1147	31%	+6%
ALL SERVICES	3695		

Contract and partnership work

Our contracts with the Crawley Primary Care Networks (PCN) and Early Help were a major part of our work in 2023/2024 and accounted for 68 sessions of free counselling each week. During the three-year life of the PCN contracts until 31st March 2024, 1,351 people were referred to us free of charge, and around 4,000 counselling sessions were attended. Feedback from clients and their families was unfailingly positive, and the GP practices and PCN leaders had this to say:

"I have always found your organisation to be one of the most efficient and easy to work with."

Clinical Director and Clinical Lead South Crawley PCN

"Just a quick thanks for all you have done for our young adults – I was hesitant at first but truly outstanding and not only plugged a huge hole but exceeded all expectations!"

Practice Manager, Pound Hill Medical Group

"The service from Relate has been outstanding. The counsellors have been professional, sympathetic and above all kind and helpful to our younger patients who have seen them. The benefit of having repeated counselling sessions with only a short wait for our PCN patients has been significant and transformative."

Practice Manager, Leacroft Medical Practice

Efforts between Relate West Sussex and our PCN partners to renew the contracts and find longer term funding were tireless during the second half of the year. Unfortunately internal funding cuts within the NHS meant that the adult individual counselling service ended on 31st March. Six weeks into the new year we received news that the children and young people's counselling service would also end after Q1 in 2024/2025. Talks continue to find new ways to fund this highly valued service. Although the contracts were not renewed, they were very well received by clients, their families, the GPs and the Primary Care Networks.

We continued ongoing work with sixth form college Collyers, with a counsellor supporting four members of pastoral staff to safely hold the load of the college students' emotional wellbeing through half-termly supervision sessions. Collyers students and staff have also been eligible for short-term counselling at reduced rates.

About our clients

During 2023/2024, we worked with 754 cases, which amounts to 1,121 individuals supported during the course of the year. 58% of our clients were female (compared to 61% in 2022/2023), 41% were male (compared to 39% in 2022/2023) and 1% were trans or non-binary (compared to fewer than 1% in 2022/2023). The average age was 40 years old, compared to 43 years old last year and 48 years old the year before. 24% of clients did not give their ethnicity. 87% of individuals were white British and 13% of the clients who responded were from other ethnic groups with the largest proportion from the Asian British community.

A sample of 6% of all clients completed an after service form. Of those who completed the forms, 96% said they were either satisfied or very satisfied with the service they had received and 4% were unsatisfied. 91% of clients said they felt listened to and understood by the counsellor, and 89% said the counselling had helped them to understand themselves better.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Some feedback from our clients

"I found my experience very helpful. It was good to be able to speak to somebody completely neutral who did not know me or my family and had a different perspective on my problem. I felt that my counsellor was very sympathetic and non judgemental, and I would be happy to recommend Relate to others."

"My counsellor was so lovely and really listened to what I had to say. Our sessions really helped when I felt very low."

"My first experience of counselling was a good one. I felt listened to and not judged. I feel that having a third party in our discussion helped me speak to my husband in a proactive way, rather than a negative one."

"My wife and I had counselling with Relate and I can honestly say it has turned our lives and relationship around."

"My counsellor has brought my husband and I closer by helping us to explore the issues we were having. Her thorough and informative sessions have really opened our eyes. Money well spent!"

"Feeling that I've finally been heard and understood. Being made aware that what was happening was not right."

"The sessions got me looking into myself and understanding my point of view to an extent. We are in a better place thanks to the sessions with Relate."

"It has helped us communicate as a couple, clarified the issues and indicated a way forward."

"I found my counsellor to be organised, punctual and very easy to talk to. I feel I have benefitted from my first experience of counselling."

"It has been transformative. My counsellor has honestly been instrumental in helping us to get where we are today. Thank you."

"Found that coming regularly I could talk so freely and felt better after each session. Our problems have been solved by being listened to and being explained how each of our actions affect each other."

"I felt the counsellor I saw was warm and took a real interest in helping me. She was able to help me identify patterns in my relationships which gave me insight but also enabled me to move forward in a positive way. I was impressed by her professional but warm approach to working with me."

"It provided a space for us to talk through difficult issues. It has not been easy to discuss things on our own because emotions run high."

"I am so grateful to be able to come back to the same counsellor after a break of several years. I was feeling at rock bottom and it took me a while to reach out. Now I have been able to make sense of things, I feel better and I know I can come back if needed."

"My wife and I came for marriage counselling. With small prompts, the counsellor made it possible for my wife and I to communicate without raised voices or aggression. After lots of talking, sadly we are now separating but are hoping to help each other have a soft landing on the other side. Relate helped us to talk and discover the reasons this has happened. Despite how painful this is we are grateful."

Age range of client	Number of clients in this age range	Percentage of clients in this age range 2023/2024	Percentage of clients in this age range 2022/2023
Under 18	304	27%	24%
18-29	104	9%	9%
30-39	218	19%	22%
40-49	220	20%	19%
50-59	169	15%	17%
60-69	75	7%	6%
70-99	31	3%	3%

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Client council area	Number of clients in this council	Percentage of clients in this council 2023/2024	Percentage of clients in this council 2022/2023
Crawley Borough Council	494	44%	53%
Horsham District Council	133	12%	16%
Chichester District Council	105	9%	8%
Mid Sussex District Council	54	5%	6%
Arun District Council	39	3%	3%
Adur District Council	17	2%	N/A
Other West Sussex Council Areas	44	4%	2%
Neighbouring Council Areas	61	5%	5%
Other Council Areas in England	6	Less than 1%	7%
Not Specified	168	15%	Less than 1%

Client ethnicity	Percentage of clients in this ethnic group 2023/2024	Percentage of clients in this ethnic group 2022/2023
White British	87%	86%
Asian British	5%	6%
Mixed Race	4%	3%
Other White	2%	4%
Black British	2%	1%
Chinese	Less than 1%	Less than 1%

How clients accessed our services	Percentage of clients 2023/2024	Percentage of clients 2022/2023	Percentage of clients 2021/2022
Contract with centre	24%	44%	36%
Self referral (always known about us)	23%	23%	30%
GP/mental health services	18%	6%	5%
Online (google search/website/RelateHub)	6%	8%	8%
Friend or family member	4%	7%	8%
Previous client	4%	4%	5%
Benevolent/trade charity	2%	N/A	N/A
Other professionals (school, local authority, community orgs etc)	Less than 1%		
Advertising and social media (incl Facebook, posters, leaflets, radio)	Less than 1%	Less than 1%	1%
Other	6%	Less than 1%	1%
Did not respond	13%	7%	6%

Leavers & Starters

It has been a year of great change in staff, counsellor and trustee teams.

We have welcomed a number of new counsellors in training to the team: Filipa Martins and Sarah Sutherland who started their two-year diploma; and Sarah Warrington who started her one-year post-qualifying certificate. Two of our existing counsellors, Maria Konstantinelli and Asya Boteva Mosaheb also began the one-year post-qualifying certificate in couples work. We welcomed newly-qualified Perry Pearman to the team in July, and said goodbye to PST trainee, Helen Bright-Gerrie who moved on followed her training.

The staff team has seen big changes in the past year with the retirement of Chris George after 22 years of heading up the admin team. We were joined by a number of new Administrators: Sarah Elliston, Judith Green, Keira Moore, and Amina Haq, as well as Sally Peckitt and Mia Cross who joined us briefly to cover the Horsham outpost role. We said goodbye to former Charity Shop Assistant Maxine Delaney, and also bid farewell to our amazing Development Manager, Fatima Mirza, who left us to start her own pottery school. We wish all those who have moved on to new things all the best.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

During 2023/2024, we welcomed Adam Pearman first as trustee and then as our new Chair in July 2023. A big thanks to both Louise Parsons and Sam Whittaker for their 18-month stint as joint Chair while we searched for someone to take on the role permanently. We were very sad to say goodbye to Sam Whittaker in January 2024 when she took the hard decision to step down from the board of trustees due to health issues. We are truly grateful for all that she brought to the board during her time with us. Sara Hill also took the decision to stand down from the board and we thank her for her service. We welcomed a new trustee, Elizabeth Williams, to the board at the end of the year. She will hold particular responsibility for safeguarding.

A particularly big thank you goes to our volunteer, Kelly Shala, who joined us during the year on a weekly basis to help us with our marketing and communications. It is lovely to have her young and dynamic input and we are grateful for the time she has donated.

Financial review

Financial position

The Statement of Financial Activities on page 11 shows a surplus of £4,245 (2022/2023: surplus of £13,892) and this has been reflected in the Balance Sheet as set out page 13. The balance of the Unrestricted Funds is adequate to fulfil the company's obligations.

Funding sources

We are always grateful to our partners, funders and members of the general public who have consistently supported the vital work of Relate West Sussex over the years. Thank you to the following funders who have given monies during the year:

Funding to support the whole organisation and all areas served	
Gatwick Airport Community Trust	£1,000
Sussex Community Foundation	£4,700
Tesco Stronger Starts	£250
Easy Fundraising	£24
Crawley	
Crawley Borough Council	£19,512
Horsham	
Horsham District Council	£5,154
Horsham District Community Lottery	£1,000
East Grinstead	
East Grinstead Memorial Estates	£400

The charity shop has broken all records during the past year and we remain extremely grateful and appreciative of the efforts of Cara Hyde and her team of assistants and volunteers. In the last financial year the shop made a net profit of £106,990 (2022/2023: £78,070).

Reserves policy

The Charity needs reserves to enable it to meet its charitable obligations and commitments it enters into. The Trustees believe that the ideal level of reserves to meet its general purposes and specific activities should be up to the equivalent of four months operating costs (currently approximately £172,217) calculated and reviewed annually. We believe that the reserves should be maintained or built up to the desired level in stages as necessary, consistent with the charity's overall financial position and its need to maintain and develop its charitable objectives. At the end of the financial year, the level of freely available reserves stood at £96,525 (2022/2023: £92,900).

Plans for future periods

Our focus in the coming year centres around implementing new processes out of this year's learning to greatly improve our counsellor utilisation, or available sessions filled. Linked to this, we aim to increase the number of counselling slots on offer around the county by 25%, with particular focus on our outposts both existing and new.

Within this growth, our challenge is to ensure that we remain accessible to members of the community who are under-represented or who cannot afford to pay for our services. This was made easier through the contracts, so without them, we will be approaching more trusts and foundations and working harder to get our message out there through new marketing channels. To this end, a new post has been created for 2024/2025 not only to support the management team and increase capacity for development work, but also to boost our presence, particularly through digital channels.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Of course we will continue to scan the horizon for new contract opportunities and a second charity shop as highlighted in 2022/2023, but these ventures remain secondary to stabilising and growing our paid counselling service.

Structure, governance and management

Governing document

The Charity is controlled by its governing document, Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Relate West Sussex recruits trustees with particular skills, who have an interest in counselling support for relationships, families, individual adults, and children and young people. All new board members receive a comprehensive induction pack about Relate West Sussex and as to their responsibility as charity trustees and company directors. We offer trustees internal and external workshops and on-going advice, information, training and guidance relating to their duties and the charity's operations.

The Board of Trustees is responsible for the overall governance of the Charity. Trustees are elected, appointed or co-opted, the total number of Trustees not being less than six nor exceeding eighteen.

The Trustees generally meet between six and 12 times a year, review strategy and operational performance, and set operating plans and budgets. The Board delegates the exercise of certain powers in connection with the financial management of the Charity, controlled by requiring regular reporting back to the Board, so that all decisions made under delegated powers can be ratified by the full Board in due course.

Organisational structure

The company is governed by its Memorandum and Articles of Association adopted in 1999 and updated in October 2008, May 2014, May 2021, October 2022 and October 2023.

Relate West Sussex Limited is a member of the Relate Federation and has been granted a non-exclusive licence to use the Relate name and logo.

The Trustees, who are also directors of Relate West Sussex for the purpose of company law, are responsible for the annual report, and for the preparation of financial statements for each financial year, in accordance with applicable law and United Kingdom Accountancy Standards (United Kingdom Generally Accepted Accounting Practice).

The Treasurer, Chair, Centre Manager and Finance Manager undertake the financial management of the charity. They meet regularly to review the budget and management accounts and to prepare financial papers for review by the Trustee Board every two months. They ensure proper procedures are in place to manage cash resources prudently and to maximise income from liquid resources whilst maintaining sufficient funds to meet daily cash requirements. They advise the Trustee Board on the appropriate level of free reserves and of any significant change needed in financial management strategy. Forecasting is a key element of the financial management activities and forecasts are reviewed regularly at Trustee meetings.

The Centre Manager is responsible for the day to day management of the Charity's affairs and for implementing policies agreed by the Board of Trustees. The Supervisors, Finance Manager, Development Manager, Operations Manager and the Administrative Support Team assist the Centre Manager.

Company law requires the trustees to prepare financial statements for each year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources including the income and expenditure of the charitable company for that year.

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

- ensure that the most suitable accounting policies are established and applied consistently;
- make judgements and estimates which are reasonable and prudent;
- observe the methods and principles in the charities SORP;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and for their proper application as required by charity law. They must take reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the Charity operates efficiently, effectively and in compliance with relevant laws and regulations;
- proper records are maintained and financial information used within the Charity, or for publication, is reliable;
- the Charity complies with relevant laws and regulations.

Corporate Governance

The organisation adheres to internal controls over all forms of commitment and expenditure. These are continually refined to improve efficiency. The Centre Manager reports to the Board on performance so that all aspects are reviewed and monitored regularly by the Board of Trustees.

The systems of internal controls provide reasonable but not absolute assurance against material misstatement or loss and include:

- a strategic plan and annual budget approved by the Trustees;
- regular consideration by the Trustees of financial results, variances from budgets, non-financial performance indicators and benchmarking reviews;
- delegation of day-to-day management authority and segregation of duties; and
- identification and management of risks.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Barber (Treasurer)

S Hill

(Resigned 19 September 2023)

R Hodgetts

L Parsons

R Simmons

E Skyrme

S Whittaker

(Resigned 16 January 2024)

A Pearman (Chair)

(Appointed 16 May 2023)

E Williams

(Appointed 19 March 2024)

Risk Management

The Directors/Trustees of Relate West Sussex have conducted a formal review of the major risks to which the charity is exposed. A Risk Register is kept and this is reviewed as part of the business of Executive Meetings. The trustees are satisfied that systems are in place to mitigate its exposure to all the major risks. Internal control risks are minimised by the implementation of procedures for authorisation of all financial transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the Centre.

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

The trustees' report was approved by the Board of Trustees.



A Pearman (Chair)

Trustee

Date: 28/11/2024

RELATE WEST SUSSEX

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE WEST SUSSEX

I report to the trustees on my examination of the financial statements of Relate West Sussex (the charitable company) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

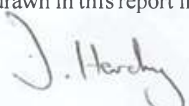
Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accounts in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.


Darren Harding ACA FCCA DChA
Richard Place Dobson Services Limited
1-7 Station Road
Crawley
West Sussex
RH10 1HT

Dated: 03/12/2024

RELATE WEST SUSSEX

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

Current financial year		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
	Notes					
Income from:						
Donations and legacies	3	31,134	4,700	5,154	40,988	50,901
Charitable activities	4	269,131	22,586	-	291,717	260,357
Other trading activities	5	188,038	-	-	188,038	151,744
Investments	6	154	-	-	154	246
Total income		<u>488,457</u>	<u>27,286</u>	<u>5,154</u>	<u>520,897</u>	<u>463,248</u>
Expenditure on:						
Raising funds	7	81,048	-	-	81,048	73,674
Charitable activities	8	393,784	36,586	5,234	435,604	375,682
Total expenditure		<u>474,832</u>	<u>36,586</u>	<u>5,234</u>	<u>516,652</u>	<u>449,356</u>
Net income/(expenditure)		13,625	(9,300)	(80)	4,245	13,892
Transfers between funds		(10,000)	10,000	-	-	-
Net movement in funds	10	3,625	700	(80)	4,245	13,892
Reconciliation of funds:						
Fund balances at 1 April 2023		92,900	25,831	8,201	126,932	113,040
Fund balances at 31 March 2024		<u>96,525</u>	<u>26,531</u>	<u>8,121</u>	<u>131,177</u>	<u>126,932</u>

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

RELATE WEST SUSSEX

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

Prior financial year		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes				
Income from:					
Donations and legacies	3	34,829	16,072	-	50,901
Charitable activities	4	260,357	-	-	260,357
Other trading activities	5	151,744	-	-	151,744
Investments	6	246	-	-	246
Total income		447,176	16,072	-	463,248
Expenditure on:					
Raising funds	7	70,274	3,400	-	73,674
Charitable activities	8	369,752	5,000	930	375,682
Total expenditure		440,026	8,400	930	449,356
Net income/(expenditure)		7,150	7,672	(930)	13,892
Transfers between funds		(875)	875	-	-
Net movement in funds	10	6,275	8,547	(930)	13,892
Reconciliation of funds:					
Fund balances at 1 April 2022		86,625	17,284	9,131	113,040
Fund balances at 31 March 2023		92,900	25,831	8,201	126,932

RELATE WEST SUSSEX

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets	14	520	365
Current assets			
Debtors	15	6,312	11,365
Cash at bank and in hand		155,949	139,636
		162,261	151,001
Creditors: amounts falling due within one year	16	(31,604)	(24,434)
Net current assets		130,657	126,567
Total assets less current liabilities		131,177	126,932
Net assets		131,177	126,932
The funds of the charitable company			
Restricted income funds	20	8,121	8,201
Unrestricted funds - general		96,525	92,900
Unrestricted funds - designated	19	26,531	25,831
		131,177	126,932

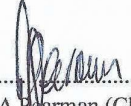
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 19/11/2024


A Pearman (Chair)
Trustee

Company registration number 05776865 (England and Wales)

RELATE WEST SUSSEX

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	2023 £
Cash flows from operating activities			
Cash generated from operations	25	16,880	26,018
Investing activities			
Purchase of tangible fixed assets		(721)	-
Investment income received		154	246
Net cash (used in)/generated from investing activities		(567)	246
Net cash used in financing activities		-	-
Net increase in cash and cash equivalents		16,313	26,264
Cash and cash equivalents at beginning of year		139,636	113,372
Cash and cash equivalents at end of year		155,949	139,636

RELATE WEST SUSSEX

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

1 Accounting policies

Charity information

Relate West Sussex is a private company limited by guarantee incorporated in England and Wales. It is also a charitable company registered with the Charity Commission. The registered office is The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "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)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited to the Statement of Financial Activities in the year in which the charitable company becomes entitled to them.

Other trading activities includes income from goods donated to the shop to be sold on and is recognised when the goods are sold.

Charitable activities include client income received by way of counselling, PST and other client income and is recognised when received.

Investment income is recognised in the year it relates to.

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Liabilities and related expenditure are recognised in full in the financial statements as soon as an obligation arises and include VAT.

Cost of generating funds includes expenses related to running the Charity Shop and are recognised as incurred.

Expenditure represents the costs directly attributable to charitable activities including governance costs and external Independent Examiner fees.

Support costs now include governance costs which are costs associated with meeting the constitutional and statutory requirements of the charitable company and include Independent Examiner fees, accountancy fees, legal and professional fees and bank charges.

Allocation and apportionment of costs

The main activities of the charitable company are counselling and running the Charity Shop, so all costs related to these are classed as direct charitable costs. All other costs are allocated as support costs.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	33.3% Straight Line
Computers	33.3% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

1.8 Financial instruments

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

1.9 Taxation

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

The charitable company operates a defined contributions 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.

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.12 Debtors

Debtors are recognised at the settlement amount due.

1.13 Creditors

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

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £
Grants received	31,134	4,700	5,154	40,988
Grants receivable for core activities				
Crawley Borough Council	19,512	-	-	19,512
Horsham District Council	1,000	-	5,154	6,154
Bassil Shippam and Alsford Trust	250	-	-	250
Relateen	6,308	-	-	6,308
Sussex Community Foundation	-	4,700	-	4,700
Horsham Lottery	25	-	-	25
East Grinstead Memorial Estate	400	-	-	400
Chichester Borough Council	2,327	-	-	2,327
Gatwick Airport Community Trust	1,000	-	-	1,000
Youth Action	240	-	-	240
Other	72	-	-	72
	31,134	4,700	5,154	40,988

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies

(Continued)

	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
Grants received	34,829	16,072	-	50,901
	<u>34,829</u>	<u>16,072</u>	<u>-</u>	<u>50,901</u>
	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
Grants receivable for core activities				
Crawley Borough Council	20,000	-	-	20,000
Horsham District Council	4,855	-	-	4,855
Basil Shippham and Alsford Trust	-	250	-	250
Longley Trust	-	980	-	980
Earnest Kleinwort Charitable Fund	-	3,000	-	3,000
Relateen	9,974	-	-	9,974
Just Giving	-	4,067	-	4,067
Eventbrite	-	857	-	857
East Grinstead Common Good Trust	-	2,000	-	2,000
Kelly Family Charitable Trust	-	4,900	-	4,900
Other	-	18	-	18
	<u>34,829</u>	<u>16,072</u>	<u>-</u>	<u>50,901</u>

4 Income from charitable activities

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Total 2024 £	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Total 2023 £
Counselling						
Income from services provided	<u>269,131</u>	<u>22,586</u>	<u>291,717</u>	<u>260,357</u>	<u>-</u>	<u>260,357</u>

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Charity shop income	188,038	151,744

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	154	246

7 Expenditure on raising funds

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Total 2024 £	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Total 2023 £
Charity shop expenses						
Operating charity shops	41,368	-	41,368	39,040	3,400	42,440
Staff costs	39,680	-	39,680	31,234	-	31,234
	81,048	-	81,048	70,274	3,400	73,674

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

8 Expenditure on charitable activities

	Counselling 2024	Counselling 2023
	£	£
Direct costs		
Staff costs	365,445	317,726
Depreciation and impairment	566	674
Advertising	400	12
Counsellor training	5,191	1,259
Counsellor expenses	13,033	11,608
Staff expenses	270	473
Travelling expenses	613	734
	<u>385,518</u>	<u>332,486</u>
Share of support and governance costs (see note 9)		
Support	47,950	41,182
Governance	2,136	2,014
	<u>435,604</u>	<u>375,682</u>
Analysis by fund		
Unrestricted funds - general	393,784	369,752
Unrestricted funds - designated	36,586	5,000
Restricted funds	5,234	930
	<u>435,604</u>	<u>375,682</u>

9 Support costs allocated to activities

	2024	2023
	£	£
Operating lease charges	25,885	19,708
Insurance	2,620	1,911
Telephone	2,396	2,685
Printing and stationery	501	1,050
Sundries	4,686	3,641
Office equipment & IT software	11,862	12,187
Governance costs	2,136	2,014
	<u>50,086</u>	<u>43,196</u>
Analysed between:		
Counselling	<u>50,086</u>	<u>43,196</u>

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

9 Support costs allocated to activities

(Continued)

	2024	2023
	£	£
Governance costs comprise:		
Independent examination fees	2,076	1,941
Bank charges	60	73
	<u>2,136</u>	<u>2,014</u>

Governance costs includes payments to the Independent Examiner of £2,076 (2023: £1,941)

10 Net movement in funds

2024
£

2023
£

The net movement in funds is stated after charging/(crediting):

Fees payable for the independent examination of the charity's financial statements	2,076	1,941
Depreciation of owned tangible fixed assets	566	674
Operating lease charges	<u>25,885</u>	<u>19,708</u>

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

12 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Staff	<u>31</u>	<u>34</u>

Employment costs

	2024 £	2023 £
Wages and salaries	373,644	322,130
Social security costs	15,796	13,746
Other pension costs	<u>15,685</u>	<u>13,084</u>
	<u>405,125</u>	<u>348,960</u>

There were no employees whose annual remuneration was more than £60,000.

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

12 Employees

(Continued)

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024	2023
	£	£
Aggregate compensation	78,785	87,373

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

14 Tangible fixed assets

	Fixtures, fittings & equipment	Computers	Total
	£	£	£
Cost			
At 1 April 2023	4,465	11,462	15,927
Additions	-	721	721
Disposals	(4,465)	-	(4,465)
At 31 March 2024	-	12,183	12,183
Depreciation and impairment			
At 1 April 2023	4,465	11,097	15,562
Depreciation charged in the year	-	566	566
Eliminated in respect of disposals	(4,465)	-	(4,465)
At 31 March 2024	-	11,663	11,663
Carrying amount			
At 31 March 2024	-	520	520
At 31 March 2023	-	365	365

15 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Other debtors	269	-
Prepayments	6,043	11,365
	6,312	11,365

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

16 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Deferred income	17	28,962	17,420
Accruals		2,642	7,014
		<u>31,604</u>	<u>24,434</u>

17 Deferred income

	2024 £	2023 £
Other deferred income	28,962	17,420

Deferred income is included in the financial statements as follows:

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	28,962	17,420
Movements in the year:		
Deferred income at 1 April 2023	17,420	-
Released from previous periods	(17,420)	-
Resources deferred in the year	28,962	17,420
Deferred income at 31 March 2024	28,962	17,420

18 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	15,685	13,084

The charitable company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

19 Unrestricted funds - designated

These are unrestricted funds which are material to the charitable company's activities.

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Computers	-	-	-	5,000	5,000
Counsellor training	5,759	4,700	(3,250)	5,000	12,209
Marketing	1,000	-	-	-	1,000
Charity shop	3,000	-	-	-	3,000
Fundraising	16,072	-	(10,750)	-	5,322
Early Help Contract	-	22,586	(22,586)	-	-
	<u>25,831</u>	<u>27,286</u>	<u>(36,586)</u>	<u>10,000</u>	<u>26,531</u>
Previous year:	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
Succession planning	5,000	-	(5,000)	-	-
Counsellor training	5,759	-	-	-	5,759
Marketing	1,000	-	-	-	1,000
Charity shop	5,525	-	(3,400)	875	3,000
Fundraising	-	16,072	-	-	16,072
	<u>17,284</u>	<u>16,072</u>	<u>(8,400)</u>	<u>875</u>	<u>25,831</u>

The computers fund has been set aside in order for the charitable company to update their computers.

The succession planning fund has been set aside in order for the charitable company to have the necessary funds for any key personnel changes that may happen in the future.

The counsellor training fund has been set up so the charitable company can provide training for their counsellors in the future when required.

The marketing fund has been set aside in order for the charitable company to market their future services further.

The charity shop fund has been set aside to update the electrics in the shop and and other repairs that are required.

The fundraising fund has been set aside to provide subsidies and bursaries according the fund guidelines.

Early help contract relates to monies received from West Sussex Country Council to provide a family counselling service.

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

20 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
Relateen Chichester	110	-	-	110
Relateen Crawley	8,091	-	(80)	8,011
Horsham DC Grant	-	5,154	(5,154)	-
	<u>8,201</u>	<u>5,154</u>	<u>(5,234)</u>	<u>8,121</u>
Previous year:	At 1 April 2022	Incoming resources	Resources expended	At 31 March 2023
	£	£	£	£
Relateen Chichester	110	-	-	110
Relateen Crawley	9,021	-	(930)	8,091
	<u>9,131</u>	<u>-</u>	<u>(930)</u>	<u>8,201</u>

Restricted funds relate to income that has been set aside for the Young People's service also known as Relateen.

The Horsham District Council grant refers to funds received as a contribution towards the cost of delivering face to face counselling in Horsham.

21 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
General funds	<u>92,900</u>	<u>488,457</u>	<u>(474,832)</u>	<u>(10,000)</u>	<u>96,525</u>
Previous year:	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
General funds	<u>86,625</u>	<u>447,176</u>	<u>(440,026)</u>	<u>(875)</u>	<u>92,900</u>

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

22 Analysis of net assets between funds

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:				
Tangible assets	520	-	-	520
Current assets/(liabilities)	96,005	26,531	8,121	130,657
	<u>96,525</u>	<u>26,531</u>	<u>8,121</u>	<u>131,177</u>
	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:				
Tangible assets	365	-	-	365
Current assets/(liabilities)	92,535	25,831	8,201	126,567
	<u>92,900</u>	<u>25,831</u>	<u>8,201</u>	<u>126,932</u>

23 Operating lease commitments

Lessee

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	32,768	28,527
Between two and five years	76,576	64,000
In over five years	128,000	144,000
	<u>237,344</u>	<u>236,527</u>

24 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

25	Cash generated from operations	2024 £	2023 £
	Surplus for the year	4,245	13,892
	Adjustments for:		
	Investment income recognised in statement of financial activities	(154)	(246)
	Depreciation and impairment of tangible fixed assets	566	674
	Movements in working capital:		
	Decrease/(increase) in debtors	5,053	(7,424)
	(Decrease)/increase in creditors	(4,372)	1,702
	Increase in deferred income	11,542	17,420
	Cash generated from operations	16,880	26,018

26 Analysis of changes in net funds

The charitable company had no material debt during the year.

Document Activity Report

Document Sent Thu, 28 Nov 2024 11:16:13 GMT

Document Activity History

Document history shows most recent activity first

Date	Activity
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Accounts

Charity registration number 1115012

Company registration number 05776865 (England and Wales)

RELATE WEST SUSSEX
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

RELATE WEST SUSSEX

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Barber (Treasurer) R Hodgetts L Parsons R Simmons E Skyrme S Whittaker A Pearman (Chair)
Secretary	L Phillips
Charlty number	1115012
Company number	05776865
Registered office	The Orchard 1-2 Gleneagles Court Brighton Road Crawley West Sussex RH10 6AD
Independent examiner	Darren Harding ACA FCCA DChA Richard Place Dobson Services Limited 1-7 Station Road Crawley West Sussex RH10 1HT

RELATE WEST SUSSEX

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RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

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).

Objectives and activities

The objects of the charity as stated in the Articles of Association are:

1. 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;
2. 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 and working to prevent poverty, hardship and distress caused by the breakdown of such relationships;
3. 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 well being, or influence either directly or indirectly, their present or future family or couple relationship;
4. To relieve those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
5. To promote research into all of the above objects and to make the results available to the public.

Vision

Relate's vision is of a future in which healthy relationships form the heart of a thriving society.

Mission

Relate's purpose is to help people make those personal changes which enable them to engage in committed and loving relationships for the benefit of themselves, their family and society.

To develop and support healthy relationships by:

- Helping couples, families and individuals to make relationships work better;
- Delivering inclusive, high-quality services that are relevant at every stage of life;
- Helping both the public and policymakers to improve their understanding of relationships and what makes them flourish.

Relate aims to deliver its services with cultural sensitivity and without discrimination. The Charity's principal activity is the provision of counselling for couples, individuals, families and young people experiencing relationship difficulties, and the provision of sexual therapy.

Public benefit

Our aim is to provide our services to clients irrespective of age, disability, gender, marital status, sexual orientation, race, religion or ability to pay. We do all we can to support clients on limited incomes and we have been able to provide services to children and to some disadvantaged couples and families at reduced costs.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

Overview

2022/2023 has been an important year in the life of the Charity. Not only was it our first complete post-pandemic year of operation since 2019/2020, it was also the year we reached and celebrated our 60th anniversary. This milestone was officially recognised at a well-attended countywide event in November 2022 and marked a year's worth of dedicated work which resulted in both the rebranding and re-focused direction of the organisation.

Relate North & South West Sussex became Relate West Sussex in September 2022, at the same time that Relate National launched its new website and national branding with the catchphrase, we can Relate. Relate West Sussex has benefitted greatly from the fresh new branding which has now been fully implemented across the organisation. Although our core service of offering effective and transformative counselling services to our clients remains the same, the way we are marketing ourselves has changed. Moving away from its outdated marriage guidance narrative, Relate West Sussex is now proudly flagging its three core services through a range of new publicity materials:

- *Connect* – Relationship counselling for couples and families, including psychosexual therapy
- *Thrive* – Counselling for adult individuals
- *Grow* – Counselling for children and young people aged 5-25

As well as scrutinising our service delivery and the systems that support it, the business development process which began in 2021/2022 explored how we might become more financially stable and sustainable in the coming years. The trustees and management team agreed two key strands of development beyond our business as usual work which aim to increase our core income and create future opportunities for growth and expansion.

1. Open a second Charity Shop
2. Develop our contract and partnership work beyond current levels

As we have monitored progress in our business as usual operations, and acknowledged the potential for our contracts to fall away without much notice, we have added a third priority to the mix: Focus on bringing paid client income closer to pre-pandemic levels.

Key trends from 2022/2023

The key trends and changes we have seen during 2022/2023 have primarily, but not entirely been driven by the work falling under the PCN contracts.

In the past, couple and family counselling have easily accounted for two-thirds of our work, but in the last year, this trend has shifted dramatically with couple and family counselling appointments dropping by 45% and amounting to just 29% of our total offer, compared to adult individual counselling now topping the services list with a 78% increase making up 30% of our offer, and children and young people's counselling which increased by a massive 117%, making up 28% of our offer. This change has undoubtedly been driven by the PCN contract work, although 27% of all individual adults seen, and 31% of all children and young people seen came to us via routes other than the PCN contracts. The consistent mix of relationship, individual and children and young people's counselling is certainly in line with the new marketing and rebranding of our service, but as an organisation we regularly monitor and review our offer to ensure that we remain true to our areas of difference and expertise within the wider counselling world.

The escalation in children and young people's counselling in particular has seen the centre managing a growing number of serious and complex cases. Over the course of 2022/2023, we opened 45 serious case records, up 73% from the year before. These cases were primarily around suicidal ideation and complex mental health needs, as well as domestic abuse and safeguarding concerns. In October 2022 we were required to attend the inquest of the tragic suicide of one of our former young clients to give evidence, and our heart remains with his bereaved family. Our safeguarding and complex case procedures are robust and regularly scrutinised and shared, but the growing number of clients desperate for specialist support is something that the organisation is addressing on an ongoing basis. Consultation and regular communication with GPs, CAMHS, Social Services, Schools and the Police have become part of our day to day work.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Another trend which came into play in the previous financial year, and remains this year is the increased focus on Crawley-based clients, and the decreased focus on other areas of the county. Crawley now accounts for more than half of all our work, whilst Horsham, Chichester and Mid-Sussex have dropped down to 16%, 8% and 6% respectively. Although as with services trends above, this change is driven primarily by the PCN contracts and the fact that Crawley is the only place in the county where we have leased premises at our disposal, it is worth noting that 34% of Crawley clients did not come to Relate West Sussex through the PCN contracts. Also of note is the increase in clients coming to us from outside of West Sussex. 12% of clients came to us from out of area, something that was not even a possibility pre-pandemic. Some of this number have come to us from neighbouring counties for face to face support as Relate National is not yet offering this service in their areas.

A trend which we have been closely monitoring since the onset of the pandemic three years ago is the increase in clients receiving either free or subsidised counselling from us, with a 33% increase during 2022/2023. As an organisation we have committed to making our service financially accessible at this time when soaring cost of living expenses make counselling a "nice to have" for many people. 59% of all clients who came to us received either free or subsidised counselling. Three-quarters of those accessed us through the PCN and Early Help contracts.

The contracts have undoubtedly been a boon to the organisation as a way of making our service accessible and known to the local community, building strong links with partners, and ensuring a level of year on year financial certainty. But as with any change, the proportion of our work devoted to partnership contracts needs careful monitoring and consideration. At the end of 2022/2023, we came near to losing all four PCN contracts at the eleventh hour because of funding issues within our partner organisations. We must always be aware that as quickly as this work has emerged, it can also fall away, and make our plans and preparations accordingly.

To this end, dedicated effort is being made to grow and build up areas of work which have decreased during the Covid years. As well as making ourselves financially accessible, we are targeting potential clients who can afford to pay for their counselling to grow our client income. In the coming year, we are actively increasing our available face to face counselling slots for non-contract clients by at least 42%, and are looking strategically at counsellor recruitment and development. The vast majority of those additional counselling sessions are opening up in Horsham, where we will be resuming a face to face service for the first time in three years, as well as in Chichester and in East Grinstead.

At the same time we are working towards new business development opportunities with the pursuit of new bespoke contracts with local partners, and, should a suitable property become available, with a second Charity Shop which we hope will shore up our sustainable core income and give us more flexibility to grow and develop going forward.

THREE-YEAR COMPARISONS

Cases

	2020/2021	2021/2022	2022/2023
Appointments offered	2798	4068	4786
Appointments attended	2337	3294	3811
% appointments attended	84%	80%	80%
Number of cases	486	652	790
Number of individuals	661	896	1055

Finances

	2020/2021	2021/2022	2022/2023
Income	323,088	381,325	463,248
Expenditure	320,616	387,121	449,356
Surplus/Deficit	2,472	-5,846	13,892

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Our services

During the course of the year we offered 4,786 appointments and 3,811 (80%) were attended. This is an 18% increase in appointments offered compared with the previous year. Of the 3,811 appointments attended, 2,235, or 59% were subsidised in some way to enable access to clients who would not have been able to afford the full session fee. The number of free or subsidised sessions offered during the year increased by 33% on the previous year.

Quarter 2022/ 2023	Appointments attended	Appointments subsidised	Proportion of appointments subsidised 2022/2023	Proportion of appointments subsidised 2021/2022
Apr-Jun 2022	932	579	62%	49%
Jul-Sep 2022	893	593	66%	52%
Oct-Dec 2022	978	519	53%	51%
Jan-Mar 2023	1008	544	54%	53%

Type of subsidy	Appointments attended	Proportion of total subsidised appointments 2022/2023	Proportion of total subsidised appointments 2021/2022
Free counselling through PCN and Early Help contracts	1,702	76%	65%
Subsidy from trusts and foundations	169	8%	11%
Free counselling through NHS contract (22/23 only)	107	5%	N/A
Subsidy from core funding	102	5%	12%
Other local funding	97	4%	5%
Subsidy from Relate National contracts	58	2%	7%

Services accessed

For the second year running, children and young people's services, and adult individual counselling increased dramatically compared to the year before, mostly due to the PCN contracts. Psychosexual Therapy also showed a 100%+ increase, albeit from a low base. A notable change is the 40% drop in relationship counselling sessions attended. Couples and Family counselling combined made up just 29% of our total offer during the year.

Type of service	Number of sessions attended 2022/2023	% of total service	% change from 2021/2022
Initial Assessment	306	8%	+14%
Relationship Counselling	1023	27%	-40%
Individual Counselling	1138	30%	+78%
Psychosexual Therapy	175	5%	+101%
Family Counselling	91	2%	-5%
CYP Counselling	1078	28%	+117%
ALL SERVICES	3811	100%	

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Contract and partnership work

During 2022/2023 our contract work with the Crawley Primary Care Networks (PCN) increased so that every GP practice in Crawley had access to a children and young people's counsellor, and four of the GP practices also had access to an adult counsellor. We offered a total of 62 free counselling sessions every week through these four contracts. We worked hard alongside our partners and advocates, Alliance for Better Care to try and secure a longer-term commissioned service across all practices going forward, but sadly were not able to achieve this due to commissioner funding being earmarked for mental health wellbeing practitioners instead. At the end of the year, however, we were successful in re-funding all four of the existing PCN contracts into the following year. Since these contracts began in January 2021, we have supported 645 adults and 302 children and young people through 2,779 free counselling sessions. This is the feedback from one of the GP Practices we support:

"The service from Relate has been outstanding. The counsellors have been professional, sympathetic and above all kind and helpful to our younger patients who have seen them. The benefit of having repeated counselling sessions with only a short wait for our PCN patients has been significant and transformative."

During the year we were approached by West Sussex County Council's Early Help Team to support them with Family Counselling through the Reducing Parental Conflict Programme. During the final quarter of the year, a new two-year contract with Early Help began, offering six family counselling sessions per week out of our Crawley premises and Early Help's Shoreham premises.

We continued ongoing work with sixth form college Collyers, with a counsellor supporting four members of pastoral staff to safely hold the load of the college students' emotional wellbeing through half-termly supervision sessions. Collyers students and staff are also eligible for short-term counselling at reduced rates.

About our clients

During 2022/2023, our caseload increased by 21%, and we worked with 790 cases, which amounts to 1,055 individuals supported during the course of the year. 61% of our clients were female, 39% male, and fewer than 1% were non-binary. The average age was 43 years old, compared to 48 years old last year. 23% of clients did not give their ethnicity, reduced from the half of clients who did not give their ethnicity the previous year. Of the clients that responded, 86% of individuals were white British and 14% were from other ethnic groups with the largest proportion from the Asian British community.

Approximately 9% of clients completed an after service form. Of those who completed the forms, 93% said they were either satisfied or very satisfied with the service they had received and 2% were unsatisfied or very unsatisfied. 90% of clients said they felt very listened to and understood by the counsellor, and 71% said the counselling had helped them to understand themselves better.

Some feedback from our clients

"My counsellor was really helpful. I felt like she really understood and listened, but also helped me realise things about myself that I haven't before. I feel a lot more empowered and calmer for going to see her. Would highly recommend to anyone."

"It's given me more confidence in myself and the ability to deal with issues as they arise. I was able to practice some tools with my partner which has made us understand each other better. The future definitely looks brighter!"

"I've felt so strong coming out, I've gained so much independence and self-confidence/esteem. I'm able to open up and have a better relationship with my husband and family."

"We sought help from Relate after our relationship was under a lot of strain. It was so easy and quick to arrange an assessment. We had lost how to communicate without arguing. Our counsellor understood and taught us ways to communicate and find us again. She really listened and spoke to us on a level that we could understand and felt that our advice was individual and tailored to us. We cannot thank our counsellor and Relate enough for helping us."

"My counsellor has been amazing. For the first time in nine years I understand myself and my previous relationship a lot better. I know now that I will not repeat the same cycles that have made me so unhappy for so long."

"Counselling helped me to talk about my past and gave me the confidence to deal with it. I now feel I can take the steps to enjoy life and not look back."

"The counsellor has been great with my daughter. It's been helpful to provide her with space to think about how things will have affected her through some difficult times - thank you."

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

"It has made a huge difference as when I first came I was really worried. About halfway through I started feeling more confident and I don't think about worries now."

"Has allowed me the forum to voice my opinion in regards to what I needed from my relationship. To know that I do have the right to my opinion and that it does matter. Has helped me find some confidence in myself again."

"My counsellor has saved my marriage. What more can I say! Thank you to him for being patient and working with us to be better people to each other and ourselves."

"We had relationship counselling, and we were already in a place of good communication so I don't think we had any revelations, but the sessions definitely helped clarify things in where we were both at, our difficulties and our boundaries. Overall the service was very good and personal."

"Our counsellor was most helpful and a good listener. She was able to give positive advice and was not afraid to tackle difficult areas. The sessions helped enormously."

"We had counselling separately in the past so it was good to focus together. Our communication is on the right track. The counsellor helped us to see things from a different perspective and at a deeper level."

"Our counsellor was incredibly understanding and patient, supporting and guiding us in a compassionate way. We felt listened to and over time were given the insight and tools to manage our future together. Worth every single second. Thank you."

Age range of client	Number of clients in this age range	Percentage of clients in this age range 2022/2023	Percentage of clients in this age range 2021/2022
Under 18	253	24%	11%
18-29	97	9%	13%
30-39	227	22%	23%
40-49	204	19%	26%
50-59	176	17%	18%
60-69	68	6%	7%
70-99	30	3%	2%

Client council area	Number of clients in this council	Percentage of clients in this council 2022/2023	Percentage of clients in this council 2021/2022
Crawley Borough Council	562	53%	48%
Horsham District Council	167	16%	22%
Chichester District Council	81	8%	9%
Mid Sussex District Council	61	6%	7%
Arun District Council	28	3%	3%
Other West Sussex Council areas	25	2%	0%
Neighbouring Council areas	52	5%	3%
Other Council areas in England	74	7%	3%
Not specified	5	Less than 1%	5%

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Client ethnicity	Percentage of clients in this ethnic group 2022/2023	Percentage of clients in this ethnic group 2021/2022
White British	86%	86%
Asian British	6%	5%
Other White	4%	3%
Mixed Race	3%	2%
Black British	1%	3%
Chinese	Less than 1%	N/A
Other	Less than 1%	1%

How clients accessed our services	Percentage of clients 2022/2023	Percentage of clients 2021/2022	Percentage of clients 2020/2021
Contract with centre	44%	36%	15%
Self referral (always known about us)	23%	30%	47%
Online (google search/website/RelateHub)	8%	8%	8%
Friend or family member	7%	8%	8%
Other professional	6%	5%	9%
Ex-client	4%	5%	5%
Advertising and social media (incl Facebook, posters, leaflets, radio)	Less than 1%	1%	1%
Other	Less than 1%	1%	1%
Did not respond	7%	6%	6%

Leavers & Starters

Our counselling team changed over the year with the addition of one new counsellor in training, Jazmin Ward, and three new children and young people's counsellors recruited to support the PCN contracts, Deborah Thorne, Maria Konstantinelli and Sally Fifield (a familiar face who worked with us in years gone by). We said goodbye to Annie Aitchison and Majeed Itaf shortly after completion of their training, and also to Nirvana Crowley, Anna Leythorne-Dean, Sara Ines-Genevini and Graeme Butler. Emma Huband, who started her young person's training the previous year, qualified and has added young people to her existing couples work with Relate. Towards the end of the year, a number of new trainees and newly-qualified counsellors were recruited to begin work in the following financial year.

We were pleased to welcome a new member of staff to our thriving Charity Shop. Sarah Hearnden joined the team as an additional Charity Shop Assistant in December 2022. In addition, Vicki Barry was appointed to the newly-created role of Operations Manager due to start early in the new financial year.

The trustee board remained fairly steady during the financial year, with just one goodbye to Cheryl Allison in May 2022. During the final quarter of the year work was underway to recruit a new Chair of Trustees.

We welcome all our new starters, and wish those who have moved on all the best in their next ventures.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Financial review

Financial position

The Statement of Financial Activities on page 12 shows a £13,892 surplus (2021/2022: deficit of £5,846) and this has been reflected in the Balance Sheet as set out on page 14.

Funding sources

We are always grateful to our partners, funders and members of the general public who have consistently supported the vital work of Relate West Sussex over the years. We would like to say a massive thank you to the following funders:

Funding to support the whole organisation and all areas served
60 th Anniversary fundraising (members of the public)
Ernest Kleinwort Charitable Trust
Easy Fundraising
Kelly Family Charitable Trust
Co-op
Crawley
Crawley Borough Council
Longley Trust
Horsham
Horsham District Council
Horsham District Community Lottery
Chichester
Basil Shippham and Alsford Trust
East Grinstead
East Grinstead Common Good Trust

Once again, we are extremely grateful and appreciative of the efforts of Cara Hyde and her team of assistants and volunteers for making our Charity Shop a record-breaking success during the past year. In the last financial year the shop made a net profit of £78,070 (2021/2022: £65,736).

Reserves policy

The Charity needs reserves to enable it to meet its charitable obligations and commitments it enters into. The Trustees believe that the ideal level of reserves to meet its general purposes and specific activities should be up to the equivalent of four months operating costs (currently approximately £151,000) calculated and reviewed annually. We believe that the reserves should be maintained or built up to the desired level in stages as necessary, consistent with the charity's overall financial position and its need to maintain and develop its charitable objectives. At the end of the financial year, the level of freely available reserves stood at £92,900 (2021/2022: £86,625).

Plans for future periods

2022/2023 saw the end of the change work and agreed recommendation for the future which began in the previous year. In addition to the change of name, new branding, new website and refreshed marketing now in place, there are a number of key areas of focus going forward. Namely:

- The new Operations Manager in post from April 2023 tasked with upping counsellor utilisation and streamlining/supporting the efficient work of the administration team;
- Increasing core income through a second Charity Shop and new partnership contracts;
- A commitment to bringing client income and our presence across the whole county closer to pre-pandemic levels through a growing counselling team and the opening of new face to face sessions in areas which have lost traction.

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

Governing document

The Charity is controlled by its governing document, Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Relate West Sussex recruits trustees with particular skills, who have an interest in relationships, families and young people. All new board members receive a comprehensive induction pack about Relate West Sussex and as to their responsibility as Charity Trustees and company directors. We offer trustees internal and external workshops and on-going advice, information, training and guidance relating to their duties and the Charity's Operations.

The Board of Trustees is responsible for the overall governance of the Charity. Trustees are elected, appointed or co-opted, the total number of Trustees not being less than six nor exceeding eighteen.

The Trustees generally meet between six and 12 times a year, review strategy and operational performance, and set operating plans and budgets. The Board delegates the exercise of certain powers in connection with the financial management of the Charity, controlled by requiring regular reporting back to the Board, so that all decisions made under delegated powers can be ratified by the full Board in due course.

Organisational structure

The company is governed by its Memorandum and Articles of Association adopted in 1999 and updated in October 2008, May 2014, May 2021, October 2022 and October 2023.

Relate West Sussex Limited is a member of the Relate Federation and has been granted a non-exclusive licence to use the Relate name and logo.

The Trustees, who are also directors of Relate West Sussex for the purpose of company law, are responsible for the annual report, and for the preparation of financial statements for each financial year, in accordance with applicable law and United Kingdom Accountancy Standards (United Kingdom Generally Accepted Accounting Practice).

The Treasurer, Chair, Centre Manager and Finance Manager undertake the financial management of the Charity. They meet regularly to review the budget and management accounts and to prepare financial papers for review by the Trustee Board every two months. They ensure proper procedures are in place to manage cash resources prudently and to maximise income from liquid resources whilst maintaining sufficient funds to meet daily cash requirements. They advise the Trustee Board on the appropriate level of free reserves and of any significant change needed in financial management strategy. Forecasting is a key element of the financial management activities and forecasts are reviewed regularly at Trustee meetings.

The Centre Manager is responsible for the day to day management of the Charity's affairs and for implementing policies agreed by the Board of Trustees. The Supervisors, Finance Manager, Development Manager, Operations Manager and the Administrative Support Team assist the Centre Manager.

Company law requires the trustees to prepare financial statements for each year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources including the income and expenditure of the charitable company for that year.

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

- ensure that the most suitable accounting policies are established and applied consistently;
- make judgements and estimates which are reasonable and prudent;
- observe the methods and principles in the charities SORP;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and for their proper application as required by charity law. They must take reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

RELATE WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

- the Charity operates efficiently, effectively and in compliance with relevant laws and regulations;
- proper records are maintained and financial information used within the Charity, or for publication, is reliable;
- the Charity complies with relevant laws and regulations.

Corporate Governance

The organisation adheres to internal controls over all forms of commitment and expenditure. These are continually refined to improve efficiency. The Centre Manager reports to the Board on performance so that all aspects are reviewed and monitored regularly by the Board of Trustees.

The systems of internal controls provide reasonable but not absolute assurance against material misstatement or loss and include:

- a strategic plan and annual budget approved by the Trustees;
- regular consideration by the Trustees of financial results, variances from budgets, non-financial performance indicators and benchmarking reviews;
- delegation of day-to-day management authority and segregation of duties; and
- identification and management of risks.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Barber (Treasurer)

S Hill

(Resigned 19 September 2023)

R Hodgetts

L Parsons

R Simmons

E Skyrme

S Whittaker

C Allison

(Resigned 26 May 2022)

A Pearman (Chair)

(Appointed 16 May 2023)

Risk Management

The Directors/Trustees of Relate West Sussex have conducted a formal review of the major risks to which the charity is exposed. A Business Risk Assessment Record is kept and this is reviewed as part of the business of Executive Meetings. The trustees are satisfied that systems are in place to mitigate its exposure to all the major risks. Internal control risks are minimised by the implementation of procedures for authorisation of all financial transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the Centre.

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

The trustees' report was approved by the Board of Trustees.



A Pearman (Chair)

Trustee

Date: 14/11/2023

RELATE WEST SUSSEX

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE WEST SUSSEX

I report to the trustees on my examination of the financial statements of Relate West Sussex (the charitable company) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

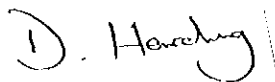
Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Darren Harding ACA FCCA DChA
Richard Place Dobson Services Limited
1-7 Station Road
Crawley
West Sussex
RH10 1HT

Dated: 19 December 2023

RELATE WEST SUSSEX

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
	Notes					
<u>Income from:</u>						
Donations and legacies	3	34,829	16,072	-	50,901	48,359
Charitable activities	4	260,357	-	-	260,357	210,653
Other trading activities	5	151,744	-	-	151,744	122,313
Investments	6	246	-	-	246	-
Total income		447,176	16,072	-	463,248	381,325
<u>Expenditure on:</u>						
Raising funds	7	70,274	3,400	-	73,674	56,577
<u>Charitable activities</u>						
Counselling	8	369,752	5,000	930	375,682	330,594
Total charitable expenditure		369,752	5,000	930	375,682	330,594
Total expenditure		440,026	8,400	930	449,356	387,171
Net incoming/(outgoing) resources before transfers		7,150	7,672	(930)	13,892	(5,846)
Gross transfers between funds		(875)	875	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		6,275	8,547	(930)	13,892	(5,846)
Fund balances at 1 April 2022		86,625	17,284	9,131	113,040	118,886
Fund balances at 31 March 2023		92,900	25,831	8,201	126,932	113,040

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

RELATE WEST SUSSEX

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Prior financial year

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes				
<u>Income from:</u>					
Donations and legacies	3	48,359	-	-	48,359
Charitable activities	4	210,653	-	-	210,653
Other trading activities	5	122,313	-	-	122,313
Total income		381,325	-	-	381,325
<u>Expenditure on:</u>					
Raising funds	7	56,577	-	-	56,577
<u>Charitable activities</u>					
Counselling	8	327,766	1,078	1,750	330,594
Total charitable expenditure		327,766	1,078	1,750	330,594
Total expenditure		384,343	1,078	1,750	387,171
Net incoming/(outgoing) resources before transfers		(3,018)	(1,078)	(1,750)	(5,846)
Net income/(expenditure) for the year/ Net movement in funds		(3,018)	(1,078)	(1,750)	(5,846)
Fund balances at 1 April 2021		89,643	18,362	10,881	118,886
Fund balances at 31 March 2022		86,625	17,284	9,131	113,040

RELATE WEST SUSSEX

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	13		365		1,039
Current assets					
Debtors	14	11,365		3,941	
Cash at bank and in hand		139,636		113,372	
		151,001		117,313	
Creditors: amounts falling due within one year	15	(24,434)		(5,312)	
Net current assets			126,567		112,001
Total assets less current liabilities			126,932		113,040
Income funds					
Restricted funds	17		8,201		9,131
<u>Unrestricted funds</u>					
Designated funds	18	25,831		17,284	
General unrestricted funds		92,900		86,625	
			118,731		103,909
			126,932		113,040

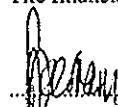
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on ...14/11/2023


Chairman (Chair)
Trustee

Company registration number 05776865

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Relate West Sussex is a private company limited by guarantee incorporated in England and Wales. It is also a charitable company registered with the Charity Commission. The registered office is The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "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)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited to the Statement of Financial Activities in the year in which the charitable company becomes entitled to them.

Other trading activities includes income from goods donated to the shop to be sold on and is recognised when the goods are sold.

Charitable activities include client income received by way of counselling, PST and other client income and is recognised when received.

Investment income is recognised in the year it relates to.

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies (Continued)

1.5 Expenditure

Liabilities and related expenditure are recognised in full in the financial statements as soon as an obligation arises and include VAT.

Cost of generating funds includes expenses related to running the Charity Shop and are recognised as incurred.

Expenditure represents the costs directly attributable to charitable activities including governance costs and external Independent Examiner fees.

Support costs now include governance costs which are costs associated with meeting the constitutional and statutory requirements of the charitable company and include Independent Examiner fees, accountancy fees, legal and professional fees and bank charges.

Allocation and apportionment of costs

The main activities of the charitable company are counselling and running the Charity Shop, so all costs related to these are classed as direct charitable costs. All other costs are allocated as support costs.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	33.3% Straight Line
Computers	33.3% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

1.8 Financial Instruments

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

1.9 Taxation

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

The charitable company operates a defined contributions 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.

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.12 Debtors

Debtors are recognised at the settlement amount due.

1.13 Creditors

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

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Total 2022 £
Grants received	34,829	16,072	50,901	48,359	48,359
Grants receivable					
Crawley Borough Council	20,000	-	20,000	15,265	15,265
Crawley Borough Council Covid 19 grant	-	-	-	2,667	2,667
Sussex Community Foundation Crisis Fund	-	-	-	3,733	3,733
Horsham District Council	4,855	-	4,855	4,750	4,750
Bassil Shipham and Alsford Trust	-	250	250	250	250
Gatwick Airport Community	-	-	-	1,500	1,500
Hoare Trustees	-	-	-	2,980	2,980
Longley Trust	-	980	980	1,000	1,000
Arnold Clark	-	-	-	1,000	1,000
Earnest Kleinwort Charitable Fund	-	3,000	3,000	3,000	3,000
Relateen Crawley Borough Council	9,974	-	9,974	11,000	11,000
Just Giving	-	4,067	4,067	-	-
Eventbrite	-	857	857	-	-
East Grinstead Common Good Trust	-	2,000	2,000	-	-
Kelly Family Charitable Trust	-	4,900	4,900	-	-
Other	-	18	18	1,214	1,214
	34,829	16,072	50,901	48,359	48,359

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	Counselling 2023 £	Counselling 2022 £
Income from services provided	260,357	210,653

5 Other trading activities

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Charity shop income	151,744	122,313

6 Investments

	Unrestricted funds general 2023 £	Total 2022 £
Interest receivable	246	-

7 Raising funds

	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Total 2023 £	Unrestricted funds general 2022 £
Charity shop expenses				
Operating charity shops	39,040	3,400	42,440	28,839
Staff costs	31,234	-	31,234	27,738
Charity shop expenses	70,274	3,400	73,674	56,577
	70,274	3,400	73,674	56,577

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Charitable activities

	Counselling 2023 £	Counselling 2022 £
Staff costs	317,726	259,348
Depreciation	674	2,688
Advertising	12	332
Sundries	-	195
Counsellor training	1,259	5,112
Counsellor expenses	11,608	12,677
Staff expenses	473	271
Travelling expenses	734	3,758
	<u>332,486</u>	<u>284,381</u>
Share of support costs (see note 9)	41,182	44,257
Share of governance costs (see note 9)	2,014	1,956
	<u>375,682</u>	<u>330,594</u>
Analysis by fund		
Unrestricted funds - general	369,752	327,766
Unrestricted funds - designated	5,000	1,078
Restricted funds	930	1,750
	<u>375,682</u>	<u>330,594</u>

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9	Support costs	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£	£
	Operating lease charges	19,708	-	19,708	19,759	-	19,759
	Insurance	1,911	-	1,911	4,172	-	4,172
	Telephone	2,685	-	2,685	2,578	-	2,578
	Printing and stationery	1,050	-	1,050	617	-	617
	Sundries	3,641	-	3,641	5,407	-	5,407
	Office equipment & IT software	12,187	-	12,187	11,174	-	11,174
	Repairs and renewals	-	-	-	550	-	550
	Independent examination fees	-	1,941	1,941	-	1,860	1,860
	Bank charges	-	73	73	-	96	96
		<u>41,182</u>	<u>2,014</u>	<u>43,196</u>	<u>44,257</u>	<u>1,956</u>	<u>46,213</u>
	Analysed between Charitable activities	<u>41,182</u>	<u>2,014</u>	<u>43,196</u>	<u>44,257</u>	<u>1,956</u>	<u>46,213</u>

Governance costs includes payment to the Independent Examiner of £1,941 (2022- £1,860).

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

Trustees' expenses

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

11 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Staff	<u>34</u>	<u>28</u>
Employment costs	2023 £	2022 £
Wages and salaries	322,130	269,303
Social security costs	13,746	8,690
Other pension costs	13,084	9,093
	<u>348,960</u>	<u>287,086</u>

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

11 Employees

(Continued)

Key Management Personnel

The trustees consider four members of staff to be key management personnel (and five for last year). The total employment benefits of key management personnel were £87,373 (2022 - £93,470).

There were no employees whose annual remuneration was more than £60,000.

12 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13 Tangible fixed assets

	Fixtures, fittings & equipment	Computers	Total
	£	£	£
Cost			
At 1 April 2022	4,465	11,462	15,927
At 31 March 2023	4,465	11,462	15,927
Depreciation and impairment			
At 1 April 2022	4,465	10,423	14,888
Depreciation charged in the year	-	674	674
At 31 March 2023	4,465	11,097	15,562
Carrying amount			
At 31 March 2023	-	365	365
At 31 March 2022	-	1,039	1,039

14 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Prepayments	11,365	3,941

15 Creditors: amounts falling due within one year

	Notes	2023	2022
		£	£
Deferred income	16	17,420	-
Accruals and deferred income		7,014	5,312
		24,434	5,312

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Deferred income

	2023 £	2022 £
Other deferred income	17,420	-

Deferred income is included in the financial statements as follows:

	2023 £	2022 £
Deferred income is included within:		
Current liabilities	17,420	-
Movements in the year:		
Deferred income at 1 April 2022	-	-
Resources deferred in the year	17,420	-
Deferred income at 31 March 2023	17,420	-

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 1 April 2022 £	Resources expended £
Relateen Chichester	270	-	(160)	110	-
Relateen Crawley	10,611	-	(1,590)	9,021	(930)
	10,881	-	(1,750)	9,131	(930)

Restricted funds relate to income that has been set aside for the Young People's service also known as Relateen.

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021 £	Resources expended £	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Computers	1,078	(1,078)	-	-	-	-	-
Succession planning	5,000	-	5,000	-	(5,000)	-	-
Counsellor training	5,759	-	5,759	-	-	-	5,759
Marketing	1,000	-	1,000	-	-	-	1,000
Charity Shop	5,525	-	5,525	-	(3,400)	875	3,000
Fundraising	-	-	-	16,072	-	-	16,072
	<u>18,362</u>	<u>(1,078)</u>	<u>17,284</u>	<u>16,072</u>	<u>(8,400)</u>	<u>875</u>	<u>25,831</u>

The Computers fund has been set aside in order for the charitable company to update their computers

The Succession planning fund has been set aside in order for the charitable company to have the necessary funds for any key personnel changes that may happen in the future.

The Counsellor training fund has been set up so the charitable company can provide training for their counsellors in the future when required.

The Marketing fund has been set aside in order for the charitable company to market their future services further.

The Charity Shop fund has been set aside to update the electrics in the shop and any other repairs that are required.

The Fundraising Fund has been set aside to provide subsidies and bursaries according to funder guidelines.

RELATE WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

19 Analysis of net assets between funds

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fund balances at 31 March 2023 are represented by:				
Tangible assets	365	-	-	365
Current assets/(liabilities)	92,535	25,831	8,201	126,567
	<u>92,900</u>	<u>25,831</u>	<u>8,201</u>	<u>126,932</u>
	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2021 are represented by:				
Tangible assets	1,039	-	-	1,039
Current assets/(liabilities)	85,586	17,284	9,131	112,001
	<u>86,625</u>	<u>17,284</u>	<u>9,131</u>	<u>113,040</u>

20 Operating lease commitments

Lessee

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	28,527	31,740
Between two and five years	64,000	92,527
In over five years	144,000	144,000
	<u>236,527</u>	<u>268,267</u>

21 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

Document Activity Report

Document Sent

Thu, 14 Dec 2023 12:51:58 GMT

Document Activity History

Document history shows most recent activity first

Date

Activity

You can verify that this is a genuine Portal document by uploading it to the following secure web page:

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Accounts

Charity registration number 1115012

Company registration number 05776865 (England and Wales)

RELATE NORTH & SOUTH WEST SUSSEX
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

RELATE NORTH & SOUTH WEST SUSSEX

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Barber S Hill R Hodgetts L Parsons R Simmons E Skyrme S Whittaker C Allison	(Appointed 16 November 2021)
Secretary	L Phillips	
Charity number	1115012	
Company number	05776865	
Registered office	The Orchard 1-2 Gleneagles Court Brighton Road Crawley West Sussex RH10 6AD	
Independent examiner	Darren Harding ACA FCCA DChA Richard Place Dobson Services Limited 1-7 Station Road Crawley West Sussex RH10 1HT	

RELATE NORTH & SOUTH WEST SUSSEX

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RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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 2022. 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 2015).

Objectives and activities

The objects of the charity as stated in the Articles of Association are:

1. 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;
2. 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 and working to prevent poverty, hardship and distress caused by the breakdown of such relationships;
3. 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 well being, or influence either directly or indirectly, their present or future family or couple relationship;
4. To relieve those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
5. To promote research into all of the above objects and to make the results available to the public.

Vision

Relate's vision is of a future in which healthy relationships form the heart of a thriving society.

Mission

Relate's purpose is to help people make those personal changes which enable them to engage in committed and loving relationships for the benefit of themselves, their family and society.

To develop and support healthy relationships by:

- Helping couples, families and individuals to make relationships work better;
- Delivering inclusive, high-quality services that are relevant at every stage of life;
- Helping both the public and policymakers to improve their understanding of relationships and what makes them flourish.

Relate aims to deliver its services with cultural sensitivity and without discrimination. The Charity's principal activity is the provision of counselling for couples, individuals, families and young people experiencing relationship difficulties, and the provision of sexual therapy.

Public benefit

Our aim is to provide our services to clients irrespective of age, disability, gender, marital status, sexual orientation, race, religion or ability to pay. We do all we can to support clients on limited incomes and we have been able to provide services to children and to some disadvantaged couples and families at reduced costs.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Overview

As we reflect back on 2021/2022 for this report, we are in reality standing in the early months of the following financial year, which so far holds a tangible sense of a new, post-pandemic world – at least in terms of no longer living with restrictions and lockdowns. It is important to hold in mind from the current vantage point that during the first six months of 2021/2022, we were still deeply mired in the Covid pandemic, with all the organisational implications associated with that. As yet, we don't have data or experience from a full post-Covid financial year to fully assess the lasting impact and changes to our organisation and the clients we serve, but we are beginning to get a sense of what will go back to "normal", and what is likely to be a permanent shift in the way that we work.

Zoom and phone counselling continues to be our primary mode of delivery, with many clients appreciating the greater flexibility and availability of this form of counselling, and many counsellors preferring the flexibility and savings this offers. However, by the end of 2021/2022 a growing number of potential clients expected and wanted a face to face service as the country as a whole started to return to normal. At this point, approximately 28% of our sessions were delivered face to face. Across the whole Federation, many centres had not even begun to resume face to face counselling by the end of the year, with Relate National centres in particular still operating fully by Zoom. In that sense, our centre has been ahead of the game, but like other centres, we face the challenge of a workforce now settled into the status quo of mostly remote working. Encouraging the team and counsellors back into an office setting, particularly with familiar spaces lost during the pandemic, has been a big part of our focus in the latter half of the year, and will be moving forward.

Like many centres around the country, we have experienced a significant and consistent drop in paid client income. Levels in the last financial year were 44% below pre-pandemic levels. However, our income as a whole has increased by 12% on pre-pandemic levels, and is coming from different sources. Pre-pandemic, 62% of our total income was from paying clients, compared to just 32% in the 2021/22 financial year. However, last year, 24% of our income came from a completely new income stream – GP contracts. In addition, the Charity Shop performed well above target for the full year, bringing in 26% more income than pre-pandemic, and accounting for 32% of our total income. Expenditure remained mostly static compared to pre-pandemic levels, with increased spending on IT and remote working offset in part by savings on buildings and physical spaces. Despite knowing that reliance on statutory funding going forward is not a viable option for us, statutory grants were down 35% in the 2021/22 financial year compared to pre-pandemic, and other trusts/funders accounted for 7% of our total income. Our grateful thanks go to all the funders who have supported us through the year and who are listed below under the *Financial Review*. The last financial year ended with a small deficit.

These changes give us pause for thought as we consider how to move forward most effectively and serve our clients in the best way possible. We must weigh up whether these changes are here to stay, or will revert back as we move further out of the pandemic era. Certainly what we are experiencing as an organisation reflects what feels like long-lasting change in the needs of our clients. Many of our clients now struggle to pay full cost for appointments post-pandemic and in the midst of the national cost of living crisis. The boost in Charity Shop income may be another facet of the same trend. More than half of our clients last year received our services either free of charge or at a subsidised rate, and this trend is continuing and even increasing in the current financial year. Interestingly, along with the greater number of free and subsidised sessions, we have witnessed an increase in DNAs (Did Not Attend), representing more wastage. Pre-pandemic, 89% of booked sessions were attended, compared to 80% last year.

In addition, the type of client we are seeing is changing, in terms of the counselling they are seeking, where they are based and the complexity of their presentation. Much of this change has been driven by the GP contracts. Individual counselling now accounts for 19% of total sessions delivered, and children and young people's (CYP) counselling for 15%. The number of CYP sessions delivered last year was 44% higher than pre-pandemic levels, and this will increase in the new financial year with additional CYP contracts. Couples counselling, family counselling and psychosexual therapy, on the other hand, were down by 20%, 66% and 48% respectively, although couples counselling still accounts for the lion's share of our work.

Another key change driven by the increase in clients coming through Crawley GP surgeries has been the skew of clients coming from the Crawley area. In 2021/2022, nearly half of all clients were from Crawley Borough Council, compared to 29% the year before. Clients from Horsham and Mid-Sussex District Councils fell slightly, but the biggest drop in client numbers came from the Chichester area, dropping from 21% to just 9% of total clients. This of course also coincides with the relinquishing of our leased Market Road premises the previous year.

The final, and most serious implications of the changing client profile is the increase in the high-level and complex cases we are seeing, particularly among children and young people. Post-pandemic impact combined with a local and national overload on statutory services with a duty for crisis care and specialist intervention means that cases we wouldn't have considered supporting in years gone by are now sitting with us. There is a growing sense that there is nowhere else for them to go. We have started to build up partnerships with CAMHS and other outside agencies and to increase support for our team through additional training and crisis management processes, but there is no doubt that the increased complexity is having an impact on counsellors and staff following an already challenging period of service delivery.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

The picture is still changing, and some of the shifts are likely to be a permanent feature of the organisation and its clients moving forward. In many ways, coming out of the pandemic has been more challenging than going into it. When we closed down our face to face services in 2020/2021, there was only one way to go, and we had plenty of government support and low-hanging fruit from funders to see us through. This past year and looking ahead, the full impact of the pandemic is being felt both by the team and our clients, funding available is harder to come by, and the way ahead has many more choices and implications. More than ever, a massive thank you goes out to the organisation's staff, counsellors, trustees, volunteers and funders who have stayed the path, embraced the changes, and ensured that amidst the shifting sands a solid and well-received service has been delivered to our clients throughout the year.

PRE- AND POST-PANDEMIC COMPARISONS

Cases

	Pre-pandemic (19/20)	During pandemic (20/21)	Post-pandemic (21/22)
Appointments offered	3910	2798	4068
Appointments attended	3480	2337	3294
% appointments attended	89%	84%	80%
Number of cases	967	486	652
Number of individuals	1354	661	896

Finances

	Pre-pandemic	During pandemic	Post-pandemic
Income	340,489	323,088	381,325
Expenditure	378,232	320,616	387,171
Surplus/Deficit	-37,743	2,472	-5,846

Sources of income

	Pre-pandemic	During pandemic	Post-pandemic
Client income	211,581	156,126 (incl GP contract)	119,333
% client income	62%	48%	32%
GP contracts	£0	Incl in client income	91,320
% GP contracts	0%	Incl in client income	24%
Shop income	97,271	45,998	122,313
% shop income	29%	14%	32%
Statutory grants	30,670	50,702	20,015
% statutory grants	9%	16%	5%
Trusts/foundations	£0*	45,889	28,344
% trusts/ foundations	0%	14%	7%
Other	967	24,373	0
% other	0%	8%	0%

* Funding was received from trusts/foundations during the year, but has not been recorded separately.

Sources of expenditure

	Pre-pandemic	During pandemic	Post-pandemic
Charity shop	46,335	43,107	56,577
% charity shop	12%	13%	15%
People	267,705	226,780	284,381
% people	71%	71%	73%
Support/governance	64,192	50,729	46,213
% support/ governance	17%	16%	12%

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Our services

During the course of the year we offered 4,068 appointments and 3,294 (80%) were attended. Although more appointments were offered compared to pre-pandemic, fewer were attended because of higher DNA rates. Of the 3,294 appointments attended, 1,681, or 51% were subsidised in some way to enable access to clients who would not have been able to afford the full session fee.

Quarter 2021/2022	Appointments attended	Appointments subsidised	Proportion of appointments subsidised 2021/2022	Proportion of appointments subsidised 2020/2021
Apr-Jun 2021	886	435	49%	51%
Jul-Sep 2021	824	427	52%	33%
Oct-Dec 2021	771	396	51%	25%
Jan-Mar 2022	813	423	53%	46%

Type of subsidy	Appointments attended	Proportion of total subsidised appointments 2021/2022	Proportion of total subsidised appointments 2020/2021
Bursary from local grants	150	11%	50%
Free counselling through PCN	1,199	65%	33%
Subsidy from core funding	169	12%	8%
Subsidy from Relate National contracts	92	7%	4%
Other local funding	71	5%	5%

Services accessed

Children and young people's services, and adult individual counselling increased dramatically compared to pre-pandemic, mostly due to the GP contracts. In every other category we saw fewer clients than in pre-pandemic levels. Relationship counselling continued to make up the biggest proportion of our service delivery this year, accounting for just over half of all attended appointments.

Type of service	Number of sessions attended	% of total service	% change In 2021/2022 from pre-pandemic 2020/2021	% change in 2021/2022 from pre-pandemic 2019/2020
Initial Assessment	268	8%	-7%*	-49%*
Relationship Counselling	1706	52%	+8%	-20%
Individual Counselling	640	19%	+305%	Not recorded sig increase
Psychosexual Therapy	87	3%	+9%	-48%
Family Counselling	96	3%	-16%	-66%
CYP Counselling	497	15%	+328%	+44%
ALL SERVICES	3,294	100%	+41%	-6%

*Figure skewed by recording anomaly. More initial assessments took place than this.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Contract and partnership work

During 2021/2022, we extended the existing Primary Care Network (PCN) pilots to full contracts, allowing patients of eight GP practices in Crawley to access either short-term young people's counselling from a counsellor based in the GP surgery, or short-term adult counselling via Zoom from a team of Relate counsellors, all free at the point of delivery. Both contracts are aimed primarily at individuals and had received referrals for 76 young people and 384 adults during 2021/2022 (and including the first three months of 2021). During the last quarter of the financial year, two further children and young people's contracts were set up with the remaining PCN's in Crawley which meant that from 1st April 2022, every GP surgery in Crawley would have access to a Relate CYP counsellor.

We continued ongoing work with sixth form college Collyers, with a counsellor supporting four members of pastoral staff to safely hold the load of the college students' emotional wellbeing through half-termly supervision sessions. Collyers students and staff are also eligible for short-term counselling at reduced rates.

We were also part of a local initiative with Sussex Police whereby Relate was part of a range of organisations offering holistic support to families where the young person is at risk of offending. However, despite our involvement and availability, no referrals to family counselling were made to us through this contract.

About our clients

During 2021/2022, we worked with 652 cases, which amounts to 896 individuals supported during the course of the year. 59% of our clients were female and 41% male. The average age was 48 years old, compared to 45 years old last year. Half of clients did not give their ethnicity, reduced from the two-thirds of clients who did not give their ethnicity the previous year. New systems were put in place in October 2021 to more consistently capture client ethnicity. 14% of the clients who responded were from ethnic groups other than white British.

Approximately 20% of clients completed an after service form. A large proportion of those respondents were individual adults who came to us through the PCN contract. Of those who completed the forms, 98% said they were either satisfied or very satisfied with the service they had received and 2% were unsatisfied. 91% of clients said they felt very listened to and understood by the counsellor, and 70% said the counselling had helped them to understand themselves better.

Some feedback from our clients

COUPLES AND FAMILIES

"It's been really helpful for me to understand my husband and myself better. I think what I have learnt will be very valuable going forward."

"Very happy with our Relate counselling. Our counsellor totally knew our needs and helped us through a difficult time in our marriage. I would not hesitate to recommend the team and to come back if I thought I needed more help."

"I feel the process was excellent and it has really help my wife and I make improvements to our relationship. A very positive experience."

"Our counsellor was very understanding and didn't take sides. Her manner and tone came across very calmly and relaxed. She has helped to get us back on track."

"We sought help from relate after our relationship was under a lot of strain, it was so easy and quick to arrange an assessment. The counsellor assigned was a lovely lady who has helped us immensely. We had lost how to communicate without arguing. She understood and taught us to communicate and find us again. She really listened and spoke to us on our level that we could understand and felt that our advice was individual and tailored to us."

INDIVIDUALS

"I found the counselling really helpful. To be able to talk to somebody impartial and listen to different ideas of ways that I can treat situations. It has been invaluable. Thank you."

"The counsellor was extremely helpful, understanding, friendly and very easy to talk to. We worked through a lot and being able to talk in confidence about my issues brought to light the problems and causes, some of which were never considered."

"It feels nice to be able to open up to someone after years of holding everything in. It has made me open up to things that I never thought about and see it in a different approach"

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

"I felt very safe with my counsellor, and she immediately made me feel at ease. I had a very positive experience through Relate and would feel comfortable accessing the support again if I needed it."

YOUNG PEOPLE

"I feel more confident in my ability to handle my emotions. I feel validated in the way that I feel."

"I found it helpful in understanding how to be less anxious and stressed and to be happier and think of good things."

"I found these sessions very helpful. It was nice to speak to someone with an unbiased opinion."

"I could talk freely about stuff that I normally do not share."

Age range of client	Number of clients in this age range	Percentage of clients in this age range 2021/2022	Percentage of clients in this age range 2020/2021
Under 18	95	11%	6%
18-29	111	13%	13%
30-39	208	23%	24%
40-49	236	26%	26%
50-59	164	18%	22%
60-69	61	7%	8%
70-99	21	2%	2%

Client council area	Number of clients in this council	Percentage of clients in this council 2021/2022	Percentage of clients in this council 2020/2021
Crawley Borough Council	434	48%	29%
Horsham District Council	193	22%	21%
Chichester District Council	81	9%	21%
Mid Sussex District Council	62	7%	11%
Arun District Council	28	3%	5%
Out of area	52	6%	8%
Not specified	46	5%	5%

Client ethnicity	Percentage of clients in this ethnic group 2021/2022
White British	86%
Asian British	5%
Black British	3%
Other White	3%
Mixed Race	2%
Other	1%

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

How clients accessed our services	Number of clients	Percentage of clients 2021/2022	Percentage of clients 2020/2021
Contract with centre	321	36%	15%
Self referral (always known about us)	267	30%	47%
Online (google search/ website/RelateHub)	73	8%	8%
Friend or family member	72	8%	8%
Ex-client	44	5%	5%
Other professional	44	5%	9%
Advertising and social media (incl Facebook, posters, leaflets, radio)	5	1%	1%
Other	11	1%	1%
Did not respond	53	6%	6%

Leavers & Starters

Our counselling team grew over the year with the addition of two new counsellors in training, Annie Aitchison and Majeed Iltaf. In addition one of our experienced counsellors, Emma Huband, embarked on a young person's training course due for completion early in the new financial year. We were also joined by three new experienced counsellors: Sara Ines Genevini working with young people and families; and Nirvana Crowley and Asya Boteva Mohammed, both recruited to work with individual adults through the adult PCN contract.

During the year we welcomed two new members of staff to the office team, Maura Fayle as Administration Assistant and Clare Ball as Contracts Administrator. We also welcomed William Freeman to the post of Charity Shop Assistant following the departure of Julie Adshead. William moved away shortly after taking up the post and we have since been happy to welcome Maxine Delaney to the role. During the year we also said goodbye to First Voice Administrators Jo Powell and Jess Simpson.

We have had some changes to our Board of Trustees, with our Chair Sue Millership and Treasurer Alan Lane standing down at the AGM in November 2019 after many years of faithful service. Sam Whittaker and Louise Parsons stepped into the interim role of Co-Chair, and Judith Barber became our new Treasurer. We also welcomed former counsellor Cheryll Allison to the Board.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

FINANCIAL REVIEW

Financial position

The Statement of Financial Activities on page 12 shows a deficit of £5,846 (2020/21: surplus of £2,472) and this has been reflected in the Balance Sheet as set out on page 14. This deficit was a planned position, as the Trustees agreed during the year to appoint a temporary Assistant Operations Manager, which was an additional post to support business development. This role was funded from reserves. The balance of Unrestricted Funds is adequate to fulfil the company's obligations.

Funding sources

We are always grateful to our partners and funders who have consistently supported the vital work of Relate North & South West Sussex over the years. We would like to say a massive thank you to the following funders:

Funding to support the whole organisation & all areas served	
Easy Fundraising	£46
Arnold Clark Community Fund	£1,000
Gatwick Airport Community Trust	£1,500
Ernest Kleinwort Charitable Trust	£3,000
Sussex Community Foundation	£3,733
Julia and Hans Rausing Trust	£2,980
Crawley	
Crawley Borough Council	£26,265
Longley Trust	£1,000
Horsham	
Horsham District Council	£4,750
Horsham District Community Lottery	£41
Chichester	
Bassil Shippam & Alsford Trust	£250

Once again, we are extremely grateful and appreciative of the efforts of Cara Hyde and her team of assistants and volunteers for making our Charity Shop such a success. In the last financial year the shop made a net profit of £65,736 (2020/2021: £2,891) outperforming all targets post-lockdown.

Reserves policy

The Charity needs reserves to enable it to meet its charitable obligations and commitments it enters into. The Trustees believe that the ideal level of reserves to meet its general purposes and specific activities should be up to the equivalent of four months operating costs (currently approximately £110,198) calculated and reviewed annually. We believe that the reserves should be maintained or built up to the desired level in stages as necessary, consistent with the charity's overall financial position and its need to maintain and develop its charitable objectives. At the end of the financial year, the level of freely available reserves stood at £86,625 (2020/2021: £89,643).

FUTURE PLANS

In October 2021, after 18 months of operation within the pandemic, staff and trustees met with an external facilitator to start the conversation about planning ahead. It was still too early to have a handle on what a post-pandemic world would look like, and how this would impact our organisation in the long-term. We used the time both to recognise and bed in our key strengths of responsiveness, flexibility, cohesive team spirit and specialist skills, and to identify areas of stuckness which needed to be addressed, most notably low pay, key person dependency, stretched resources, outdated branding and message, and clunky internal systems. Out of the day we agreed that any new vision would need to:

Ensure a rich, smooth client journey

Enable us to fully reach our local community with our message and service

Make certain our organisation is sustainable and effective over the long term

To this end a programme of change work began during the final quarter of 2021/2022, beginning with the recruitment of a temporary Assistant Operations Manager to support the Centre Manager with day to day work, freeing up resource to implement change. First steps will include a deep-dive into: a) understanding the strengths and blocks of the current client journey; b) competitor and partner analysis in West Sussex; c) client needs assessment. Recommendations from these areas will be taken forward in 2022/2023 to re-shape the service going forward.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Relate North & South West Sussex recruits trustees with particular skills, who have an interest in relationships, families and young people. All new board members receive a comprehensive induction pack about Relate North & South West Sussex and as to their responsibility as charity trustees and company directors. We offer trustees internal and external workshops and on-going advice, information, training and guidance relating to their duties and the charity's operations.

The Board of Trustees is responsible for the overall governance of the Charity. Trustees are elected, appointed or co-opted, the total number of Trustees not being less than six nor exceeding eighteen.

The Trustees generally meet between six and 12 times a year, review strategy and operational performance, and set operating plans and budgets. The Board delegates the exercise of certain powers in connection with the financial management of the Charity, controlled by requiring regular reporting back to the Board, so that all decisions made under delegated powers can be ratified by the full Board in due course.

Organisational structure

The company is governed by its Memorandum and Articles of Association adopted in 1999 and updated in May 2014.

Relate North & South West Sussex Limited is a member of the Relate Federation and has been granted a non-exclusive licence to use the Relate name and logo.

The Trustees, who are also directors of Relate North & South West Sussex for the purpose of company law, are responsible for the annual report, and for the preparation of financial statements for each financial year, in accordance with applicable law and United Kingdom Accountancy Standards (United Kingdom Generally Accepted Accounting Practice).

The Treasurer, Chair, Centre Manager and Finance Manager undertake the financial management of the charity. They meet regularly to review the budget and management accounts and to prepare financial papers for review by the Trustee Board every two months. They ensure proper procedures are in place to manage cash resources prudently and to maximise income from liquid resources whilst maintaining sufficient funds to meet daily cash requirements. They advise the Trustee Board on the appropriate level of free reserves and of any significant change needed in financial management strategy. Forecasting is a key element of the financial management activities and forecasts are reviewed regularly at Trustee meetings.

The Centre Manager is responsible for the day to day management of the Charity's affairs and for implementing policies agreed by the Board of Trustees. The Supervisors, Finance Manager, Development Manager and the Administrative Support Team assist the Centre Manager.

Company law requires the trustees to prepare financial statements for each year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources including the income and expenditure of the charitable company for that year.

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

- ensure that the most suitable accounting policies are established and applied consistently;
- make judgements and estimates which are reasonable and prudent;
- observe the methods and principles in the charities SORP;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and for their proper application as required by charity law. They must take reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

- the Charity operates efficiently, effectively and in compliance with relevant laws and regulations;
- proper records are maintained and financial information used within the Charity, or for publication, is reliable;
- the Charity complies with relevant laws and regulations.

Corporate Governance

The organisation adheres to internal controls over all forms of commitment and expenditure. These are continually refined to improve efficiency. The Centre Manager reports to the Board on performance so that all aspects are reviewed and monitored regularly by the Board of Trustees.

The systems of internal controls provide reasonable but not absolute assurance against material misstatement or loss and include:

- a strategic plan and annual budget approved by the Trustees;
- regular consideration by the Trustees of financial results, variances from budgets, non-financial performance indicators and benchmarking reviews;
- delegation of day-to-day management authority and segregation of duties; and
- identification and management of risks.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Barber

S Hill

R Hodgetts

A Lane

(Resigned 16 November 2021)

S Millership

(Resigned 16 November 2021)

L Parsons

R Simmons

E Skyrme

S Whittaker

C Allison

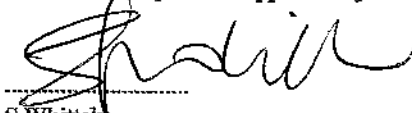
(Appointed 16 November 2021)

Risk Management

The Directors/Trustees of Relate North & South West Sussex have conducted a formal review of the major risks to which the charity is exposed. A Business Risk Assessment Record is kept and this is reviewed as part of the business of Executive Meetings. The trustees are satisfied that systems are in place to mitigate its exposure to all the major risks. Internal control risks are minimised by the implementation of procedures for authorisation of all financial transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the Centre.

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

The trustees' report was approved by the Board of Trustees.



S Whittaker

Trustee

Date: 12/12/2022

RELATE NORTH & SOUTH WEST SUSSEX

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF RELATE NORTH & SOUTH WEST SUSSEX

I report to the trustees on my examination of the financial statements of Relate North & South West Sussex (the charitable company) for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Darren Harding ACA FCCA DChA

Richard Place Dobson Services Limited

1-7 Station Road

Crawley

West Sussex

RH10 1HT

Dated: 20 December 2022

RELATE NORTH & SOUTH WEST SUSSEX

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Current financial year

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
	Notes					
<u>Income from:</u>						
Donations and legacies	3	48,359	-	-	48,359	119,836
Charitable activities	4	210,653	-	-	210,653	156,126
Other trading activities	5	122,313	-	-	122,313	45,998
Investments	6	-	-	-	-	1,128
Total income		381,325	-	-	381,325	323,088
<u>Expenditure on:</u>						
Raising funds	7	56,577	-	-	56,577	43,107
<u>Charitable activities</u>						
Counselling	8	327,766	1,078	1,750	330,594	277,509
Total charitable expenditure		327,766	1,078	1,750	330,594	277,509
Total expenditure		384,343	1,078	1,750	387,171	320,616
Net (expenditure)/income for the year/ Net movement in funds		(3,018)	(1,078)	(1,750)	(5,846)	2,472
Fund balances at 1 April 2021		89,643	18,362	10,881	118,886	116,414
Fund balances at 31 March 2022		86,625	17,284	9,131	113,040	118,886

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

RELATE NORTH & SOUTH WEST SUSSEX

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Prior financial year

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes				
<u>Income from:</u>					
Donations and legacies	3	119,628	208	-	119,836
Charitable activities	4	156,126	-	-	156,126
Other trading activities	5	45,998	-	-	45,998
Investments	6	1,128	-	-	1,128
Total income		322,880	208	-	323,088
<u>Expenditure on:</u>					
Raising funds	7	43,107	-	-	43,107
<u>Charitable activities</u>					
Counselling	8	265,790	7,249	4,470	277,509
Total charitable expenditure		265,790	7,249	4,470	277,509
Total expenditure		308,897	7,249	4,470	320,616
Gross transfers between funds		(2,982)	2,982	-	-
Net (expenditure)/income for the year/ Net movement in funds		11,001	(4,059)	(4,470)	2,472
Fund balances at 1 April 2020		78,642	22,421	15,351	116,414
Fund balances at 31 March 2021		89,643	18,362	10,881	118,886

RELATE NORTH & SOUTH WEST SUSSEX

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	12		1,039		3,727
Current assets					
Debtors	13	3,941		2,497	
Cash at bank and in hand		113,372		114,522	
		117,313		117,019	
Creditors: amounts falling due within one year	14	(5,312)		(1,860)	
Net current assets			112,001		115,159
Total assets less current liabilities			113,040		118,886
Income funds					
Restricted funds	15		9,131		10,881
<u>Unrestricted funds</u>					
Designated funds	16	17,284		18,362	
General unrestricted funds		86,625		89,643	
			103,909		108,005
			113,040		118,886

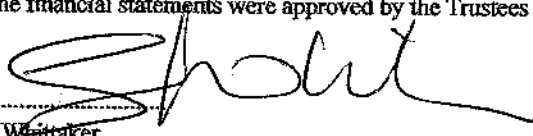
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The director acknowledges her responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 18/10/2022


S Whitaker
Trustee

Company registration number 05776865

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Relate North & South West Sussex is a private company limited by guarantee incorporated in England and Wales. It is also a charitable company registered with the Charity Commission. The registered office is The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "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)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited to the Statement of Financial Activities in the year in which the charitable company becomes entitled to them.

Other trading activities includes income from goods donated to the shop to be sold on and is recognised when the goods are sold.

Charitable activities include client income received by way of counselling, PST and other client income and is recognised when received.

Investment income is recognised in the year it relates to.

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 Expenditure

Liabilities and related expenditure are recognised in full in the financial statements as soon as an obligation arises and include VAT.

Cost of generating funds includes expenses related to running the Charity Shop and are recognised as incurred.

Expenditure represents the costs directly attributable to charitable activities including governance costs and external Independent Examiner fees.

Support costs now include governance costs which are costs associated with meeting the constitutional and statutory requirements of the charitable company and include Independent Examiner fees, accountancy fees, legal and professional fees and bank charges.

Allocation and apportionment of costs

The main activities of the charitable company are counselling and running the Charity Shop, so all costs related to these are classed as direct charitable costs. All other costs are allocated as support costs.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	33.3% Straight Line
Computers	33.3% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

1.8 Financial instruments

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

1.9 Taxation

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

The charitable company operates a defined contributions 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.

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.12 Debtors

Debtors are recognised at the settlement amount due.

1.13 Creditors

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

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2022 £	Total 2022 £	Total 2021 £
Legacies receivable	-	-	2,000
Grants received	48,359	48,359	117,836
	<u>48,359</u>	<u>48,359</u>	<u>119,836</u>
Legacies receivable			
Malcolm Simmonds Legacy	-	-	2,000
	<u>-</u>	<u>-</u>	<u>2,000</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

(Continued)

Grants receivable for core activities

Crawley Borough Council	15,265	15,265	26,265
Crawley Borough Council Covid 19 grant	2,667	2,667	19,908
Yorkshire Building Society (Charities Trust)	-	-	1,000
Groundwork Tesco Bags of Help	-	-	1,166
Groundwork Tesco Covid 19 Community Fund	-	-	500
Julia and Hans Rausing Charity Survival Fund	-	-	28,292
National Lottery Covid 19 Fund	-	-	9,036
Sussex Community Foundation Crisis Fund 1	3,733	3,733	2,500
Sussex Community Foundation Crisis Fund 2	-	-	1,374
2.6 Challenge (Just Giving)	-	-	1,770
Horsham District Council	4,750	4,750	4,600
Bassil Shippam and Alsford Trust	250	250	250
Mid Sussex District Council	-	-	137
HMRC JRS Grant	-	-	21,038
Gatwick Airport Community	1,500	1,500	-
Hoare Trustees	2,980	2,980	-
Longley Trust	1,000	1,000	-
Arnold Clark	1,000	1,000	-
Earnest Kleinwort Charitable Fund	3,000	3,000	-
Relateen Crawley Borough Council	11,000	11,000	-
Other	1,214	1,214	-
	<u>48,359</u>	<u>48,359</u>	<u>117,836</u>

4 Charitable activities

	Counselling 2022 £	Counselling 2021 £
Sales within charitable activities	<u>210,653</u>	<u>156,126</u>

5 Other trading activities

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Charity shop income	<u>122,313</u>	<u>45,998</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

6 Investments

	Total	Unrestricted funds general
	2022	2021
	£	£
Interest receivable	-	1,128
	<u> </u>	<u> </u>

7 Raising funds

	Unrestricted funds general	Unrestricted funds general
	2022	2021
	£	£
Charity shop expenses		
Operating charity shops	28,839	18,091
Staff costs	27,738	25,016
	<u> </u>	<u> </u>
Charity shop expenses	56,577	43,107
	<u> </u>	<u> </u>
	<u>56,577</u>	<u>43,107</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

8 Charitable activities

	Counselling 2022 £	Counselling 2021 £
Staff costs	259,348	206,224
Depreciation	2,688	2,444
Advertising	332	-
Sundries	195	1,648
Counsellor training	5,112	2,720
Counsellor expenses	12,677	10,604
Staff expenses	271	284
Travelling expenses	3,758	2,856
	<u>284,381</u>	<u>226,780</u>
Share of support costs (see note 9)	44,257	48,328
Share of governance costs (see note 9)	1,956	2,401
	<u>330,594</u>	<u>277,509</u>
Analysis by fund		
Unrestricted funds - general	327,766	265,790
Unrestricted funds - designated	1,078	7,249
Restricted funds	1,750	4,470
	<u>330,594</u>	<u>277,509</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

9 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Operating lease charges	19,759	-	19,759	24,556	-	24,556
Insurance	4,172	-	4,172	3,105	-	3,105
Telephone	2,578	-	2,578	2,587	-	2,587
Printing and stationery	617	-	617	364	-	364
Sundries	5,407	-	5,407	9,079	-	9,079
Office equipment & IT software	11,174	-	11,174	8,445	-	8,445
Repairs and renewals	550	-	550	192	-	192
Independent examination fees	-	1,860	1,860	-	2,310	2,310
Bank charges	-	96	96	-	91	91
	<u>44,257</u>	<u>1,956</u>	<u>46,213</u>	<u>48,328</u>	<u>2,401</u>	<u>50,729</u>
Analysed between Charitable activities	<u>44,257</u>	<u>1,956</u>	<u>46,213</u>	<u>48,328</u>	<u>2,401</u>	<u>50,729</u>

Governance costs includes payment to the Independent Examiner of £1,860 (2021- £1,860).

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

11 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Staff	<u>28</u>	<u>35</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

11 Employees (Continued)

Employment costs	2022 £	2021 £
Wages and salaries	269,303	217,273
Social security costs	8,690	6,020
Other pension costs	9,093	7,947
	<u>287,086</u>	<u>231,240</u>

Key Management Personnel

The trustees consider five members of staff to be key management personnel. The total employment benefits of key management personnel were £93,470 (2021 - £101,687).

There were no employees whose annual remuneration was £60,000 or more.

12 Tangible fixed assets

	Fixtures, fittings & equipment £	Computers £	Total £
Cost			
At 1 April 2021	4,465	11,462	15,927
At 31 March 2022	<u>4,465</u>	<u>11,462</u>	<u>15,927</u>
Depreciation and impairment			
At 1 April 2021	4,465	7,735	12,200
Depreciation charged in the year	-	2,688	2,688
At 31 March 2022	<u>4,465</u>	<u>10,423</u>	<u>14,888</u>
Carrying amount			
At 31 March 2022	<u>-</u>	<u>1,039</u>	<u>1,039</u>
At 31 March 2021	<u>-</u>	<u>3,727</u>	<u>3,727</u>

13 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Prepayments and accrued income	<u>3,941</u>	<u>2,497</u>

14 Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals and deferred income	<u>5,312</u>	<u>1,860</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 1 April 2021	Resources expended
	£	£	£	£	£
Relateen Chichester	950	-	(680)	270	(160)
Relateen Crawley	14,401	-	(3,790)	10,611	(1,590)
	<u>15,351</u>	<u>-</u>	<u>(4,470)</u>	<u>10,881</u>	<u>(1,750)</u>
	<u><u>15,351</u></u>	<u><u>-</u></u>	<u><u>(4,470)</u></u>	<u><u>10,881</u></u>	<u><u>(1,750)</u></u>

Restricted funds relate to income that has been set aside for the Young People's service also known as Relateen.

16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers
	£	£	£	£
Computers	1,078	-	(1,078)	-
Succession planning	5,000	-	-	-
Counsellor training	5,759	-	-	-
Marketing	1,000	-	-	-
Charity Shop	5,525	-	-	-
	<u>18,362</u>	<u>-</u>	<u>(1,078)</u>	<u>-</u>
	<u><u>18,362</u></u>	<u><u>-</u></u>	<u><u>(1,078)</u></u>	<u><u>-</u></u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

16 Designated funds

(Continued)

	Movement in funds				
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Computers	3,587	-	(491)	(2,018)	1,078
Succession planning	-	-	-	5,000	5,000
Counsellor training	7,459	-	(1,700)	-	5,759
Marketing	1,000	-	-	-	1,000
Charity Shop	5,525	-	-	-	5,525
	-	-	-	-	-
Family Counselling	4,850	208	(5,058)	-	-
	<u>22,421</u>	<u>208</u>	<u>(7,249)</u>	<u>2,982</u>	<u>18,362</u>

The Computers fund has been set aside in order for the charitable company to update their computers, during the current financial year £1,078 has been spent on computers.

The Succession planning fund has been set aside in order for the charitable company to have the necessary funds for any key personnel changes that may happen in the future.

The Counsellor training fund has been set up so the charitable company can provide training for their counsellors in the future when required.

The Marketing fund has been set aside in order for the charitable company to market their future services further.

The Charity Shop fund has been set aside to update the electrics in the shop and any other repairs that are required.

The Family Counselling fund has been set aside to offer subsidies or free counselling to families seeking counselling who are on low incomes and unable to afford full-cost counselling.

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

17 Analysis of net assets between funds

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2022 are represented by:				
Tangible assets	1,039	-	-	1,039
Current assets/(liabilities)	85,586	17,284	9,131	112,001
	<u>86,625</u>	<u>17,284</u>	<u>9,131</u>	<u>113,040</u>
	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2021 are represented by:				
Tangible assets	3,727	-	-	3,727
Current assets/(liabilities)	85,916	18,362	10,881	115,159
	<u>89,643</u>	<u>18,362</u>	<u>10,881</u>	<u>118,886</u>

18 Operating lease commitments

Lessee

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	31,740	22,004
Between two and five years	92,527	80,000
In over five years	144,000	144,000
	<u>268,267</u>	<u>246,004</u>

19 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

Accounts

Charity Registration No. 1115012

Company Registration No. 05776865 (England and Wales)

RELATE NORTH & SOUTH WEST SUSSEX
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

RELATE NORTH & SOUTH WEST SUSSEX

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Barber	
	S Hill	(Appointed 17 November 2020)
	R Hodgetts	
	A Lane	
	S Millership	
	L Parsons	(Appointed 17 November 2020)
	R Simmons	
	E Skyrme	(Appointed 17 November 2020)
	S Whittaker	
Secretary	L Phillips	
Charlty number	1115012	
Company number	05776865	
Registered office	The Orchard	
	1-2 Gleneagles Court	
	Brighton Road	
	Crawley	
	West Sussex	
	RH10 6AD	
Independent examiner	Darren Harding ACA FCCA DChA	
	Richard Place Dobson Services Limited	
	1-7 Station Road	
	Crawley	
	West Sussex	
	RH10 1HT	

RELATE NORTH & SOUTH WEST SUSSEX

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RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "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)".

Objectives and activities

Objectives and aims

The objects of the charity as stated in the Articles of Association 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 and 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 well being, or influence either directly or indirectly, their present or future family or couple relationship;
- 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.

Vision

Relate's vision is of a future in which healthy relationships form the heart of a thriving society.

Mission

Relate's purpose is to help people make those personal changes which enable them to engage in committed and loving relationships for the benefit of themselves, their family and society

To develop and support healthy relationships by:

- Helping couples, families and individuals to make relationships work better;
- Delivering inclusive, high-quality services that are relevant at every stage of life;
- Helping both the public and policymakers to improve their understanding of relationships and what makes them flourish.

Relate aims to deliver its services with cultural sensitivity and without discrimination. The Charity's principal activity is the provision of counselling for couples, individuals, families and young people experiencing relationships difficulties and the provision of sexual therapy.

Public benefit

Our aim is to provide our services to clients irrespective of marital status, age, sexual orientation, or ability to pay. We do all we can to support clients on limited incomes and we have been able to provide services to children and to some disadvantaged couples and families at reduced costs.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Overview

2020/2021 was a year like no other for Relate North & South West Sussex, a story which will be echoed not just across the country, but across the world as a whole. The impact of Covid was immediate and far-reaching for the organisation, closing down our face to face services and Charity Shop overnight at the end of March 2020 and continuing to limit our usual mode of operation well into 2021.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

During the course of 2020/2021, face to face counselling and office-based working was completely closed for 38 weeks of the year, with only limited face to face counselling resuming for a short period between July and October, and the Charity Shop, a key source of income for the organisation, was closed for more than six months, and operating during shorter hours during the times when it was allowed to re-open.

Despite what would initially appear to be a devastating blow to the organisation, the staff, counsellors, trustees and volunteers joined forces to meet this unexpected challenge in cohesive and creative ways, which not only and most importantly meant that our clients would continue to receive our vital service during difficult times, but which also led to new opportunities, fresh ways of working, and reaching the end of the financial year with a small surplus – a result which nobody would have predicted twelve months earlier.

During the initial two weeks of the first lockdown, staff and counsellors pulled out all the stops to set up an online and phone counselling service which our clients were able to access from 1st April 2020. A small team of staff, trustees and volunteers marketed the new service and ventured into social media for the first time. The management team, and the Development Manager in particular, applied for and were awarded a range of emergency funding and grants which were the difference between surviving the year or not. Our grateful thanks go to all the funders who have supported us through the year and who are listed below under the Financial Review. New contracts won during the year offered both access to our service for those most in need and added stability for the organisation. Over the course of the year we relinquished our premises in Chichester and Horsham, ready to pilot a new way of working which will eventually combine an online counselling service with a face to face offer out of counselling rooms hired locally as needed.

In conclusion, a massive thank you to the organisation's staff, counsellors, trustees, volunteers and funders who have been prepared to go above and beyond, to ensure not just a year of surviving this crisis, but a year when the organisation has thrived in the midst of challenges we couldn't have foreseen.

Our services

During the course of the year we offered 2,798 appointments and 2,337 (84%) were attended, around 67% of pre-pandemic levels. However, towards the end of the financial year, appointment numbers were rising to 92% of 2019/2020 levels, giving reason for early optimism for a return to previous levels in 2021/2022. Of the 2,337 appointments attended, 1,082, or 46% were subsidised in some way to enable access to clients who would not have been able to afford the full session fee. This was particularly notable during the first three months of the year when the country first went into national lockdown, and rose again at the end of the financial year when new local contracts began and members of the community were able to access our services free of charge through their GP. This trend can be seen clearly in the table below:

Quarter 2020/2021	Appointments attended	Appointments subsidised	Proportion of appointments subsidised
Apr-Jun 2020	441	223	51%
Jul-Sep 2020	587	193	33%
Oct-Dec 2020	504	125	25%
Jan-Mar 2021	805	368	46%

Of those appointments subsidised, 50% were subsidised through ring-fenced pots of money obtained through local grants, 33% of clients were seen free of charge through local contracts, 8% were subsidised through our own core funding, and a further 4% were subsidised through Relate National contracts and Local Authorities.

Services accessed

In every category we saw fewer clients than in pre-pandemic levels, which is expected given the overall 34% drop in service delivery during Covid. Service areas showing the greatest downward impact were children and young people's counselling, family counselling, and work with domestic abuse. In all three cases, working solely through Zoom made supporting these groups more challenging. We anticipate a reverse in this trend once face to face counselling resumes in 2021/2022, particularly as issues hidden behind closed doors and held at bay during the crisis phase of the pandemic begin to emerge. Relationship counselling made up a bigger proportion of our service delivery this year – 68% of overall delivery compared to 61% last year – and individual counselling is proportionally higher with the advent of the new, individual contracts.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Type of service	Number of sessions attended	% of total service	% change from 2019/2020
Initial Assessment	287	12%	-46%
Relationship Counselling	1579	68%	-26%
Individual Counselling	158	7%	New category
Individual Structured Interviews	0	0%	-100%
Psychosexual Therapy	80	3%	-48%
Family Counselling	114	5%	-60%
CYP Counselling	116	5%	-66%
Mediation	3	Less than 1%	-86%
ALL SERVICES	2337	100%	-34%

Contract and partnership work

During the final quarter of 2020/2021, we began delivery of two new pilot contracts with two Primary Care Networks (PCNs) in Crawley, allowing patients of eight GP practices in Crawley to access either short-term young people's counselling from a counsellor based in the GP surgery, or short-term adult counselling via Zoom from a team of Relate counsellors, all free at the point of delivery. Both contracts are aimed primarily at individuals and received referrals for 20 young people and 129 adults during their first three months of operation.

We continued ongoing work with sixth form college Collyers, with a counsellor supporting four members of pastoral staff to safely hold the load of the college students' emotional wellbeing through half-termly supervision sessions. Collyers students and staff are also eligible for short-term counselling at reduced rates.

Two local projects which have funded Crawley-based clients to access Relate counselling for many years, Young Crawley and Prescription Plus, came to an end during the course of 2020/2021. We supported five Young Crawley clients during the year, and seven Prescription Plus clients before the projects closed, and continue to seek ways to work with social prescribers in the local area.

About our clients

During 2020/2021, we worked with 486 cases, which amounts to 661 individuals supported during the course of the year. 54% of our clients were female and 46% male. The average age was 45 years old. Approximately 9% of clients completed an after service form. Early in 2021/2022 we began work on putting online systems in place which will enable a higher completion rate in the coming year. Of those who completed the forms, 89% said they were either satisfied or very satisfied with the service they had received and 5% had mixed feelings. 86% of clients said they felt very listened to and understood by the counsellor, and 87% said the counselling had helped them to understand themselves better, and to rethink how they did things and explore other options.

Some feedback from our clients

COUPLES

"The counselling has really helped our communication as a couple."

"It helped me to reach compromises with my ex that he would not have otherwise considered."

"It helped us to facilitate communication, and though we were unable to reach agreements yet, helped us reach the point where we are ready to begin mediation."

"Able now to talk about everything. Are much closer as a couple. I can now see a future together which I couldn't before."

"It has got my husband and I back to a good place again. It has helped us to communicate better, understand each other more and work out what we need to do long term to help this work."

FAMILIES

"Improved relationship between mother, son and son's girlfriend. Better understanding of each other, set some ground rules/expectations of each other and given tools to move forward."

"Reassured me that I am in fact on the right track with my how my son and I are doing with regards to dealing with our emotions, and that I am doing a good job and he is a well-rounded and amazing little boy. Excellent service."

"We have found the counselling very helpful, thought-provoking and beneficial to all of us in understanding our family situation."

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

INDIVIDUALS

"I found myself. I broke a negative circle and now I see more clearly so I trust myself and my intuition. I'm laughing more. I'm taking my medication correctly and it's helping. Thank you for not giving up on me. I'm grateful."

"Before counselling, I bottled it in, couldn't talk about my feelings, was very closed. Now I feel better able to talk about things. It's a first step."

"I feel happier and calmer. Not so sad from grief."

YOUNG PEOPLE

"Counselling has enabled me to be honest about my identity."

"I have learnt coping mechanisms and a safe place to express my thoughts and feelings."

"Counselling has helped me a huge amount. It has helped with anxiety, helped me to talk to my parents, and given me tools to manage myself."

Age range of our clients

6%	Under 18
13%	18 - 29
24%	30 - 39
26%	40 - 49
21%	50 - 59
8%	60 - 69
2%	70 - 99

Client council areas

29%	Crawley Borough Council
21%	Horsham District Council
21%	Chichester District Council
11%	Mid Sussex District Council
5%	Arun District Council
8%	Out of Area
5%	Not specified

Client ethnicity

Two-thirds of clients did not give their ethnicity, but of those that did, 88% were white British, 7% were from other white backgrounds, 4% were Asian British, and 1% were from other BAME communities. Towards the end of the financial year, new systems were put in place to better capture ethnicity of our clients so that a truer picture can be presented in the 2021/2022 annual review.

How people accessed our services last year

47% of our clients self-referred. 15% accessed our service directly through local contracts, 9% were referred through outside contacts including GPs, schools, local authorities and the police, 8% found us on online, either via a Google search or directly through the Relate website, 8% said that a family member or friend suggested they contact us, 5% were ex clients and 8% of clients did not specify how they accessed us. Every client who completed an after service form said they found it easy or very easy to access Relate, and were comfortable or very comfortable attending sessions online or over the phone.

Leavers & Starters

During the year, nine members of staff were on furlough at various points from administration and cleaning teams linked to closed premises, and from the Charity Shop. We were very sad to have to say goodbye through redundancy to First Voice Administrators Sara Doy, Amanda Salter and Monika Coombes, and to Chichester cleaner Katie Stockton in November 2020. During the year we also said goodbye to our Chichester Office Co-ordinator Lesley Allen, counsellors Sally Fifield, Cheryl Allison, and Christine Mortimer, and new counsellor in training Debbie Retfalvy who decided not to continue with Relate training at this time. We want to thank all of our leavers for their faithful service to Relate.

However, we were delighted to welcome one new experienced family counsellor, Orla Jordan, and two new counsellors in training to the team, Sasha Sinnock and Annie Aitchison. We were also able to increase our board of trustees by a third through officially welcoming onboard Sara Hill, Louise Parsons and Eamonn Skyrme at our November AGM. Congratulations to Lucy Penn and Anna Leythorne-Dean, who both qualified as couples counsellors during the year, and to Nicky Scrimgeour who received her PST qualification.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

Financial position

The Statement of Financial Activities on page 10 shows net incoming resources of £2,472 (2020: net outgoing resources of £37,743) and this has been reflected in the Balance Sheet as set out on page 12. The balance of the Unrestricted Funds is adequate to fulfil the company's obligations.

Funding sources

We are always grateful to our partners and funders who have consistently supported the vital work of Relate North & South West Sussex over the years. This year we are particularly grateful, as these funds ensured the survival of the organisation through difficult times. We would like to say a massive thank you to the following funders:

Crawley	
Crawley Borough Council	£26,265
Easy Fundraising	£45.90
Yorkshire Building Society (Charities Trust)	£1,000
Groundwork Tesco Bags of Help	£1,166
Groundwork Tesco Covid 19 Community Fund	£500
Julia and Hans Rausing Charity Survival Fund	£28,292
National Lottery Covid 19 Fund	£9,036
Malcolm Simmonds Legacy	£2,000
Sussex Community Foundation Crisis Fund 1	£2,500
Sussex Community Foundation Crisis Fund 2	£1,374
2.6 Challenge (Just Giving)	£1,770
Horsham	
Horsham District Council	£4,600
Horsham District Community Lottery	£83
Chichester	
Bassil Shippam and Alsford Trust	£250
East Grinstead	
Mid Sussex District Council	£1,568

Once again, we are extremely grateful and appreciative of the efforts of Cara Hyde and her team of assistants and volunteers for making our Charity Shop such a success. In the last financial year the shop made a net profit of £2,891 (2019/2020: £50,936) despite more than six months of shop closure, and ongoing restrictions and reduced operating hours when it was able to open. We want to extend particular thanks to Crawley Borough Council for awarding emergency business grants related to the shop totalling £19,908.

Reserves policy

The Charity needs reserves to enable it to meet its charitable obligations and commitments it enters into. The Trustees believe that the ideal level of reserves to meet its general purposes and specific activities should be up to the equivalent of four months operating costs (currently approximately £106,872) calculated and reviewed annually. We believe that the reserves should be maintained or built up to the desired level in stages as necessary, consistent with the charity's overall financial position and its need to maintain and develop its charitable objectives. At the end of the financial year, the level of freely available reserves stood at £89,643 (2020: £78,642).

Future plans

The incidence of Covid and lockdown restrictions were slowly beginning to ease during the first quarter of 2021/2022. Charity Shop sales were consistently higher than pre-pandemic levels following its re-opening in April 2021. New opportunities and early extensions to local contracts in the pipeline, as well as staff and counsellors ready to begin delivery of a hybrid model of counselling, incorporating a place-based face to face offer and ongoing Zoom and phone counselling, our service has become less costly and more flexible in its delivery. This new model of working which will enable greater choice for clients, counsellors and staff is the golden nugget of opportunity to be taken out of the Covid crisis, along with a cohesive and supportive team spirit which has emerged, as we have pulled together to sustain and develop a much-needed service in the context of Covid.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Going forward, we anticipate that the full impact of the pandemic will begin to show itself through more relationships and families under pressure. We also anticipate the emergence of more couples where domestic violence may have developed. As furlough ends and local businesses, crucially Gatwick Airport, downsize increased financial hardship may lead to mental health issues and relationship pressures. These things mean that the sustainability, growth and reach of our service, and increased accessibility and affordability for those who need it most will need to be prioritised. As we begin to shrug off the crisis mode under which we have been operating for the past 18 months, the organisation should be in a position in the coming year to re-strategise and set its sights on post-pandemic (or at least living with the pandemic) medium to long term objectives to meet the new level of need in our local community.

Structure, governance and management

The Charity is controlled by its governing document, a Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Barber	
S Hill	(Appointed 17 November 2020)
R Hodgetts	
A Lane	
S Millership	
L Parsons	(Appointed 17 November 2020)
R Simmons	
E Skyrme	(Appointed 17 November 2020)
S Whittaker	

Recruitment and appointment of new trustees

Relate North & South West Sussex recruits trustees with particular skills, who have an interest in relationships, families and young people. All new board members receive a comprehensive induction pack about Relate North & South West Sussex and as to their responsibility as charity trustees and company directors. We offer trustees internal and external workshops and on-going advice, information, training and guidance relating to their duties and the charity's operations.

The Board of Trustees is responsible for the overall governance of the Charity. Trustees are elected, appointed or co-opted, the total number of Trustees not being less than six nor exceeding eighteen.

The Trustees generally meet between six and 12 times a year, review strategy and operational performance, and set operating plans and budgets. The Board delegates the exercise of certain powers in connection with the financial management of the Charity, controlled by requiring regular reporting back to the Board, so that all decisions made under delegated powers can be ratified by the full Board in due course.

Organisational structure

The charitable company is governed by its Memorandum and Articles of Association adopted in 1999 and updated in May 2014.

Relate North & South West Sussex Limited is a member of the Relate Federation and has been granted a non-exclusive licence to use the Relate name and logo.

The Trustees, who are also directors of Relate North & South West Sussex for the purpose of company law, are responsible for the annual report, and for the preparation of financial statements for each financial year, in accordance with applicable law and United Kingdom Accountancy Standards (United Kingdom Generally Accepted Accounting Practice).

The Treasurer, Chair, Centre Manager and Finance Manager undertake the financial management of the charity. They meet regularly to review the budget and management accounts and to prepare financial papers for review by the Trustee Board every two months. They ensure proper procedures are in place to manage cash resources prudently and to maximise income from liquid resources whilst maintaining sufficient funds to meet daily cash requirements.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

They advise the Trustee Board on the appropriate level of free reserves and of any significant change needed in financial management strategy.

Forecasting is a key element of the financial management activities and forecasts are reviewed regularly at Trustee meetings.

The Centre Manager is responsible for the day to day management of the Charity's affairs and for implementing policies agreed by the Board of Trustees. The Supervisors, Finance Manager, Development Manager and the Administrative Support Team assist the Centre Manager.

Company law requires the trustees to prepare financial statements for each year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources including the income and expenditure of the charitable company for that year.

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

- ensure that the most suitable accounting policies are established and applied consistently;
- make judgements and estimates which are reasonable and prudent;
- observe the methods and principles in the charities SORP;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and for their proper application as required by charity law. They must take reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the Charity operates efficiently, effectively and in compliance with relevant laws and regulations;
- proper records are maintained and financial information used within the Charity, or for publication, is reliable;
- the Charity complies with relevant laws and regulations.

Corporate Governance

The organisation adheres to internal controls over all forms of commitment and expenditure. These are continually refined to improve efficiency. The Centre Manager reports to the Board on performance so that all aspects are reviewed and monitored regularly by the Board of Trustees.

The systems of internal controls provide reasonable but not absolute assurance against material misstatement or loss and include:

- a strategic plan and annual budget approved by the Trustees;
- regular consideration by the Trustees of financial results, variances from budgets, non-financial performance indicators and benchmarking reviews;
- delegation of day-to-day management authority and segregation of duties; and
- identification and management of risks.

Risk Management

The Directors/Trustees of Relate North & South West Sussex have conducted a formal review of the major risks to which the Charity is exposed. Major risks include Covid-related issues (re-implementation of lockdown, staff, counsellors, volunteers or clients catching Covid), demand outstripping resource, changes in funding sources, more complex client cases coming through and key person dependence. A Business Risk Assessment Record is kept and this is reviewed as part of the business of Executive Meetings. The trustees are satisfied that systems are in place to mitigate its exposure to all the major risks. Internal control risks are minimised by the implementation of procedures for authorisation of all financial transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the Centre.

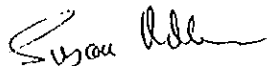
This report has been prepared in accordance with the special provisions of part 15 of Companies Act 2006 relating to small companies.

RELATE NORTH & SOUTH WEST SUSSEX

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees' report was approved by the Board of Trustees.



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S Millership

Trustee

Dated: 23 November 2021

RELATE NORTH & SOUTH WEST SUSSEX

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF RELATE NORTH & SOUTH WEST SUSSEX

I report to the trustees on my examination of the financial statements of Relate North & South West Sussex (the charitable company) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

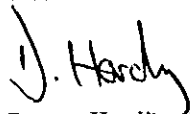
Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Darren Harding ACA FCCA DChA
Richard Place Dobson Services Limited
1-7 Station Road
Crawley
West Sussex
RH10 1HT

Dated: 10/12/21

RELATE NORTH & SOUTH WEST SUSSEX

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Current financial year

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes					
Income from:						
Donations and legacies	3	119,628	208	-	119,836	30,670
Charitable activities	4	156,126	-	-	156,126	211,581
Other trading activities	5	45,998	-	-	45,998	97,271
Investments	6	1,128	-	-	1,128	967
Total income		322,880	208	-	323,088	340,489
Expenditure on:						
Raising funds	7	43,107	-	-	43,107	46,335
Charitable activities						
Counselling	8	265,790	7,249	4,470	277,509	331,897
Total charitable expenditure		265,790	7,249	4,470	277,509	331,897
Total resources expended		308,897	7,249	4,470	320,616	378,232
Net incoming/(outgoing) resources before transfers		13,983	(7,041)	(4,470)	2,472	(37,743)
Gross transfers between funds		(2,982)	2,982	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		11,001	(4,059)	(4,470)	2,472	(37,743)
Fund balances at 1 April 2020		78,642	22,421	15,351	116,414	154,157
Fund balances at 31 March 2021		89,643	18,362	10,881	118,886	116,414

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

RELATE NORTH & SOUTH WEST SUSSEX

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year

		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes				
<u>Income from:</u>					
Donations and legacies	3	29,670	-	1,000	30,670
Charitable activities	4	195,965	4,920	10,696	211,581
Other trading activities	5	97,271	-	-	97,271
Investments	6	967	-	-	967
Total income		323,873	4,920	11,696	340,489
<u>Expenditure on:</u>					
Raising funds	7	46,335	-	-	46,335
<u>Charitable activities</u>					
Counselling	8	306,807	23,745	1,345	331,897
Total charitable expenditure		306,807	23,745	1,345	331,897
Total resources expended		353,142	23,745	1,345	378,232
Net incoming/(outgoing) resources before transfers		(29,269)	(18,825)	10,351	(37,743)
Gross transfers between funds		1,937	(1,937)	-	-
Net income/(expenditure) for the year/ Net movement in funds		(27,332)	(20,762)	10,351	(37,743)
Fund balances at 1 April 2019		105,974	43,183	5,000	154,157
Fund balances at 31 March 2020		78,642	22,421	15,351	116,414

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

RELATE NORTH & SOUTH WEST SUSSEX

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	12		3,727		4,153
Current assets					
Debtors	13	2,497		839	
Cash at bank and in hand		114,522		117,232	
		<u>117,019</u>		<u>118,071</u>	
Creditors: amounts falling due within one year	14	<u>(1,860)</u>		<u>(5,810)</u>	
Net current assets			115,159		112,261
Total assets less current liabilities			<u>118,886</u>		<u>116,414</u>
Income funds					
Restricted funds	15		10,881		15,351
<u>Unrestricted funds</u>					
Designated funds	16	18,362		22,421	
General unrestricted funds		<u>89,643</u>		<u>78,642</u>	
			108,005		101,063
			<u>118,886</u>		<u>116,414</u>

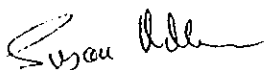
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 16 November 2021



S Millership
Trustee

Company Registration No. 05776865

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Relate North & South West Sussex is a private company limited by guarantee incorporated in England and Wales. The registered office is The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley, West Sussex, RH10 6AD.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "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)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited to the Statement of Financial Activities in the year in which the charitable company becomes entitled to them.

Other trading activities includes income from goods donated to the shop to be sold on and is recognised when the goods are sold.

Charitable activities include client income received by way of counselling, PST and other client income and is recognised when received.

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Investment income is recognised in the year it relates to.

1.5 Expenditure

Liabilities and related expenditure are recognised in full in the financial statements as soon as an obligation arises and include VAT.

Cost of generating funds includes expenses related to running the Charity Shop and are recognised as incurred.

Expenditure represents the costs directly attributable to charitable activities including governance costs and external Independent Examiner fees.

Support costs now include governance costs which are costs associated with meeting the constitutional and statutory requirements of the charitable company and include Independent Examiner fees, accountancy fees, legal and professional fees and bank charges.

Allocation and apportionment of costs

The main activities of the charitable company are counselling and running the Charity Shop, so all costs related to these are classed as direct charitable costs. All other costs are allocated as support costs.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	33.3% Straight Line
Computers	33.3% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

1.8 Financial instruments

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

1.9 Taxation

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.11 Retirement benefits

The charitable company operates a defined contributions 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.

1.12 Debtors

Debtors are recognised at the settlement amount due.

1.13 Creditors

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

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Total 2021 £	Unrestricted funds general 2020 £	Restricted funds 2020 £	Total 2020 £
Legacies receivable	2,000	-	2,000	-	-	-
Grants received	117,628	208	117,836	29,670	1,000	30,670
	<u>119,628</u>	<u>208</u>	<u>119,836</u>	<u>29,670</u>	<u>1,000</u>	<u>30,670</u>
Legacies receivable						
Malcolm Simmonds Legacy	2,000	-	2,000	-	-	-
	<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>-</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

(Continued)

Grants receivable for core activities

Crawley Borough Council	26,265	-	26,265	25,750	-	25,750
Crawley Borough Council Covid 19 grant	19,908	-	19,908	-	-	-
Yorkshire Building Society (Charities Trust)	1,000	-	1,000	-	-	-
Groundwork Tesco Bags of Help	1,166	-	1,166	-	-	-
Groundwork Tesco Covid 19 Community Fund	500	-	500	-	-	-
Julia and Hans Rausing Charity Survival Fund	28,292	-	28,292	-	-	-
National Lottery Covid 19 Fund	9,036	-	9,036	-	-	-
Sussex Community Foundation Crisis Fund 1	2,500	-	2,500	-	-	-
Sussex Community Foundation Crisis Fund 2	1,374	-	1,374	-	-	-
2.6 Challenge (Just Giving)	1,770	-	1,770	-	-	-
Horsham District Council	4,392	208	4,600	2,600	-	2,600
Chichester District Council	-	-	-	-	1,000	1,000
Bassil Shippam and Alsford Trust	250	-	250	-	-	-
Mid Sussex District Council	137	-	137	1,320	-	1,320
HMRC JRS Grant	21,038	-	21,038	-	-	-
	<u>117,628</u>	<u>208</u>	<u>117,836</u>	<u>29,670</u>	<u>1,000</u>	<u>30,670</u>

4 Charitable activities

	Counselling 2021 £	Counselling 2020 £
Sales within charitable activities	<u>156,126</u>	<u>211,581</u>
Analysis by fund		
Unrestricted funds - general	156,126	195,965
Unrestricted funds - designated	-	4,920
Restricted funds	-	10,696

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

5 Other trading activities

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Charity shop income	45,998	97,271

6 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	1,128	967

7 Raising funds

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
<u>Charity shop expenses</u>	18,091	22,255
Operating charity shops	25,016	24,080
Staff costs		
Charity shop expenses	43,107	46,335
	43,107	46,335

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Charitable activities

	Counselling 2021 £	Counselling 2020 £
Staff costs	206,224	239,556
Depreciation	2,444	3,148
Advertising	-	170
Sundries	1,648	1,962
Counsellor training	2,720	3,144
Counsellor expenses	10,604	11,742
Staff expenses	284	1,802
Travelling expenses	2,856	6,181
	<u>226,780</u>	<u>267,705</u>
Share of support costs (see note 9)	48,328	62,272
Share of governance costs (see note 9)	2,401	1,920
	<u>277,509</u>	<u>331,897</u>
Analysis by fund		
Unrestricted funds - general	265,790	306,807
Unrestricted funds - designated	7,249	23,745
Restricted funds	4,470	1,345
	<u>277,509</u>	<u>331,897</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Operating lease charges	24,556	-	24,556	35,996	-	35,996
Insurance	3,105	-	3,105	2,843	-	2,843
Light and heat	-	-	-	95	-	95
Telephone	2,587	-	2,587	2,630	-	2,630
Printing and stationery	364	-	364	1,243	-	1,243
Sundries	9,079	-	9,079	8,839	-	8,839
Office equipment & IT software	8,445	-	8,445	8,273	-	8,273
Repairs and renewals	192	-	192	2,353	-	2,353
Independent examination fees	-	2,310	2,310	-	1,860	1,860
Bank charges	-	91	91	-	60	60
	<u>48,328</u>	<u>2,401</u>	<u>50,729</u>	<u>62,272</u>	<u>1,920</u>	<u>64,192</u>
Analysed between Charitable activities	<u>48,328</u>	<u>2,401</u>	<u>50,729</u>	<u>62,272</u>	<u>1,920</u>	<u>64,192</u>

Governance costs includes payment to the Independent Examiner of £1,860 (2020- £1,860).

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

11 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Staff	<u>35</u>	<u>38</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

11	Employees	(Continued)	
	Employment costs	2021 £	2020 £
	Wages and salaries	217,273	247,461
	Social security costs	6,020	8,059
	Other pension costs	7,947	8,116
		<u>231,240</u>	<u>263,636</u>

Key Management Personnel

The trustees consider five members of staff to be key management personnel. The total employment benefits of key management personnel were £101,687 (2020 - £79,867).

There were no employees whose annual remuneration was £60,000 or more.

12	Tangible fixed assets	Fixtures, fittings & equipment £	Computers £	Total £
	Cost			
	At 1 April 2020	4,465	13,909	18,374
	Additions	-	2,018	2,018
	Disposals	-	(4,465)	(4,465)
	At 31 March 2021	<u>4,465</u>	<u>11,462</u>	<u>15,927</u>
	Depreciation and impairment			
	At 1 April 2020	4,465	9,756	14,221
	Depreciation charged in the year	-	2,444	2,444
	Eliminated in respect of disposals	-	(4,465)	(4,465)
	At 31 March 2021	<u>4,465</u>	<u>7,735</u>	<u>12,200</u>
	Carrying amount			
	At 31 March 2021	<u>-</u>	<u>3,727</u>	<u>3,727</u>
	At 31 March 2020	<u>-</u>	<u>4,153</u>	<u>4,153</u>

13	Debtors	2021 £	2020 £
	Amounts falling due within one year:		
	Prepayments and accrued income	<u>2,497</u>	<u>839</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

14 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	-	675
Accruals and deferred income	1,860	5,135
	<u>1,860</u>	<u>5,810</u>

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Resources expended 31 March 2021
	£	£	£	£	£
Relateen Chichester	-	1,000	(50)	950	(680)
Relateen Crawley	5,000	10,696	(1,295)	14,401	(3,790)
	<u>5,000</u>	<u>11,696</u>	<u>(1,345)</u>	<u>15,351</u>	<u>(4,470)</u>

Restricted funds relate to income that has been set aside for the Young People's service also known as Relateen.

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Computers	3,587	-	(491)	(2,018)	1,078
Succession planning	-	-	-	5,000	5,000
Counsellor training	7,459	-	(1,700)	-	5,759
Marketing	1,000	-	-	-	1,000
Charity Shop	5,525	-	-	-	5,525
Family Counselling	4,850	208	(5,058)	-	-
	<u>22,421</u>	<u>208</u>	<u>(7,249)</u>	<u>2,982</u>	<u>18,362</u>

	Movement in funds				
	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£
Computers	5,524	-	-	(1,937)	3,587
Succession planning	18,500	-	(18,500)	-	-
Counsellor training	9,659	-	(2,200)	-	7,459
Marketing	1,000	-	-	-	1,000
Charity Shop	7,500	-	(1,975)	-	5,525
Office Equipment	1,000	-	(1,000)	-	-
Family Counselling	-	4,920	(70)	-	4,850
	<u>43,183</u>	<u>4,920</u>	<u>(23,745)</u>	<u>(1,937)</u>	<u>22,421</u>

The Computers fund has been set aside in order for the charitable company to update their computers, during the current financial year £2,018 has been spent on computers which has been capitalised, a transfer to unrestricted funds has been shown to reflect this.

The Succession planning fund has been set aside in order for the charitable company to have the necessary funds for any key personnel changes that may happen in the future.

The Counsellor training fund has been set up so the charitable company can provide training for their counsellors in the future when required.

The Marketing fund has been set aside in order for the charitable company to market their future services further.

The Charity Shop fund has been set aside to update the electrics in the shop and any other repairs that are required.

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

16 Designated funds

(Continued)

The Office Equipment fund has been put aside to replace any old office equipment during the year, e.g. new colour printer.

The Family Counselling fund has been set aside to offer subsidies or free counselling to families seeking counselling who are on low incomes and unable to afford full-cost counselling.

17 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2021 are represented by:				
Tangible assets	3,727	-	-	3,727
Current assets/(liabilities)	85,916	18,362	10,881	115,159
	<u>89,643</u>	<u>18,362</u>	<u>10,881</u>	<u>118,886</u>

	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2020 are represented by:				
Tangible assets	4,153	-	-	4,153
Current assets/(liabilities)	74,489	22,421	15,351	112,261
	<u>78,642</u>	<u>22,421</u>	<u>15,351</u>	<u>116,414</u>

18 Operating lease commitments

Lessee

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	22,004	27,037
Between two and five years	80,000	6,004
In over five years	144,000	-
	<u>246,004</u>	<u>33,041</u>

RELATE NORTH & SOUTH WEST SUSSEX

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

19 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

20 COVID-19

At the reporting date COVID-19 caused widespread lockdown measures to be imposed in the UK and worldwide. This has resulted in a reduction in both supply and demand in the economy. It is not currently possible to estimate the impact this will have on the future financial results of the charitable company. Management have assessed the impact of COVID-19 on the results reported for the financial year ended 31 March 2021 and consider that all COVID-19 related costs and effects have been reflected in the accounts.