

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

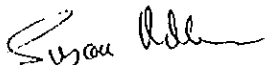
The Directors/Trustees of Relate North & South West Sussex have conducted a formal review of the major risks to which the Charity is exposed. Major risks include Covid-related issues (re-implementation of lockdown, staff, counsellors, volunteers or clients catching Covid), demand outstripping resource, 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.

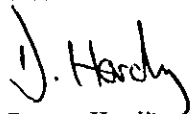
Independent examiner's statement

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> |

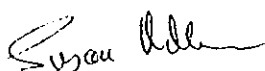
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

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 | 2,000 | - | 2,000 | - | - | - |
| Legacy | <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.