

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

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### 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

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# RELATE WEST SUSSEX

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# RELATE WEST SUSSEX

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

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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**

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### 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%
<b>ALL SERVICES</b>	<b>3695</b>		

#### 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:

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

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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

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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.

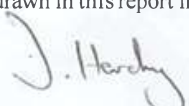
### Independent examiner's statement

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					
<b>Income from:</b>						
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
<b>Total income</b>		<u>488,457</u>	<u>27,286</u>	<u>5,154</u>	<u>520,897</u>	<u>463,248</u>
<b>Expenditure on:</b>						
Raising funds	7	81,048	-	-	81,048	73,674
Charitable activities	8	393,784	36,586	5,234	435,604	375,682
<b>Total expenditure</b>		<u>474,832</u>	<u>36,586</u>	<u>5,234</u>	<u>516,652</u>	<u>449,356</u>
<b>Net income/(expenditure)</b>		13,625	(9,300)	(80)	4,245	13,892
Transfers between funds		(10,000)	10,000	-	-	-
<b>Net movement in funds</b>	10	3,625	700	(80)	4,245	13,892
<b>Reconciliation of funds:</b>						
Fund balances at 1 April 2023		92,900	25,831	8,201	126,932	113,040
<b>Fund balances at 31 March 2024</b>		<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				
<b>Income from:</b>					
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
<b>Total income</b>		<b>447,176</b>	<b>16,072</b>	<b>-</b>	<b>463,248</b>
<b>Expenditure on:</b>					
Raising funds	7	70,274	3,400	-	73,674
Charitable activities	8	369,752	5,000	930	375,682
<b>Total expenditure</b>		<b>440,026</b>	<b>8,400</b>	<b>930</b>	<b>449,356</b>
<b>Net income/(expenditure)</b>		<b>7,150</b>	<b>7,672</b>	<b>(930)</b>	<b>13,892</b>
Transfers between funds		(875)	875	-	-
<b>Net movement in funds</b>	10	<b>6,275</b>	<b>8,547</b>	<b>(930)</b>	<b>13,892</b>
<b>Reconciliation of funds:</b>					
Fund balances at 1 April 2022		86,625	17,284	9,131	113,040
<b>Fund balances at 31 March 2023</b>		<b>92,900</b>	<b>25,831</b>	<b>8,201</b>	<b>126,932</b>

# RELATE WEST SUSSEX

## BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	14	520	365
<b>Current assets</b>			
Debtors	15	6,312	11,365
Cash at bank and in hand		155,949	139,636
		162,261	151,001
<b>Creditors: amounts falling due within one year</b>	16	(31,604)	(24,434)
<b>Net current assets</b>		130,657	126,567
<b>Total assets less current liabilities</b>		131,177	126,932
<b>Net assets</b>		131,177	126,932
<b>The funds of the charitable company</b>			
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 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	25	16,880	26,018
<b>Investing activities</b>			
Purchase of tangible fixed assets		(721)	-
Investment income received		154	246
<b>Net cash (used in)/generated from investing activities</b>		(567)	246
<b>Net cash used in financing activities</b>		-	-
<b>Net increase in cash and cash equivalents</b>		16,313	26,264
Cash and cash equivalents at beginning of year		139,636	113,372
<b>Cash and cash equivalents at end of year</b>		155,949	139,636

# RELATE WEST SUSSEX

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

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### 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
<b>Grants receivable for core activities</b>				
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
	£	£
<b>Direct costs</b>		
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>
<b>Share of support and governance costs (see note 9)</b>		
Support	47,950	41,182
Governance	2,136	2,014
	<u>435,604</u>	<u>375,682</u>
<b>Analysis by fund</b>		
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>
<b>Analysed between:</b>		
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
	£	£
<b>Governance costs comprise:</b>		
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	25,885	19,708
	<u>28,527</u>	<u>22,323</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	2023
	Number	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	15,685	13,084
	<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
	£	£	£
<b>Cost</b>			
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
<b>Depreciation and impairment</b>			
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
<b>Carrying amount</b>			
At 31 March 2024	-	520	520
At 31 March 2023	-	365	365

### 15 Debtors

	2024	2023
	£	£
<b>Amounts falling due within one year:</b>		
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	<u>28,962</u>	<u>17,420</u>

Deferred income is included in the financial statements as follows:

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

#### 18 Retirement benefit schemes

	2024 £	2023 £
<b>Defined contribution schemes</b>		
Charge to profit or loss in respect of defined contribution schemes	<u>15,685</u>	<u>13,084</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.

## 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>
<b>Previous year:</b>	<b>At 1 April 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2023</b>
	£	£	£	£	£
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 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>
<b>Previous year:</b>	<b>At 1 April 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 March 2023</b>
	£	£	£	£
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>
<b>Previous year:</b>	<b>At 1 April 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2023</b>
	£	£	£	£	£
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 £
<b>At 31 March 2024:</b>				
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 £
<b>At 31 March 2023:</b>				
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**

<b>25</b>	<b>Cash generated from operations</b>	<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
	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
	<b>Cash generated from operations</b>	<b>16,880</b>	<b>26,018</b>

### **26** Analysis of changes in net funds

The charitable company had no material debt during the year.

# Document Activity Report

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