

## **Relate Plymouth – 2021/2022 Annual Report**

The past year has been difficult for Relate Plymouth, but we continue to meet its Aims and Objectives which are:

- To help people build better relationships
- To enhance the quality of couple, parental and family relationships
- To help all relationships and marriages withstand the pressures leading to breakdown
- To limit the damage which commonly accompanies failing relationships, separation and divorce and increase the prospect of subsequent relationships succeeding.

In the belief that:

- An individuals' physical well-being and emotional/mental health benefits from a committed relationship
- Children thrive in families where relationships are positive and free from destructive conflict
- People gain from an understanding of their sexuality
- Expressing clear commitment is a helpful contribution to a healthy and secure couple relationship.

This has been a most challenging year, trying to work through the pandemic.

However, evidence shows that our services achieve significant improvements in relationship quality and overall wellbeing, with 86% of clients feeling confident about their relationship after counselling.

Our work is varied – we help people to find love, cope with separation and divorce, improve their sex lives, break up in the least painful way possible, overcome infidelity, rebuild trust, regain intimacy and much more besides.

We believe that no problem is too small and encourage people to seek support for their relationships at the earliest possible stage, even when times are good. Relates couple counselling saves the state an estimated £11 for every £1 spent.

Relate Plymouth has continued to work by offering zoom sessions alongside face-to-face session.

We have worked in a safe way throughout these difficult times.

## Plymouth Relate Achievements – 2020/2021

- 1,000 counselling sessions provided by 4 Relate qualified and trained counsellors
- 
- Zoom sessions introduced as a way of working with clients. This has been very well received by clients and we will continue to work in this hybrid way for the foreseeable future. Offering face to face sessions, phone counselling and zoom counselling
- Continued work in schools across the city. We continue to work with several schools in the city, providing a service that is valued by students and staff.
- Referrals from the Royal Navy/ Royal Marines continue to be made to the centre. This work is funded through the contract that Relate National holds with the Navy.
- The increase in Children and Young Peoples work offered in the centre.

All these activities are the result of the work undertaken by the Centre Manager and her staff, dedication of all the Counsellors and the support of the trustees.

The reserve that the centre has, has helped us through the difficult times of the pandemic.

## Relate South Devon

Unfortunately, in July 2020 we had to close the Torquay centre. The house was being sold and the new owners were going to double the rent. This would make the operation in Torquay unviable.

Unfortunately, due to the pandemic, the outposts in Tavistock, Totnes and Newton Abbot also had to close and we have not been able to reopen them yet.

Clients in the South Devon area have been able to access our services by travelling to Plymouth or by have a zoom session.

### The Way Ahead - Action for 2022

In addition to the continuation of the work undertaken by counsellors to see individuals and couples to deliver the best possible relationship counselling available, 2022 will focus on the following activities:

- The Centre Manager will seek to reopen some of the outposts that had to close during the pandemic.
- The Centre Manager will promote the work of Relate Plymouth to the community, to ensure that everyone has access to our service.
- Recruitment of at least two Trustees to ensure we have good governance of the Centre.
- Recruitment of two trainee counsellors, working in the Plymouth Centre.
- Recruitment of a Sex Therapist
- Improvements to the Plymouth centre.

Chair of Trustees  
Relate Plymouth

Registered Charity No: 237035

**REPORT AND FINANCIAL STATEMENTS**

for the year ended  
31st March, 2021

for

**RELATE PLYMOUTH AND DISTRICT**

# **RELATE PLYMOUTH AND DISTRICT**

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**for the year ended 31st March, 2021**

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# **RELATE PLYMOUTH AND DISTRICT**

## **Legal and Administrative Information**

The Charity was registered as an unincorporated charity on 9th July, 1964

**Charity Name:** Relate Plymouth and District

**Charity Registration Number:** 237035

**Registered Office:**

3 Blenheim Road  
Plymouth  
PL4 8LJ

**Trustees:**

Mark Gilbert	Chair
Peter Fellows	
Catrina Swann	
Iain Perring	

**Secretary:**

Susan Hirons

**External Examiner:**

Vickery Accounting Services  
Patto Owriak  
Allen Park  
St. Kew Highway  
Bodmin  
PL30 3AR

**Bankers:**

HSBC  
PO Box 26  
Old Town Street  
Plymouth  
PL1 1DD

## RELATE PLYMOUTH AND DISTRICT

### TRUSTEES' ANNUAL REPORT for the year ended 31st March, 2021

The trustees present their report along with the financial statements of the charity for the 12 month period ended 31st March, 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 7 to 12 and the recommendations of the Statement of Recommended Practice - Accounting and Reporting by Charities.

#### CONSTITUTION AND OBJECTS

Relate Plymouth and District is a registered charity No. 237035.

The objects of the charity are the provision of help to people in building better couple relationships through counselling, education work and training.

#### ORGANISATION

The trustees who have served during the period under review and since the period end are set out on page 2.

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits for being trustees.

Induction and training of Trustees: Procedures for recruiting and training trustees are in place. The Board of Trustees aims to ensure that its membership is appropriate to the work of the charity and that any new trustees add to the Board's diversity, skills and experience.

#### REVIEW OF ACTIVITIES

The Statement of Financial Activities for the year is set out on page 5 of the accounts.

#### RISK MANAGEMENT

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established that enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

#### TRUSTEES' RESPONSIBILITIES

Trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing those accounts, the trustees are required to:

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

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

..... Sign

..... Print

Dated:.....

**INDEPENDENT EXAMINER'S REPORT**  
**RELATE PLYMOUTH AND DISTRICT**  
**ON THE ANNUAL ACCOUNTS FOR THE YEAR ENDED**

**31st March, 2021**

I report on the accounts of the charity for the year ended 31st March 2021, which are set out on pages 7 to 11.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

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

- which gives me reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met;or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date: 25th August, 2021

Signed:.....

M. Vickery  
Vickery Accounting Services  
Patto Owriak, Allen Park  
St. Kew Highway, Bodmin  
Cornwall PL30 3AR



# RELATE PLYMOUTH AND DISTRICT

## Consolidated Statement of Financial Activities (including an Income and Expenditure Account)

for the year ended 31st March, 2021

		Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b><u>Incoming Resources</u></b>					
Incoming resources from generating funds:					
Voluntary Income	9	-	-	-	-
Activities for generating funds	9	-	-	-	-
Investment Income	9	21	-	21	-
Incoming resources from charitable activities	10	65,838	51,376	117,214	142,860
Other incoming resources	10	-	-	-	-
<b>Total Incoming Resources</b>		<u>65,859</u>	<u>51,376</u>	<u>117,235</u>	<u>142,860</u>
<b>Resources Expended</b>					
Charitable Activities	11	79,884	51,376	131,260	149,497
Governance Costs	11	580	-	580	602
<b>Total Resources Expended</b>		<u>80,464</u>	<u>51,376</u>	<u>131,840</u>	<u>150,099</u>
<b>Net Incoming Resources:</b>					
<b>Net movement in Funds</b>		-14,605	-	-14,604	-7,239
<b>Total Funds at 1st April, 2020</b>		718,262	-	718,262	725,501
<b>Total Funds at 1st April, 2021</b>		<u><u>703,657</u></u>	<u><u>-</u></u>	<u><u>703,657</u></u>	<u><u>718,262</u></u>

# RELATE PLYMOUTH AND DISTRICT

## BALANCE SHEET AS AT 31ST MARCH, 2021

	Notes	£ 31/03/2021	£ 31/03/2020
<b>FIXED ASSETS</b>			
Tangible Assets	13	257	2,257
<b>CURRENT ASSETS</b>			
Debtors & Prepayments	7	3,460	5,495
Cash at Bank & in Hand	5	<u>705,652</u>	<u>718,024</u>
		709,113	723,519
<b>CREDITORS AND ACCRUALS:</b>			
Amounts falling due within one year	8	5,712	7,515
<b>NET CURRENT ASSETS :</b>		703,401	716,004
<b>NET ASSETS:</b>		<u><u>703,657</u></u>	<u><u>718,262</u></u>
<b>REPRESENTED BY:</b>			
<b>Unrestricted Funds</b>			
Designated Funds	14	403,000	403,000
General Funds	14	<u>300,657</u>	<u>315,262</u>
		703,657	718,262
<b>Restricted Funds</b>		-	-
		<u><u>703,657</u></u>	<u><u>718,262</u></u>

ON BEHALF OF THE TRUSTEES:

..... :-Signed by Trustee

..... :-Print Name

Approved by the Trustees on: ..... 2021

# RELATE PLYMOUTH AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS for the 12 month period ended 31st March, 2021

### 1. ACCOUNTING POLICIES:

#### **Accounting convention**

The financial statements have been prepared under the historical cost convention and on an accruals basis, in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993.

#### **Investment Income**

Investment Income is recorded when receivable.

#### **Gift Aid**

Gift Aid reclaimable on donations to the charity is shown separately.

#### **Voluntary Income**

Amounts of voluntary income is received by way of donations and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

#### **Expenditure**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which can not be recovered.

#### **Unrestricted Funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

#### **Designated Funds**

Designated funds are unrestricted funds earmarked by the management committee for particular purposes.

#### **Restricted Funds**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

#### **Assets**

All assets costing more than £100 are capitalised.

### **TAXATION**

Relate Plymouth is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

## RELATE PLYMOUTH AND DISTRICT

### NOTES TO THE FINANCIAL STATEMENTS for the 12 month period ended 31st March, 2021

#### 2. ANALYSIS OF EMPLOYEE COSTS AND NUMBERS

Staff costs were as follows:	31/03/2021	31/03/2020
	£	£
Salaries, wages and social security	96,539	110,768
	<b>96,539</b>	<b>110,768</b>

No employee received emoluments of more than £60,000 during the year (2019 nil).

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	31/03/2021	31/03/2020
	No	No
Administration and Support	1.5	1.5
Counselling	1.5	1.5
	<b>3</b>	<b>3</b>

#### 3. RELATED PARTY TRANSACTIONS

None of the trustees were paid any remuneration or expenses by the charity during the year (2010 none).

#### 4. DONATIONS

	£	£	31/03/2021	31/03/2020
			£	£
General donations	-	-	-	-
	-	-	-	-

#### 5. CURRENT ASSETS: Cash and Bank

	31/03/2021	31/03/2020
	£	£
Cash at Bank:		
HSBC 31827391 - Current Account	303,910	306,070
HSBC 32885646 - Current Account	26,697	37,393
Barclays 33126676 - Savings Account	284,641	284,619
Lloyds Savings A/C WNTM73630520007	89,880	89,880
Petty Cash	524	62
	<b>705,652</b>	<b>718,024</b>

#### 6. THE RESOURCES EXPENDED BY THE CHARITY INCLUDE:

	Unrestricted	31/03/2021	31/03/2020
	General	Total Funds	Total Funds
	Fund	£	£
This is stated after charging:			
Examiner's Remuneration	580	580	562
Depreciation	2,343	2,343	2,843
	2,922	2,922	3,404

# RELATE PLYMOUTH AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS for the 12 month period ended 31st March, 2021

### 7. DEBTORS AND PREPAYMENTS: Amounts falling due within one year

	31/03/2021	31/03/2020
	£	£
Trade Debtors	-	-
Staff Loan	-	2,213
Prepayments	3,460	3,282
	<b>3,460</b>	<b>5,495</b>

### 8. CREDITORS: Amounts falling due within one year:

	31/03/2021	31/03/2020
	£	£
Trade Creditors	3,737	3,326
Independent Examiner Fees	580	522
Wages	-	2,193
PAYE/NI	1,174	1,474
Nest Pension	222	-
	<b>5,712</b>	<b>7,515</b>

### 9. INCOMING RESOURCES FROM GENERATING FUNDS

	Unrestricted	Restricted	31/03/2021 Total	31/03/2020 Total
	£	£	£	£
<b>Voluntary Income:</b>				
Donations	-	-	-	-
<b>Activities for generating funds:</b>				
Training	-	-	-	-
<b>Investment Income:</b>	21	-	21	-
	<b>21</b>	<b>-</b>	<b>21</b>	<b>-</b>

### 10. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted	Restricted	31/03/2021 Total	31/03/2020 Total
	£	£	£	£
Client Contributions	29,921	-	29,921	80,600
Grants	-	51,376	51,376	-
Project Income	35,911	-	35,911	61,552
Statutory Sick Pay Claims	-	-	-	71
Insurance Claim	-	-	-	615
Sundry	6	-	6	22
	<b>65,838</b>	<b>51,376</b>	<b>117,214</b>	<b>142,860</b>

# RELATE PLYMOUTH AND DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS for the 12 month period ended 31st March, 2021

### 11. DIRECT CHARITABLE EXPENDITURE

			31/03/2021	31/03/2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Premises:</b>				
Rent and Rates	10,003	-	<b>10,003</b>	11,529
Insurance	2,103	-	<b>2,103</b>	1,655
Heat and Light	1,058	-	<b>1,058</b>	1,773
Repairs and Renewals	732	-	<b>732</b>	2,863
Depreciation	2,343	-	<b>2,343</b>	2,843
<b>Counselling:</b>				
Supervision and Tutorial Salaries	635	-	<b>635</b>	525
Training	1,700	-	<b>1,700</b>	1,525
Counsellors - Plymouth	14,772	25,000	<b>39,772</b>	46,678
Counsellors - Torquay	5,804	-	<b>5,804</b>	9,474
<b>Support Costs:</b>				
Staff Salaries	11,673	26,376	<b>38,049</b>	40,899
Employers' NI/payee	12,280	-	<b>12,280</b>	13,191
Pension Contributions	1,367	-	<b>1,367</b>	1,076
Travel and Expenses	274	-	<b>274</b>	681
Subscriptions and Memberships	9,319	-	<b>9,319</b>	8,461
Postage, Printing, Stationery, Phone	1,935	-	<b>1,935</b>	2,431
Book-Keeping	1,470	-	<b>1,470</b>	680
Website	464	-	<b>464</b>	646
Advertising	196	-	<b>196</b>	52
Refreshments/Meetings	-	-	-	116
Sundries	39	-	<b>39</b>	209
<b>Administration:</b>				
Legal and Professional	1,250	-	<b>1,250</b>	798
Finance Charges	1,048	-	<b>1,048</b>	1,995
	<b>80,464</b>	<b>51,376</b>	<b>131,840</b>	<b>150,099</b>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

### 12. ANALYSIS OF THE NET MOVEMENT IN FUNDS

This statement shows how the net movement in funds relates to the change in net resources available to finance future charitable expenditure, after taking account of resources designated for possible future commitments.

	At 01/04/20	Incoming Resources	Outgoing Resources	Transfers	At 31/03/21
	£	£	£	£	£
<b>Restricted Funds</b>					
Grant - Plymouth City Council	-	10,000	10,000	-	-
Grant - HMRC JRS		41,376	41,376	-	-
<b>Total Restricted Funds</b>	<b>-</b>	<b>51,376</b>	<b>51,376</b>	<b>-</b>	<b>-</b>
<b>Designated Funds</b>					
Running Costs - Six Months	42,000	-	-	-	42,000
Closure Costs	50,000	-	-	-	50,000
Repairs and Renewals for Centre	5,000	-	-	-	5,000
Training Bursary	6,000	-	-	-	6,000
Purchase of 3 Blenheim Road	300,000				300,000
<b>Total Designated Funds</b>	<b>403,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>403,000</b>
General Unrestricted Funds	315,262	65,859	80,464	-	300,657
<b>Total Unrestricted Funds</b>	<b>315,262</b>	<b>65,859</b>	<b>80,464</b>	<b>-</b>	<b>300,657</b>
<b>Total Funds</b>	<b>718,262</b>	<b>117,235</b>	<b>131,840</b>	<b>-</b>	<b>703,657</b>

## RELATE PLYMOUTH AND DISTRICT

### NOTES TO THE FINANCIAL STATEMENTS for the 12 month period ended 31st March, 2021

#### 13. TANGIBLE FIXED ASSETS:

For valuation purposes, depreciation is calculated at the following annual rates, in order to write off each asset over its estimated useful life:

IT Equipment: 25% over four years on a straight line basis.

	IT Equip £	Other £	Total £
<b>Cost</b>			
Brought Forward	4,096	7,274	11,370
Additions	-	342	342
Disposals	-	-	-
As at 31st March, 2021	4,096	7,616	11,712
<b>Depreciation</b>			
Brought Forward	3,261	5,852	9,113
Charge for the period	835	1,508	2,343
Disposals	-	-	-
As at 31st March, 2021	4,096	7,360	11,456
<b>Net Book Value:</b>			
As at 31st March, 2021	-	257	257
<b>Net Book Value:</b>			
As at 1st April, 2020	835	1,422	2,257

#### 14. CAPITAL COMMITMENTS

The charity's only capital commitment as at 31st March 2021 or 31st March 2020, is the possible future purchase of the premises at 3 Blenheim Road, currently rented from Plymouth City Council.

#### 15. GRANTS

Grant - Plymouth City Council                      Funding to support running costs during lockdown.

Grant - HMRC JRS                                      To contribute towards the wages of furloughed staff.

These notes form part of the financial statements