

REHABILITATION SERVICES TRUST FOR OXFORDSHIRE RE-EMPLOYMENT LIMITED

RESTORE

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Registered Charity number: 274222

Company number: 1324318

**REHABILITATION SERVICES TRUST FOR OXFORDSHIRE
RE-EMPLOYMENT LIMITED**

RESTORE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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PROFESSIONAL ADVISERS

Auditors:	Richardsons Chartered Accountants, 30 Upper High Street, Thame, Oxfordshire OX9 3EZ
Bankers:	Barclays, Leicester, LE87 2BB
Insurance Brokers:	Norris & Fisher, 34a Hiltingbury Road, Chandlers Ford Towergate Insurance, 81-83 The Broadway, Didcot
Solicitors	Knights PLC, West Way, Oxford Blake Morgan LLP, West Way, Oxford

REPORT OF THE TRUSTEES

The Trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report and the audited financial statements for the financial year ending 31st March 2021.

The Financial Statements of the Charitable Company have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

STRUCTURE AND GOVERNANCE

Restore is a charity and a company limited by guarantee and owned by its Friends. Its Memorandum and Articles of Association stipulate how it is to be managed. There are no particular restrictions imposed apart from the need to carry out only the charity's stated activities and to properly conduct its affairs as a charity. The charity constitutes a public benefit entity as defined by FRS 102.

The Governing Body is the Board of Trustees. The Board appoints the Chief Executive Officer, who leads the Executive Team and staff. The Board reviews the salary scales of staff.

Trustees seek to recruit new Trustees with a wide range of skills and backgrounds. Trustees are elected by the Friends at the Annual General Meeting. The Trustee induction process includes the provision and funding of appropriate training (including meeting skills, mental health awareness, and other subjects as appropriate). All trustees are provided with the opportunity to review their skills and access training as needed.

The Trustees meet at least four times a year to oversee the management of the charity. They have four permanent sub-committees: Finance, Quality & Performance, Human Resources and External Relations. The Board and Committees meet quarterly as a minimum to assist the Executive Group. Task groups are established from time to time as required by specific work.

At 31 March 2021 the Board of Trustees comprised:

Bob Wilkes (Chair)
Godfrey Cole (Company Secretary) (Chair of Finance sub-committee)
Stuart Haigh (Treasurer)
Sam Mostyn (Chair of External Relations sub-committee)
Mary Robertson (Chair of Human Resources sub-committee)
Trisha Andrew (Resigned January 2021)
David Thurston
Louise Wheeler (Chair of Quality and Performance sub-committee)
David Wells
Jon Turpin (Appointed 25 Nov 2020)

Unless otherwise stated all trustees served throughout the year.

The Board of Trustees can co-opt further Trustees as it sees fit but such persons have to seek re-election at the first annual general meeting thereafter.

Management is carried out by the Chief Executive (Lesley Dewhurst) and the Executive Team, with the staff of each department.

During the financial year key management personnel were:

- Chief Executive Officer - Lesley Dewhurst
- Director of Finance & Administration – Rosemary Cox

WHAT WE BELIEVE

We believe that everyone has talents and abilities, and the capacity to make a valuable contribution to the community. We believe that people with mental health problems have the right to work and the right to receive support to become and remain employed. We believe that the stigma associated with mental health problems damages the whole community and we work to challenge this discrimination.

Restore expresses its Mission, Vision and Values in this way:

Mission:

Provide recovery and coaching support to people with mental health problems whilst working with the whole community to reduce the stigma associated with mental illness

Vision:

Work towards a time when people with mental health problems are fully empowered to live meaningful lives

Values:

Recovery

Enabling people to recover from illness and manage their own mental health and wellbeing

Support

Providing the opportunities to help ourselves and each other

Hope

Offering a positive future where everyone can fulfil their potential

Empowerment

Helping people to believe in themselves and what they can achieve

Respect

Accepting without judging as each person is unique

OBJECTIVES AND PROGRAMMES

Restore is an Oxfordshire-based mental health charity which supports people to take control of their recovery, develop skills and lead meaningful lives. To this end, Restore offers recovery groups, employment coaching and education and training.

Restore is a member of The Oxfordshire Mental Health Partnership (OMHP) which is a partnership that formally brings together six local mental health organisations from the NHS and the charity sector: Connection Floating Support, Elmore Community Services, Oxford Health NHS Foundation Trust, Oxfordshire Mind, Response and Restore. Restore has signed up to working much more closely with our partners and with people who have mental health problems to make it easier for people to get the best possible support when they need it.

OPERATIONAL PRINCIPLES

Recovery

Our services are based on the belief that people can recover from the effect of mental illness on their lives. We aim to support people in this recovery by addressing their individual needs, focusing on strengths and skills, enabling them to learn to recover from and learn to live with mental health problems and providing opportunities to participate in rehabilitation, training and employment.

Inclusion

We believe that people with mental health problems have the right to work and the right to the support they need to become and remain employed.

Quality

We believe in recording our impact, monitoring our provision, developing our performance, and improving our practice. We review what we do and encourage a focus on continuous improvement in our services. We are committed to professional integrity, objectivity, fairness and ethical business practices.

Co-operation and partnership

Our services are part of a wider health economy in Oxfordshire. We are not the sole solution for the people who use our services, and we are committed to working with other organisations to improve, develop, and expand our services for people with mental health problems in Oxfordshire.

Equality & Diversity

For everyone Equality & Diversity has been high on the agenda in 2020 -2021. For Restore, equality diversity and inclusion is about more than just meeting our statutory requirements, it is fundamental to delivering our services and building the confidence of all the communities we serve. Our focus moving forward is on engagement, dialogue and collaboration and strengthening our ties with diverse communities in Oxford, not only through the Ripple Project but also through The Recovery College and the Innovations project.

PROGRAMMES

Recovery groups provide people with the opportunity to come together in a group and work on their journey of recovery together. They use practical tasks (such as gardening, woodwork, catering, art and crafts) to make this possible.

Recovery groups are supported by a mix of paid staff, trained volunteers and group members. The Oxfordshire Recovery Service comprises eight recovery groups and some shared services. We provide recovery groups in five locations, and sub-contract delivery at two others. The Recovery groups are The Beehive Recovery Group, Bridewell Recovery Group (sub contracted), Elder Stubbs Recovery Group, Garden Café Recovery Group, the Littlemore Recovery Group, The Orchard Recovery Group, Root and Branch Recovery Group (sub contracted), and Fleet Meadow Recovery Group.

For the duration of the COVID-19 lockdowns (March – June 2020 and January to March 2021) all “in person” recovery and coaching sessions ceased but were delivered remotely, using a combination of one-to-one calls, group activities on-line, newsletters and (when possible) some outside walks (following all guidelines). As soon as in-person services were permitted, recovery groups recommenced. Buildings were made COVID-19 secure, with a combination of social distancing, screening around work-stations, routine sanitising and the wearing of face coverings.

Coaching is one to one support aimed at enabling the person supported to do something specific. All our coaching services are integrated into other clinical teams as this enables coaches to focus on supporting the client in their return to work. Coaching consists of a meeting and an initial discussion with the client. This is followed by ongoing one to one support aimed at the person getting open paid employment or returning to work. This work continued remotely throughout both COVID-19 lockdowns.

IPS is a service to enable people with complex mental health problems to be able to enjoy a good quality of life, reduce health inequalities, remain independent and in control, achieve paid employment, and support each individual's recovery.

Oxfordshire Recovery College (ORC) is an integral part of Restore, which Restore leads on behalf of the OMHP. ORC takes an educational approach to recovery from mental health challenges. We offer a wide range of courses and workshops on mental health themes such as *Understanding Depression*, *Introduction to Mindfulness*, and *Creative Writing*. Our courses are free for service users, carers, family and friends across Oxfordshire, as well as mental health professionals, and we all learn together as equals.

Our key value is co-production. All our courses are designed and delivered by Experts by Experience (those who have lived experience of mental illness) and Experts by Training (Professionals) collaborating together in an equal partnership. Our students report that what they find most useful about our courses is a sense of connection with other students and tutors, and the realisation that others struggle with their mental health too but have found strategies to cope.

All aspects of ORC, from the subject and content of courses, to the marketing and publicity, to the delivery of sessions, is co-produced and co-delivered by Experts of Experience (those who have lived experience of mental illness) and Experts by Training (professionals) that collaborate together in an equal partnership in order to improve the support and services that those affected by mental ill health need.

Since the Pandemic began we have launched our courses online and found students responded well and found this way of learning useful. We now offer both online and in person options for most of our courses and will continue to do so.

Mental Health First Aid/Working with Mental Health. We provide Mental Health First Aid Training and tailored Working with Mental Health sessions. Due to COVID-19 both courses are currently being delivered online via Zoom. All trainers have had to undertake training to learn how to deliver MHFA successfully online. When restrictions are lifted we will resume offering both in house and external sessions to local organisations and companies.

REVIEW OF THE YEAR

The effects of COVID-19 were felt across the charity sector in terms of the availability of some new sources of funding and the curtailment of others. To this end, Restore focused on applying for specific COVID-19 grants where possible, as well as tailoring applications to suit a post-pandemic situation (reflecting the anticipated increase in need). We also used learning from the remote delivery of services to apply for funding to continue some aspects of our digital delivery, with some success. This has enabled us to develop some services to reach out to people in a new and different way.

The effects of COVID-19 have dominated the past year, as has been the case for the rest of the world. Restore rose to the challenge, determined to keep delivering quality services and remain financial stable. This was achieved as follows:

Operationally - all services were delivered remotely from the start of lockdown, with support provided by phone and digital means, newsletters, virtual group activities and the normal range of interagency communication and follow-up on issues relating to Restore's members. The Oxfordshire Recovery College moved swiftly to develop a range of courses that could be delivered digitally.

Financially - Staff and Trustees set a revised budget for 20/21, showing a worst case scenario in terms of unsecured income and prudent plans have been put in place to mitigate against financial losses. A small number of staff were put on furlough, though this was lifted part way through the year. This prudent approach resulted in a positive financial situation at the end of the financial year, largely due to a combination of savings on expenditure, income from COVID-19 related grants, a healthy level of sales of produce from the recovery sites, sales from shops and cafes (when this was possible) and some successful applications to trusts and foundations.

Local Authority business support grants were very welcome during this period, given the downturn in income from sales during the pandemic.

Total income and endowments have increased by 7.5% to £2,019,329. Expenditure was only very slightly up on the previous year at £1,763,016 compared to £1,761,375 the previous year. The surplus on unrestricted funds was £51,081 compared to £42,928, and on designated funds £210,000 with a deficit of £8,562 on restricted funds.

The surplus on designated funds has been allocated £75,000 to the South Oxfordshire Building Fund and in particular the proposed replacement building at Didcot, £85,000 to the Service Development Fund to fund new service offers for members, specifically aimed at those in the community more difficult to reach including on-line and £50,000 to the Property Fund as a provision against known building repairs at Manzil Way.

Grants receivable which includes income from Oxford Health (OH) have increased from £1,314,019 last year to £1,478,916.

Our principal funder source during the year was OH the NHS Provider Trust that acts as a conduit for the statutory funding of mental health services in Oxfordshire. The current contract with OH commenced in September 2015 for a minimum 5-year period, this was extended last year taking it to end of March 2023. An uplift for inflation was included in the contract extension for each successive financial year. We have also had support from a variety of other organisations, individuals and grant providers.

Reserves

As at 31 March 2021 the level of Unrestricted Funds (including designated funds) stood at £1,269,011 (2020: £1,007,930). This is a significant increase over last year and represents approximately 8 months of our normal running costs based upon budgeted costs for the year to 31 March 2021. As at 31 March 2021, within total unrestricted funds the level of free funds was £554,284 (2020: £502,134). The Trustees believe that reserves have now returned to a level appropriate to anticipated future expenditure and gives scope for development of services particularly online.

Investments

Currently the investment in the Schroder's Charity Fixed Interest Fund is valued at £86,113. Covid has had a detrimental effect on the vast majority of investments throughout the year. The reduction of our investment by 4.2% is not considered unusual or material. As a result of this we are not considering changing our investment policy.

Beneficiaries

We worked with 502 (2020:1,043) people, providing 1,535 (2020: 1,176) individual support sessions and 529 (2020:969) MHFA training courses to individuals. We supported 37 (2020:53) people to get paid work, 9 (2020:41) people to keep their jobs and 36 (2020:101) people to start volunteering or to undertake work placements. From April 20 to March 21 the Recovery College delivered 220 courses, 201 of which were online, with 1083 attendances by students. (due to Covid 19 regulations it was only possible to deliver in person in a brief period in September/October 2020). This term (Summer 21) we are on track to deliver 61 courses online and 34 in person, with 498 student attendances.

Staff

The number of full time equivalent staff employed by RESTORE has increased during the year, principally due to the IPS contract and growth of MHFA and the Recovery College.

Volunteers

The year saw a sharp decline in volunteering hours due to the pandemic from 12,913 in the year to 31 March 2020 to 1,780 in the current year. Volunteers contribute to all aspects and activities of Restore and their support is invaluable and greatly appreciated. Volunteering numbers exclude the voluntary support of trustees to our work.

Members are still being supported to become volunteers where the move is beneficial to both the individual and Restore.

The Annual Review will be published separately in November 2021.

PRINCIPAL RISKS AND UNCERTAINTIES

RESTORE continually accesses risk and develops plans to address them. In the context of RESTORE there are four main areas of risk:

- Planning and strategic risks
- Health and Safety risk management
- Risks in association to the mental health of people using our services
- Financial risk of the impact of the Pandemic due to material uncertainties

Each identified risk is given a score for the consequences and the likelihood of the risk which enables RESTORE to assess the overall risk and appropriately prioritise action. These risks are regularly reviewed by the Chief Executive and the Chair of Trustees and reported to the Board.

PUBLIC BENEFIT

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit in reviewing the activities of the charity. They ensure the activities of RESTORE meet the requirement for public benefit.

FUTURE PLANS

Trustees hold regular reviews on the strategic position of Restore and make plans so that we can continue to meet our objectives and the needs of people with mental health problems in Oxfordshire. The Business Plan is reviewed annually and objectives set, projecting forward 3 years at a time. The current Business Plan runs until the end of 2024. Trustees are mindful that the existing contract with OH will end in March 2023 and the Chief Executive is working with colleagues within OMHP to prepare for the next iteration of the OMHP and associated contract.

Innovations – Restore’s current Business Plan has resulted in some key areas for new work: -

- Extending Restore’s reach into more diverse communities through the Ripple Effect project, which uses Mental Health First Aid training to initiate conversations about mental health to tackle stigma
- Learning from the success of digital delivery during lockdown, to develop the Recovery Innovations Project. This one-year pilot is developing digital recovery and training sessions aimed at reaching people who would not otherwise be able to engage with Restore (due to waiting lists, geography, anxiety of attending in person, fear of stigma etc.)
- Developing work with 16 – 25 year olds through the Recovery College
- Planning for new premises at Restore’s South Oxfordshire site in Didcot
- Completing work to bring in a new data capture and management system

During the COVID-19 period, Restore received funds from a variety of sources in recognition of the increased and additional pressures on mental health caused by the pandemic. To ensure that the spirit of that additional funding was maintained the Board concluded that it would be prudent to allocate some of that income to designated projects. This designated fund partly relates to specific expenditure, including an amount towards the much needed rebuilding of our property at Fleet Meadow, and also to various other currently unquantifiable capital expenditure. The latter includes provision for the repair of the roof at our main building in Manzil Way, and also specific expenditure to supplement key areas of ongoing recovery work in future years where needs are expected only to increase.

FUNDING

The Trustees are satisfied that the charity's assets attributable to each of its individual funds are available and adequate to fulfil its obligations in relation to those funds.

RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The trustees are responsible for preparing the Trustees’ Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

In preparing the accounts the trustees have considered, whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102, that no restatement of comparative items was required.

STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS


We the directors/trustees of the company who held office at the date of approval of these financial statements, as set out above, each confirm so far as we are aware that:

- The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.
- There is no relevant information of which the company's auditors are unaware; and
- We have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

Richardsons have offered themselves to be re-appointed as auditors and a resolution to this effect will be proposed at the Annual General Meeting.

On behalf of the Board of Trustees



Stuart Haigh
Treasurer and Trustee

Date... 16th November 2021

STATEMENT OF TRUSTEE'S RESPONSIBILITIES

The Trustees, who are also the directors of Rehabilitation Services Trust for Oxfordshire Re-employment Limited (Restore) for the purpose of company law, are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare accounts for each financial 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 accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

Independent Auditor's Report to the members of Rehabilitation Services Trust for Oxfordshire Re-employment Limited.

Opinion

We have audited the financial statements of Rehabilitation Services Trust for Oxfordshire Re-employment Limited (Restore) (the 'charitable company') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the statement of trustee's responsibilities, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Enquiry of management and those charged with governance around actual and potential litigation and claims.
- Enquiry of the charity's staff in tax and compliance functions to identify any instances of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.

Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.


For and on behalf of Richardsons

16th November 2021

**Chartered Accountants
Statutory Auditor**

**30 Upper High Street
Thame
Oxfordshire
OX9 3EZ**

Richardsons is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

REHABILITATION SERVICES TRUST
FOR OXFORDSHIRE RE-EMPLOYMENT LIMITED

FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 March 2021
(incorporating the income and expenditure account)

FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2021

		2021			2020		
	Note	Unrestricted £	Designated £	Restricted £	Total £	Total £	
INCOME AND ENDOWMENTS FROM:							
Income from donations and legacies	1	208,293	-	79,942	288,235	215,401	
Income from Local Authority covid grants		62,953	-	-	62,953		
Income from other trading activities	2	(486)	-	-	(486)	16,522	
Income from investments		3,941	-	-	3,941	3,879	
Rental Income		36,703	-	-	36,703	75,284	
Income from charitable activities							
Grants receivable	3	1,312,697	-	166,219	1,478,916	1,314,019	
Sale of goods and services		149,067	-	-	149,067	253,252	
Total Income and Endowments		1,773,168	-	246,161	2,019,329	1,878,357	
EXPENDITURE ON							
Expenditure on raising funds							
Cost of fundraising		59,398	-	-	59,398	64,504	
Sale of goods and services sold		90,735	-	-	90,735	91,839	
Expenditure on charitable activities							
		Coaching	205,517	-	109,052	314,569	256,600
		Recovery	863,068	-	100,455	963,523	986,707
		Volunteer & Training	76,596	-	24,340	100,936	101,037
		Recovery College	212,979	-	20,876	233,855	260,688
	4	1,358,160	-	254,723	1,612,883	1,605,032	
Total expenditure		1,508,293	-	254,723	1,763,016	1,761,375	
Loss on Investments	9	(3,794)	-	-	(3,794)	8,596	
Net Income (Expenditure) for the year		261,081	-	(8,562)	252,519	125,578	
Transfer	12	(210,000)	210,000	-	-	-	
NET MOVEMENT IN FUNDS FOR THE YEAR		51,081	210,000	(8,562)	252,519	125,578	
FUNDS AT 1 APRIL 2020		532,930	475,000	35,108	1,043,038	917,460	
FUNDS AT 31 MARCH 2021		584,011	685,000	26,546	1,295,557	1,043,038	

See Note 20 for comparative figures for funds

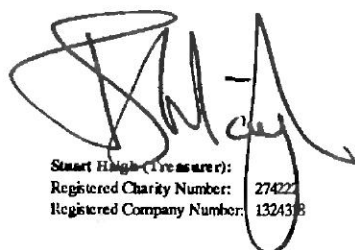
REHABILITATION SERVICES TRUST
FOR OXFORDSHIRE RE-EMPLOYMENT LIMITED

FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2021

BALANCE SHEET - 31 March 2021

	Note	2021	2020
		£	£
Fixed assets	7	42,072	54,062
Current assets			
Stocks		15,549	16,707
Debtors	8	74,209	130,864
Bank and cash balances		1,217,451	1,232,212
Investments	9	86,113	89,907
		<u>1,393,322</u>	<u>1,469,690</u>
Less: Creditors falling due within one year	10	(139,837)	(480,724)
Net current assets		<u>1,253,485</u>	<u>988,966</u>
Net assets		<u>1,295,557</u>	<u>1,043,038</u>
The funds of the charity:			
Unrestricted Funds	11	584,011	532,930
Designated Funds	11	685,000	475,000
Restricted Funds	11	26,546	35,108
		<u>1,295,557</u>	<u>1,043,038</u>

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


Stuart Hough (Treasurer)
Registered Charity Number: 274227
Registered Company Number: 1324318

Date: 16th November 2021

Statement of cash flows

	2021	2020
	£	£
Cash flows from operating activities (see below)	(9,567)	413,228
Cash flows from investing activities		
Interest	3,941	3,879
Purchase of fixed assets	(9,125)	(28,846)
Net cash provided by financing activities	(14,751)	388,261
Change in cash and bank balances during the year		
At the beginning of the year	1,232,202	843,941
At the end of the year	1,217,451	1,232,202
	(14,751)	388,261
Cash flows from operating activities		
Net income for the year	252,519	125,578
Depreciation	21,135	28,395
Loss/Gains on investments	3,794	(8,596)
Interest	(3,941)	(3,879)
(Increase)/decrease in stocks	1,158	(6,512)
(Increase)/decrease in debtors	56,655	(89,864)
Increase/(decrease) in creditors	(340,887)	368,106
	(9,567)	413,228

PRINCIPAL ACCOUNTING POLICIES

The charity constitutes a public benefit as defined by FRS102.

Basis of preparation and assessment of going concern

The Financial Statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The Trustees consider that there are no material uncertainties about the trust's ability to continue as a going concern.

The accounts have been prepared in pounds sterling (£) rounded to the nearest pound.

Company status

The charity is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Pension costs

The company operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against profits in the year they are payable.

Operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activity over the period in which the cost is incurred.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost net of depreciation.

Depreciation is calculated to write off the cost of all tangible fixed assets over their expected useful life.

Leasehold buildings are depreciated in equal annual instalments over the term of the lease or anticipated period of occupation if shorter.

Motor vehicles are depreciated at 25% on the reducing balance.

Other equipment is depreciated using straight-line methods using rates which will write these assets off over periods of between 4 and 5 years.

Stock

Stock is stated at the lower of cost and net realisable value.

Investments

Investments are stated at market value at the balance sheet date. Investment Income is recognised on a receivable basis.

Income and Endowments

Donations and gifts

All monetary donations and gifts are included in the statement of financial activities when receivable, provided there are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition is deferred until the pre-condition has been met.

Grants receivable

Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of the fixed assets purchased with such grants is charged against the restricted fund.

Revenue grants are credited to incoming resources when they are receivable provided conditions for receipt have been complied with, unless they relate to a specified future period, in which case they are deferred.

Expenditure

Expenditure, which is charged on an accruals basis, is allocated between:

- expenditure incurred directly to the fulfilment of the charity's objectives (direct charitable and project expenditure)
- expenditure incurred directly in the effort to raise voluntary contributions (cost of raising funds)
- expenditure on goods purchased for resale.
- items of expenditure involving more than one category are apportioned to categories by reference to the use to which the expenditure has been put. In doing this a number of estimates are made and on-costs of central overheads are included.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources for which it was incurred.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. INCOME FROM DONATIONS AND LEGACIES

	2021			2020	
	Unrestricted	Restricted	Total	Total	
	£	£	£	£	
Grants & Donations					
Association of Funeral Directors	-	-	-	6,198	
Batchworth Trust	-	-	-	7,500	
Bunkers Hill Nursery	5,146	-	5,146	-	
BUPA	-	19,268	19,268	-	
CDC	10,000	-	10,000	-	
Clover Trust	-	4,000	4,000	3,663	
Elder Stubbs Charity	12,000	-	12,000	14,500	
Enthuse	4,513	-	4,513	-	
Henry Smith Charity (Café)	-	26,976	26,976	20,475	
Ian McTaggart Trust	5,517	-	5,517	-	
Mid Counties Co-operative	-	-	-	5,226	
Northwick Trust	5,000	-	5,000	5,000	
Oxon Community Fund	-	9,909	9,909	-	
Rotary Club of Oxford Isis	-	-	-	6,000	
South Oxon AMHT	-	-	-	7,300	
St Michael's and All Saints' Charities	26,191	-	26,191	26,191	
The Big Lottery	74,149	-	74,149	-	
Other Grants & Donations	65,777	19,789	85,566	113,348	
	<u>208,293</u>	<u>79,942</u>	<u>288,235</u>	<u>215,401</u>	

2. INCOME FROM OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Events Income	(486)	16,522
	<u>(486)</u>	<u>16,522</u>

3. INCOME RECEIVED

	2021			2020	
	Unrestricted	Restricted	Total	Total	
	£	£	£	£	
Oxford Health Partnership Contract	1,304,611	-	1,304,611	1,200,238	
Oxford Health IPS Contract	-	102,645	102,645	40,675	
Oxford Health Forensic Contract	-	50,000	50,000	50,000	
Other Contracts	8,086	-	8,086	10,849	
Abingdon & Witney College - MHFA Provision/volunteering	-	13,574	13,574	12,257	
	<u>1,312,697</u>	<u>166,219</u>	<u>1,478,916</u>	<u>1,314,019</u>	

These grants receivable are for income arising from contracts for services

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	2021				2020	
	Coaching	Recovery	Volunteer & Training	Recovery College	Total	Total
	£	£	£	£	£	£
Staff costs	247,474	634,217	79,406	165,532	1,126,629	1,079,272
Property Costs	21,068	53,991	6,760	14,092	95,911	125,704
Direct Costs	11,379	29,162	3,651	7,611	51,803	135,368
Outsourced	-	157,357	-	-	157,357	135,929
Other Costs	35,156	90,097	11,281	23,515	160,049	100,364
Management charge	(5,150)	(13,198)	(1,652)	20,000	-	-
Depreciation and surplus on disposal	4,642	11,897	1,490	3,105	21,134	28,395
	<u>314,569</u>	<u>963,523</u>	<u>100,936</u>	<u>233,855</u>	<u>1,612,883</u>	<u>1,605,032</u>

Support staff costs of £192,136 (2020: £215,749) are allocated in proportion to direct salary costs relating to the various charitable activities.

5. EXPENDITURE INCURRED

Expenditure incurred includes the following amounts:

	2021	2020
	£	£
Employee costs		
Wages and salaries	1,074,861	983,501
Social security costs	81,614	71,025
Other pension costs	20,328	17,136
	<u>1,176,803</u>	<u>1,071,662</u>

The average number of employees (FTE) during the year was 49. (2020: 43)
No employee earned £60,000 pa or more in the current or preceding accounting period.
The total paid to key management personnel during the year was £77,575 (2020: £86,063)

	2021	2020
	£	£
Governance costs (Included in other costs in charitable activities - see Note 4)		
Audit fee	4,500	4,200
Trustee Meetings	-	202
Trustee Indemnity Insurance	489	425
Professional Advice	4,280	3,381
	<u>9,269</u>	<u>8,208</u>

	2021	2020
	£	£
Depreciation	<u>21,135</u>	<u>28,395</u>

6. PAYMENTS TO AND FROM TRUSTEES AND CONNECTED PERSONS

No trustee or person with a family or business connection with a trustee, received remuneration in the year, directly or indirectly, from the charity (2020:Nil).
No expenses were reimbursed to the trustees during the year.
Donations of £200 in total were received from 2 Trustees during the year.

7. TANGIBLE FIXED ASSETS

	Short leasehold buildings	Other equipment	Motor Vehicles	Total
	£	£	£	£
Cost				
At 1 April 2020	446,316	96,652	40,486	583,454
Additions	9,125	-	-	9,125
Disposals	-	(11,042)	-	(11,042)
At 31 March 2021	<u>455,441</u>	<u>85,610</u>	<u>40,486</u>	<u>581,537</u>
Depreciation				
At 1 April 2020	414,451	89,937	24,984	529,372
Charge for the year	13,554	3,705	3,876	21,135
Disposals	-	(11,042)	-	(11,042)
At 31 March 2021	<u>428,005</u>	<u>82,600</u>	<u>28,860</u>	<u>539,465</u>
Net book amount				
31 March 2021	<u>27,436</u>	<u>3,010</u>	<u>11,626</u>	<u>42,072</u>
31 March 2020	<u>31,865</u>	<u>6,715</u>	<u>15,502</u>	<u>54,082</u>

All tangible fixed assets were held for charitable purposes

8. DEBTORS

	2021	2020
	£	£
Trade Debtors	56,065	86,233
Prepayments	2,767	11,392
Other Debtors	15,377	33,239
	<u>74,209</u>	<u>130,864</u>

9. INVESTMENTS

Schroder

Investments comprise monies invested in the Schroders Charity Fixed Interest Fund and are stated at a valuation advised by Schroders.

Movement on investments during the year comprise:

	2021	2020
	£	£
As at 1 April 2020	89,907	81,311
Decrease in market value during the year	(3,794)	8,596
As at 31 March 2021	86,113	89,907

10. CREDITORS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	9,157	26,391
Other creditors	94,637	368,373
Deferred income	31,543	61,073
Accruals	4,500	4,500
Tax and National Insurance	-	20,387
	139,837	480,724

Deferred income comprises grant income specifically restricted to future periods:

	2021	2020
	£	£
Balance at beginning of year	61,073	39,464
Released during the year	(61,073)	(39,464)
Income deferred during the year	31,543	61,073
Balance at end of year	31,543	61,073

11. ACCUMULATED FUNDS

	Unrestricted	Designated	Restricted
	£	£	£
At beginning of year	532,930	475,000	35,108
Net movement in funds for the year	51,081	210,000	(8,562)
At 31 March 2021	584,011	685,000	26,546
	See note 12	See note 13	

12. DESIGNATED FUNDS

	At 1 April 2020	Transfer In year	At 31 March 2021
	£	£	£
South Oxfordshire Building	200,000	75,000	275,000
Service Development	150,000	85,000	235,000
Property Fund	125,000	50,000	175,000
	475,000	210,000	685,000

The South Oxfordshire building fund is to support the development of a permanent building to serve the people of South Oxfordshire.
The Service Development fund provides monies which can be used to attempt to expand the ways in which we meet the needs of our service users and the geographical coverage of our services.
The Property Fund is created to cover future exceptional revenue and capital property expenditure.

13. RESTRICTED FUNDS

Capital Funds

Represented by the net book value of
tangible fixed assets

Other capital grants

At 1 April 2020	Income received	Employment costs	Other costs	At 31 March 2021
£	£	£	£	£
23,286	-	-	(10,941)	12,345
23,286	-	-	(10,941)	12,345

At 1 April 2020	Income received	Employment costs	Other costs	At 31 March 2021
£	£	£	£	£
-	13,574	(13,574)	-	-
-	19,268	(19,268)	-	-
-	4,000	(4,000)	-	-
-	26,976	(26,976)	-	-
1,730	-	-	(160)	1,570
3,000	-	-	-	3,000
-	9,909	(9,909)	-	-
-	50,000	(50,000)	-	-
-	102,645	(102,645)	-	-
7,092	-	-	(3,522)	3,570
-	9,789	-	(3,728)	6,061
11,822	236,161	(226,372)	(7,410)	14,201
35,108	236,161	(226,372)	(18,351)	26,546

Details of the funds are as follows:

Abingdon & Witney College - MHFA provision & salaries
BUPA - MHFA Ripple project (Diversity)
Clover Trust - Coaching Salaries
Henry Smith - Garden Café manager salary costs to support members
Ithaca - On dissolution, this Oxford based Arts charity distributed some of their remaining balances to Restore for Art.
Mid Counties Co-op - The Orchard various items inc Laptops
Oxfordshire Community Fund - Littlemore Recovery Worker Salary
Oxford Health Forensic - To provide Littlemore Recover Project Services
Oxford Health IPS Contract - Provision of IPS workers
South Oxon AMHT - -Ridgeway Garden Project

14. CAPITAL COMMITMENTS

The charity has capital commitment of £2180 as at 31 March 2021 (2020: £0)

15. CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2021 or 31 March 2020

16. PENSIONS

The charity operates a defined contribution pension scheme for the benefit of employees. The assets of the scheme are administered by trustees in a fund independent from the charity. As at 31 March 2021 there were no outstanding balances (2020:Nil)

17. LEASING COMMITMENTS

The charity has entered into a lease in respect of its Manzil Way premises at a current annual rental of £44,000 which expires in 2029 subject to a break clause in 2023.

The charity leases 2 photocopying machine expiring in 2023

The charity has entered into a lease in respect of its Banbury premises for a term of 10 years at a current annual rental of £21,000, expiring in June 2021. Subsequent to the year end a new lease has been signed expiring in June 2026 at a rental of £15,000 per annum.

Type	Detail	Annual charge	Ends	Under 1 year £	2 - 5 Years £	Over 5 Years £	Total £
	Manzil						
Building	Way	£44,000	29/09/2029	44,000	176,000	154,000	374,000
Building	Banbury	£21,000	2021	-	-	-	-
Building	Littlemore	No rent charged	Not finalised	-	-	-	-
Photocopier		£1,988	2023	1,988	1,988	-	3,976
				45,988	177,988	154,000	377,976

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Not later than one year	45,988	56,488
Later than one and not later than five years	177,988	179,976
Later than five years	154,000	198,000
	377,976	434,464

18. RELATED PARTY TRANSACTION

There was no related party transactions.

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds £	Designated Funds £	Unrestricted Funds £	Total Total March 31 2020 £	Total £
Fund balances at 31 March 2021 are represented by:					
Tangible Fixed Assets	12,345	-	29,727	42,072	54,082
Current Assets	14,201	685,000	694,121	1,393,322	1,469,680
Current Liabilities	-	-	(139,837)	(139,837)	(480,724)
	26,546	685,000	584,011	1,295,557	1,043,038

20. STATEMENT OF FINANCIAL ACTIVITIES BY FUND FOR THE YEAR ENDING 31 MARCH 2020

	Unrestricted £	Designated £	Restricted £	Total £
INCOME AND ENDOWMENTS FROM:				
Income from donations and legacies	155,691	-	59,710	215,401
Income from other trading activities	16,522	-	-	16,522
Income from investments	3,879	-	-	3,879
Rental Income	75,284	-	-	75,284
Income from charitable activities				
Grants receivable	1,211,087	-	102,932	1,314,019
Sale of goods and services	253,252	-	-	253,252
Total Incoming Endowments	1,715,715	-	162,642	1,878,357
EXPENDITURE ON				
Expenditure on raising funds				
Cost of fundraising	64,504	-	-	64,504
Cost of goods sold	91,839	-	-	91,839
Expenditure on charitable activities				
Coaching	202,103	-	54,497	256,601
Recovery	881,950	-	104,757	986,707
Volunteer & Training	87,734	-	13,303	101,037
Recovery College	258,253	-	2,435	260,687
	1,430,040	-	174,992	1,605,032
Total Expenditure	1,586,383	-	174,992	1,761,375
Net gains on Investments	8,596	-	-	8,596
NET INCOME (EXPENDITURE)	137,928	-	(12,350)	125,578
Transfer	(95,000)	95,000	-	-
NET MOVEMENT IN FUNDS FOR THE YEAR	42,928	95,000	(12,350)	125,578

21. VOLUNTEERS

The work and activities of Restore were assisted during the year to 31 March 2021 by 87 (2020: 167) volunteers providing 1,780 (2020:12,913) hours of support.

22. In the event of the winding up of the Company, members are liable to contribute an amount of no more than £1.