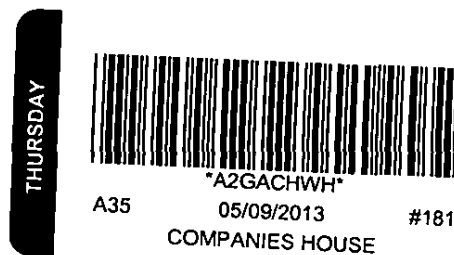


**Charity Registration No: 1110768**  
**Company Registration No: 04980776 (England and Wales)**



**RELATE DERBY & SOUTHERN DERBYSHIRE**  
**REPORTS & FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2013**

# **RELATE DERBY & SOUTHERN DERBYSHIRE**

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# **RELATE DERBY & SOUTHERN DERBYSHIRE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 31 MARCH 2013**

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The Board of Trustees presents the report and financial statements for the year ended 31 March 2013.

#### **Reference and Administrative Information**

The trustees of the company (the Executive Committee) who held office during the period were:

Peter Purnell	Chair
Sally Anne Wilson	Vice Chair
Antony Worthy	Treasurer
Melanie Ferguson Allen	(resigned 25/10/12)
Jane Livingstone	(resigned 06/12/12)
Anita Pearson	
Helen Rae	
Joanne Wilson	(resigned 25/10/12)
Jessica Downing	(resigned 09/08/12)
Pamela Morgan	
Andrea Robertson Begg	
Jacqueline Storer	(appointed 31/01/13)
Ross Watson	(appointed 26/04/12)
Jonathan Watkin	(appointed 21/06/12)
Sarah Lunn	(appointed 25/10/12)
Karl Routledge Wilson	(appointed 31/01/13)

#### **Secretary and Centre Director**

B Miller

#### **Registered Office**

62 Friar Gate  
Derby  
Derbyshire  
DE1 1DJ

#### **Company Registration Number**

04980776 (England and Wales)

#### **Charity Registration Number**

1110768

#### **Principal Bankers**

Scottish Widows  
PO Box 12757  
67 Morrison Street  
Edinburgh  
EH3 8YJ

CAF Bank Ltd  
25 Kingshill Avenue  
West Malling  
Kent  
ME19 4JQ

Barclays Bank  
Sir Frank Whittle Way  
Derby  
DE1 9NT

#### **Auditors**

Barber Harrison & Platt  
Chartered Accountants  
57/59 Saltergate  
Chesterfield  
S40 1UL

# **RELATE DERBY & SOUTHERN DERBYSHIRE**

## **REPORT OF THE TRUSTEES (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2013***

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### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 1 December 2003. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

### **Objectives**

The objectives of the charity are to:

- Educate the public concerning the benefits of secure couple relationships, marriage and family life in order to improve the emotional, sexual and spiritual well-being of individuals which is derived from committed relationship.
- Provide counselling, advice, education, guidance and relief to adults and/or children in relation to any aspects 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 relationships.
- 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, family life and working to prevent poverty, hardship and distress caused by the breakdown of such relationships
- Advance citizenship and community development.
- Relieve those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantages.
- Promote research into all of the above Objects and to make the results available to the public.

### **Recruitment and Appointment of the Executive Committee**

The trustees of the charity are also the directors for the purposes of company law and under the company's Articles are known as Members of the Executive Committee. Under the requirements of the Memorandum and Articles of Association, the Members of the Executive Committee are elected to serve for one year renewable annually without limit.

Members have been appointed to the Board in an effort to reflect a range of skills and expertise and where possible the Board will endeavour to retain/develop these skills. In the event of particular skills being lost due to retirement or resignation, individuals may be approached to offer themselves for election.

### **Trustee Induction and Training**

Trustees are given the opportunity to meet the Centre Director and other staff/Trustees, to visit the centre and have the opportunity to understand the workings of Relate Derby and Southern Derbyshire as well as Relate nationally. New members are invited to attend an initial meeting and are provided with an induction pack before making the decision to join the Board.

### **Risk Management**

The Board receives a financial monitoring report at each of its meetings throughout the year in addition to the Centre Director's written and verbal reports at each of these meetings. Financial and Health and Safety risk assessments are also in place as are the appropriate insurance policies. In this way the major risks facing the charity have been identified and systems put in place to mitigate these.

# **RELATE DERBY & SOUTHERN DERBYSHIRE**

## **REPORT OF THE TRUSTEES (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2013***

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### **Organisational Structure**

Relate Derby and Southern Derbyshire has an Executive Committee of eleven members who meet seven or eight times a year and are responsible for the strategic direction. Responsibility for the day to day provision of services is delegated to the Centre Director.

The Centre is a member of the Relate federation and is guided in its provision of services via agreed national service specifications. The Centre Director represents the local centre on a number of forums including domestic violence/abuse, social care forum and Relate managers meetings.

### **Public Benefit**

We have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set.

### **Achievements and Performance**

The main areas of charitable activity are: relationship counselling for couples and individuals, including same sex couples, family counselling, psychosexual therapy, telephone helpline and children and young people's counselling (called "Safe Speak"). The Centre has an agreement to operate a young people's service across the county of Derbyshire, namely Safe Speak – counselling for young people aged 5 to 18 years. Additionally we offer commercial contract counselling to local companies including the Derbyshire Fire and Rescue Service, The Toyota Motor Manufacturing Company, the Royal Air Force and the East Midlands Clergy Counselling Scheme.

Relationship counselling remains a core service offered to clients with appointment times being varied to maximise choice. All clients attend for an assessment appointment and receive on-going counselling if they wish to continue. Waiting times are monitored and every effort is made to keep these as low as possible within the restraints that limited resources impose.

The family counselling service continues to develop and increase service delivery levels. Nine trained and experienced counsellors work on this service at present. The service extends beyond the Relate Centre sites and we are now delivering this service in several Children's Centres and at our Belper outpost.

The sex therapy service, over the last year has been delivered by four counsellors and continues to be much in demand.

The centre provided 4,717 counselling sessions to adults during the year 1 April 2012 to 31 March 2013 and Safe Speak provided 3,869 face to face sessions for children and young people.

During the year we took over the running of Relate East Staffordshire which has resulted in us providing services over a wider geographical area.

# **RELATE DERBY & SOUTHERN DERBYSHIRE**

## **REPORT OF THE TRUSTEES (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2013***

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### **Financial Review and Future Plans**

Despite this year being an economically challenging one, the Centre has seen a decrease in income while keeping expenditure in line with budgets. This has been vital in order that we build our reserves to an acceptable level, so that we can withstand the funding challenges ahead; which are likely to mean a decrease in grant aid. Financial controls continue to be put in place which ensures prompt invoicing for contracted services, alongside close monitoring of the cash flow position.

Demand for our services in the Centre has remained consistent. We have been successful in securing contract work and grants for activity away from the Centre and this is vital for not only enhancing our financial position but also to ensure we are reaching the clients who need our service.

Our income, from our Derby City Council and Derbyshire County Council grants, (for which we are very grateful), and from our charity shop, are all extremely important to us in helping to offset our costs, allowing us to continue to provide a subsidised service to the majority of our clients. The charity shop, staffed totally by volunteers did extremely well this year, and continues to bring in much needed funds to the Centre. We are delighted that at the end of this financial year, we have had confirmation from both Derby City Council and Derbyshire County Council, that we shall be receiving grants for 2013/14. However, our Derby City grant is currently at risk post 2014.

We strive to diversify our income streams to ensure the continuity of services and over the last year we have been successful in this with income being derived from clients, LA grants, contracts for services, charity shop revenue, schools, and charitable donations. The Local Authority income for our Safe-Speak work was dramatically reduced over 2011/12 however we have managed to secure new contracts with schools as well as retaining work in schools that have used our services for a number of years.

Total incoming resources decreased in the year from £648,449 to £634,900. Resources expended decreased in the year from £535,475 to £473,160 giving net income of £161,740 (2012 - £112,974).

It is important to note that the results for the year include income of £91,634 which represents the assets donated to the charity on the closure of Relate East Staffordshire.

The charity had funds carried forward at 31 March 2013 of £742,704 of which £5,400 are restricted funds and £737,304 are unrestricted funds.

### **Reserves**

Funds are set aside for restricted reserves donated for a specific purpose, project by project, and, if the sums provided prove insufficient, appropriate transfers will be made from unrestricted funds.

Free reserves are required to cover

- (a) The risk of redundancies of Core Service staff using statutory redundancy rates for the calculations;
- (b) A small sum for the urgent replacement or hire of capital equipment;
- (c) Building up a year's reserve to cover rent and service charge should it be necessary to vacate the current shop premises and find an alternative tenant.
- (d) The need to provide funding from our reserves to cover the costs of continuing to trade for three months should we be unable to continue in business.

# **RELATE DERBY & SOUTHERN DERBYSHIRE**

## **REPORT OF THE TRUSTEES (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2013***

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### **Reserves – continued**

The trustees estimate that taking all of the above into account, free reserves of around £200,000 are needed. At 31 March 2013 free reserves amounted to £277,623, which is after designating funds of £339,387, and is under the required level. In the current funding climate the trustees feel it is prudent to hold reserves in excess of the required level.

### **Staffing**

The centre remains heavily indebted to its counsellors who continue to deliver a service of exceptional quality as evidenced by the comments made on the questionnaires returned by our clients together with an almost total absence of complaints. Our Managers and Administrators work hard to ensure that services operate and function smoothly and without their dedication the services would not be able to function as effectively as they do. All staff are supported in their day to day work by our volunteer reception/administration staff and by the voluntary work of the people who staff Relate's Alfreton charity shop. Over 5,000 voluntary hours p.a. in all. The hard work and dedication of everyone involved in Relate is greatly appreciated and their commitment to the Centre has enabled us to complete this financial year in a stronger position.

### **Statement of Trustees' Responsibilities**

The trustees (who are also directors for the purposes of company law) are responsible for preparing the Trustees' Annual 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 that period. 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;
- 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.

# **RELATE DERBY & SOUTHERN DERBYSHIRE**

## **REPORT OF THE TRUSTEES (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2013***

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### **Statement of Disclosure to Auditor**

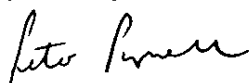
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

### **Auditors**

The auditors, Barber Harrison & Platt have expressed their willingness to continue in office, subject to the approval of members in the general meeting.

Approved by the Board on 8 August 2013 and signed on its behalf by



Peter Purnell  
Chair



# **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RELATE DERBY & SOUTHERN DERBYSHIRE**

## ***FOR THE YEAR ENDED 31 MARCH 2013***

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We have audited the financial statements of Relate Derby & Southern Derbyshire for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities)

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 5 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

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 2013, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities), and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

# **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RELATE DERBY & SOUTHERN DERBYSHIRE (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2013***

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## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime

**Jane Marshall (Senior Statutory Auditor)**  
**For and on behalf of Barber Harrison and Platt**

Chartered Accountants  
Statutory Auditor

19 August 2013

57-59 Saltergate  
Chesterfield  
Derbyshire  
S40 1UL

# RELATE DERBY & SOUTHERN DERBYSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES

**FOR THE YEAR ENDED 31 MARCH 2013**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income					
Grants	2	34,457	94,865	129,322	179,286
Client contributions		121,095	-	121,095	97,899
Donations		88,917	3,384	92,301	1,095
Activities for generating funds					
Fundraising		1,887	-	1,887	3,970
Sundries		865	-	865	922
Room hire		3,931	-	3,931	4,395
Charity shop		30,359	-	30,359	27,284
Investment income		5,280	-	5,280	268
<b>Incoming resources from charitable activities</b>	3	<b>249,860</b>	<b>-</b>	<b>249,860</b>	<b>333,330</b>
<b>Total incoming resources</b>		<b>536,651</b>	<b>98,249</b>	<b>634,900</b>	<b>648,449</b>
<b>Resources expended</b>					
Charitable activities	4	358,010	98,648	456,658	515,729
Governance	5	3,744	-	3,744	4,401
<b>Cost of generating funds</b>					
Fundraising and publicity	6	11,279	1,479	12,758	15,345
<b>Total resources expended</b>		<b>373,033</b>	<b>100,127</b>	<b>473,160</b>	<b>535,475</b>
<b>Net incoming/(outgoing) resources before transfers between funds</b>		<b>163,618</b>	<b>(1,878)</b>	<b>161,740</b>	<b>112,974</b>
Transfer between funds	12	(3,982)	3,982	-	-
<b>Net incoming/(outgoing) resources/net income for the year</b>		<b>159,636</b>	<b>2,104</b>	<b>161,740</b>	<b>112,974</b>
Total funds brought forward at 1 April 2012		577,668	3,296	580,964	467,990
<b>Total funds carried forward at 31 March 2013</b>	12	<b>737,304</b>	<b>5,400</b>	<b>742,704</b>	<b>580,964</b>

There are no recognised gains and losses in the year other than the surplus for the year identified above as net incoming resources.

# RELATE DERBY & SOUTHERN DERBYSHIRE

## BALANCE SHEET

**AS AT 31 MARCH 2013**

	Note	2013	2012
		£	£
<b>Fixed assets</b>			
Tangible assets	8	120,294	120,796
<b>Current assets</b>			
Debtors	9	45,577	3,220
Loan (Derbyshire Training Service)		-	1,500
Cash at bank		708,609	508,220
Cash in hand		270	270
		<u>754,456</u>	<u>513,210</u>
<b>Creditors: amounts falling due within one year</b>			
Other creditors and accruals	10	132,046	53,042
<b>Net current assets</b>		<u>622,410</u>	<u>460,168</u>
<b>Net assets</b>	11	<u>742,704</u>	<u>580,964</u>
<b>Accumulated funds</b>			
<b>Unrestricted funds</b>	12		
General fund		282,450	147,826
Revaluation reserve		115,467	115,467
Designated fund		339,387	314,375
		<u>737,304</u>	<u>577,668</u>
<b>Restricted funds</b>	12	5,400	3,296
		<u>742,704</u>	<u>580,964</u>

These financial statements have been prepared in accordance with the special provisions applicable to companies subject to small companies' regime within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on 8 August 2013 and signed on its behalf by.



Anita Pearson  
Trustee

**Company Registration No: 04980776**

# **RELATE DERBY & SOUTHERN DERBYSHIRE**

## **NOTES TO THE ACCOUNTS**

***FOR THE YEAR ENDED 31 MARCH 2013***

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### **1. Accounting policies**

#### **(a) Basis of preparation**

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of certain fixed assets at market value, and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008)

The financial statements have been prepared to comply with the requirements of the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005.

#### **(b) Fund accounting**

- Unrestricted funds are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity
- Designated funds are unrestricted funds earmarked by the trustees for particular purposes
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of appeal.

#### **(c) Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- Voluntary income received by the way of grants, donations and gifts is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts
- Investment income is included when receivable
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

# RELATE DERBY & SOUTHERN DERBYSHIRE

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2013**

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### **(d) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which cannot be fully recovered, and is reported as a part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent accountants fees and any costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

### **(e) Tangible fixed assets and depreciation**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:-

Freehold land	Nil
Freehold buildings	Nil
Fixtures and fittings	Over 4 years

The trustees consider that freehold properties are maintained in such a state of repair that their residual value is at least equal to their book value. As a result the corresponding depreciation would not be material and, therefore, is not charged in total resources expended.

The trustees perform annual impairment reviews in accordance with the requirements of FRS 15 and FRS 11, to ensure that the recoverable amount is not lower than the carrying value.

# RELATE DERBY & SOUTHERN DERBYSHIRE

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2013**

### 2. Grants

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Derby City and Derbyshire County Councils	20,297	-	20,297	22,381
Henry Smith	-	14,900	14,900	-
Lloyds TSB Family Counselling	-	-	-	8,514
Transition Fund	-	-	-	102,608
Community Development Foundation (Innovation)	-	8,543	8,543	2,802
Derbyshire PCT – Belper	-	1,854	1,854	1,791
Big Lottery - Derby	-	29,334	29,334	28,808
Big Lottery - Burton	-	23,190	23,190	-
BBC Children in Need	-	17,044	17,044	12,382
Central Relate	14,160	-	14,160	-
	<b>34,457</b>	<b>94,865</b>	<b>129,322</b>	<b>179,286</b>

### 3. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Schools	153,296	-	153,296	190,148
Contract work	21,917	-	21,917	23,080
MAT (multi agency team) contracts	36,587	-	36,587	-
DCC Prevention Services	-	-	-	7,840
DCC Chesterfield Cluster	-	-	-	17,963
DCC Erewash Cluster	-	-	-	29,484
DCC South Derbyshire	-	-	-	21,667
CAMHS Derby City	38,060	-	38,060	30,000
DCC Amber Valley	-	-	-	10,148
Other	-	-	-	3,000
	<b>249,860</b>	<b>-</b>	<b>249,860</b>	<b>333,330</b>

# RELATE DERBY & SOUTHERN DERBYSHIRE

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

### 4. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Counsellor employment costs	197,342	33,540	230,882	257,122
Management and admin costs	92,149	44,578	136,727	112,843
Supervision costs	25,422	9,828	35,250	32,168
Travel costs	3,558	2,864	6,422	7,917
Contract work	1,304	-	1,304	1,204
Heat and light	2,857	1,135	3,992	2,592
Telephone, internet and computer costs	6,024	1,151	7,175	17,845
Printing, postage, stationery and books	3,955	920	4,875	6,754
Insurance	3,213	160	3,373	1,278
Training	2,468	1,535	4,003	56,847
Rates and rents	620	1,192	1,812	721
Sundries	3,570	351	3,921	3,107
Cleaning, security, repairs and maintenance	9,690	1,177	10,867	10,135
Depreciation	1,463	-	1,463	796
Legal and professional fees	-	-	-	1,332
Office equipment	889	100	989	3,068
Room hire	1,986	117	2,103	-
Loan written off	1,500	-	1,500	-
Total charitable activities	358,010	98,648	456,658	515,729

All costs are directly attributable to the charitable activities

### 5. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Audit provision	3,744	-	3,744	3,726
Prior year audit under provision	-	-	-	675
	3,744	-	3,744	4,401

### 6. Fundraising and publicity

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Publicity, P R. and fundraising	1,862	1,479	3,341	5,878
Charity shop expenditure (see note 7)	9,417	-	9,417	9,467
	11,279	1,479	12,758	15,345



# RELATE DERBY & SOUTHERN DERBYSHIRE

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2013**

### 7. Charity shop expenditure

	2013 £	2012 £
Rent	3,816	3,120
Running costs	3,188	3,995
Management and admin costs	1,119	1,407
Electricity and water	130	262
Insurance	523	394
Refuse collection	641	289
	<b>9,417</b>	<b>9,467</b>

### 8. Tangible fixed assets

	Property £	Fixtures & fittings £	Total £
<b>Cost/valuation</b>			
At 1 April 2012	120,000	8,097	128,097
Transferred from Relate East Staffordshire	-	6,818	6,818
As 31 March 2013	<b>120,000</b>	<b>14,915</b>	<b>134,915</b>
<b>Depreciation</b>			
At 1 April 2012	-	7,301	7,301
Transferred from Relate East Staffordshire	-	5,857	5,857
Charge for the year	-	1,463	1,463
As 31 March 2013	-	<b>14,621</b>	<b>14,621</b>
<b>Net book value</b>			
<b>As at 31 March 2013</b>	<b>120,000</b>	<b>294</b>	<b>120,294</b>
As at 31 March 2012	120,000	796	120,796

The historical cost of the property held at valuation was £4,533 (2012 - £4,533).

### 9. Debtors

	2013 £	2012 £
Other debtors and prepayments	<b>45,577</b>	3,220

# RELATE DERBY & SOUTHERN DERBYSHIRE

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

#### 10. Creditors: amounts falling due within one year

	2013 £	2012 £
Other creditors and accruals	5,379	27,244
Income in advance	126,667	25,798
	<b>132,046</b>	<b>53,042</b>

#### 11. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	120,294	-	120,294
Current assets	712,659	41,797	754,456
Current liabilities	(95,649)	(36,397)	(132,046)
	<b>737,304</b>	<b>5,400</b>	<b>742,704</b>

#### 12. Funds

	Balance 01/04/12 £	Incoming Resources £	Outgoing Resources £	Transfer £	Relate East Staffs £	Balance 31/03/13 £
<b>Unrestricted</b>						
General	147,826	224,995	174,639	(3,982)	88,250	282,450
Revaluation reserve	115,467	-	-	-	-	115,467
Designated fund (See note 12b)	314,375	223,406	198,394	-	-	339,387
	<b>577,668</b>	<b>448,401</b>	<b>373,033</b>	<b>(3,982)</b>	<b>88,250</b>	<b>737,304</b>
<b>Restricted</b>						
Children in Need 2012	1,533	17,044	17,427	-	-	1,150
Community Development Foundation – Innovation Fund	-	8,543	8,764	221	-	-
Derbyshire PCT – Choosing health	-	1,854	1,854	-	-	-
Big Lottery Fund - Derby	1,763	29,334	27,979	-	-	3,118
Big Lottery Fund - Burton	-	23,190	30,335	3,761	3,384	-
Henry Smith	-	14,900	13,768	-	-	1,132
	<b>3,296</b>	<b>94,865</b>	<b>100,127</b>	<b>3,982</b>	<b>3,384</b>	<b>5,400</b>
	<b>580,964</b>	<b>543,266</b>	<b>473,160</b>	<b>-</b>	<b>91,634</b>	<b>742,704</b>

# RELATE DERBY & SOUTHERN DERBYSHIRE

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

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#### 12a.Restricted funds

The purpose of the restricted funds are as follows

Children in Need – To deliver services in specific areas throughout the county.

Innovation fund – To deliver counselling for offenders in the Ilkeston area.

Derbyshire PCT - To provide counselling sessions at Babington Hospital.

Big Lottery Derby -To provide telephone helpline.

Big Lottery Burton – To fund counselling services within the East Staffordshire region.

Henry Smith – To fund salary costs for a domestic violence service.

#### 12b.Designated funds

The designated funds represent funds put aside in respect of the Safe Speak counselling service for young people. An analysis of income and expenditure can be found in note 19.

#### 12c.Transfers

Transfers have been made from general funds to cover deficits on restricted funds.

#### 13. Capital commitments

As at 31 March 2013, capital commitments authorised but not contracted totalled £14,500 for the refurbishment of the kitchen (2012: £nil)

#### 14. Auditor's remuneration

	2013 £	2012 £
Audit	3,744	3,726
Professional services	1,540	1,195
	<u>5,284</u>	<u>4,921</u>

## RELATE DERBY & SOUTHERN DERBYSHIRE

### NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2013**

#### 15. Staff costs

	2013 £	2012 £
Wages and salaries	373,164	362,751
Employer's NI	22,271	23,200
	<u>395,435</u>	<u>385,951</u>

The average number of employees paid for the year was 37 (2012: 33)  
No employee earned £60,000 per annum or more.

#### 16. Lease commitments

The lease for the Alfreton shop is £4,000 per annum. Three months' notice may be given to terminate the lease.

#### 17. Taxation

The whole of the charity's income is exempt from taxation and is used for charitable purposes, therefore no tax charge has been provided in the accounts.

#### 18. Trustees expenses and remuneration

Trustees receive no remuneration for their services. Their travelling and other expenses are reimbursed in respect of expenses incurred on the charity's business. In the year ended 31 March 2013 these totalled £Nil (2012 - £nil).

# RELATE DERBY & SOUTHERN DERBYSHIRE

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2013**

### 19. Safe Speak Summary

	2013 £	2012 £
<b>Incoming resources</b>		
Voluntary income		
Grants	14,160	-
Activities for generating funds		
Sundries	180	-
<b>Income from charitable activities</b>		
Contract work	-	13,717
Derbyshire County Council	-	76,954
CAMHS Derby City	23,682	30,000
PCT Amber Valley	-	10,148
Schools	153,297	190,148
MAT's	32,087	-
Other	-	3,000
<b>Total incoming resources</b>	<b>223,406</b>	<b>323,967</b>
<b>Resources expended</b>		
Counsellor employment costs	117,171	169,129
Management and admin costs	49,794	43,707
Training	641	12,616
Travel	1,174	4,883
Office equipment	186	386
Supervision costs	15,050	17,970
Cleaning, security, repairs and maintenance	4,650	3,085
Insurance	1,182	576
Rates and rents	337	297
Printing, postage, stationery and books	1,430	1,083
Sundries	671	1,072
Telephone, internet and computer costs	1,988	2,705
Light and heat	1,496	554
Publicity and PR	636	309
Legal and professional	-	2,859
Room hire	1,988	-
<b>Total resources expended</b>	<b>198,394</b>	<b>261,231</b>
<b>Net incoming resources before transfers</b>	<b>25,012</b>	<b>62,736</b>
Transfer between funds	-	(353)
<b>Net incoming resources</b>	<b>25,012</b>	<b>62,383</b>
Funds balance brought forward at 1 April 2012	314,375	251,992
<b>Funds balance carried forward at 31 March 2013</b>	<b>339,387</b>	<b>314,375</b>