

THE MAYTREE RESPITE CENTRE
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2005

THE MAYTREE RESPITE CENTRE

(A Company Limited by Guarantee)

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THE MAYTREE RESPITE CENTRE
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LEGAL AND PROFESSIONAL INFORMATION

TRUSTEES (DIRECTORS)

Michael Knight - Chairman
Frederick Simon Armson
His Honour Peter Fingret
Lady Greenbury
Professor Keith Hawton
Thomas John Hutchinson
Geoffrey Jayson
Lady Otton
Sir Harry Solomon

CENTRE DIRECTORS (EXECUTIVE OFFICERS)

Paddy Bazeley – Director
Anja Murphy – Deputy Director

SECRETARY

Geoffrey Jayson

ADDRESS OF RESPITE CENTRE

72 Moray Road
London N4

REGISTERED OFFICE

66 Wigmore Street
London
W1U 2SB

GOVERNING DOCUMENT

Memorandum and articles of association

CONSTITUTION

Company limited by guarantee

REGISTERED COMPANY NUMBER

04076191 (England and Wales)

REGISTERED CHARITY NUMBER

1087668

AUDITORS

HLB AV Audit plc
66 Wigmore Street
London W1U 2SB

SOLICITORS

Solomon Taylor & Shaw
3 Coach House Yard
London NW3 1QD

BANKERS

Clydesdale Bank plc
91 Gresham Street
London EC2V 7BL

THE MAYTREE RESPITE CENTRE

(A Company Limited by Guarantee)

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2005

The Trustees present their report and financial statements for the year ended 30 September 2005.

The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice, Accounting and Reporting by Charities issued in October 2000.

Principal activity and objects

The principal activity of the Charity is the provision of a short term sanctuary for people in need due to suffering suicidal tendencies.

The company is incorporated under the Companies Act 1985 and 1989 and is governed by its memorandum and articles of association. It is registered with the Charity Commission.

Review and results

A review of the Charities activities and results for the year is contained within the Chairman's Report below.

Chairman's report

The 12-month period ended 30 September 2005 has seen further sustained progress.

In terms of our work with the suicidal, the level of activity continues to grow as Maytree becomes more widely known and trusted. We gave support to some 200 individuals of whom 63 came to stay as guests for between one and four nights, an increase in guests of nearly 50% over the previous year. We have continued to find that most of those who make contact gain from it, even if only through discovering that we are there as a final safety net. Most of those who stay leave with a marked reduction in suicidal thoughts and immediate risk. At the same time the number of volunteers increased to around 60 with, importantly, growing confidence and experience, although inevitably some do not continue with us for more than a limited period. During the year we operated with two full-time paid staff (or the equivalent) supplemented by occasional and focused use of outside consultant help, often offered free or on generously low-cost terms.

Financially, as you will see from the Accounts, we achieved a positive net movement in funds of £38,882 in the year, a satisfactory outcome that gave rise to free reserves of just under six months expenses at the year-end. We are particularly grateful to Bridge House Trust, The Henry Smith Charity, The Tudor Trust, The Esmee Fairbairn Foundation, Rayne Foundation, and the Cadbury family each of whom donated £10,000 or more during the year. We also owe our appreciation to City Parochial Foundation who, in addition to an unrestricted grant, offered £10,000 for an evaluation study into Maytree's work.

It had always been the Trustees intention that after we had been running for three years we would review Maytree's model and, so far as is possible, the effectiveness of its work. This 3-year milestone was passed in October 2005 when, after a number of excellent proposals had been tendered, we commissioned The Tavistock Institute to conduct such an evaluation. We expect to receive their full report in March 2006. Informal progress reports are positive, and we look forward with confidence to an endorsement of our work together with, we hope, constructive suggestions as to how we might do even better in the future.

THE MAYTREE RESPITE CENTRE (A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2005

Chairman's report – continued

During the year the board of Trustees has been strengthened with the appointment of three new members. Helen (Lady) Otton and Simon Armson bring much valued experience from their respective roles over a number of years as chief executives of Tommy's (the baby charity) and Samaritans; whilst Tommy Hutchinson brings a range of experience in marketing and communications in both business and charitable sectors. Since the year end His Honour Peter Fingret has also become a Trustee, bringing his wealth of legal experience. I wish to express my personal gratitude to each one of our Trustees for their time, commitment and conscientious concern to ensure Maytree's good governance.

Since the year end we have been greatly saddened by the death of Guy Pritchard, on December 11, after a short illness. Guy, together with Paddy and me, comprised Maytree's initial Management Committee. He made an invaluable contribution, especially in setting up some of our basic systems and in the training of volunteers. He exemplified warmth and generosity and we shall miss him greatly.

On behalf of the Trustees I express our warm thanks to Maytree's Director Paddy Bazeley and her Deputy, Anja Murphy, for their tireless dedication; and join with Paddy and Anja in expressing our gratitude to all of Maytree's volunteers whose time and the befriending of guests is a fundamental and irreplaceable feature of Maytree. Through the efforts of everyone Maytree's aim – saving lives of, and giving help to, the suicidal by filling a gap in services – is clearly being achieved. We look forward to an even busier year.

Trustees and organisation

The Trustees of the Charity are its trustees for the purpose of charity law and its directors for the purpose of company law. The Trustees all of whom served since the start of the period were:

Michael Knight	Chairman
Frederick Simon Armson	(appointed 4 July 2005)
His Honour Peter Fingret	(appointed 17 October 2005)
Lady Greenbury	
Professor Keith Hawton	
Thomas John Hutchinson	(appointed 4 July 2005)
Geoffrey Jayson	
Lady Otton	(appointed 7 March 2005)
Sir Harry Solomon	

The Board of Trustees, which is appointed by the members of the company, determines the general policy of the Charity.

The number of trustee directors shall never be less than 3 and the maximum number shall be such number as may from time to time be determined by a General Meeting.

Details of related party transactions are included in the notes to the financial statements.

Investment powers and policy

Under the memorandum of association, the Charity has the power, to make any investment that the Trustees see fit. The Trustees have adopted a low risk investment policy by maintaining funds in deposit accounts to ensure that they are readily available when required.

THE MAYTREE RESPITE CENTRE
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2005

Risk management

The Trustees have considered the major risks to which the Charity may be exposed and will take steps to monitor and control these risks to mitigate any impact they may have on the Charity in the future.

Reserves policy

The Trustees have considered the requirement for free reserves which are those unrestricted funds not invested in fixed assets or otherwise designated. The current level of free reserves is £45,568 (2004: £42,262).

It is the Trustees' intention to increase to, and maintain free reserves, which are not tied up in fixed assets, of at least £60,000 in order to ensure that sufficient funds are available to meet at least 6 months running costs. This policy will be reviewed on an annual basis.

Trustees' responsibilities

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 company and of the profit or loss of the Charity for that period. In preparing those financial statements, 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 applicable 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 company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the Board on 7 March 2006



Michael Knight
Chairman

Date

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE MAYTREE RESPITE CENTRE (A Company Limited by Guarantee)

We have audited the financial statements of The Maytree Respite Centre for the year ended 30 September 2005 set out on pages 6 to 12. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 8.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

The Trustees (who are also directors of an "incorporated charity" for the purpose of company law) responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and the United Kingdom Accounting Standards are set out on page 4.

It is our responsibility to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the directors' report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read other information contained in the Trustees' report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 30 September 2005 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

HLB AV Audit plc
HLB AV Audit plc

Registered Auditor

Date 15 March 2006

66 Wigmore Street
London
W1U 2SB

THE MAYTREE RESPITE CENTRE
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2005

	Note	Unrestricted funds 2005 £	Restricted funds 2005 £	Total funds	
				2005 £	2004 £
INCOMING RESOURCES					
Donations		166,910	-	166,910	As restated 295,737
Investment income					
Bank deposit interest		3,130	-	3,130	3,461
Total incoming resources		170,040	-	170,040	299,198
RESOURCES EXPENDED					
Cost of generating funds:					
Fundraising		(1,813)	-	(1,813)	-
Charitable expenditure					
Premises costs		(39,796)	-	(39,796)	(40,726)
Care and support costs		(83,758)	-	(83,758)	(61,135)
Management and administration		(5,791)	-	(5,791)	(4,877)
Total resources expended	5	(131,158)	-	(131,158)	(106,738)
NET MOVEMENT IN FUNDS	2	38,882	-	38,882	192,460
Fund balance brought forward at 1 October 2004		390,459	-	390,459	197,999
Fund balance carried forward at 30 September 2005	13	429,341	-	429,341	390,459

- All transactions are derived from continuing activities.
- All recognised gains and losses are included in the Statement of Financial Activities.

THE MAYTREE RESPITE CENTRE
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BALANCE SHEET
AS AT 30 SEPTEMBER 2005

	Note	2005 £	2004 £
Fixed assets			
Tangible assets	7	566,333	577,871
Current assets			
Debtors	8	20,000	-
Cash at bank and in hand		30,318	58,777
		50,318	58,777
Creditors: Amounts falling due within one year	9	(15,778)	(76,749)
Net current assets/(liabilities)		34,540	(17,972)
Total assets less current liabilities		600,873	559,899
Creditors: Amounts falling due after more than one year	10	(171,532)	(169,440)
Net assets		429,341	390,459
Funds			
Designated funds	13	383,773	348,197
General funds	13	45,568	42,262
Total unrestricted funds		429,341	390,459

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the Board of Directors on 7 March 2006


Michael Knight
Chairman


Geoffrey Jayson
Trustee

THE MAYTREE RESPITE CENTRE (A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2005

1. ACCOUNTING POLICIES

(i) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with The Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000 and the Companies Act 1985.

(ii) Funds

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Trustees in furtherance of the general charitable objectives.

Designated funds are amounts that have been put aside at the discretion of the Trustees.

(iii) Incoming resources

Income is recognised in the period in which the Charity is entitled to receipt and the amount can be assessed with reasonable certainty.

(iv) Resources expended

All resources expended are accounted for gross, when incurred. All costs are directly attributed to one of the functional categories of resources expended in the statement of financial activities. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

(v) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Assets costing more than £250 are capitalised. Depreciation is provided to write off the cost, less estimated residual value, of all fixed assets except freehold land, over their expected useful lives:

Freehold land is not depreciated.

Freehold building - written off over its expected useful life of 50 years

Furniture, fittings and equipment - 15% reducing balance

(vi) Pensions

The defined contribution pension costs charged in the financial statements represent the contributions payable by the charity during the year.

(vii) Prior period adjustment

The charity reviewed its classification of resources expended and allocated costs such that the headings better reflect the activities carried out by the charity during the year. The reclassification of the expenses by activity heading has had no effect on the reserves of the charity.

2. MOVEMENT IN FUNDS

	2005 £	2004 £
This is stated after charging:		
Depreciation	12,188	15,467
Auditors' remuneration (including VAT)	4,112	4,112
	<hr/>	<hr/>

3. TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

None of the Trustees received any remuneration. One Trustee received reimbursed expenses during the year ended 30 September 2005 totalling £478 (2004: £981) for postage, stationery and household expenses.

During the year under review, the Charity took out Charity Trustees Indemnity insurance cover as permitted by its governing document. The annual premium paid in respect of this is £829 (2004: £550).

THE MAYTREE RESPITE CENTRE
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2005

4. STAFF COSTS

	2005 £	2004 £
Salary	49,612	43,300
Social security costs	5,103	4,640
Pension	5,000	3,600
Temporary staff	11,014	-
	<u>70,729</u>	<u>51,540</u>

The average monthly number of employees during the year was two (2004: Two). No employee received emoluments of more than £50,000.

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost represents contributions payable by the charity to the fund.

5. RESOURCES EXPENDED

	Fund raising £	Premises costs £	Care and support Costs £	Management and administration £	Total 2005 £	Total 2004 £
Salaries and national insurance	-	-	65,729	-	65,729	47,940
Pension scheme payments	-	-	5,000	-	5,000	3,600
Training courses	-	-	100	-	100	1,000
Supervision and volunteer expenses	-	-	1,326	-	1,326	-
Household expenses	-	125	-	-	125	3,126
Postage and stationery	-	-	2,159	-	2,159	1,877
Cleaning and repairs	-	2,705	603	-	3,308	3,364
Secretarial services	-	-	-	-	-	1,458
Accountancy fees	-	-	-	529	529	3,055
Rates	-	1,226	-	-	1,226	816
Telephone	-	-	1,499	-	1,499	2,205
Electricity, gas and water	-	1,062	-	-	1,062	967
Insurance	-	5,412	-	829	6,241	5,715
Sundry expenses	-	464	2,264	33	2,761	703
Auditors' remuneration	-	-	-	4,112	4,112	3,500
Reporting accountant's fees	-	-	-	-	-	807
Bank interest paid	-	16,614	-	288	16,902	9,733
Fundraising costs	263	-	-	-	263	-
Advertising	1,550	-	5,078	-	6,628	1,405
Depreciation	-	12,188	-	-	12,188	15,467
	<u>1,813</u>	<u>39,796</u>	<u>83,758</u>	<u>5,791</u>	<u>131,158</u>	<u>106,738</u>

THE MAYTREE RESPITE CENTRE
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2005

6. TAXATION

The company is a registered charity and is not liable to corporation tax.

7. TANGIBLE FIXED ASSETS

	Freehold property £	Office equipment £	Total £
Cost			
At 1 October 2004	608,805	-	608,805
Additions	-	650	650
	<hr/>	<hr/>	<hr/>
At 30 September 2005	608,805	650	609,455
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 October 2004	30,934	-	30,934
Change for year	12,091	97	12,188
	<hr/>	<hr/>	<hr/>
At 30 September 2005	43,025	97	43,122
	<hr/>	<hr/>	<hr/>
Net book value			
At 30 September 2005	565,780	553	566,333
	<hr/>	<hr/>	<hr/>
At 30 September 2004	577,871	-	577,871
	<hr/>	<hr/>	<hr/>

8. DEBTORS

	2005 £	2004 £
Accrued income	20,000	-
	<hr/>	<hr/>

THE MAYTREE RESPITE CENTRE
(A Company Limited By Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2005

9. CREDITORS

	2005	2004
	£	£
Amounts falling due within one year		
Bank loans and overdrafts	11,028	20,264
Taxation and social security	-	1,735
Other creditors	-	50,000
Accruals	4,750	4,750
	<u>15,778</u>	<u>76,749</u>

10. CREDITORS

	2005	2004
	£	£
Amounts falling due after more than one year		
Bank loan	171,532	169,440
	<u>171,532</u>	<u>169,440</u>

	2005	2004
	£	£
Analysis of loan		
Not wholly repayable within five years	182,560	179,674
Included in current liabilities (note 9)	(11,028)	(10,234)
	<u>171,532</u>	<u>169,440</u>
Loan maturity analysis		
In more than one year but not more than two years	9,279	10,749
In more than two years but not more than five years	31,385	35,602
In more than five years	130,868	123,089
	<u>171,532</u>	<u>169,440</u>

The bank loan is secured over the assets of the company. Interest on the loan is charged at a floating rate of 1 ¼% over LIBOR and is repayable over a 15 year term.

11. RELATED PARTY TRANSACTIONS

During the year under review, the charity repaid in full the £50,000 interest free loan advanced by the Trustee, M Knight in the previous year.

The charity received donations from M Knight totalling £6,953 and £5,000 (2004: £50,000) from his family during the year.

THE MAYTREE RESPITE CENTRE
(A Company Limited By Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2005

12. LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of the five members in the event of winding up is limited to £1 each.

13. STATEMENT OF FUNDS

		Balance at 1 October 2004	Incoming resources	Expenditure	Transfer between funds	Balance at 30 September 2005
	Note	£	£	£	£	£
General funds		42,262	170,040	(131,158)	(35,576)	45,568
Designated funds						
- Fixed asset fund	14	348,197	-	-	35,576	383,773
Total unrestricted funds		390,459	170,040	(131,158)	-	429,341
Restricted funds		-	-	-	-	-
Total funds		390,459	170,040	(131,158)	-	429,341

The fixed asset fund has been set up to assist in identifying those funds that are not free funds.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Designated funds £	General funds £	Total £
Fund balances at 30 September 2005 are represented by:			
Tangible fixed assets	566,333	-	566,333
Current assets	-	50,318	50,318
Current liabilities	(11,028)	(4,750)	(15,778)
Long term liabilities	(171,532)	-	(171,532)
	383,773	45,568	429,341