



**The Maytree Respite Centre**  
(A Company Limited by Guarantee)

**Financial Statements**

**For the year ended 30 September 2018**

**Company Number: 04076191 (England & Wales)**  
**Charity Number: 1087668**

# THE MAYTREE RESPITE CENTRE

## CONTENTS

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	<b>Page</b>
Reference and Administrative Details	1
Report of the Board of Trustees	2 to 8
Auditor's Report	9 to 11
Statement of Financial Activities	12
Balance Sheet	13
Statement of Cash Flows	14
Notes to the Financial Statements	15 to 23

# THE MAYTREE RESPITE CENTRE

Reference and Administrative Data  
For the year ended 30 September 2018

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<b>Company Number:</b>	04076191 (England & Wales)
<b>Charity Number:</b>	1087668
<b>Registered Office:</b>	72 Moray Road London N4 3LG
<b>Principal Address of Charity</b>	72 Moray Road Finsbury Park London N4 3LG
<b>Trustees (Directors):</b>	Terrence Collis (chairman) Brian Watson Heather Wignall Peter Hale Lisa Aubrey Mike Crawford Simon Schiff (appointed 12 February 2018)
<b>Secretary:</b>	Natalie Howarth
<b>Auditors:</b>	Kingston Smith LLP Devonshire House 60 Goswell Road London EC1M 7AD
<b>Bankers:</b>	Clydesdale Bank plc 91 Gresham Street London NW3 1QD
<b>Solicitors:</b>	Solomon Taylor & Shaw 3 Coach House Yard Hampstead High Street

# THE MAYTREE RESPITE CENTRE

## Report of the Trustees

For the year ended 30 September 2018

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### Introduction from the Chairman

#### **A full house**

Maytree is justifiably proud of its 16 years of providing a refuge for the suicidal. The house in North London was as busy as ever in 2017-18 and, from the heartfelt feedback from over 127 guests, we can see that our support is still much appreciated by those who come to stay - and seen by many as vital, in every sense. And we salute the courage of those who spend time with us.

The increase in numbers of guests – up over 20% - is a tribute to the hard work of our volunteers, staff and supporters. The generous funding we received from – Big Lottery, Henry Smith Foundation, AKO Foundation and many many others - enabled us to invest in the organisational resources needed to keep the house and the associated support staff helping more people than ever. We now have a full time outreach worker to work with partners in the NHS and in other charities to make sure those who might need to hear about Maytree do so when they are seeking help in other places. In partnership with Mind in Haringey we held our first Conference on International Suicide Prevention Day hosted by Macfarlanes LLP and with two distinguished professors Stephen Platt and David Mosse as speakers.

#### **Support for all**

In addition to those in need who do spend time in the house, Maytree responds by phone and email to many more who are struggling with thoughts of suicide– 2,300 in this period. Not all who call end up as guests but many draw support from their contact. Some hold on to the offer of a place at Maytree for many months or years before the time is right for them to take refuge with us.

#### **A second Maytree**

The significant rate of suicide throughout the UK remains a regrettable challenge for society as a whole, and the time has come for Maytree to try and do even more. Through 2017-18 and now into 2019 we have been working hard to build up our resources to enable us to open a second house. We are not there yet but we are now very hopeful that we will be able to open in Manchester in the year ahead. Thanks to careful planning, cost control, generous funders, and an unexpected legacy we have been able to put £430,000 into a fund designated for a Manchester House for Maytree. We will need to continue to fundraise to convert the property and to recruit and train staff, and volunteers, and run a second house - but we have talked to many potential partners in Manchester who have given us confidence to move forward.

#### **Putting our house in order**

The Board of Trustees do not underestimate the challenge ahead. To ensure we are prepared for the challenge, and risks, of replication we have asked the Cranfield Trust to give us a thorough health check as an organisation, and Dr Andrew Reeves and Chester University to examine our befriending model and care quality to ensure we are the best we can be - in London and in Manchester. Social media and online presence is clearly important to our potential guests so we are also upgrading our website and accessibility during 2019.

#### **Our funders**

Maytree is so grateful to all those who fund our work. Smaller charities will always have worries about future funding but we have been very fortunate to have so many committed and supportive Trusts, Foundations, Corporates and individuals.

# THE MAYTREE RESPITE CENTRE

## Report of the Trustees

For the year ended 30 September 2018

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### Introduction from the Chairman

#### **Finally**

At the end of 2018 we said a sad farewell to Residential Service Manager, Angela Rodriguez, who has been a mainstay at the heart of the house for as long as any of us can remember. Neither we nor the many hundreds of guests she has supported can adequately thank her and we wish her a more relaxed time in retirement watching Arsenal.... We have been fortunate in recruiting Edwin Cannon to take over her role. The Board should also record its thanks to Natalie Howarth, our Director and her staff team for their dedication to Maytree and our guests. Most of all we are grateful to our volunteers who give of their time and of themselves so selflessly to make Maytree a place of refuge and hope for so many.

# THE MAYTREE RESPITE CENTRE

## Report of the Trustees

For the year ended 30 September 2018

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The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 30 September 2018. This report represents a directors' report as required by s417 of the Companies Act 2006.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

Maytree Respite Centre ("the Charity") is a company limited by guarantee (company number: 4076191) governed by its Memorandum and Articles of Association dated 22 September 2000. It is registered as a charity with the Charity Commission (charity number: 1087668).

#### **Directors and Trustees**

The directors of the charitable company are its trustees for the purpose of charity law and throughout the report are collectively referred to as the trustees.

The following trustees have held office since 1 October 2017:

Terrence Collis (chairman)  
Brian Watson  
Heather Wignall  
Peter Hale  
Lisa Aubrey  
Mike Crawford  
Simon Schiff (appointed 12 February 2018)

#### **Appointment of Trustees**

The Articles of Association provide for a minimum of three trustees. Each trustee is appointed by the trustees as a body after careful consultation. New candidates are put forward and considered with regard to the general and particular contribution a person might make to the fulfilment of the Charity's objects.

The Chairman of the board of Trustees is appointed by the Trustees.

#### **Trustee induction and training**

New Trustees are made aware of their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Charity's history, the philosophical approach of the Charity, the business plan and the current financial performance of the Charity. A new Trustee receives copies of the most recent annual report, accounts and appropriate leaflets published by the Charity Commission with the opportunity to discuss them. They are also supported by ongoing external training to enhance their ability in the role.

#### **Organisation**

The board of Trustees is responsible for the strategy of the Charity. The board meets formally four times a year, with informal contact and meetings as appropriate. The board meetings are attended, for most agenda items, by the Charity Director who is responsible for the day to day management of the charity. Operational management, including the development of the Business Plan, is delegated to the Management Committee, which comprises the Chair, the Director, the Finance and Resource Manager, the Residential Service Manager and the Head of Fundraising. The Company Secretary oversees the Charity's finance and accounting.

# THE MAYTREE RESPITE CENTRE

## Report of the Trustees

For the year ended 30 September 2018

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### **Risk Management**

The Trustees have examined the major risks that the Charity faces and confirm that systems have been established to manage these risks. The Trustees acknowledge that the essence of Maytree's service offering a befriending relationship of trust to individuals actively at risk of taking their own life, necessarily carries inherent risks. The Trustees have a risk management strategy comprising:

- a quarterly review of risk
- ensuring that its policies, systems and procedures form an integral part of its day to day operations, including the training and ongoing supervision of its volunteers
- seeking external review of its policies and procedures in relation to specific risks

### **OBJECTIVES AND ACTIVITIES**

The charitable object of the charity, as defined in the governing document, is "To relieve persons in need who are suffering from suicidal tendencies, primarily but not exclusively, through a befriending support line and the provision of a one off, short term non medical residential befriending service." The charity aims to reach people in suicidal crisis, especially those groups affected by isolation, social alienation or deprivation. It seeks to ensure that every individual who is assessed as suitable to stay at Maytree is given the time and attention they need during their stay, and capacity is managed accordingly.

The trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to public benefit guidance as published by the Charity Commission.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Main achievements**

Maytree has supported over 20,666 people at risk of and/or affected by suicide to the end of September 2018 since opening in 2002.

2,380 people were supported in 2017/18 via our telephone befriending service.

127 people were supported through a stay in 2017/18.

#### **Our thanks to volunteers**

Maytree relies heavily on the support of volunteers. Our valued volunteers come from all walks of life and reflect the diversity of London. The Operations Coordinators and more experienced volunteers at Maytree train and support a team of committed volunteers, who provide our callers and guests with the opportunity to talk about their problems, thoughts and feelings of suicide, without being judged. It takes special commitment to become a Maytree volunteer and our training is intense to reflect the experiences that callers and guests share with us.

#### **In 2017/18**

- 79 new volunteers successfully completed Maytree's bespoke training
- 16 volunteers supported us with outreach activities and 9 volunteers supported us at our Open Days

# THE MAYTREE RESPITE CENTRE

## Report of the Trustees

For the year ended 30 September 2018

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### Guests' comments:

I will never be the same again. In such a short amount of time, I have gone on the journey of a lifetime and every step, no matter how painful, has been precious.

Maytree is a truly special place, the existence of which has done nothing less than restore my faith in the goodness of other human beings. It has also encouraged me to look once again for the good things in myself and believe that I can show them to myself and others.

Our talks have helped me to consider starting again, rather than ending my life here and now. That is precious.

On her way – a short story

And then the woman continued her journey as she closed the doors of the Maytree, unsure of what would be ahead, and where life would take her next. Because her short stay had enabled her to be open to the infinite possibility. A new vision. Perhaps a new way to life.

## FINANCIAL REVIEW

### Overview

Incoming resources	£ 666,785
Resources expended	£ 558,168
Surplus of	£ 108,617
General Fund	£ 21,877
Operating Reserve	£ 375,000
Replication Reserve	£430,000

Costs are controlled as part of an ongoing close budget management process, with the support of committee groups specifically focused on the finances and resources, and fundraising activities.

### Fixed Assets

Details of fixed assets are given in note 8 to the financial statements. The trustees wish to draw attention to the fact that the market value of freehold property differs substantially from that in the financial statements. In their opinion, the open market value is likely to exceed that of the carrying value of the freehold property however, the trustees have not adopted a formal revaluation policy given that the building is integral to the on going activities of the charity.

### Reserves Policy

In view of the continued uncertainty of the economic climate the Trustees have decided to maintain nine months of anticipated running costs as the Operating Reserve. Taking account of amounts received for running costs and held under Restricted Reserves, the Trustees have therefore decided to transfer a further sum of £75,000 from the General Fund to ensure the Operating Reserve is now £375,000. This reserves policy will continue to be monitored annually. As replication of Maytree in Manchester grows nearer, the Trustees have further decided to transfer a sum of £430,000 from the General Fund to a Designated Replication Reserve.



# THE MAYTREE RESPITE CENTRE

## Report of the Trustees

For the year ended 30 September 2018

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### **Our vision, mission, values**

#### **Our Vision**

We want everybody in suicidal crisis to have someone to talk to and somewhere safe to go.

#### **Our Mission**

We provide in-depth emotional support during a four-night residential stay to help reduce suicidal thoughts and behaviour. We promote our unique way of working to raise awareness and encourage understanding of suicide prevention.

#### **We do this by:**

- Being accessible to everyone: from all over the UK – and our service will always be free of charge
- Working in partnership: with other organisations, education and training providers and agencies to raise awareness of the challenges of suicide prevention
- Reaching out: to high-risk groups to reduce the risk of suicide

#### **Our Values**

We believe in:

- Listening without judgement to enable people to explore their feelings without fear of rejection or prejudice so they can gain a better understanding of their situation.
- Confidentiality because people are more likely to be open about how they are feeling if they feel safe.
- People finding their own way forward and retaining responsibility for their own lives and the extent to which they use our service.
- Time and space to explore feelings in more depth with another human being, because this can help reduce emotional distress and despair.
- Empathy, because human warmth and compassion help people to reconnect and feel heard and understood.

# THE MAYTREE RESPITE CENTRE

## Report of the Trustees

For the year ended 30 September 2018

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### Trustees' responsibilities in relation to the financial statements

The Trustees (who are also the directors of The Maytree Respite Centre for the purposes of company law) 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 trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the outgoing 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 the charity will continue in business.

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.

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.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Approved by the Trustees and signed on their behalf by:



**Peter Hale**  
Trustee

Date: 8/4/19

# THE MAYTREE RESPITE CENTRE

Independent Auditors' Report to the Trustees of The Maytree Respite Centre  
For the year ended 30 September 2018

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## Opinion

We have audited the financial statements of The Maytree Respite Centre ('the company') for the year ended 30 September 2018, which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and 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 FRS 102 'The Financial Reporting Standard Applicable in the UK and 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 30 September 2018 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; and
- 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 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## 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. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

## Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' annual report have been prepared in accordance with applicable legal requirements.

# THE MAYTREE RESPITE CENTRE

Independent Auditors' Report to the Trustees of The Maytree Respite Centre  
For the year ended 30 September 2018

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

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

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 and take advantage of the small companies exemption in preparing the Trustees' Annual Report and from preparing a Strategic Report.

## Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 7, 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, and for such internal control as the trustees 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

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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

# THE MAYTREE RESPITE CENTRE

Independent Auditors' Report to the Trustees of The Maytree Respite Centre  
For the year ended 30 September 2018

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## Use of our report

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 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 any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Silvia Vitiello (Senior Statutory Auditor)**  
**for and on behalf of Kingston Smith LLP, Statutory Auditor**

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

Date: 15.4.19

# THE MAYTREE RESPITE CENTRE

## Statement of Financial Activities For the year ended 30 September 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>Income from:</b>					
Donations	2	150,893	-	150,893	148,369
Legacies	2	99,072	-	99,072	220,000
Grants	2	265,060	150,337	415,397	429,196
Investments	3	1,423	-	1,423	625
<b>Total</b>		<b>516,448</b>	<b>150,337</b>	<b>666,785</b>	<b>798,190</b>
<b>Expenditure on:</b>					
Raising funds	6	85,609	-	85,609	59,450
Charitable activities	6,12	277,265	195,294	472,559	349,350
<b>Total</b>		<b>362,874</b>	<b>195,294</b>	<b>558,168</b>	<b>408,800</b>
<b>Net income</b>		<b>153,574</b>	<b>(44,957)</b>	<b>108,617</b>	<b>389,390</b>
<b>Transfers between funds</b>	12	-	-	-	-
<b>Net movement in funds</b>		<b>153,574</b>	<b>(44,957)</b>	<b>108,617</b>	<b>389,390</b>
Fund balance brought forward at 1 October 2017	12	1,094,231	98,788	1,193,019	803,629
<b>Fund balance carried forward at 30 September 2018</b>	12	<b>1,247,805</b>	<b>53,831</b>	<b>1,301,636</b>	<b>1,193,019</b>

The Statement of Financial Activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 15 to 23 form part of these financial statements.

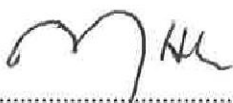
# THE MAYTREE RESPITE CENTRE

Balance Sheet at 30 September 2018

	Notes	2018 £	2017 £
<b>Fixed assets:</b>			
Tangible assets	8	420,928	424,855
<b>Total fixed assets</b>		<u>420,928</u>	<u>424,855</u>
<b>Current assets:</b>			
Debtors	9	6,066	279,113
Cash at bank and in hand		925,921	536,294
		<u>931,987</u>	<u>815,407</u>
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	10	(51,279)	(47,243)
<b>Net current assets</b>		<u>880,708</u>	<u>768,164</u>
<b>Total assets less current liabilities</b>		<u>1,301,636</u>	<u>1,193,019</u>
Creditors: Amounts falling due after more than one year		-	-
<b>Net assets</b>		<u>1,301,636</u>	<u>1,193,019</u>
<b>The funds of the charity:</b>			
Designated Funds	11	1,225,928	724,855
General Funds	11	21,877	369,376
Restricted Funds	11	53,831	98,788
<b>TOTAL FUNDS</b>		<u>1,301,636</u>	<u>1,193,019</u>

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

Approved and authorised for issue by the Trustees on 8/4/19  
and signed on their behalf by:



Peter Hale  
Trustee

Company Registration: 04076191

The notes on pages 15 to 23 form part of these financial statements.

# THE MAYTREE RESPITE CENTRE

## Statement of Cash Flows as at 30 September 2018

	2018 £	2017 £
<b>Cash flows from operating activities</b>		
Net cash provided by operating activities	388,204	130,259
<b>Cash flows from investing activities</b>		
Interest from investments	1,423	625
<b>Cash flows from financing activities</b>		
Repayments of borrowing	-	-
<b>Change in cash and cash equivalents in the reporting period</b>	389,627	130,884
Cash and cash equivalents at the beginning of the reporting period	536,294	405,410
<b>Cash and cash equivalents at the end of the reporting period</b>	925,921	536,294

### Reconciliation of net income/ (expenditure) to net cash flow from operating activities

	2018 £	2017 £
<b>Net income for the reporting period (as per the statement of financial activities)</b>	108,617	389,390
<b>Adjustments for:</b>		
Depreciation charges	13,412	13,222
Addition to fixed assets	(9,485)	(1,069)
Interest from investments	(1,423)	(625)
Decrease/(increase) in debtors	273,047	(268,701)
Increase/(decrease) in creditors	4,036	(1,958)
<b>Net cash provided by operating activities</b>	388,204	130,259



# THE MAYTREE RESPITE CENTRE

## Notes to the Financial Statements For the year ended 30 September 2018

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### 1 ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with the items which are considered material to the financial statements.

#### 1.1 Basis of Preparation of the Financial Statements

These financial statements are prepared on a going concern basis, under the historical cost convention. The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Company is a public benefit entity for the purposes of FRS 102 and a registered charity established as a company limited by guarantee and therefore has also prepared its financial statements in accordance with the 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 (The FRS 102 Charities SORP) and the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in the financial statements are rounded to the nearest pound.

#### 1.2 Going Concern

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the trustees have considered the charity's forecasts and projections and have taken account of pressures on events.

After making enquiries the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

#### 1.3 Financial Instruments

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

Debtors and creditors receivable or payable within one year of the reporting date are carried initially at their transaction price and subsequently at settlement value.

#### 1.4 Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

#### 1.5 Operating lease rentals

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against the Statement of Financial Activities as incurred.

#### 1.6 Critical Accounting Estimates and Areas of Judgement

In preparing financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The following judgements and estimates are considered by the trustees to have most significant effect on amounts recognised in the financial statements. The most significant estimates and assumptions which affect the carrying amount of assets and liabilities in the accounts relate to the annual depreciation charge for tangible fixed assets is sensitive to change in the estimated useful economic lives and residual value of assets. These are reassessed annually and amended where necessary to reflect current circumstances and to take amounts of any impairment in value.

# THE MAYTREE RESPITE CENTRE

## Notes to the Financial Statements For the year ended 30 September 2018

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### 1 ACCOUNTING POLICIES (continued)

#### 1.7 Funds

Unrestricted funds comprise accumulated surpluses 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 which have been ring fenced as they relate to tangible fixed assets.

Restricted funds comprise funds donated for specified purposes.

Further details of the nature of the funds are set out in Note 12.

#### 1.8 Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income, the receipt is probable and the amount can be quantified reliably.

#### 1.9 Expenditure

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

Expenditure on raising funds comprises the costs associated with attracting voluntary income.

Charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

#### 1.10 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost less accumulated depreciation. Assets costing more than £750 are capitalised. Depreciation is provided to write off the cost less estimated residual value of all fixed assets except freehold land, over their 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

#### 1.11 Cash and cash equivalents

Cash at bank and in hand comprises basic financial assets and includes cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

#### 1.12 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.13 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements  
For the year ended 30 September 2018

## 2 VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	2018 Total £
<b>2018</b>			
Donations	150,893	-	150,893
Legacies	99,072	-	99,072
Grants	265,060	150,337	415,397
	<u>515,025</u>	<u>150,337</u>	<u>665,362</u>

	Unrestricted Funds £	Restricted Funds £	2017 Total £
<b>2017</b>			
Donations	148,369	-	148,369
Legacies	220,000	-	220,000
Grants	271,652	157,544	429,196
	<u>640,021</u>	<u>157,544</u>	<u>797,565</u>

## 3 INVESTMENT INCOME

	2018 £	2017 £
Bank Interest	<u>1,423</u>	<u>625</u>

## 4 TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

No reimbursed expenses were paid to the trustees during the year ended 30 September 2018 (2017: £nil).

During the year under review the charity maintained the Charity Trustees indemnity insurance cover as permitted by its governing document.

## 5 STAFF COSTS

	2018 £	2017 £
Salary	295,858	250,232
Social security costs	27,024	22,197
Temporary Staff	9,884	21,600
Employer Pension contributions	<u>3,288</u>	<u>1,301</u>
	<u>336,054</u>	<u>295,330</u>

The average number of employees during the year was 14 (2017: 12).

No employee (2017: none) received emoluments of more than £60,000 during this year.

The remuneration of key management personnel, which comprise the trustees, and the Director of the charity was £49,440 (2017: £48,000).

# THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements  
For the year ended 30 September 2018

## 6 EXPENDITURE

	Raising Funds	Charitable Activities	Governance Costs	Total 2018
	£	£	£	£
<b>2018</b>				
Salaries and National Insurance	70,015	266,039	-	336,054
Recruitment and training	-	12,288	-	12,288
Redundancy payments	-	-	-	-
Supervision and volunteer expenses	-	6,471	-	6,471
Internet and IT expenses	-	46,567	-	46,567
Household expenses	-	2,588	-	2,588
Postage and stationery	-	6,717	-	6,717
Cleaning and repairs	-	9,826	-	9,826
Travel expenses	-	727	-	727
Food	-	5,445	-	5,445
Rates	-	1,974	-	1,974
Telephone	-	7,429	-	7,429
Electricity, gas and water	-	3,832	-	3,832
Insurance	-	5,233	-	5,233
Sundry expenses	-	2,279	-	2,279
Audit and accountancy fees	-	2,290	7,355	9,645
Bank interest and charges	-	984	-	984
Fundraising costs	15,594	-	-	15,594
Advertising	-	51,682	-	51,682
Depreciation	-	13,412	-	13,412
Evaluation	-	1,125	-	1,125
Legal	-	-	6	6
Subscription and membership	-	965	-	965
Director expenses	-	3,331	-	3,331
Studio office expenses	-	13,802	-	13,802
Outreach set-up and expenses	-	192	-	192
	<u>85,609</u>	<u>465,198</u>	<u>7,361</u>	<u>558,168</u>
Allocation of governance costs	-	7,361	(7,361)	-
<b>Totals</b>	<u>85,609</u>	<u>472,559</u>	<u>-</u>	<u>558,168</u>

# THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements  
For the year ended 30 September 2018

6 EXPENDITURE (continued)	Raising Funds	Charitable Activities	Governance Costs	Total 2017
	£	£	£	£
<b>2017</b>				
Salaries and National Insurance	51,611	243,719	-	295,330
Recruitment and training	-	11,906	-	11,906
Redundancy payments	-	-	-	-
Supervision and volunteer expenses	-	3,800	-	3,800
Internet and IT expenses	-	9,906	-	9,906
Household expense	-	3,994	-	3,994
Postage and stationery	-	5,093	-	5,093
Cleaning and repairs	-	4,813	-	4,813
Travel expenses	-	550	-	550
Food	-	5,203	-	5,203
Rates	-	2,216	-	2,216
Telephone	-	6,170	-	6,170
Electricity, gas and water	-	3,357	-	3,357
Insurance	-	4,859	-	4,859
Sundry expenses	-	794	-	794
Audit and accountancy fees	-	3,641	7,994	11,635
Bank interest and charges	-	247	-	247
Fundraising costs	7,839	-	-	7,839
Advertising	-	3,875	-	3,875
Depreciation	-	13,222	-	13,222
Evaluation	-	606	-	606
Legal	-	-	13	13
Subscription and membership	-	851	-	851
Director expenses	-	850	-	850
Studio office expenses	-	10,287	-	10,287
Outreach set-up and expenses	-	1,384	-	1,384
	<u>59,450</u>	<u>341,343</u>	<u>8,007</u>	<u>408,800</u>
Allocation of governance costs	-	8,007	(8,007)	-
<b>Totals</b>	<u>59,450</u>	<u>349,350</u>	<u>-</u>	<u>408,800</u>
<b>7 MOVEMENT IN FUNDS</b>			<b>2018</b>	<b>2017</b>
This is stated after charging:			£	£
Depreciation			13,412	13,222
Auditor's remuneration			7,355	7,994
Auditor's remuneration for non-audit services			2,290	3,641
			<u></u>	<u></u>

# THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements  
For the year ended 30 September 2018

## 8 TANGIBLE FIXED ASSETS

	Freehold property £	Office Equipment £	Total £
<b>Cost or valuation:</b>			
At 1 October 2017	608,805	11,841	620,646
Additions	-	9,485	9,485
<b>At 30 September 2018</b>	<b>608,805</b>	<b>21,326</b>	<b>630,131</b>
<b>Depreciation:</b>			
At 1 October 2017	188,954	6,837	195,791
Charge for the year	12,176	1,236	13,412
<b>At 30 September 2018</b>	<b>201,130</b>	<b>8,073</b>	<b>209,203</b>
<b>Net Book Value:</b>			
<b>At 30 September 2018</b>	<b>407,675</b>	<b>13,253</b>	<b>420,928</b>
At 30 September 2017	419,851	5,004	424,855

## 9 DEBTORS

	2018 £	2017 £
Other debtors - Gift Aid recoverable	-	1,270
Prepayments and Accrued Income	6,066	277,843
	<b>6,066</b>	<b>279,113</b>

Included in the above debtors are financial assets of £nil (2017: £1,270) valued at amortised cost.

## 10 CREDITORS DUE WITHIN ONE YEAR

	2018 £	2017 £
Accruals	7,000	12,243
Trade Creditors	8,211	-
Deferred income	36,068	35,000
	<b>51,279</b>	<b>47,243</b>

In both years, £35,000 of deferred income comprises funds received in advance for a grant (Henry Smith)  
Included in the above creditors are financial liabilities of £7,000 (2017: £12,243) measured at amortised cost.

# THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements  
For the year ended 30 September 2018

## 11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

2018	General funds £	Restricted funds £	Designated funds £	Total £
<b>Fund balances at 30 September 2018 are represented by:</b>				
Tangible fixed assets	-	-	420,928	420,928
Current assets	37,088	89,899	805,000	931,987
Current liabilities	(15,211)	(36,068)	-	(51,279)
Long term liabilities	-	-	-	-
<b>TOTAL FUNDS</b>	<b>21,877</b>	<b>53,831</b>	<b>1,225,928</b>	<b>1,301,636</b>
<b>Fund balances at 30 September 2017 are represented by:</b>	<b>369,376</b>	<b>98,788</b>	<b>724,855</b>	<b>1,193,019</b>
<b>2017</b>	<b>General funds £</b>	<b>Restricted funds £</b>	<b>Designated funds £</b>	<b>Total £</b>
<b>Fund balances at 30 September 2017 are represented by:</b>				
Tangible fixed assets	-	-	424,855	424,855
Current assets	381,619	133,788	300,000	815,407
Current liabilities	(12,243)	(35,000)	-	(47,243)
Long term liabilities	-	-	-	-
<b>TOTAL FUNDS</b>	<b>369,376</b>	<b>98,788</b>	<b>724,855</b>	<b>1,193,019</b>
<b>Fund balances at 30 September 2016 are represented by:</b>	<b>134,790</b>	<b>96,831</b>	<b>572,008</b>	<b>803,629</b>

# THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements  
For the year ended 30 September 2018

## 12 MOVEMENT IN FUNDS

2018	At 1 October 2017 £	Incoming Resources £	Resources Expended £	Transfers £	At 30 September 2018 £
<b>Restricted funds:</b>					
Corporate Donation - ICAP	50,000	-	(50,000)	-	-
Reserves - Fuserna	20,000	-	-	-	20,000
Anonymous Trust Donation	14,261	40,000	(40,184)	-	14,077
Replication - Bristol	6,754	-	-	-	6,754
Big Lottery - Reach & Coms	-	95,799	(95,799)	-	-
Comic Relief	4,773	4,538	(9,311)	-	-
Individual donor - refurbishment	-	10,000	-	-	10,000
Individual donor - Replication - London	3,000	-	-	-	3,000
	<u>98,788</u>	<u>150,337</u>	<u>(195,294)</u>	<u>-</u>	<u>53,831</u>
<b>Unrestricted funds</b>					
General fund	369,376	516,448	(362,874)	(501,073)	21,877
Designated funds - Fixed assets	424,855	-	-	(3,927)	420,928
Designated funds - Operating reserve	300,000	-	-	75,000	375,000
Designated funds - Replication reserve	-	-	-	430,000	430,000
	<u>1,094,231</u>	<u>516,448</u>	<u>(362,874)</u>	<u>-</u>	<u>1,247,805</u>
<b>TOTAL FUNDS</b>	<u>1,193,019</u>	<u>666,785</u>	<u>(558,168)</u>	<u>-</u>	<u>1,301,636</u>
2017	At 1 October 2016 £	Incoming Resources £	Resources Expended £	Transfers £	At 30 September 2017 £
<b>Restricted funds:</b>					
Replication - Bristol	6,754	-	-	-	6,754
Big Lottery - Reach & Coms	-	76,698	(76,698)	-	-
Individual Donor - Replication - London	3,000	-	-	-	3,000
Reserves - Fuserna	20,000	-	-	-	20,000
Anonymous Trust Donation	17,077	40,000	(42,816)	-	14,261
Corporate Donation - ICAP	50,000	-	-	-	50,000
Comic Relief	-	40,846	(36,073)	-	4,773
	<u>96,831</u>	<u>157,544</u>	<u>(155,587)</u>	<u>-</u>	<u>98,788</u>
<b>Unrestricted funds</b>					
General fund	134,790	640,646	(253,213)	(152,847)	369,376
Designated funds - Fixed assets	437,008	-	-	(12,153)	424,855
Designated funds - Operating reserve	135,000	-	-	165,000	300,000
	<u>706,798</u>	<u>640,646</u>	<u>(253,213)</u>	<u>-</u>	<u>1,094,231</u>
<b>TOTAL FUNDS</b>	<u>803,629</u>	<u>798,190</u>	<u>(408,800)</u>	<u>-</u>	<u>1,193,019</u>



# THE MAYTREE RESPITE CENTRE

## Notes to the Financial Statements For the year ended 30 September 2018

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### **Designated Funds**

The designated fund has been set up to identify the following funds:

Fixed Asset Reserve - in respect of the Maytree Respite Centre freehold property

Operating Reserve - in respect of nine months anticipated running costs

Replication Reserve - in respect of likely first year running costs and refurbishment of a property to replicate Maytree in Manchester.

### **Restricted Funds**

Restricted funds include:

ICAP - One-off marketing campaign at a sporting event

Reserves - Fuserna (reserves account)

Anonymous Trust Donation (restricted for Director salary)

Replication - Bristol (restricted for replication in Bristol area)

Big Lottery - Reach & Coms (restricted to Outreach Program)

Comic Relief - Wages for coordinator work

Individual Donor - Replication - London (restricted for replication elsewhere in London)

## **13 OPERATING LEASE COMMITMENTS**

At the reporting year end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases of £4,600 (2017: £nil).

Lease payments recognised as an expense during the year is £10,236 (2017: £7,896).

## **14 RELATED PARTY DISCLOSURES**

There were no related party transactions in the year other than those disclosed in Note 4.

## **15 LEGAL STATUS OF THE CHARITY**

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

The charity is controlled by its trustees.

## **16 ULTIMATE CONTROLLING PARTY**

There is no ultimate controlling party.