



The Maytree Respite Centre
(A Company Limited by Guarantee)

Financial Statements

For the year ended 30 September 2019

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

THE MAYTREE RESPITE CENTRE

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THE MAYTREE RESPITE CENTRE

Reference and Administrative Data
For the year ended 30 September 2019

Company Number: 04076191 (England & Wales)

Charity Number: 1087668

Registered Office: 72 Moray Road
London
N4 3LG

Principal Address of Charity 72 Moray Road
Finsbury Park
London
N4 3LG

Trustees (Directors):
Terrence Collis (chairman)
Brian Watson
Heather Wignall
Peter Hale
Lisa Aubrey
Mike Crawford
Simon Schiff

Secretary: Natalie Howarth

Auditors: Moore Kingston Smith LLP
Devonshire House
60 Goswell Road
London
EC1M 7AD

Bankers: Clydesdale Bank plc
91 Gresham Street
London
NW3 1QD

Solicitors: Solomon Taylor & Shaw
3 Coach House Yard
Hampstead High Street

THE MAYTREE RESPITE CENTRE

Report of the Trustees

For the year ended 30 September 2019

Introduction from the Chairman

The Maytree house in Finsbury Park was as full as ever in the last year. Full of sadness, but also full of hope, as volunteers and staff listened to the thoughts, fears, and lives of guests who for a few days were given the time and space to talk.

Maytree people are not miracle workers, but for over seventeen years they have, thanks to our careful training, supported and helped many, many hundreds of guests troubled by despair, and thoughts of suicide. In addition, they have supported many thousands who contact the charity but who, for many reasons, may never stay at the refuge.

By more effective use of the house, and our dedicated people, we have been steadily increasing the number of guests we can accommodate over the year. And now we are on the brink of taking the bold step of opening a second house this time in Manchester. It has taken us time to build up the financial resources to start the process of acquiring another property and finding the people we need to replicate the house in Finsbury Park but we are now making good progress.

In preparation for this new project we have had a thorough review of what we do, and how we do it, by the distinguished therapist, Dr Andrew Reeves, and his colleagues at the University of Chester. We also reviewed our preparedness for such a significant project thanks to The Cranfield Trust and its business support for small charities.

Of course we could not be taking this step without the generous help of those who fund us and we remain most grateful. Several have already pledged to make additional contributions to fund our house in Manchester. We, like them, are very excited about a second refuge after all these years.

In addition to our many funders we would also like to thank all our staff and volunteers who give so much of themselves to support our guests.

THE MAYTREE RESPITE CENTRE

Report of the Trustees

For the year ended 30 September 2019

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 30 September 2019. 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 2018:

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

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 2019

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

Impact of Coronavirus/COVID-19

The Trustees have considered the potential impact of Coronavirus since the year end, and the various measures taken to contain it, on the operations of the charity in the near future. The Trustees have taken steps to mitigate the financial impact on the charity's affairs and are confident that the measures taken, together with the financial stability of the charity, will enable it to operate for the foreseeable future.

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 nearly 23,000 people at risk of and/or affected by suicide to the end of September 2019 since opening in 2002.

2,032 people were supported in 2018/19 via our telephone befriending service.

153 people were supported through a stay in 2018/19.

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 2018/19

- 115 new volunteers successfully completed Maytree's bespoke training
- 19 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 2019

Guests' comments:

I made more progress in five days than I had in nine months of hospital admissions.

I arrived with my bags and no expectations. When I left five days later those same bags felt much lighter.

Thank you Maytree for giving me a port in my storm.

Thank you for reopening my world and for helping me rediscover me.

It makes me feel good to know that when someone feels as bad as I did that you will all be there to help them as you have me.

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 current 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 £25,000 from the General Fund to ensure the Operating Reserve is now £400,000. This reserves policy will continue to be monitored annually. As replication of Maytree in Manchester grows nearer, the Trustees have further decided to set a sum of £365,000 as the Designated Replication Reserve which added to £35,507 of separate restricted donations gives a total figure for replication in Manchester of just over £400,000.

THE MAYTREE RESPITE CENTRE

Report of the Trustees

For the year ended 30 September 2019

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
- Working in partnership: with other organisations, education and training providers and agencies 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 2019

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: 20/5/20

THE MAYTREE RESPITE CENTRE

Independent Auditors' Report to the Trustees of The Maytree Respite Centre
For the year ended 30 September 2019

Opinion

We have audited the financial statements of The Maytree Respite Centre ('the company') for the year ended 30 September 2019, 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 2019

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 2019

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 Moore Kingston Smith LLP, Statutory Auditor

Devonshire House
60 Goswell Road
London
EC1M 7AD

Date: 3 June 2020

THE MAYTREE RESPITE CENTRE

Statement of Financial Activities For the year ended 30 September 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Income from:					
Donations	2	118,099	10,000	128,099	150,893
Legacies	2	15,164	-	15,164	99,072
Grants	2	207,054	185,116	392,170	415,397
Investments	3	2,912	-	2,912	1,423
Total		343,229	195,116	538,345	666,785
Expenditure on:					
Raising funds	6	75,419	-	75,419	85,609
Charitable activities	6,12	328,863	182,449	511,313	472,559
Total		404,282	182,449	586,731	558,168
Net income		(61,053)	12,666	(48,386)	108,617
Transfers between funds	12	(3,000)	3,000	-	-
Net movement in funds		(64,053)	15,666	(48,386)	108,617
Fund balance brought forward at 1 October 2018	12	1,247,805	53,831	1,301,636	1,193,019
Fund balance carried forward at 30 September 2019	12	1,183,752	69,498	1,253,250	1,301,636

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 14 to 22 form part of these financial statements.

THE MAYTREE RESPITE CENTRE

Balance Sheet at 30 September 2019

	Notes	2019 £	2018 £
Fixed assets:			
Tangible assets	8	406,764	420,928
Total fixed assets		<u>406,764</u>	<u>420,928</u>
Current assets:			
Debtors	9	11,223	6,066
Cash at bank and in hand		847,847	925,921
		<u>859,071</u>	<u>931,987</u>
Liabilities:			
Creditors: Amounts falling due within one year	10	<u>(12,584)</u>	<u>(51,279)</u>
Net current assets		<u>846,486</u>	<u>880,708</u>
Total assets less current liabilities		<u>1,253,250</u>	<u>1,301,636</u>
Creditors: Amounts falling due after more than one year		<u>-</u>	<u>-</u>
Net assets		<u>1,253,250</u>	<u>1,301,636</u>
The funds of the charity:			
Designated Funds	11	1,171,764	1,225,928
General Funds	11	11,988	21,877
Restricted Funds	11	69,498	53,831
TOTAL FUNDS		<u>1,253,250</u>	<u>1,301,636</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 23/11/20.....
and signed on their behalf by:



Peter Hale
Trustee

Company Registration: 04076191

The notes on pages 14 to 22 form part of these financial statements.

THE MAYTREE RESPITE CENTRE

Statement of Cash Flows as at 30 September 2019

	2019 £	2018 £
Cash flows from operating activities		
Net cash provided by operating activities	(80,986)	388,204
Cash flows from investing activities		
Interest from investments	2,912	1,423
Cash flows from financing activities		
Repayments of borrowing	-	-
Change in cash and cash equivalents in the reporting period	(78,074)	389,627
Cash and cash equivalents at the beginning of the reporting period	925,921	536,294
Cash and cash equivalents at the end of the reporting period	847,847	925,921

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

	2019 £	2018 £
Net income for the reporting period (as per the statement of financial activities)	(48,386)	108,617
Adjustments for:		
Depreciation charges	14,164	13,412
Addition to fixed assets	-	(9,485)
Interest from investments	(2,912)	(1,423)
Decrease/(increase) in debtors	(5,157)	273,047
Increase/(decrease) in creditors	(38,694)	4,036
Net cash provided by operating activities	(80,986)	388,204

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements For the year ended 30 September 2019

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.

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.

The Trustees have also considered the impact of the Coronavirus and measures taken in the UK. The charity has a strong cash and reserves position at the time of approval of these financial statements. Having made enquiries, the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for at least 12 months from the date of the audit report of these financial statements. 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 2019

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

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 2019

2 VOLUNTARY INCOME	Unrestricted Funds	Restricted Funds	2019 Total
	£	£	£
2019			
Donations	118,099	10,000	128,099
Legacies	15,164	-	15,164
Grants	207,054	185,116	392,170
	<u>340,317</u>	<u>195,116</u>	<u>535,433</u>

	Unrestricted Funds	Restricted Funds	2018 Total
	£	£	£
2018			
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>

3 INVESTMENT INCOME	2019	2018
	£	£
Bank Interest	<u>2,912</u>	<u>1,423</u>

4 TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

No reimbursed expenses were paid to the trustees during the year ended 30 September 2019 (2018: £nil).

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

5 STAFF COSTS

	2019	2018
	£	£
Salary	315,057	295,858
Social security costs	28,781	27,024
Temporary Staff	17,454	9,884
Employer Pension contributions	<u>5,483</u>	<u>3,288</u>
	<u>366,775</u>	<u>336,054</u>

The average number of employees during the year was 15 (2018: 14).

No employee (2018: 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 £56,139 (2018: £55,717).

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2019

6 EXPENDITURE	Raising Funds	Charitable Activities	Governance Costs	Total 2019
	£	£	£	£
2019				
Salaries and National Insurance	68,355	298,420	-	366,775
Recruitment and training		16,407	-	16,407
Redundancy payments		-	-	-
Supervision and volunteer expenses		17,849	-	17,849
Internet and IT expenses		34,736	-	34,736
Household expenses		3,783	-	3,783
Postage and stationery		6,493	-	6,493
Cleaning and repairs		19,593	-	19,593
Travel expenses		783	-	783
Food		6,068	-	6,068
Rates		1,819	-	1,819
Telephone		7,266	-	7,266
Electricity, gas and water		4,832	-	4,832
Insurance		5,781	-	5,781
Sundry expenses		1,907	-	1,907
Audit and accountancy fees		2,099	8,035	10,134
Bank interest and charges		727	-	727
Fundraising costs	7,064		-	7,064
Advertising		34,768	-	34,768
Depreciation		14,164	-	14,164
Evaluation		1,124	-	1,124
Legal			13	13
Subscription and membership		1,336	-	1,336
Director expenses		2,859	-	2,859
Studio office expenses		19,168	-	19,168
Outreach set-up and expenses		1,280	-	1,280
	<u>75,419</u>	<u>503,265</u>	<u>8,048</u>	<u>586,731</u>
Allocation of governance costs	-	8,048	(8,048)	-
Totals	<u>75,419</u>	<u>511,313</u>	<u>-</u>	<u>586,731</u>

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2019

6 EXPENDITURE (continued)	Raising Funds	Charitable Activities	Governance Costs	Total 2018
	£	£	£	£
2018				
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 expense	-	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)	-
Totals	<u>85,609</u>	<u>472,559</u>	<u>-</u>	<u>558,168</u>
7 MOVEMENT IN FUNDS			2019	2018
This is stated after charging:			£	£
Depreciation			14,164	13,412
Auditor's remuneration			8,035	7,355
Auditor's remuneration for non-audit services			2,099	2,290

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2019

8 TANGIBLE FIXED ASSETS

	Freehold property £	Office Equipment £	Total £
Cost or valuation:			
At 1 October 2018	608,805	21,326	630,131
At 30 September 2019	608,805	21,326	630,131
Depreciation:			
At 1 October 2018	201,130	8,073	209,203
Charge for the year	12,176	1,988	14,164
At 30 September 2019	213,306	10,061	223,367
Net Book Value:			
At 30 September 2019	395,499	11,265	406,764
At 30 September 2018	407,675	13,253	420,928

9 DEBTORS

	2019 £	2018 £
Other debtors - Accounts receivable	5,000	-
Prepayments and Accrued Income	6,223	6,066
	11,223	6,066

Accounts receivable is a donation promised just before the year end but received just after year end.

10 CREDITORS DUE WITHIN ONE YEAR

	2019 £	2018 £
Accruals	7,500	7,000
Trade Creditors	5,084	8,211
Deferred income	-	36,068
	12,584	51,279

In 2018, £35,000 of deferred income comprises funds received in advance for a grant (Henry Smith) Included in the above creditors are financial liabilities of £7,500 (2018: £7,000) measured at amortised cost.

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements
For the year ended 30 September 2019

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

2019	General funds £	Restricted funds £	Designated funds £	Total £
Fund balances at 30 September 2019 are represented by:				
Tangible fixed assets	-	-	406,764	406,764
Current assets	24,572	69,498	765,000	859,070
Current liabilities	(12,584)	-	-	(12,584)
Long term liabilities	-	-	-	-
TOTAL FUNDS	11,988	69,498	1,171,764	1,253,250
Fund balances at 30 September 2018 are represented by:	21,877	53,831	1,225,928	1,301,636
2018	General funds £	Restricted funds £	Designated funds £	Total £
Fund balances at 30 September 2018 are represented by:				
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	-	-	-	-
TOTAL FUNDS	21,877	53,831	1,225,928	1,301,636
Fund balances at 30 September 2017 are represented by:	369,376	98,788	724,855	1,193,019

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements For the year ended 30 September 2019

12 MOVEMENT IN FUNDS

2019	At 1 October 2018 £	Incoming Resources £	Resources Expended £	Transfers £	At 30 September 2019 £
Restricted funds:					
Reserves - Fuserna	20,000				20,000
Anonymous Trust Donation	14,077		(14,077)		0
Replication - Bristol	6,754				6,754
Joe's Garden Project	0	22,762	(27,493)	3,000	(1,732)
Individual donor - refurbishment	10,000		(10,000)		0
Michael Watson Trust - refurbishment	-	5,000	(4,496)		504
Edward Gostling - core salary	-	5,000			5,000
Joe & Rosa Frenkel CT - Manchester replication	-	24,000			24,000
The Funding Network - database	-	9,146	(8,682)		464
Big Lottery - Reach & Coms	-	107,123	(107,123)		0
Big Lottery - website	-	10,000	(10,000)		0
Individual donor - Replication - Manchester	-	12,085	(578)		11,507
Individual donor - Replication - London	3,000			-	3,000
	53,831	195,116	(182,449)	3,000	69,498
Unrestricted funds					
General fund	21,877	343,229	(404,282)	51,164	11,988
Designated funds - Fixed assets	420,928	-	-	(14,164)	406,764
Designated funds - Operating reserve	375,000	-	-	25,000	400,000
Designated funds - Replication reserve	430,000	-	-	(65,000)	365,000
	1,247,805	343,229	(404,282)	(3,000)	1,183,752
TOTAL FUNDS	1,301,636	538,345	(586,731)	-	1,253,250

2018	At 1 October 2017 £	Incoming Resources £	Resources Expended £	Transfers £	At 30 September 2018 £
Restricted funds:					
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
	98,788	150,337	(195,294)	-	53,831
Unrestricted funds					
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
	1,094,231	516,448	(362,874)	-	1,247,805
TOTAL FUNDS	1,193,019	666,785	(558,168)	-	1,301,636

THE MAYTREE RESPITE CENTRE

Notes to the Financial Statements For the year ended 30 September 2019

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:

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
Joe's Garden - garden project at Royal Hampton Court to raise awareness of Maytree
Individual Donor - Replication - London (restricted for replication elsewhere in London)
The Funding Network - new database
Edward Gostling - core salary funding
Michael Watson Trust - refurbishment in London
Joe & Rosa Frenkel CT - Replication - Manchester
Individual Donor - Replication - Manchester

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 (2018: £4,600).

Lease payments recognised as an expense during the year is £13,800 (2018: £13,800).

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.