

Charity No. 1086598

THE RESPITE ASSOCIATION  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> Dec 2011

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## CHARITY INFORMATION

**Trustees:** Mr John Turner MInstF (Dip) - Chair  
Dr Alastair I Bell MBBS, DFFP - Hon. Secretary  
Mrs Katherine Turner MInstF (Cert) – Hon. Treasurer  
Mrs Catherine Scaife

**Charity Number** 1086598

**Charity Offices** 102 High Road  
Moulton  
Nr Spalding  
Lincs, PE12 6PD

**Independent Examiner** Mrs A King  
Spinney Farm House  
Clay Dyke Bank, Amber Hill  
Boston, Lincs  
PE20 3RN

**Bankers (Main Acct)** NatWest Bank Plc  
10 Market Place  
Boston  
Lincs  
PE21 6EJ

**Bankers (Reserve Acct)** Santander UK Plc  
BBAM Bridle Rd  
Bootle  
GR1 0AA

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> Dec 2011

The Trustees present their report and accounts for the year ended 31<sup>st</sup> December 2011.

### Trustees

Trustees who served during the year were as follows: -

Mr John Turner MInstF (Dip) who holds the office of Chairman.  
Mrs Katherine Turner MInstF (Cert) who holds the office of Hon. Treasurer.  
Dr A I Bell MBBS, DFFP who holds the office of Hon. Secretary  
Mrs Catherine Scaife

Appointment of Trustees is governed by the Constitution of the Charity. Trustees are appointed at the Annual General Meeting each year and are authorised to fill vacancies arising through resignation or death of an existing Trustee.

### Investment Powers

The Constitution authorises the Trustees to make and hold investments using the general funds of the Charity, but no such investments are presently held.

### Structure, governance and management

The Charity is established by written constitution and its objects are:

The relief of sickness and poverty of elderly, disabled, sick or infirm persons, and their carers, within the United Kingdom, by offering assistance to enable those in need to secure Respite Care.

The policy of the Charity continues to be to seek additional finance and support to run the Charity for the benefit of current and future beneficiaries.

The Trustees delegate the day-to-day responsibility for managing the Charity to the Chief Executive/Administrator Mr Preston Keeling FInstF.

The Charity was registered with the Charity Commission on May 16<sup>th</sup> 2001.

### Reserves

The policy of the Trustees as adopted on December 19<sup>th</sup> 2004 is to work toward the building of Reserves which it is anticipated would be equal to the likely expenditure of the Charity for a period of six months, this sum is currently estimated to be £35,000 (reviewed Annually). Actual Reserves at the commencement of the year covered by this Report stood at £32,631, and at the end of the 2011 Financial Year the amount held in that account, including interest, stood at £32,693.

### Objectives and Summary of activities in their support

As described in our Governing document the objectives of the Charity remain as follows:

The relief of sickness and poverty of elderly, disabled, sick or infirm persons, and their carers, within the United Kingdom, by offering assistance to enable those in need to secure Respite Care.

In support of the above objectives our main activities during this reporting/accounting period have continued to involve us enabling Carers to obtain alternative care, either in the home or via residential provision, for the person or persons (almost always a close family member) for whom they normally provide assistance so that they may take a much need break to recharge their batteries. We continue to work closely with a number of other charities and with an increasing number of various Statutory Authorities, whilst ensuring that our help is in **addition** to their funding **not** a replacement.

### Achievements and performance

The year to 31<sup>st</sup> December 2011 was the tenth full year of operation for The Respite Association.

As reported in our Annual Report document in previous years, the number of people coming to us for the actual provision of Respite Care and advice on how to access any statutory provision continues to

increase year on year. The number of telephone enquiries is continuing to show a particularly substantial increase. Applications are now also received via our Website.

The ability to download our application form has proved very popular both with individual carers and with Voluntary and Statutory organisations many of whom bring significant numbers of carers to us for assistance.

For the first time since the formation of the Charity we had the good fortune to have a commercial sponsor during our 2011 Financial Year which was also our Tenth Anniversary Year. The staff of Messrs T-Systems Ltd (part of the Deutsche Telekom group) voted to adopt The Respite Association as their 'Charity of the Year 2011'. The excellent support and help given by T-Systems staff included the complete re-vamping of our website and also of our promotion literature; the latter also incorporated the designing of a new eye catching logo for the Charity. Members of T-Systems staff also raised £2,500 toward our 'static mobile home purchase fund' and a further donation is anticipated (together with match funding from the Company itself) in 2012 although we have at this time no way of knowing the likely total.

During the year we also received very welcome support from the staff of Messrs Bakkavor (a company local to our Charity Offices) who through various activities raised the magnificent sum of £5,500 toward our 'static mobile home fund' We are enormously grateful to the staff of both the afore-mentioned companies and to their management for their help and support.

We are also grateful to the many Charitable Trusts, organisations and individuals who supported our work during 2011. We would like to add a very special note of thanks to the Trustees of the Robert McAlpine Foundation for their important support for our work over recent years without which we would have been able to help far fewer Carers.

Obviously, 2012 looks to be a challenging year for us and for many other voluntary organisations. The cut backs in Local Government spending are already impacting on carers in a significant way and we expect that this situation will worsen throughout 2012 and beyond resulting in yet more desperate people coming to us for assistance.

#### **Planned actions for 2012**


Once again it is our intention to continue bringing relief to as many individuals and families through Respite Care Provision as we can throughout the coming year. The Board of Trustees has decided to continue to concentrate on maintaining and further developing the provision of direct assistance to Carers in what it expects to be difficult financial circumstances during 2012 given the prevailing economic situation globally and nationally. However it is also hoped to move forward with a project that will involve the purchase of a quality static mobile home which will enable us to offer short breaks to Carers who otherwise would not be able to make maximum use of the Respite we are able to give them when we provide support with alternative means of care for the person they normally look after.

#### **Statement of Public Benefit**

The work of the Respite Association benefits significant numbers of Carers, these being persons who are caring for someone who is terminally ill, long-term sick, physically or mentally disabled. The Charity helps Carers without any bias regarding sex, age, religion or ethnicity. The help provided benefits not only the Carer but frequently the whole of their family. Many Carers of young disabled or sick children have other children who are unintentionally neglected due to the degree of attention required for the other child, our Respite Care breaks allow the parents to spend quality time with such children. The provision of a Respite Break for a Carer also has a beneficial effect for the person who they usually care for who may otherwise become distressed at the degree of stress (physical and mental) the Carer maybe be suffering.

#### **Approval**

The Trustees approved this report on Sunday March 11<sup>th</sup> 2012  
And signed on their behalf.

  
John Turner MInstF (Dip)  
**Trustee & Chairman**

## DONATIONS RECEIVED DURING 2011 FINANCIAL YEAR

Our sincere thanks go to the following organisations for their much appreciated financial support during 2011. We also send our thanks to those organisations that asked not to be named publicly.

Robert McAlpine Foundation  
The Hilda & Samuel Marks Foundation  
Longstaffs  
WickesAid  
The Thomas Farr Charity  
Thomas Roberts Trust  
I.B.C., Employee Charity (Vauxhall)  
Bisgood Charitable Trust  
Sir John Eastwood Foundation  
Second Sidbury Trust  
The Walter Guinness Charitable Trust  
PPG Architectural Coatings Employees  
The Really Useful Group Ltd  
Newarke Lodge  
The Forest Hill Charitable Trust  
The H.R. Greene Charitable Trust  
The Bank of England  
The Coutts Charitable Trust  
The Fifty Fund  
Jill Franklin Trust  
Ardwick Trust  
SNR Denton Charitable Trust  
The Albert Hunt Trust  
The Sir Jules Thorn Charitable Trust  
The Hoover Foundation  
Bakkavor  
Land Securities  
Sheffield & District Hospital Services  
The Michael & Anna Wix Charitable Trust  
Loseley & Guildway Charitable Trust  
The Music Sales Charitable Trust  
Waynflete Charitable Trust  
The Bridgewater Charitable Trust  
J. C Seccombe Charitable Trust  
The Vandervell Foundation  
Sheila Whitley Trust  
Jane Hodge Foundation  
The Archer Trust  
The Norman Family Charitable Trust  
WLS Charitable Fund  
Karen June Thornton Charitable Trust  
The Alchemy Foundation  
Miss Gladys E Kingdon-Simons (deceased)  
The Rest-Harrow Trust  
Thomas Sivewright Catto Charitable Settlement  
JW Wright Trust  
The Sir Cliff Richard Charitable Trust  
The Freemasons Grand Charity  
Henhurst Charitable Trust  
DM Charitable Trust  
Patricia & Donald Shepherd Charitable Trust  
The Cumber Family Charitable Trust  
The Angela Gallagher Memorial Fund  
Cumberland Building Society  
The Lady Hind Trust

The Sir James Roll Charitable Trust  
White Oak Charitable Trust  
The Souter Charitable Trust  
Harford Charitable Trust  
The Lynn Foundation  
The Paget Trust  
H.A. Holliday Charitable Trust  
The HDH Wills 1965 Charitable Trust  
SC & ME Morlands Charitable Trust  
Ashfield Trust  
The Charitable Trust of 1965  
The John Rayner Charitable Trust  
The Woodroffe-Benton Foundation  
CMCF (Isle of Axholme Lodge)  
The Drapers Charitable Fund  
MacCabe Family Trust  
The Gordon Napier Charitable Trust  
Blakemore Foundation  
Armourers & Brasiers Gauntlet Trust  
Matthews Wrightson Charitable Trust  
Rofeh Trust  
The Michael Cornish Charitable Trust  
Mrs HR Greene Charitable Trust  
The Geoffrey Watling Charity  
The Sidbury Trust  
The Roger Vere Foundation

#### **Risk Assessment**

The Board receives a report from the CEO/Administrator on any perceived Risks both Physical and Financial. The ill health suffered by our CEO during the latter part of 2011 and the expected need for him to undergo major surgery to remove a cancerous tumour in 2012 meant that the Associations Chairman felt it appropriate to produce a plan to cover any eventuality regarding the CEO's health, this report had been endorsed by the Trustee Board in consultation with the CEO. At present no other significant risks have been identified apart from the obvious need to monitor our financial situation ever more carefully in the current economic climate.

#### **Investment Policy**

The Charity currently needs to continue building its small reserves in order to meet the targeted sum (see Reserves policy above). Currently the Reserves are held in an Account with Messrs Santander, however it is the intention of The Trustee Board to continue to monitor whether this is the safest and most productive vehicle for its money especially given the current worldwide economic difficulties. At the time of producing this Report the Hon. Treasurer was investigating whether other more suitable accounts might be available.

Independent Examiner's  
report on the accounts

Report to the trustees/  
members of The Respite Association

On accounts for the year  
ended December 31<sup>st</sup> 2011 **Charity no (if any)** 1086598

Set out on pages 10 to 13 inclusive

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's  
statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 130 of the Act); and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

A. King

Date:

25/4/2012

Name:

Anne King

Relevant professional  
qualification(s) or body  
(if any):

HM Inspr of Taxes (ret'd)

Address:

Spinney Farm House Claydon Park

Amber Hill

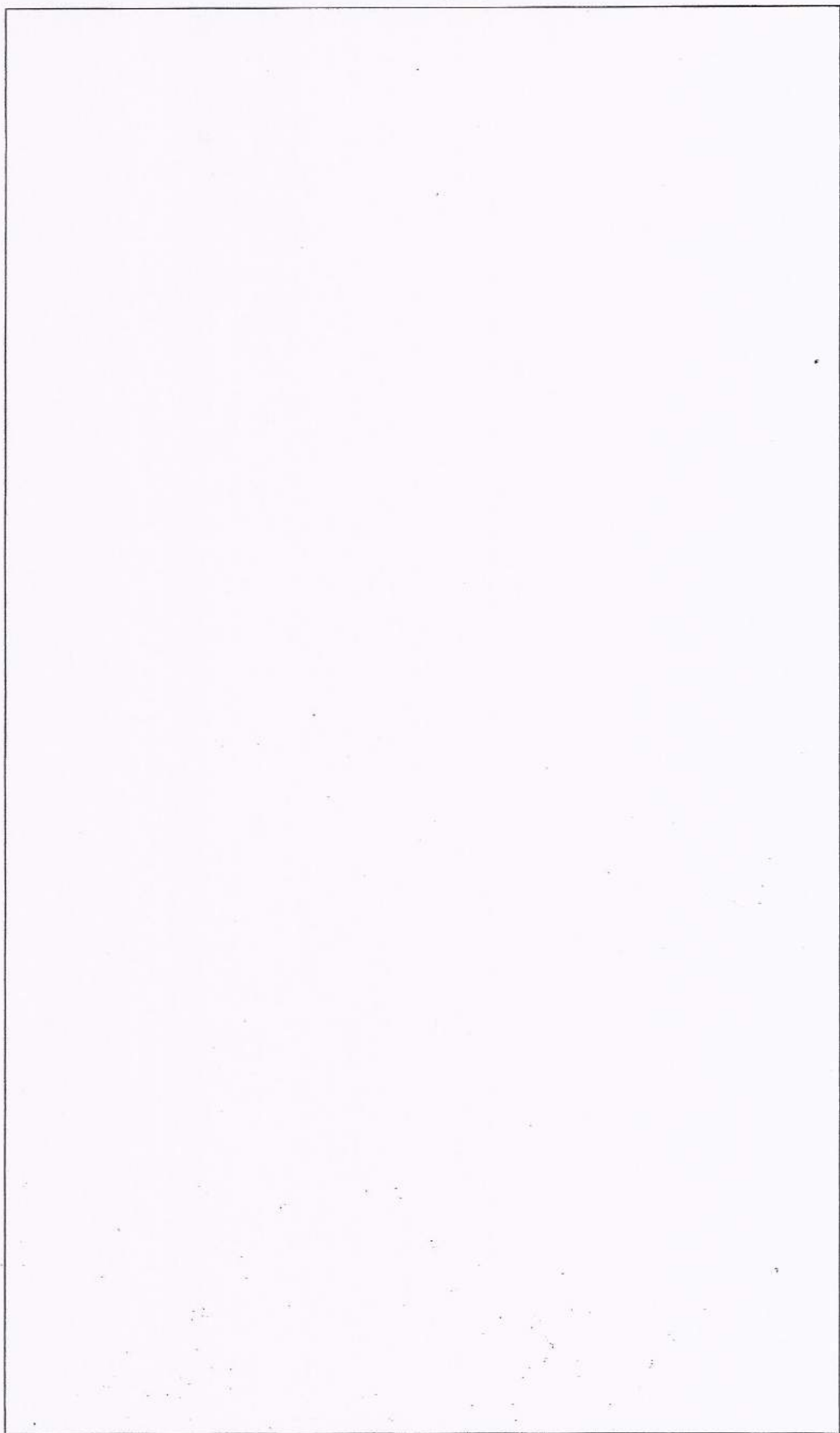
Boston

Lines PE20 3RN



Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**



**RECEIPTS AND PAYMENTS ACCOUNTS**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR COMMENCING 1<sup>ST</sup> JANUARY 2011 and ENDING 31<sup>ST</sup> DECEMBER 2011**

	<u>Notes</u>	<u>2011</u>			<u>2010</u>
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
<b><u>Incoming Resources</u></b>					
Trust and Corporate Donations		65,789	19,825	85,614	71,739
Donations from Individuals		594	-	594	370
Bank Interest		62	-	62	25
Events sponsorship		-	-	-	-
Lottery		-	-	-	-
Christmas Cards		52	-	52	-
<b>Total incoming resources</b>		<b>66,497</b>	<b>19,825</b>	<b>86,322</b>	<b>72,134</b>
<b><u>Resources Expended</u></b>					
<b>Direct charitable expenditure</b>					
Charitable support costs		47,892	13,078	60,970	58,814
<b>Other expenditure</b>					
Independent examiner's fees		-	-	-	-
Fundraising		3,777	-	3,777	3,068
Administration		416	-	416	437
Subscriptions		733	-	733	528
Insurance		220	-	220	221
Publicity		699	-	699	755
Training		358	-	358	-
Office Rent		1,000	-	1,000	1,000
Equipment (Computers/Keyboards/ Printers/Desks/Chairs)		1,213	-	1,213	205
<b>Total expenditure</b>	<b>2</b>	<b>56,308</b>	<b>13,078</b>	<b>69,386</b>	<b>65,028</b>
<b>Net movement in fund for the year</b>		<b>10,189</b>	<b>6,747</b>	<b>16,936</b>	<b>7106</b>
<b>Total funds brought forward</b>		<b>51,928</b>	<b>12,876</b>	<b>64,804</b>	<b>57,698</b>
<b>Total funds carried forward</b>		<b>62,117</b>	<b>19,623</b>	<b>81,740</b>	<b>64,804</b>

The notes on pages 12 and 13 form part of these accounts.

**STATEMENT OF ASSETS AND LIABILITIES AS AT 31<sup>ST</sup> DECEMBER 2011**

		<u>2011</u>			<u>2010</u>
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
<b>Fixed Assets</b>					
4 Computers/2 printers/Furniture	<b>1&amp;4</b>	926	209	1,135	1,055
<b>Current Assets</b>					
Cash at bank – Current account		29,424	19,623	49,047	32,173
Deposit account		32,693	-	32,693	32,632
<b>Total Current Assets</b> (in line with Receipts and payments account)		62,117	19,623	81,740	64,805
<b>TOTAL ASSETS</b>		63,043	19,832	82,875	65,860
<b>Current liabilities</b>					
Commitments to beneficiaries	<b>3</b>	10,702	1,750	12,452	11,721
Static Mobile Home Purchase Fund		-	11,500	11,500	-
<b>Net current assets</b>					
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>52,341</b>	<b>6,582</b>	<b>58,923</b>	<b>54,139</b>
<hr/>					
<b>Capital</b>		<b>51,415</b>	<b>6,373</b>	<b>57,788</b>	<b>53,084</b>

Approved by the Trustees on Sunday March 11th 2012  
And signed on their behalf.



John P Turner MInstF (Dip)  
Chairman & Trustee

The notes on pages 12 & 13 form part of these accounts.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2011

### 1 Accounting policies

#### **Basis of preparation of accounts**

The Charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (The Act) and that an independent examination is needed. The accounts are prepared on a Receipts and Payments Basis.

#### **Income**

Voluntary income and donations are accounted for as received by the Charity. No permanent endowments have been received in the period.

#### **Value added tax**

Value added tax is not recoverable by the Charity, and as such is included in the relevant costs in the Statement of Financial Activities.

#### **Fixed assets**

The Charity owns three computers and two laser printers, plus some office furniture.

#### **Office Rent**

Office accommodation is provided at a greatly subsidised cost by The Holbeach St Marks Community Association. For security and privacy reasons mail is still forwarded to the home address of our administrator. The rent also includes the cost of heating and lighting.

#### **Fundraising**

The cost of Fundraising is equal to just over 4% of our income. The increase over the previous year is entirely due to the need for our staff to spend more time on this activity thereby involving the need to allocate more of their salary cost to this item in the interest of transparency.

### 2 Expenditure

	<u>2011</u>	<u>2010</u>
	£	£
Staff Costs	18,905	19,512
Direct Care Provision Funding	39,925	39,732
Administration	416	437
Telephone	400	690
Postage & Stationery	1,740	1,062
Subs	733	528
Accountancy	-	-
Fundraising	3777	1,438
Publicity	699	203
Equipment Purchase	1,213	205
Trustee/Staff Training	358	-
Trustee Expenses	-	-
Office Rent	1,000	1,000
Insurance	220	221
	<u>69,386</u>	<u>65,028</u>
<b>3 Current Liabilities</b>		
<b>a)</b> Commitments to beneficiaries (Respite Care Packages agreed but not yet paid)	12,452	11,721
<b>b)</b> Static Mobile Home Purchase Fund	<u>11,500</u>	<u>-</u>
	<b>23,952</b>	<b>11,721</b>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2011**

4	<b><u>Fixed Assets</u></b>	2011			2010
		<b><u>UNRESTRICTED</u></b>	<b><u>RESTRICTED</u></b>	<b><u>TOTAL</u></b>	<b><u>TOTAL</u></b>
		£	£	£	£
	Balance b/f as at 1.1.11	638	417	1,055	2109
	Additions in the year	1,213	-	1,213	-
	Less: Depreciation charge	925	208	1,133	1,054
	Net book value 31 <sup>st</sup> December 08	926	209	1,135	1,055

5	<b><u>Staff Costs</u></b>	2011	2010
	Total staff costs	20,605	19,762
	Average number of staff	2 (1 x ¾ Time & 1 x ½ Time)	2 (1 x ¾ Time & 1 x ½ Time)

6 **Restricted Income**

Restricted Income is to be used (at the donor(s) request) for the benefit of Carers who reside within specific geographical locations and sometimes in cases involving people within certain age categories e.g. elderly persons or children. Occasionally donors may sponsor a piece of equipment or the printing of one of our information leaflets.