

Charity No. 1086598

THE RESPITE ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST Dec 2012

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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 (Dip) – 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) Scottish Widows Bank plc
PO box 12757,
67, Morrison Street
Edinburgh
EH3 8YJ

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST Dec 2012

The Trustees present their report and accounts for the year ended 31st December 2012.

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 (Dip) 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 16th 2001.

Reserves

The policy of the Trustees as adopted on December 19th 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 £32,693, and at the end of the 2012 Financial Year the amount held in that account, including interest, stood at £32,769. During the year the Trustees took the decision to move the Reserve Account away from Santander Bank plc due to a poor level of service and low interest. The account is now operated through Scottish Widows Bank plc.

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 needed 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 31st December 2012 was the eleventh full year of operation for The Respite Association.

This year has been an exciting one for us as although our core activity remains the provision of an alternative means of support for the person being cared for thereby enabling the usual family Carer to obtain a much needed break, we have also been working toward being able to provide some Carers with

a FREE holiday by purchasing a static caravan with which to offer this service. The Charity has now purchased an excellent Static Caravan which is sited at The Richmond Holiday Centre in Skegness and we will be offering FREE holidays to suitable Carers throughout the 2013 holiday season. We are extremely grateful to the three main donors who enabled this purchase, Messrs T-Systems Ltd, Messrs Bakkavor plc and The Drapers Foundation. This is a most exciting development and one that will enable us to offer further support to some of the very neediest of Carers. Some of the families we will be helping will have more than one child and one of these will be heavily disabled and therefore needs a very high level of attention from the parents. We are going to now be able to help, not only with some alternative provision for the disabled child (thereby freeing up time for the parents), but we will be able to offer the family a break during which they can spend some real quality time with the able bodied child/children who often get inadvertently overlooked. The early signs regarding this new project are so encouraging that the Trustees will shortly be discussing whether plans should be put in place to try to raise the money for the purchase of a further unit. The Trustees are always anxious to ensure that they achieve good value for money in all that we do, and the ability to provide a stressed Carer and their family with a week's holiday at a cost of just £200 to our Charity demonstrates just that, especially when one considers that a commercially purchased week at the Skegness site in August would cost around £700, putting such a holiday outside many families' reach as those caring for a loved one tend to be on very low incomes.

As mentioned in our Annual Report last year, 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 following the decision to make cutbacks in services by many Local Authorities across the country.

We are also grateful to the many Charitable Trusts, organisations and individuals who supported our work during 2012. We would again 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.

Obviously, 2013 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 2013 and beyond resulting in yet more desperate people coming to us for assistance.

Planned actions for 2013


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 2013 given the prevailing economic situation globally and nationally. However we now have the Free Holiday project up and running and we will be learning much about the management of that during the 2013 holiday season. As mentioned above, the Trustees will be meeting in January 2013 to discuss the project and whether to launch an appeal to purchase a further unit.

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 31st 2013 and signed on their behalf by:



John Turner MInstF (Dip)
Trustee & Chairman

DONATIONS RECEIVED DURING 2012 FINANCIAL YEAR

Our sincere thanks go to the following organisations for their much appreciated financial support during 2012. We also send our thanks to those organisations that asked not to be named publicly.

Robert McAlpine Foundation	Paul Bassham CT
A & L Lass Charities Ltd	Paycare CT
Bakkavor Ltd	Phillips Family CT
Bank of England Employees Fund	R S Brownless CT
The Barbour Foundation	Reuben Foundation
Blakemore Foundation	Rosh Pinah Primary School Trust
C D Horton CT	SC & ME Morland's CT
Chapman Charitable Trust	Second Sidbury Trust
Clan Trust	Shiela Whitley Trust
Cranfield CT	Sir James Roll Charitable Trust
DM Charitable Trust	The Sobell Foundation
Dennis Alan Yardy CT	Souter CT
Forest Hill CT	Sovereign Healthcare CT
H & L Cantor Trust	Stella Symons CT
H A Holliday CT	T. Systems plc
H R Greene CT	The Alchemy Foundation
Harford CT	The Archer Trust
Hasluck CT	The Aylesford Family CT
Heath CT	The Bridgewater CT
Helen Jean Cope Charity	The Culra Charitable Trust
Henhurst CT	The Eleanor Rathbone CT
Henry James Sayer Charity	The Family Rich Charities Trust
Holbeach Weight Training Club	The February Foundation
J C Seccombe CT	The Gordon Napier CT
Jane Hodge Foundation	The Hospital Saturday Fund
Jarman CT	The Kendrick & Sylvia Edwards CT
Johnson Matthey plc	The Leopold de Rothschild CT
Joicey Trust	The Paget Trust
Karen June Thornton CT	The Really Useful Group Ltd
Leicester Ladies County Bowling Assoc.	The Rest-Harrow Trust
Longstaff	The Rothley Trust
MacCabe Family CT	The SMB Charitable Trust
Marks Family Trust	The TUUT CT
Matthews Wrightson CT	The Vandervell Foundation
Maude Elkington CT	The Vivienne & Sam Cohen CT
Michael & Anna Wix CT	The White Oak CT
Norwich Community Choir	The William & Christine Eynon Charity
Oadby Bowling Club	Thomas Farr Charity
Oakdale Trust	Thomas Roberts Trust
Patricia & Donald Shepherd CT	Waynflete CT

Weatherley CT
Wilfred & Elsie Elkes Charity Fund

WPP 2005 Ltd
Wynchwood CT

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. During the past 12 months the CEO has undergone further treatment which should end in February 2013 enabling him to return shortly thereafter to his normal daily duties. At present no other significant risks have been identified apart from the obvious need to monitor our financial situation ever more closely given 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 Scottish Widows Bank plc; 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.

Independent Examiner's
report on the accounts

Report to the trustees/ members of	The Respite Association		
On accounts for the year ended	December 31 st 2012	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:** 25th Apr 2013

Name: ANNE KING

Relevant professional qualification(s) or body (if any): HM Inspector of Taxes (retired)

Address: Spinney Farm House
Chandyke Bank Amber Hill
Bosim
Lincs PE20 3RN

RECEIPTS AND PAYMENTS ACCOUNTS
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR COMMENCING 1ST JANUARY 2012 and ENDING 31ST DECEMBER 2012


	<u>Notes</u>	<u>2012</u>			<u>2011</u>
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
<u>Incoming Resources</u>					
Trust and Corporate Donations		59,592	18,054	77,646	85,614
Donations from Individuals		409	1,178	1,587	594
Bank Interest		76	-	76	62
Events sponsorship	-	764	-	764	-
Lottery	-	735	-	735	-
Christmas Cards	-	22	-	22	52
Total incoming resources		61,598	19,232	80,830	86,322
<u>Resources Expended</u>					
Direct charitable expenditure					
Charitable support costs		46,916	11,616	58,532	60,970
Other expenditure					
Independent examiner's fees		-	-	-	-
Fundraising		4,021	-	4,021	3,777
Administration		402	-	402	416
Office Rent		1,000	-	1,000	1,000
Subscriptions		642	-	642	733
Insurance		236	-	236	220
Publicity		968	-	968	699
Training		-	-	-	358
Equipment; Computers		1,149	-	1,149	1,213
Caravan Purchase		2,455	17,540	19,995	-
Total expenditure	2	57,789	29,156	86,945	69,386
Net movement in fund for the year		3,809	(9,924)	(6,115)	16,936
Total funds brought forward		62,117	19,623	81,740	64,804
Total funds carried forward		65,926	9,699	75,625	81,704

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

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2012

		<u>2012</u>		<u>2011</u>	
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Fixed Assets					
3 Computers/2 printers/2 tablets & a Static Caravan	1&4	2,976	15,786	18,762	1,135
Current Assets					
Cash at bank – Current account		33,157	9,699	42,856	49,047
Deposit account		32,769	-	32,769	32,693
Total Current Assets (in line with Receipts and payments account)		65,926	9,699	75,625	81,740
TOTAL ASSETS		68,902	25,485	94,387	82,875
Current liabilities					
Commitments to beneficiaries	3	10,449	1,531	11,980	12,452
Static Mobile Home Purchase Fund		-	-	-	11,500
Net current assets					
TOTAL ASSETS LESS CURRENT LIABILITIES		58,453	23,954	82,407	58,923
Capital		55,477	8,168	63,645	57,788

Approved by the Trustees on Sunday March 31st 2013
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 31ST DECEMBER 2012

1 Accounting policies

Basis of preparation of 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. 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/Depreciation

The Charity owns three computers and two laser printers, plus two tablets. It also owns a Static Caravan based at the Richmond Holiday Centre in Skegness, Lincs. Computer equipment is depreciated over 3 years and the caravan over 10 years.

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 4.9% 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>2012</u>	<u>2011</u>
	£	£
Staff Costs	20,361	18,905
Direct Care Provision Funding	36,465	39,925
Administration	402	416
Telephone	400	400
Postage & Stationery	1,306	1,740
Subs	642	733
Accountancy	-	-
Fundraising	4,021	3,777
Publicity	968	699
Equipment Purchase	1,149	1,213
Trustee/Staff Training	-	358
Trustee Expenses	-	-
Office Rent	1,000	1,000
Insurance	236	220
Static Caravan Purchase	19,995	-
	<u>86,945</u>	<u>69,386</u>
3 Current Liabilities		
a) Commitments to beneficiaries (Respite Care Packages agreed but not yet paid)	11,980	12,452
b) Static Mobile Home Purchase Fund	<u>-</u>	<u>11,500</u>
	11,980	23,952

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2012

4 <u>Fixed Assets</u>	<u>UNRESTRICTED</u>	2012	<u>TOTAL</u>	2011
	£	<u>RESTRICTED</u> £	£	<u>TOTAL</u> £
Balance b/f as at 1.1.12	926	209	1,135	1,055
Additions in the year				
Computer equipment	1,149	-	1,149	1,213
Caravan purchase	2,455	17,540	19,995	-
TOTAL	4,530	17,749	22,279	2,268
Less: Depreciation charge	1,554	1,963	3,517	1,133
Net book value 31 st December 2012	2,976	15,786	18,762	1,135

5 <u>Staff Costs</u>	2012	2011
Total staff costs	21,561	20,605
Average number of staff	2 x $\frac{3}{4}$ Time	2 (1 x $\frac{3}{4}$ Time & 1 x $\frac{1}{2}$ 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.