

Charity No. 1086598

THE RESPITE ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST Dec 2013

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CHARITY INFORMATION

Trustees:	Mr John Turner MInstF (Dip) – Hon Chair Dr Alastair I Bell MBBS, DFFP - Hon. Secretary Mrs Catherine Scaife – Hon Treasurer Mrs Katherine Turner MInstF (Dip) Mrs Carole Bell (appointed 27 th October 2013)
Charity Number	1086598
Charity Offices	Greystones 4 Low Gate Lane Bicker Boston Lincs PE20 3DG
Independent Examiner	Mrs A King 2, Townhead Cottages Hilton Appleby in Westmoreland Cumbria, CA16 6LU
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 2013

The Trustees present their report and accounts for the year ended 31st December 2013.

Trustees

Trustees who served during the year were as follows: -

Mr John Turner MInstF (Dip) who holds the office of Hon Chairman.

Dr A I Bell MBBS, DFFP who holds the office of Hon. Secretary

Mrs Catherine Scaife who holds the office of Hon Treasurer

Mrs Katherine Turner MInstF (Dip)

Mrs Carole Bell (appointed 27th October 2013)

Appointment of Trustees is governed by the Constitution of the Charity.

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 £32,769, and at the end of the 2013 Financial Year the amount held in that account, including interest, stood at £33,098. The reserve account is 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 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

This year has been a very successful year for the charity as once again we were able to help an increased number of carers and their families and the year also saw the launch of our new free holiday for carer's scheme. Whilst 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 reported in 2012 that thanks to the support and generosity of a number of Corporate and Charitable Trust donors we had been able to purchase an excellent static caravan through which we would be able to offer suitable carers a free holiday. The scheme was launched in March 2013 with our excellent static caravan based in Skegness at The Richmond Holiday Centre and has proved phenomenally successful

being fully booked throughout the season, with us having more requests from some clients than we have were able to fulfil. Clients have been brought to us by a number of other charities and by various Social Services Departments around the country, all of whom recognised the real value of the scheme but had no previous access to anything like it. Some of the families we were able to help had several children one of whom was heavily disabled requiring a very high level of attention from the parents. We are now able to help, not only with some alternative provision for the disabled child (thereby freeing up time for the parents), but are 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. Other clients benefiting from this new scheme have included a number of elderly carers who have been caring for a spouse suffering from Dementia and other similar conditions, who desperately need a little "me time" to enable them to continue in their caring role. Some of the correspondence from those who have benefited from the holidays confirms the real value of the project.

The success of the scheme was so encouraging that in August the Trustees launched an appeal to raise the money for the purchase of a further unit, this achieved its target just before Christmas and it is expected that the second holiday caravan will be purchased so that it can be available for clients in time for at least part of the 2014 holiday season. It is likely that the second holiday caravan will be sited somewhere on the North West coast of England in order that we can widen the area of benefit giving easier access for carers in the North West. 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 (free) holiday at a cost of just £200 (this figure includes an allowance to cover a replacement caravan in the future) 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. We are very grateful to the many Charitable Trusts, organisations and individuals who supported our work during 2013. We would once 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.

2014 will be a challenging year for us with ever greater numbers of clients coming to us for much needed help and the launch of our second holiday facility the workload on our staff also increases and we are grateful to them for their hard work and loyalty. The cut backs in Local Government spending continue to impact on carers in a significant way and we expect that this situation will worsen throughout the year.

Planned actions for 2014

It remains our intention to continue bringing relief to as many individuals and families through Respite Care Provision as we can throughout the coming year. We continue to concentrate on maintaining and further developing the provision of direct assistance to Carers in what we expect to be difficult financial circumstances during 2014. As mentioned above we aim to launch our second Free Holiday scheme somewhere in the North West of England during the summer of 2014.

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 February 16th 2014 and signed on their behalf by:

John Turner MInstF (Dip)
Trustee & Hon Chairman



DONATIONS RECEIVED DURING 2013 FINANCIAL YEAR

Our sincere thanks go to the following organisations for their much appreciated financial support during 2013. We also send our thanks to those organisations that asked not to be named publicly.

Robert McAlpine Foundation	D C Moncreiff Trust
Aylesford Family Charitable Trust	MacCabe Family CT
Alchemy Foundation	SC & MC Morland Trust
Bank of England Employees Fund	Matthews Wrightson CT
Belway Homes	Gordon Napier Trust
Blakemore Foundation	Newarke Masonic Lodge No 6794
Bergne-Coupland Charity	Paget Trust
Bisgood Charitable Trust	Prudential Small Donations Fund
Richard Burns Charitable Trust	Patricia Routledge Charitable Trust
Chapman Charitable Trust	Rio Tinto
Cleary Foundation	John Rayner Charitable Trust
Cranfield CT	Eva Reckitt Trust Fund
Vivienne & Sam Cohen Charitable Trust	Sir James Roll Charitable Trust
DM Charitable Trust	Really Useful Group
SNR Denton Trust	Reuben Foundation
William & Christine Eynon Charity	South Holland Rotary Club
Maud Elkington Charitable Trust	W O Street Foundation
Forest Hill CT	Second Sidbury Trust
Jill Franklin Trust	Patricia & Donald Shepherd
The Fifty Fund	Thomas Sivewright Trust
H R Greene Charitable Trust	Smiths Group Corporation
R & J Gardner Trust	Souter CT
Walter Guinness Charitable Trust	Sovereign Healthcare CT
Golden Bottle Trust	Sandringham, Flower Show Society
Harford CT	SMB Charitable Trust
Heathcoat-Amory Trust	J C Seccombe Charitable Trust
Tom Hall Charitable Trust	Florence Turner Trust
Hargreaves Charitable Trust	Karen June Thornton Charitable Trust
Henhurst CT	Truemark Trust
William Haddon Charitable Trust	The Vandervell Foundation
Hospital Saturday Fund	Wilmcote Charitruist
Albert Hunt Trust	Wickes Aid
Peter & Gwyneth Hodgkinson Trust	Woodroffe Benton Foundation
Jarman CT	White Oak Charitable Trust
Joicey Trust	Waynelete Charitable Trust
Littlewood Hills Trust	Shiela Whitley Trust
Lynn Foundation	WPP 2005 Ltd
A & S Lass Charities	WLS Charitable Fund
Murphy Newman Trust	Michael & Anna Wix
Music Sales Charitable Trust	HDH Wills 1965 Charitable Trust

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 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 the CEO's health, this report had been endorsed by the Trustee Board in consultation with the CEO. During 2013 the CEO completed all his surgical and chemotherapy treatments and is now in remission and monitored by the NHS on a six monthly cycle, we trust his health will now be stable but our risk plan remains in place to cover any eventuality relating to his health. 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 continues 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 2013	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 K **Date:** 8th March 2014

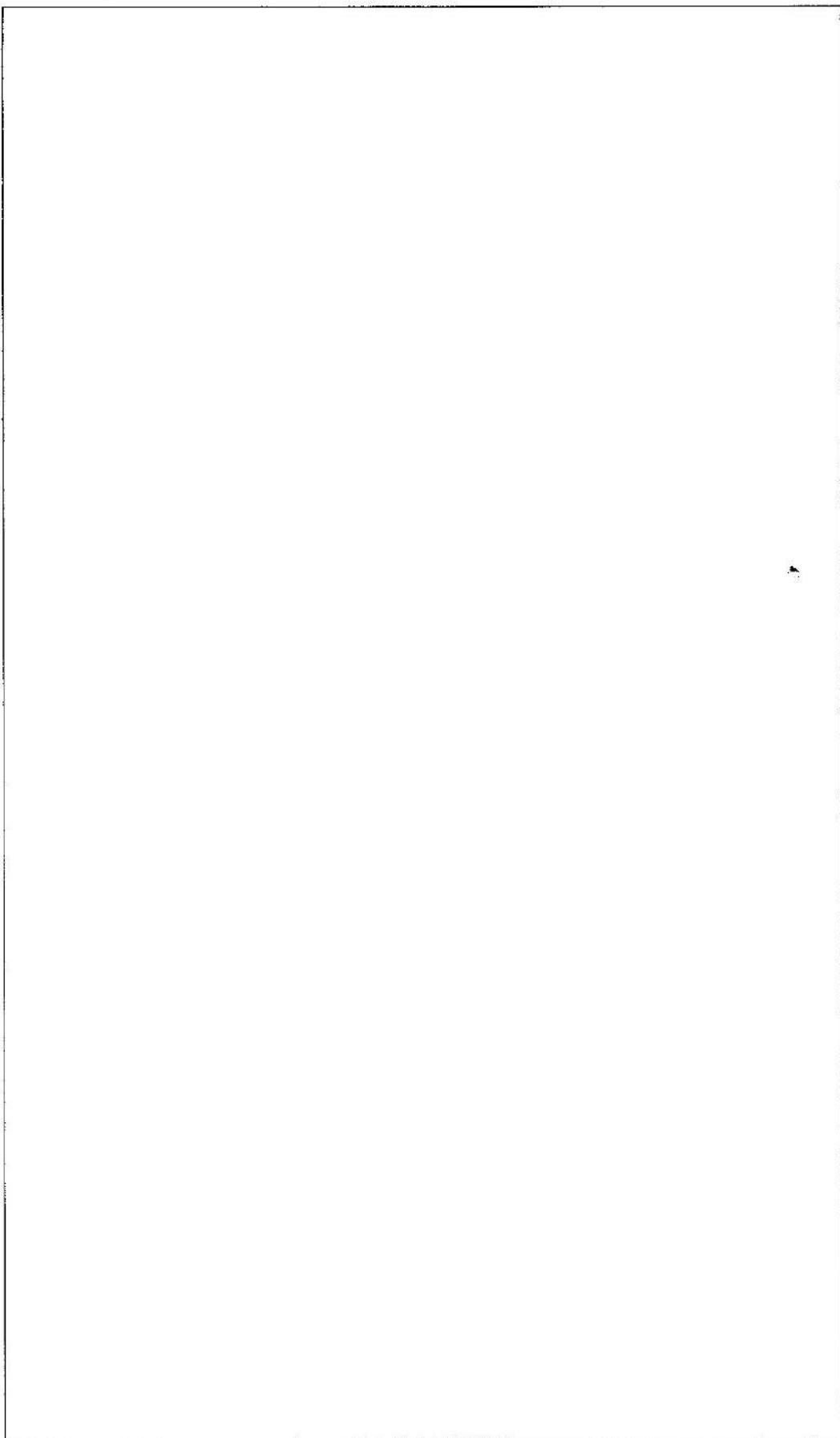
Name: Anne Kinn

Relevant professional qualification(s) or body (if any): H.M Inspector of Taxes (retired)

Address: Fen Daddlers
3 Town Head Cottage
Hilltop
Aptley CA16 6LH

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 1ST JANUARY 2013 and ENDING 31ST DECEMBER 2013

		<u>2013</u>			<u>2012</u>
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
<u>Incoming Resources</u>					
Trust and Corporate Donations		66,361	32,261	98,622	77,646
Donations from Individuals		624	225	849	1,587
Bank Interest		328	-	328	76
Events sponsorship	-	516	-	516	764
Lottery	-	-	-	-	735
Christmas Cards	-	-	-	-	22
Total incoming resources		<u>67,829</u>	<u>32,486</u>	<u>100,315</u>	<u>80,830</u>
<u>Resources Expended</u>					
Direct charitable expenditure					
Charitable support costs		49,900	15,879	65,779	58,532
Other expenditure					
Independent examiner's fees		-	-	-	-
Fundraising		3,894	-	3,894	4,021
Administration		1,137	-	1,137	402
Office Rent		1,000	-	1,000	1,000
Subscriptions		744	-	744	642
Insurance		239	-	239	236
Publicity		406	-	406	968
Training		100	-	100	-
Equipment/Computers		1,708	-	1,708	1,149
Caravan Purchase		-	-	-	19,995
Total expenditure	2	<u>59,128</u>	<u>15,879</u>	<u>75,007</u>	<u>86,945</u>
Net movement in fund for the year		8,701	16,607	25,308	(6,115)
Total funds brought forward		<u>65,926</u>	<u>9,699</u>	<u>75,625</u>	<u>81,740</u>
Total funds carried forward		<u><u>74,627</u></u>	<u><u>26,306</u></u>	<u><u>100,933</u></u>	<u><u>75,625</u></u>

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

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2013

		<u>2013</u>		<u>2012</u>	
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Fixed Assets					
3 Computers/2 printers/2 tablets	1&4	3,614	14,032	17,646	18,762
Office equipment & a Static Caravan					
Current Assets					
Cash at bank – Current account		41,529	26,306	67,835	42,856
Deposit account		33,098	-	33,098	32,769
Total Current Assets (in line with Receipts and payments account)					
		74,627	26,306	100,933	75,625
TOTAL ASSETS					
		78,241	40,338	118,579	94,387
Current liabilities					
Commitments to beneficiaries	3	3,496	1,823	5,319	11,980
Second Static Mobile Home - Purchase Fund		5,000	16,000	21,000	-
Fund to cover replacement of first Static Caravan after 10 years		2,000	-	2,000	-
Net current assets					
TOTAL ASSETS LESS CURRENT LIABILITIES		67,745	22,515	90,260	82,407
<hr/>					
Capital		64,131	8,483	72,614	63,645

Approved by the Trustees on Sunday February 16th 2014
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 2013

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 and some basic office equipment. It also owns a Static Caravan based at the Richmond Holiday Centre in Skegness, Lincs. Computer/office 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.

Fundraising

The cost of Fundraising is equal to 3.9% of our income, a decrease over last year (4.9%) and a figure that we think demonstrates the tight control the Trustee Board and its staff keep over expenditure in all forms. We believe that it is unrealistic to expect the figure to drop significantly lower given the increase in such things as postage and printing.

2 **Expenditure**

	<u>2013</u>	<u>2012</u>
	£	£
Staff Costs	20,292	20,361
Direct Care Provision Funding	43,189	36,465
Administration	1,137	402
Telephone	670	400
Postage & Stationery	1,628	1,306
Subs	744	642
Accountancy	-	-
Fundraising	3,894	4,021
Publicity	406	968
Equipment Purchase	1,708	1,149
Trustee/Staff Training	100	-
Trustee Expenses	-	-
Office Rent	1,000	1,000
Insurance	239	236
Static Caravan Purchase	-	19,995
	<u>75,007</u>	<u>86,945</u>
3 Current Liabilities		
a) Commitments to beneficiaries (Respite Care agreed but not yet paid/fund to replace current caravan)	7,319	11,980
b) Static Mobile Home Purchase Fund	<u>21,000</u>	<u>-</u>
	28,319	11,980

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2013

4 <u>Fixed Assets</u>	<u>UNRESTRICTED</u>	2013	<u>TOTAL</u>	2012
	£	<u>RESTRICTED</u> £	£	<u>TOTAL</u> £
Balance b/f as at 1.1.13	2,976	15,786	18,762	1,135
Additions in the year				
Computer/office equipment	1,708	-	1,708	1,149
Caravan purchase	-	-	-	19,995
TOTAL	4,684	15,786	20,470	22,279
Less: Depreciation charge	1,070	1,754	2,824	3,517
Net book value 31 st December 2013	3,614	14,032	17,646	18,762

5 <u>Staff Costs</u>	2013	2012
Total staff costs	21,442	21,561
Average number of staff	2 x ¾ Time	2 x ¾ Time

6 **Restricted Income**

Restricted Income is to be strictly 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, part of the cost of our static caravan or its running costs or perhaps the printing of one of our information leaflets.