

Charity No. 1086598

THE RESPITE ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST Dec 2014

CONTENTS

Page

Charity Information	3
Trustees' Report	4/5
Statement of Public Benefit	5
Donors	6
Risk Assessment	7
Investment Policy	7
Independent Examiner's Report	8/9
Receipts & Payments Accounts	10
Statement of Assets and Liabilities	11
Notes to the Accounts	12/13

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
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 Westmorland 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 2014

The Trustees present their report and accounts for the year ended 31st December 2014.

Trustees

Trustees who served during the year were as follows: -

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

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 £50,000 (reviewed annually). Actual Reserves at the commencement of the year covered by this Report stood at £33,098, and at the end of the 2014 Financial Year the amount held in that account, including interest, stood at £38,235. 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 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

This year saw the charity achieving its objectives in a number of ways key amongst which were,

- Once again we were delighted to be able to support an increased number of Carers to obtain that much needed break from their caring role, with an increase over the previous year of 7%. The breaks also enabled many of the Carers to maintain some level of normality in their lives, as it is all too easy for them to become socially isolated. Our files now contain many letters of thanks from Carers who say that without the kind of support we offer they would not have been able to continue.

- Although our main activity by far remains supporting the provision of a suitable alternative Carer so that the usual Carer can have a well-earned break, we continue to also develop our smaller 'Free Holiday for Carers' scheme. Thanks to the support of a number of generous donors in 2013 and 2014 we were able to purchase our second holiday caravan in the spring of 2014. This second unit is sited at the Newton Hall Holiday Park in Staining just outside Blackpool a location that enables us to offer holidays to a wider geographic spread of Carers. As before 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.
- The late summer of 2014 saw us producing a promotional video that will make it possible for us to far more widely publicise the services we offer to Carers. The video is featured on our revamped and much improved website (another achievement this year) and is already being used by our staff when doing public presentations. To a lesser extent it is also hoped that the video will act as a fundraising tool.
- We were absolutely delighted when, following an approach by our Chair, Miss Joanna Lumley kindly agreed to provide the voice over narration for our new video, donating her services without charge. We were even more delighted when Miss Lumley agreed to become the Patron of our Charity.
- Throughout the year we have been very fortunate in having the support of some very generous and kind donors, resulting in 2014 being our record year for income. We are especially grateful to the staff of Oldrids and Downtown stores (based throughout Lincolnshire) for choosing us as their 'Charity of the Year' 2014.

Planned actions for 2015

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 2015. April 2015 will see the introduction of The Care Act and we anticipate that the changes this will bring about will have two obvious impacts upon our Charity. Firstly, we are likely to receive far more calls from Carers wanting advice on how they are affected by the changes the Act will bring to the way in which they are dealt with by their Local Council. Secondly, Local Authorities are now likely to carry out a significantly increased number of assessments of individual Carers' needs than previously. Whilst this is good news; it is doubtful that enough funding will be available for the identified needs (especially relating to respite) which is no doubt why the Act allows Councils to charge for services. We therefore anticipate an increased number of applications coming to us during the second half of 2015 and beyond.

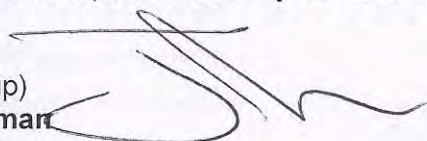
Statement of Public Benefit

The Trustees of the Respite Association have complied with their duty to have due regard for the Charity Commission's public benefit guidance. 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 given less attention than the parents would themselves prefer to be the case due to the needs of 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 15th March 2015 and it was signed on their behalf by:

John Turner MInstF (Dip)
Trustee & Hon. Chairman



DONATIONS RECEIVED DURING THE 2014 FINANCIAL YEAR

Our sincere thanks go to the following organisations for their much appreciated financial support during 2014. We also send our thanks to those organisations that asked not to be named publicly.

Robert McAlpine Foundation	RATAE Co-Operative Players
A & S Lass Charities	Reuben Foundation
Alchemy Foundation	RG Hills CT
Ardwick Trust	Richard Burns CT
Armourers & Brasiers Gauntlet Trust	Rothschild Charities Committee
Baron Davenport' Charity	SC & MC Morland Trust
Belway Homes	Sheffield & District Hospital Char. Fund
Bisgood CT	Sheila Whitley Trust
Boston Ladies Circle	Sir Cliff Richard CT
Brigadier & Mrs Phelps C. Settlement	Sir James Roll CT
Carron Charitable Settlement	SMB CT
Cleary Foundation	Souter CT
Cottingham Charity Trust	Sovereign Healthcare CT
Cranfield CT	Stella Symons CT
DM CT	The Ashdene Trust
Eva Reckitt Trust Fund	The Camden Trust
Fitzmaurice Trust	The Carriejo CT
Florence Turner Trust	The Charles Littlewood Hill Trust
Forest Hill CT	The Culra CT
Francis Winham Foundation	The Cumber Family CT
Freemasons Grand Charity	The February Foundation
H R Greene Settlement	The Fifty Fund
Harford CT	The Hedley Foundation
James Wise CT	The Helen-Jean Cope Charity
Jill Franklin Trust	The Hoover Foundation
Langdale Trust	The Norman Ashton Foundation
Leslie & Lillian Manning Trust	The Pennycress Trust
MacCabe Family CT	The Phillips Family CT
Marsh Christian Trust	The Really Useful Group
Marston C.T.	The Richard Cadbury CT
Matthews Wrightson CT	The Roger Vere Foundation
Maud Elkington CT	The Sir Robert Gooch CT
May Hearnshaw CT	The Street Foundation
Murphy Newman Trust	The Swire CT
N&P Building Society	The Vandervell Foundation
Newarke Masonic Lodge No 6794	The Welland Masonic Lodge No 9556
Paget Trust	Thomas Roberts Trust
Prudential Small Donations Fund	Thomas Sivewright Trust
R & J Gardner Trust	Vivienne & Sam Cohen CT
R S Brownless CT	Waynefleete CT

White Oak CT

William & Christine Eynon Charity

WLS Charitable Fund

Woodroffe Benton Foundation

WPP 2005 Ltd

Yorkshire Building Society Charitable. Foundation

Risk Assessment

The Board receives a report from the CEO/Administrator each year addressing any perceived risk. The report for 2014 was presented to the Trustees on August 10th and approved by them. The report did not identify any serious risks to the charity either financial or physical. As covered in previous reports the cancer suffered by the Chief Executive/Administrator remains in remission likewise the plan adopted by the Trustees to deal with the situation should a recurrence occur remains in place.

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 31st 2014 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:

22nd March 2015

Name:

ANNE KING

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

HM Inspector of Taxes (retired)

Address:

Fellodders

2 Town Head Cottages Hilton

Appleby

Cumbria CA11 6LJ

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 2014 and ENDING 31ST DECEMBER 2014**

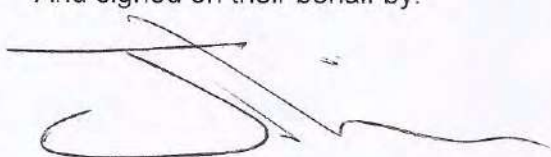
		<u>2014</u>			<u>2013</u>
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
<u>Incoming Resources</u>					
Trust and Corporate Donations		93,355	13,262	106,617	98,622
Donations from Individuals		610	100	710	849
Bank Interest		137	-	137	328
Events sponsorship	-	25	-	25	516
Lottery	-	-	-	-	-
Christmas Cards	-	20	-	20	-
Total incoming resources		<u>94,147</u>	<u>13,362</u>	<u>107,509</u>	<u>100,315</u>
<u>Resources Expended</u>					
Direct charitable expenditure					
Charitable support costs		66,913	13,620	80,533	65,779
Other expenditure					
Independent examiner's fees		-	-	-	-
Fundraising		5,156	-	5,156	3,894
Administration		1,158	-	1,158	1,137
Office Rent/Heating/Lighting		1,450	-	1,450	1,000
Subscriptions		909	-	909	744
Insurance		245	-	245	239
Publicity/Video		3,464	-	3,464	406
Training		200	-	200	100
Equipment/Computers		218	-	218	1,708
Caravan Purchase/Equip		2,131	19,100	21,231	-
Total expenditure	2	<u>81,844</u>	<u>32,720</u>	<u>114,564</u>	<u>75,007</u>
Net movement in fund for the year		<u>12,303</u>	<u>(19,358)</u>	<u>(7,055)</u>	<u>25,308</u>
Total funds brought forward		<u>74,627</u>	<u>26,306</u>	<u>100,933</u>	<u>75,625</u>
Total funds carried forward		<u><u>86,930</u></u>	<u><u>6,948</u></u>	<u><u>93,878</u></u>	<u><u>100,933</u></u>

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

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2014

	<u>2014</u>		<u>2013</u>
<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Fixed Assets			
3 Computers/2 printers/2 tablets 1&4	2,544	30,446	32,990
Office equipment & 2 Static Caravans			17,646
Current Assets			
Cash at bank – Current account	48,696	6,947	55,643
Deposit account	38,235	-	38,235
Total Current Assets (in line with Receipts and payments account)	86,931	6,947	93,878
TOTAL ASSETS	89,475	37,393	126,868
Current liabilities			
Commitments to beneficiaries 3	5,759	931	6,690
Second Static Mobile Home - Purchase Fund	-	-	21,000
Fund to cover replacement of both Static Caravans after 10 years	6,000	-	6,000
Net current assets			2,000
TOTAL ASSETS LESS CURRENT LIABILITIES	77,716	36,462	114,178
Capital	75,172	6,016	81,188
			72,614

Approved by the Trustees on Sunday
And signed on their behalf by.



Sunday March 15th 2015
John Turner MInstF (Dip)
Trustee & Hon. Chairman

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

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2014

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 two computers and two laser printers, plus two tablets and some basic office equipment. It also owns two Static Caravans one based at the Richmond Holiday Centre in Skegness, Lincolnshire and the other sited at Newton Hall Holiday Centre in Staining near Blackpool. Computer/office equipment is depreciated over 3 years and the caravans 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 forwarded to the home address of our Administrator. The increase over the previous year is significantly due to a charge for heating and lighting which had been provided without charge in all previous years.

Fundraising/Publicity

The increases under these headings over the previous year are largely as a result of producing our Video which can now be used in a wide variety of situations in order to increase awareness about the availability of our services to Carers and to a lesser degree, to promote fundraising.

2 Expenditure

	<u>2014</u>	<u>2013</u>
	£	£
Staff Costs	25,476	20,292
Direct Care Provision Funding	52,430	43,189
Administration	1,158	1,137
Telephone	694	670
Postage & Stationery	1,933	1,628
Subs	909	744
Accountancy	-	-
Fundraising	5,156	3,894
Publicity	3,464	406
Equipment Purchase	218	1,708
Trustee/Staff Training	200	100
Trustee Expenses	-	-
Office Rent/Heating/Lighting	1,450	1,000
Insurance	245	239
Static Caravan Purchase	21,231	-
	<u>114,564</u>	<u>75,007</u>
	<u>12,690</u>	<u>28,319</u>
3 Current Liabilities		
a) Commitments to beneficiaries (Respite Care agreed but not yet paid) and fund to replace caravans	12,690	7,319
b) Purchase caravan	-	<u>21,000</u>
	<u>12,690</u>	<u>28,319</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2014

4 Fixed Assets	UNRESTRICTED	2014 RESTRICTED	TOTAL	2013 TOTAL
	£	£	£	£
Balance b/f as at 1.1.14	3,614	14,032	17,646	18,762
Additions in the year				
Computer/office equipment	-	-	-	1,708
Caravan purchase	2,131	19,100	21,231	-
TOTAL	5,745	33,132	38,877	20,470
Less: Depreciation charge	1,070	2,686	3,756	2,824
Net book value 31 st December 2014	4,675	30,446	35,121	17,646

Note: Value of computers and tablets now nil. £35,121 is written down value of the two caravans Blackpool at £18,321 and Skegness at £16,800.

5 Staff Costs	2014	2013
Total staff costs	£27,476	£21,442
Average number of staff	2 x 30 hours per week	2 x ¾ Time

6 Restricted Income

Restricted Income is income that 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 caravans and their running costs or perhaps the printing of one of our information leaflets. In all such cases the monies are used solely for the purpose(s) the donor has specified.