

Charity No. 1086598

THE RESPITE ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST Dec 2015

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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 MSc 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 2015

The Trustees present their report and accounts for the year ended 31st December 2015.

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 MSc 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 £38,235, and at the end of the 2015 Financial Year the amount held in that account, including interest, stood at £38,426. The reserve account is operated through Scottish Widows Bank plc. The policy is reviewed annually; this year the process was approved by the Trustee Board on November 1st.

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 many highly stressed Carers from across the Country to obtain that much needed break from their caring role. As we have said in previous years the breaks enable 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.

- 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, our smaller 'Free Holiday for Carers' scheme grows in popularity to the extent that some 80% of our 2016 available holiday dates were already allocated by the end November 2015. Through this scheme we are able to help some families who have several children one of whom has some long term illness or severe disability We are not only able to provide them 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 otherwise get inadvertently overlooked.
- The Information Video we produced in 2014 continues to be well received both by organisations and individuals seeking to find out more about how we might provide help to Carers.
- Our staff have been under some considerable pressure since the Introduction of the 'Care Act' in April due to a very significant increase in the number of phone calls from Carers seeking advice and/or help. In many cases Carers who have undergone a Carers Assessment have, as part of the process, stated that one of the things they most need in order to improve their quality of life and to allow them to continue in their caring role is a Respite Break. Many of these Carers have then been referred to us for help. In addition, we are also receiving an increased number of telephone calls from Social Workers seeking information on how to refer clients to us.
- An additional call upon our time and resources is the increased number of calls from Carers seeking advice as a result of having one form or another of their support provision withdrawn by their Local Authority due to cuts in Local Authority funding. Of course because of the cutbacks we are also receiving calls from people who have just become carers seeking advice on what help there is for them. Our plans for 2016 (shown below) include the expectation of a continued growth in these calls upon our time as further cutbacks take place in 2016.

Planned actions for 2016

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 unpaid Carers in what we expect to be difficult financial circumstances during 2016.

In our report for the year 2014 we predicted that the implementation of the 'Care Act' in April 2015 would mean more Carers being referred to the voluntary sector for help, this has indeed proven to be the case. The more or less simultaneous cuts in Local Authority finance have further added to the problem. We are concerned that the part of our workload that deals with enquiries from Carers about how to obtain help will continue to grow at an increased pace during 2016 as further cuts take place. However, we are also concerned about the longer term future for Carers (and indeed the pressure on our staff) as we already see warning signs that yet further funding cuts will be made by Councils in 2017 thereby increasing the need for the services we provide.

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 unpaid 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.

DONATIONS RECEIVED DURING THE 2015 FINANCIAL YEAR

Our sincere thanks go to the following organisations for their much appreciated financial support during 2015. We also send our thanks to those organisations that asked not to be named publicly.

Robert McAlpine Foundation	The Culra CT
Bicker United Charities	The Denton CT
Charity Stewards UK Trust	The Dorothy Whitney Elmhirst Trust
Cranfield Charitable Trust 1971	The Dowager Countess Eleanor Peel Trust
DM Charitable Trust	The Edgar Lee Foundation
Eva Reckitt Trust Fund	The Florence Turner Trust
Forest Hill CT	The Forte CT
Harford CT	The Greene Settlement
Hudson CT	The HDH Wills 1965 CT
John Swire 1989 CY	The Henhurst CT
MacCabe Family CT	The Hobson Charity
Marsh Christian Trust	The Honor & Generosity Masonic Lodge
Melton Mowbray Building Soc. Charitable Fnd.	The Humanitarian Trust
Messers Oldrids Staff Council	The Ian Askew CT
Murphy -Neumann Charity Company Ltd	The J C Seccombe CT
Patricia & Donald Shepherd CT	The Jarman CT
Prudential Small Donations Fund	The Jill Franklin Trust
Reuben Foundation	The Joicey Trust
Rio Tinto PLC	The Kate Wilson Oliver Trust
SC & MC Morland Trust	The Loseley Christian Trust
Second Sidbury Trust	The Maud Elkington CT
Sheila Whitley Trust	The Michael & Anna Wix CT
Sir James Roll CT	The N Smith Charitable Settlement
Souter CT	The Newark Masonic Lodge
St. Botolphs Masonic Lodge	The Paget Trust
The A H Lynall Foundation	The Pennycress Trust
The Albert Hunt Trust	The Phillips CT
The Alchemy Foundation	The Rest Harrow Trust
The Ann Jane Green Trust	The Richard Cadbury CT
The Armourers & Brasiers Gauntlet Trust	The Rothley Trust
The Ashendene Trust	The Sobell Foundation
The Ashfield Trust	The Spear CT
The Bank of England	The Street Foundation
The Belvedere Trust	The Thousandth Man-Richard Burns CT
The BHSF Medical Charity & Welfare Trust	The Vandervell Foundation
The Bisgood CT	Thomas Sivewright Catto Charitable Settlement
The Camden Trust	Vivienne & Sam Cohen CT
The Carriejo CT	Waynefleete CT
The Charles Littlewood Hill Trust	
The Chrimes Family CT	

NOTE: It is not the policy of the Charity to publish the names of any private individuals who may have donated during the year, however we do wish to express our sincere thanks to them for their support.

Risk Assessment

The Board receives a report from the CEO/Administrator each year addressing any perceived risk. The report for 2015 was presented to the Trustees on November 1st 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 on page 4 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.

Fundraising Policy

During the year covered by this report the Charity did not engage in any fundraising that involved mailing, telephoning or directly approaching individual members of the public for monies in any way. The organisations formal Fundraising Policy was last reviewed by the Trustee Board on November 1st 2015.

Policy Reviews

During the year covered by this report the Trustees reviewed their policies on a range of topics which included.

- **Disciplinary Code**
- **Conflict of Interest Policy**
- **Trustee and Staff Expenses Policy**
- **Reserves**
- **Financial Controls**
- **Complaints (general)**
- **Fundraising Complaints**
- **Volunteer Management**
- **Safeguarding Vulnerable Persons (Beneficiaries)**

Serious Incidents

There were no serious incidents to report during the period covered by this Trustees Report.

Approval

The Trustees approved this report on Sunday February 21st 2016 and it was signed on their behalf by:



John Turner MInstF (Dip)
Trustee & Hon. Chairman

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 2015	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:** 12/3/2016

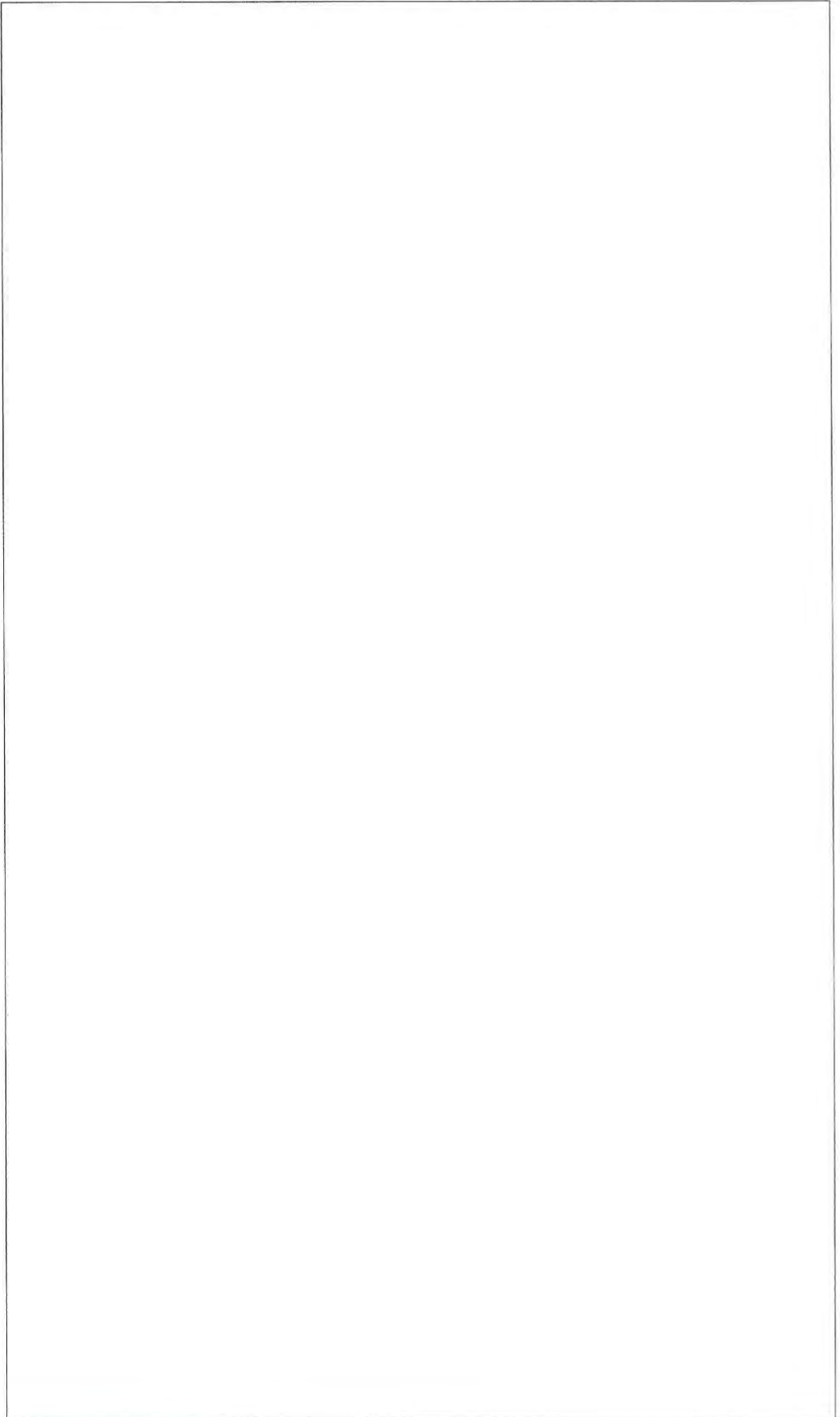
Name: Anne King

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

Address: 2 Townend Cottages
Hillon
Applesby Cambria CA16 6LU

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 2015 and ENDING 31ST DECEMBER 2015**

		<u>2015</u>			<u>2014</u>
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
<u>Incoming Resources</u>					
Trust and Corporate Donations		79,365	8,670	88,035	106,617
Donations from Individuals		2,197	-	2,197	710
Bank Interest		192	-	192	137
Events sponsorship	-	10,639	-	10,639	25
Lottery	-	-	-	-	-
Christmas Cards	-	-	-	-	20
Total incoming resources		<u>92,393</u>	<u>8,670</u>	<u>101,063</u>	<u>107,509</u>
<u>Resources Expended</u>					
Direct charitable expenditure					
Charitable support costs		74,171	12,070	86,241	80,533
Other expenditure					
Independent examiner's fees		-	-	-	-
Fundraising		4,034	-	4,034	5,156
Administration		936	-	936	1,158
Office Rent/Heating/Lighting		1,335	-	1,335	1,450
Subscriptions		921	-	921	909
Insurance		247	-	247	245
Publicity/Video		773	-	773	3,464
Training		744	-	744	200
Equipment/Computers		2,183	-	2,183	218
Caravan Purchase/Equip		-	-	-	21,231
Total expenditure	2	<u>85,344</u>	<u>12,070</u>	<u>97,414</u>	<u>114,564</u>
Net movement in fund for the year		<u>7,049</u>	<u>(3,400)</u>	<u>3,649</u>	<u>(7,055)</u>
Total funds brought forward		<u>86,930</u>	<u>6,948</u>	<u>93,878</u>	<u>100,933</u>
Total funds carried forward		<u><u>93,979</u></u>	<u><u>3,548</u></u>	<u><u>97,527</u></u>	<u><u>93,878</u></u>

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

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2015

		<u>2015</u>		<u>2014</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	5,462	26,804	32,266	32,990
Office equipment & 2 Static Caravans					
Current Assets					
Cash at bank – Current account		55,553	3,548	59,101	55,643
Deposit account		38,426	-	38,426	38,235
Total Current Assets (in line with Receipts and payments account)					
		93,979	3,548	97,527	93,878
TOTAL ASSETS					
		99,441	30,352	129,793	126,868
Current liabilities					
Commitments to beneficiaries	3	3,261	-	3,261	6,690
Fund to cover replacement of both Static Caravans after 10 years		10,000	-	10,000	6,000
Net current assets					
TOTAL ASSETS LESS CURRENT LIABILITIES		86,180	30,352	116,532	114,178
<hr/>					
Capital		80,718	3,548	84,266	81,188

Approved by the Trustees on Sunday February 21st 2016
And signed on their behalf by.



John Turner MInstF (Dip)
Trustee & Hon. Chairman

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

Although not a requirement of Payments and Receipts accounts the Trustees have considered it wise and helpful to include a good deal of additional information concerning assets together with a precise break down of expenditure item by item in the interests of transparency all of which we hope will be of assistance to donors past and future.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2015

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 a laser printer, 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.

Caravan Purchase

No further caravan purchases took place during the Financial year ending December 31st 2015.

2 **Expenditure**

	<u>2015</u>	<u>2014</u>
	£	£
Staff Costs	28,222	25,476
Direct Care Provision Funding	55,303	52,430
Administration	936	1,158
Telephone	911	694
Postage & Stationery	1,805	1,933
Subs	921	909
Accountancy	-	-
Fundraising	4,034	5,156
Publicity	773	3,464
Equipment Purchase	2,183	218
Trustee/Staff Training	744	200
Trustee Expenses	-	-
Office Rent/Heating/Lighting	1,335	1,450
Insurance	247	245
Static Caravan Purchase	-	21,231
	<u>97,414</u>	<u>114,564</u>
	<u> </u>	<u> </u>
3 Current Liabilities		
a) Commitments to beneficiaries (Respite Care agreed but not yet paid) and fund to replace caravans	13,261	12,690
	<u> </u>	<u> </u>
	13,261	12,690

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2015

4 <u>Fixed Assets</u>	<u>UNRESTRICTED</u>	2015	<u>TOTAL</u>	2014
	£	<u>RESTRICTED</u> £	£	<u>TOTAL</u> £
Balance b/f as at 1.1.15	4,675	30,446	35,121	17,646
Additions in the year				
Computer/office equipment	-	-	-	-
Caravan purchase	2,183	-	2,183	21,231
TOTAL	6,858	30,446	37,304	38,877
Less: Depreciation charge	1,396	3,642	5,038	3,756
Net book value 31 st December 2015	5,462	26,804	32,266	35,121

Note: Value of computers/tablets/office equipment is now £1,455 the written down value of the two caravans is follows: Blackpool at £16,411 Skegness at £14,400.

5 <u>Staff Costs</u>	2015	2014
Total staff costs	£30,772	£27,476
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.