

Charity No. 1086598

THE RESPITE ASSOCIATION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST Dec 2016

CONTENTS	Page
Charity Information	3
Trustees' Report	4/5
Statement of Public Benefit	5
Donors	6
Risk Assessment	7
Investment Policy	7
Fundraising and Other Policies	7
Serious Incidents Report (Nil Report)	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 MSc MInstF (Dip) Mrs Carole Bell
Charity Number	1086598
Charity Offices	Greystones 4 Lowgate 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 2016

The Trustees present their report and accounts for the year ended 31st December 2016.

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 £65,000 (reviewed annually). Actual Reserves at the commencement of the year covered by this Report stood at £38,426, and at the end of the 2016 Financial Year the amount held in that account, including interest, stood at £62,604. However, £14,000 of the monies in this account are voluntarily ringfenced to replace the Charity's Holiday Caravans should the Trustee Board so decide, this fund is therefore not restricted as such. 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 6th 2016.

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.

Recruitment and training of Trustees

Trustees are encouraged to take part in and attend appropriate external training courses as are staff members. Authorisation for such attendance is made by the Chairman. Recruitment of Trustees will take place when further assistance is needed and will be open to any suitable individual regardless of race, religion or sex. Applicants will be interviewed by Two Trustees and if felt suitable will then go before the full Board for final approval. Any new Trustee will be required to take part in an induction course organised by the CEO and Chairman of Trustees and will be issued with a copy of the Charity Commission's 'The Essential Trustee Guide'.

Achievements and performance

This year saw the charity achieving its objectives in several ways key amongst which were,

- Once again, we were delighted to have been able to support many highly stressed unpaid Carers from across the Country to obtain a 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.
- As previously reported, 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 has continued to grow and the booking level during 2016 was in excess of 90%. It will always be impossible to achieve a 100% booking level as unpaid Carers frequently have unexpected changes in circumstances due to the person(s) they care for becoming more unwell than usual or indeed dying. 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(ren) who often otherwise get inadvertently overlooked. A significant number of older unpaid Carers caring for a spouse with one form or another of advanced Dementia or some other type of long-term illness/incapacity have been able to use this service to obtain a much-appreciated quality period of rest and recuperation.
- Our staff continue to be under some considerable pressure dealing with an increasing number of email and telephone enquiries concerning the availability of Local Authority Funded Respite and other related matters. It is plainly the case that the volume of requests for help and advice will continue to increase as NHS and Social Services Departments struggle to cope with the demands of an ageing community.
- Increased income during the year was largely the result of three unexpected and non-recurrent donations. The Trustees felt it prudent to use some of this money to raise the level of our reserves although it is not their intention to hold more money than makes reasonable sense as they prefer to use funds available to help those in need of Respite now.

Planned actions for 2017

It remains our intention to continue bringing relief to as many individuals and families through Respite Care provision as we can. 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 2017 and beyond. Our staff are now being regularly invited to speak to other Carers groups and organisations about how we can help them, this activity we propose to continue to support. We anticipate significantly increased problems in obtaining Respite places in Residential Care Homes as we are seeing numbers of Care Homes being asked by the NHS to provide 'step down' facilities for elderly patients who are not yet quite ready to go home without significant support but who do not need a bed in an acute setting. A further unhelpful development is the trend which sees Nursing Homes de-registering and then becoming simple Residential Homes for the Elderly thereby avoiding the need for the provision of a trained nurse on the premises. This reduces the number of homes able to offer Respite to people who need that level of care. Accordingly 2017 may prove very challenging for us when trying to assist Carers.

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 unpaid 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 2016 FINANCIAL YEAR

Our sincere thanks go to the following organisations for their much appreciated financial support during 2016. We also send our thanks to those organisations that asked not to be named publicly.

The Robert McAlpine Foundation
The Bisgood Trust
Whiteknights CT
Ann Green Trust
Baron Davenport's Charity
Bartlett Taylor ct
Bellway plc
Bicker United Charities
Blakemore Foundation
Boston Lions Club
DM Charitable Trust
Eleanor Hamilton Educational Trust

GM Marriage Settlement
Henhurst CT
John Slater Foundation
Langdale Trust
Leeds Build Society
Lennox Hannay CT
MacCabe Family CT
Murphy-Neumann Charity Co Ltd
Patricia & Donald Shepherd
Pinders Professional Consultancy
Reuben Foundation
Rio Tinto
Roger Raymond Charitable Trust
SC & ME Morlands
Sheffield & District Hospital Services CF
Sheila Whitley Trust
Simon Gibson CT
Society of Friends of the Torah Ltd
Souter CT
Stanley Smith Charitable Memorial Fund
Th Wouhra Family Foundation
The Albert Hunt Trust
The Alchemy Foundation
The Andor CT
The Ardwick Trust
The Bellinger Donnay CT

The Chrimes Family CT
The Carriejo CT
The Cleary Fnd
The Denton CT
The Dowager Countess Eleanor Peel Trust

The E Alec Colman Char Fund Ltd
The E&HN Boyd & JE Morland CT
The Edgar Lee Foundation
The Emmerton Christie Charity
The Florence Turner Trusr
The Forest Hill CT
The Hamer CT
The Helen Jean Cope Charity
The John Pitman CT
The John Swire 1989 CT
The Joicey Trust
The Kendrick & Sylvia Edwards CT
The Lindum Group Ltd
The Lynn Foundation
The Michael & Anna Wix CT
The Michael Cornish
The Milbourn CT
The Mildred Duveen CT
The Norman Ashton Foundation
The Northwick Trust
The Pannett CT
The Pat Newman Memorial Trust
The Pennycress Trust
The Phillips Family CT
The Rotary Club in South Holland
The Rothley Trust
The Sir James Roll CT
The Swire CT
The Vandervell Foundation
Vivienne & Sam Cohen CT 1965
W.L. Pratt CT
Waynfete CT
WPP 2005 Ltd

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 sincerest 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 2016 was presented to the Trustees on November 6th 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 in this regard a review took place on November 6th 2016.

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 September 25th 2016.

Policy Reviews

Trustees reviewed the following list of policies at their meeting on September 25th 2016.

- **Disciplinary Code**
- **Conflict of Interest Policy**
- **Trustee and Staff Expenses Policy**
- **Reserves**
- **Financial Controls**
- **Complaints (general)**
- **Fundraising Complaints (amended to replace reference to the Fundraising Regulator)**
- **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 March 19th 2017 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 2016	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: **Date:**

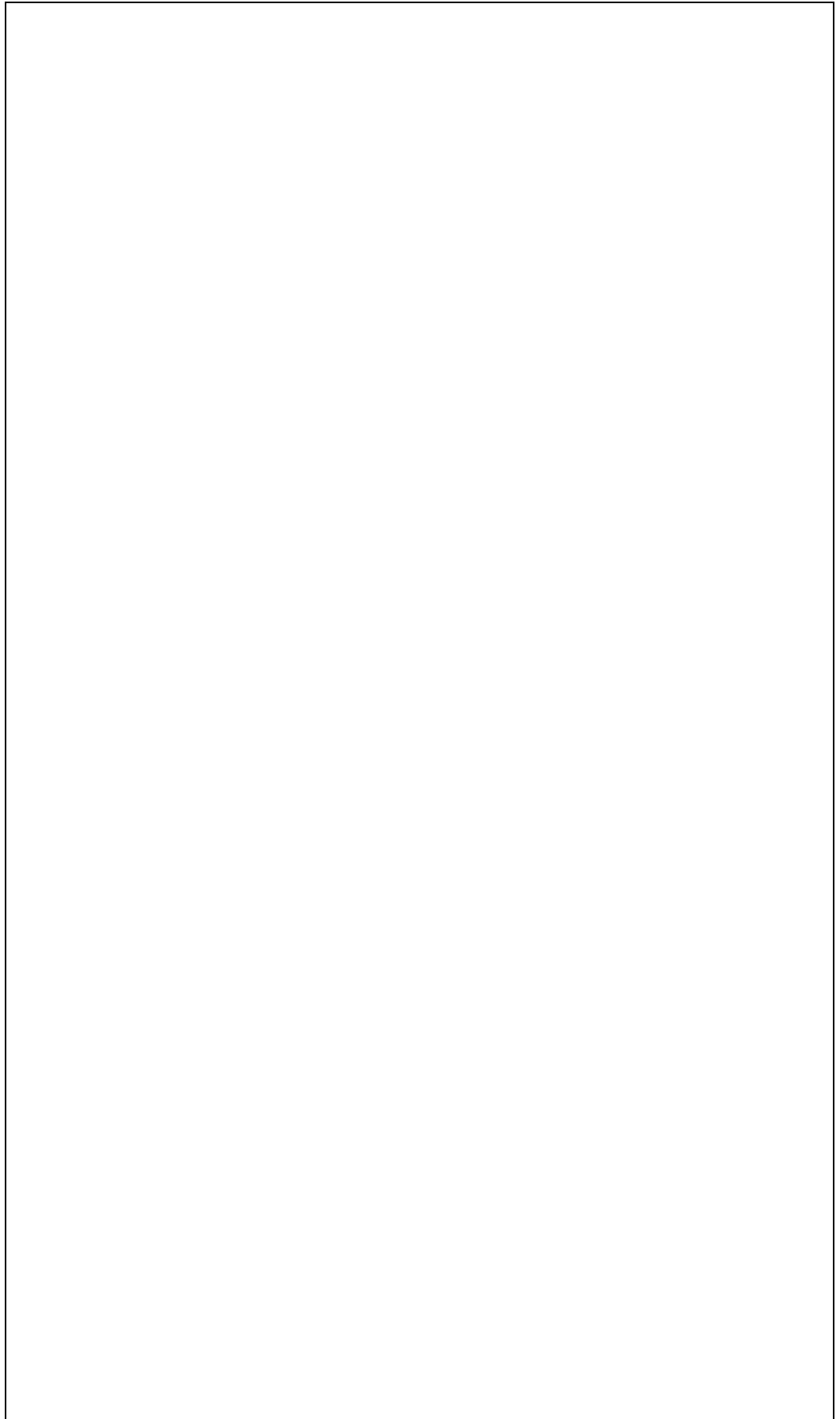
Name:

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

Address:

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 2016 and ENDING 31ST DECEMBER 2016

		<u>2016</u>			<u>2015</u>
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
<u>Incoming Resources</u>					
Trust and Corporate Donations		101,062	12,250	113,312	88,035
Donations from Individuals		10,863	-	10,863	2,197
Bank Interest		178	-	178	192
Events sponsorship		9,620	-	9,620	10,639
Total incoming resources		<u>121,723</u>	<u>12,250</u>	<u>133,973</u>	<u>101,063</u>
<u>Resources Expended</u>					
Direct charitable expenditure					
Charitable support costs		75,081	12,537	87,618	86,241
Other expenditure					
Independent examiner's fees		-	-	-	-
Fundraising		3,702	-	3,702	4,034
Administration		1,247	-	1,247	936
Office Rent/Heating/Lighting		1,670	-	1,670	1,335
Subscriptions (ACEVO etc)		1,259	-	1,259	921
Insurance		247	-	247	247
Publicity/Video		904	-	904	773
Training		1,599	-	1,599	744
Equipment/Computers		899	-	899	2,183
Total expenditure	2	<u>86,608</u>	<u>12,537</u>	<u>99,145</u>	<u>97,414</u>
Net movement in fund for the year		35,115	(287)	34,828	3,649
Total funds brought forward		<u>93,979</u>	<u>3,548</u>	<u>97,527</u>	<u>93,878</u>
Total funds carried forward		<u><u>129,094</u></u>	<u><u>3,261</u></u>	<u><u>132,355</u></u>	<u><u>97,527</u></u>

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

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2016

		<u>2016</u>		<u>2015</u>	
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Fixed Assets					
2 Computers/2 printers	1&4	3,160	20,408	23,568	32,266
Office equipment & 2 Static Caravans					
Current Assets					
Cash at bank – Current account		66,490	3,261	69,751	59,101
Deposit account		62,604	-	62,604	38,426
Total Current Assets (in line with Receipts and payments account)					
		129,094	3,261	132,355	97,527
TOTAL ASSETS					
		132,254	23,669	155,923	129,793
Current liabilities					
Commitments to beneficiaries	3	11,670	-	11,670	3,261
Notional Fund to cover replacement of both Static Caravans after 10 years(not restricted)		14,000	-	14,000	10,000
Net current assets					
TOTAL ASSETS LESS CURRENT LIABILITIES		106,584	23,669	130,253	116,532
<hr/>					
Capital		103,424	3,261	106,685	84,266

Approved by the Trustees on Sunday March 19th 2017
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 2016

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 (but include additional information for transparency purposes).

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 printers (one laser, one inkjet), 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 2016.

2 Expenditure

	<u>2016</u>	<u>2015</u>
	£	£
Staff Costs	28,182	28,222
Direct Care Provision Funding	57,514	55,303
Administration	1,247	936
Telephone	687	911
Postage & Stationery	1,235	1,805
Subs	1,259	921
Independent Examiners Fee	-	-
Fundraising	3,702	4,034
Publicity	904	773
Equipment Purchase	899	2,183
Trustee/Staff Training	1,599	-
Trustee Expenses	-	-
Office Rent/Heating/Lighting	1,670	1,335
Insurance	247	247
	<u>99,145</u>	<u>97,414</u>

NOTE: We are grateful to our Independent Examiner for once again waiving her fee.

3 Current Liabilities

a) Commitments to beneficiaries (Respite Care agreed but not yet paid)	11,670	13,261
b) Other commitments	<u>-</u>	<u>-</u>
	11,670	13,261

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2016

4	<u>Fixed Assets</u>	2016			2015
		<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>	<u>TOTAL</u>
		£	£	£	£
	Balance b/f as at 1.1.16	5,462	26,804	32,266	35,121
	Additions in the year				
	Computer/office equipment	-	-	-	-
	Caravan purchase	-	-	-	2,183
	TOTAL	5,462	26,804	32,266	37,304
	Less: Depreciation charge	2,302	6,396	8,698	5,038
	Net book value 31 st December 2016	3,160	20,408	23,568	32,266

Note: Value of computers/tablets/office equipment is now £727 the written down value of the two caravans is as follows: Blackpool at £12,406 Skegness at £10,535. Increase this year against 2015 is to bring the caravan depreciation figures precisely into line with the policy stated on page 12.

5	<u>Staff Costs</u>	2016	2015
	Total staff costs	£30,762	£30,772
	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.