

Charity No. 1086598

THE RESPITE ASSOCIATION  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED DECEMBER 31<sup>ST</sup> 2018

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## CHARITY INFORMATION

<b>Trustees</b>	Mr John Turner MInstF (Dip) - Hon. Chair Mrs Katherine Turner MSc MInstF (Dip) Hon. Alderman Alex Bentley (elected 6/10/18) Mrs Nicke Bentley (elected 6/10/18) Mrs Heidi Elizabeth Dilley Mrs Anouska Zanellotti (elected 6/10/18)
<b>Charity Number</b>	1086598
	Highfield Barn Lewdown Okehampton Devon EX20 4DS
<b>Independent Examiner</b>	Mrs A King 2 Townhead Cottages Hilton Appleby in Westmorland Cumbria, CA16 6LU
<b>Bankers (Main Acct)</b>	NatWest Bank plc 10 Market Place Boston Lincs. PE21 6EJ
<b>Bankers (Reserve Acct)</b>	Scottish Widows Bank plc PO Box 12757, 67 Morrison Street Edinburgh EH3 8YJ
<b>Bankers (New Account)</b>	CAF Bank Ltd 25 Kings Hill West Malling Kent, ME19 4JQ

# TRUSTEES' REPORT FOR THE YEAR ENDED DECEMBER 31<sup>ST</sup> 2018

The Trustees present their report and accounts for the year ended December 31<sup>st</sup> 2018.

## Trustees

Trustees who served during the year were as follows:

Mr John Turner MInstF (Dip) who holds the office of Hon. Chairman.  
Dr Alastair Ian Bell MBBS, DFFP who held the office of Hon. Secretary (retired 31/12/18)  
Mrs Katherine Turner MSc MInstF (Dip)  
Mrs Carole Bell who held the office of Hon. Treasurer (retired 31/12/18)  
Hon Alderman Alex Bentley (elected 6/10/18)  
Mrs Nicke Bentley (elected 6/10/18)  
Mrs Heidi Elizabeth Dilley  
Mrs Anouska Zanellotti (elected 6/10/18)  
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. Throughout the year the Trustees delegated 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 16<sup>th</sup> 2001.

## Financial Review & Reserves Policy

The policy of the Trustees as adopted is to work toward the building of Reserves that provide an adequate safety net should a sudden drop in income occur. Following a review on September 24<sup>th</sup> 2017 the sum was fixed at £75,000 (reviewed annually). This year's annual review took place on October 6<sup>th</sup> 2018 and it was agreed that the policy should remain unchanged with a further review in 2019. Actual Reserves at the commencement of the year stood at £71,629, and at the end of the 2018 Financial Year the amount, including interest, stood at £71,700. The reserve account is currently operated through Scottish Widows Bank plc, however the Trustees are intent on moving this to a Gold account with CAF Bank during the coming year and a new account has now been opened in preparation for this move.

## 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. This enables the carers to 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. Recruitment of Trustees will be open to any suitable individual regardless of race, religion or sex. New Trustees will be required to take part in an induction course organised by the Chairman of Trustees and will be issued with a copy of the Charity Commission's 'The Essential Trustee Guide'. During 2018 we were delighted to be able to recruit three new Trustees in preparation for the planned retirement of two of our long-standing Trustees. It is hoped that we will be able to recruit at least one further Trustee in 2019.

The Trustee Board would also like to take this opportunity to offer its very sincerest thanks to the two retiring Trustees (Dr Alastair Ian and Mrs Carole Bell) for their valued support and help over past years.

## **Achievements and performance**

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

- As in previous years we have worked to provide support for the many highly stressed unpaid Carers who come to us from around the Country desperately seeking a much-needed break from their daily caring role. 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. Social isolation affects most types of unpaid Carers but it is significantly common amongst those elderly wives/husbands who are caring for a spouse with some form of Dementia as visitors become rarer due to them being unable to deal with the person with Dementia's change in behaviour and/or personality.
- As previously reported our main activity continues to involve supporting the provision of a suitable alternative Carer so that the usual unpaid Carer can have a well-earned Respite break. In the main, cases involve three distinct groups of unpaid Carers: **a)** Elderly wives or husbands caring for a spouse, many of whom will have a diagnosis of Dementia **b)** Adult children caring for an elderly parent who has (in many cases) moved into their home to be cared for and **c)** Parents of a child who has a long-term sickness or disability.
- We continue to operate a smaller scheme in which we are able to provide suitable unpaid Carers with a free holiday in one of our two static Caravans, based at Blackpool and Skegness.
- We have reported in previous years that the number of unpaid Carers contacting us needing advice on how to access respite breaks and other forms of assistance has risen. Over the past twelve months we have noted that the closure of a number of services (both Statutory and Voluntary) has led to this increase continuing.
- Income was down on the previous year but, due to prudent management of our funds, we were not under any undue financial pressure. Obviously if this downward trend continued then we might find it necessary to turn away Carers who we might otherwise have wished to support, and this would be most regrettable.

## **Planned actions for 2019**

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 2019 and beyond. We mentioned in our 2017 Report that the planned retirement of Mr. Preston Keeling our CEO would take place at the end of 2018 and that the charity's main office would then be moved to Devon. We are pleased to report that the move has taken place and the new main office will be operating as of the commencement of 2019. Preston was instrumental in founding The Respite Association and the Board of Trustees would like to offer its sincerest thanks to him for all his efforts on behalf of the Charity over many years. We send him our very best wishes for a long and enjoyable retirement. The Trustees have taken appropriate steps to ensure the appointment of a new CEO, who will be taking up his post early in 2019 to ensure continuity. The new CEO will also be asked to undertake a full review of our policies and protocols during 2019.

## **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 or who has a physical or cognitive disability. The Charity helps unpaid Carers without any bias regarding sex, age, religion or ethnicity. Help provided benefits not only the Carer but frequently their whole family. Many Carers of young children who have a long-term sickness or disability have other children who are unintentionally given less attention than the parents would themselves prefer 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 experiencing.

**DONATIONS RECEIVED DURING THE FINANCIAL YEAR ENDING DECEMBER 31<sup>ST</sup> 2018**

Our sincere thanks go to the following organisations for their much appreciated financial support during 2018. We also send our thanks to those organisations that asked not to be named publicly.

The Robert McAlpine Foundation	The Charles Wolfson CT
A.J. Mackaness Family Trust	The Dora Rebecca Fine CT
Andor CT	The E Alec Colman CF
Bellway Homes Ltd	The Edgar Lee Foundation
Bicker United Charities	The Forest Hill CT
Blakemore Foundation	The Denton CT
R S Brownless CT	The Cleary Foundation
DM Charitable Trust	The Mr & Mrs Philip Rackham CT
Dante Leigh Foundation	The Pennycress Trust
Eleanor Hamilton Educational Trust	The Moore Trust
S & F Goodman Trust	The Baker CT
Henhurst CT	The Lynn Foundation
Florence Turner CT	The Rockcliffe CT
Francis Wynham Foundation	The OddFellows – Olive Woolf Trust
Lindum Construction Group	The Paget Charity Trust
Lincolnshire Prov Grand Stewarts Lodge	The Pat Newman Memorial Trust
Marsh Christian Trust	The Philips Family CT
Maud Elkington CT	The Mrs EK Harding CT
Marshal & Viggars CT	The Dr. James & Dr. Bozena Bain Mem. Trust
Murphy Neumann Charity Co. Ltd	The Culra CT
Paulinus Lodge No. 3957	The Lions Club of Spalding
P&C Higginbotham CT	The Sir Derek Greenway Foundation
SC & ME Morland CT	The Rotary Club of South Holland
Souter CT	The Sobell Foundation
Stanley Smith Charity Memorial Fund	The Lady Eileen Joseph Foundation
Sir John & Lady Amory's CT	The Sir James Roll CT
Sovereign Healthcare	The Truemark Trust
The Albert Hunt Trust	The Vandervell Found
The Alchemy Foundation	The Vivienne & Sam Cohen CT
The Appletree Trust	Worth Waynflete CT
The Ashfield Trust	
The Carriejo 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 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 2018 was presented to the Trustees on October 6<sup>th</sup> 2018 and approved by them. The report did not identify any serious risks to the charity either financial or physical.

### **Investment Policy**

The Charity currently needs to continue building its 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, the Trustee Board has regularly reviewed this policy and has now decided to move the reserves in 2019 to a new Gold account with the CAF Bank.

### **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 October 6<sup>th</sup> 2018.

### **Policy Reviews**

The Trustees also reviewed the following list of policies at their meeting on October 6th 2018.

- Disciplinary Code
- Conflict of Interest Policy
- Grievance Procedure/Policy
- Trustee and Staff Expenses Policy
- Financial Controls
- Complaints (general)
- Fundraising Complaints
- Volunteer Management
- Safeguarding Vulnerable Persons (Beneficiaries)
- Staff Salary Reviews/bonus payments
- Fundraising Charter
- Privacy Policy
- Data Protection Policy
- Financial Controls

### **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 3<sup>rd</sup> March 2019 and it was signed on their behalf by:



**Hon. Alderman Alex Bentley**  
**Trustee & Hon. Chairman**

**THE RESPITE ASSOCIATION**  
**RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR COMMENCING JANUARY 1<sup>ST</sup> 2018 and**  
**ENDING DECEMBER 31<sup>ST</sup> 2018**

	<u>2018</u>			<u>2017</u>
<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
<b><u>Receipts</u></b>				
Trust and Corporate Donations	74,793	11,665	86,458	151,512
Donations from Individuals	1,624	-	1,624	1,073
Bank Interest	72	-	72	25
Events sponsorship	4,341	-	4,341	5,855
Total receipts	<u>80,830</u>	<u>11,665</u>	<u>92,495</u>	<u>158,465</u>
<b><u>Payments</u></b>				
<b><u>Direct charitable expenditure</u></b>				
Charitable support costs	66,469	20,450	86,919	88,271
<b><u>Other expenditure</u></b>				
Independent examiner's fees	-	-	-	-
Fundraising	4,790	-	4,790	4,514
Administration	1,217	-	1,217	987
Office Rent/Heating/Lighting	2,391	-	2,391	1,607
Subscriptions (ACEVO etc)	634	-	634	734
Insurance	534	-	534	543
Publicity/Video	448	-	448	634
Training	851	-	851	1,343
Equipment/Computers	914	-	914	757
Total payments	<u>78,248</u>	<u>20,450</u>	<u>98,698</u>	<u>99,390</u>
<b>Net receipts less payments</b>	<b>2,582</b>	<b>(8,785)</b>	<b>(6,203)</b>	<b>59,075</b>
<b>Cash funds last year end</b>	<b><u>140,889</u></b>	<b><u>50,541</u></b>	<b><u>191,430</u></b>	<b><u>132,355</u></b>
<b>Cash funds this year end</b>	<b><u>143,471</u></b>	<b><u>41,756</u></b>	<b><u>185,227</u></b>	<b><u>191,430</u></b>

**NOTE: THE INDEPENDENT EXAMINER WAIVED THEIR FEE IN 2017 AND AGAIN IN 2018**



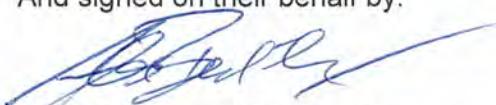
**THE RESPITE ASSOCIATION STATEMENT OF ASSETS AND LIABILITIES AS AT THE END OF THE FINANCIAL YEAR ENDING DECEMBER 31<sup>st</sup> 2018**

	31 <sup>st</sup> Dec 18 £	31 <sup>st</sup> Dec 17 £
<b><u>MONETARY ASSETS</u></b>		
Cash at Bank and in Hand:		
CAF Current Account	1,000	-
CAF Gold Reserve Account	1,000	-
Reserve Account – Scottish Widows	71,700	71,629
Current Account Nat West	<u>111,527</u>	<u>119,801</u>
<b>TOTAL MONETARY ASSETS</b>	<b><u>185,227</u></b>	<b><u>191,430</u></b>
<b>Represented by funds:</b>		
Unrestricted Funds (general fund)	71,771	69,260
Designated Funds (reserves)	71,700	71,629
Restricted Funds (specified location grants)	<u>41,756</u>	<u>50,541</u>
<b>TOTAL FUNDS</b>	<b><u>185,227</u></b>	<b><u>191,430</u></b>
<b><u>NON-MONETARY ASSETS AND LIABILITIES</u></b>		
<b>Fixed assets for Charity Use</b>		
Holiday Caravans	10,200	17,131
Equipment	<u>305</u>	<u>867</u>
<b>Total fixed assets for charity use</b>	<b>10,505</b>	<b>17,998</b>
<b>Debtors</b>		
Nil Outstanding	-	-
<b>Creditors due within one year</b>		
Grant Commitments to Carers	<u>-2,825</u>	<u>-7,497</u>
<b>TOTAL NON-MONETARY ASSETS</b>	<b><u>7,680</u></b>	<b><u>10,501</u></b>

**NOTE:**

**Non-Monetary assets are shown as estimates of the value at the end of the year.**

Approved by the Trustees on Sunday 3<sup>rd</sup> March 2019  
And signed on their behalf by.



**Hon. Alderman Alex Bentley**  
**Trustee & Hon. Chairman**

**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 Receipt & Payment Accounts.

**Non-Monetary Assets**

The Charity owns two computers, a printer and some office equipment. It also owns two Static Caravans; one at the Richmond Holiday Centre in Skegness and the other sited at Newton Hall Holiday Centre in Staining, Blackpool. All non-monetary assets and liabilities are shown as estimates at the year end.

**Office Rent**

Office/storage accommodation has for some years been 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 CEO/Administrator (this will continue). During the year arrangements have been made for alternative accommodation to allow for the move to Devon that will take place in early 2019. The need for some overlap between the two premises is the reason for the increase in rent costs for the year. The old office will be vacated at the end of January 2019 and the rent will no longer be due which should mean a return to office/storage expenditure levels broadly in line with previous years in the 2019 Financial Year.

**Caravan Purchase**

No further caravan purchases took place during the Financial Year ending December 31<sup>st</sup> 2018.

**Charitable Support costs**

	<b>2018</b>	<b>2017</b>
Staff Costs	30,691	29,340
Direct Care Provision Funding	53,949	55,940
Publicity	-	400
Telephone/Heating/Lighting	650	870
Postage & Stationery	<u>1,629</u>	<u>1,721</u>
	<b>86,919</b>	<b>88,271</b>

<b>Staff Costs</b>	<b>2018</b>	<b>2017</b>
Total staff costs	<b>34,84</b>	<b>32,090</b>

Average number of staff	2 x 30 hours per week	2 x ¾ Time
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**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.