

Caring for Carers since 2001



Trustees' Annual Report & Accounts

For the year

January 1<sup>st</sup> 2022 to December 31<sup>st</sup> 2022





All of the banner quotes are genuine quotes received from clients during 2022

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Having Respite there has been the lifeline  
for me and my son to have time just for us

## Charity Information

<b>Patron</b>	Dame Joanna Lumley OBE, FRGS
<b>Current Trustees</b> (at 31 <sup>st</sup> December 2022)	Hon. Alderman Alex Bentley - Honorary Chair Miss Valerie England - Honorary Co-Treasurer Miss Rosemary England - Honorary Co-Treasurer Ms Kemi Adenubi Mrs Joanne Clark
<b>Charity Number</b>	1193232
<b>Address</b>	Highfield Barn Lewdown Okehampton Devon EX20 4DS  <a href="mailto:help@respitassociation.org">help@respitassociation.org</a>
<b>Independent Examiner</b>	Mr Martin Cronin MAAT FCIE MICB Bowhill Bookkeeping Services 172 Newman Road Exeter Devon EX4 1PQ
<b>Bankers (Main)</b>	CAF Bank Ltd 25 Kings Hill West Malling Kent ME19 4JQ
<b>Bankers (Reserve Account)</b>	CAF Bank Ltd 25 Kings Hill West Malling Kent ME19 4JQ
<b>Investments</b>	M&G Charities PO BOX 9038 Chelmsford CM99 2XF

Goodness how good of you to consider me and my needs. I am really moved to tears.

## Trustees' report for the year ended December 31<sup>st</sup> 2022

### **Trustees**

The Trustees who served during the year 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022 were as follows:

Hon. Alderman Alex Bentley - Honorary Chair  
Miss Valerie England - Honorary Co-Treasurer  
Miss Rosemary England - Honorary Co-Treasurer  
Ms Kemi Adenubi  
Mrs Joanne Clark (appointed 20<sup>th</sup> May 2022)  
Mr Ashley Free (resigned 26<sup>th</sup> Feb 2022)

The Charity is governed by an executive committee of no less than 3 members. The power of appointing new trustees is vested in the surviving or continuing trustees.

### **Investment Powers**

The constitution authorises the trustees to make and hold investments using the general funds of the charity.

### **Structure, governance and management**

The charity was originally established as an unincorporated association by written constitution dated 22<sup>nd</sup> January 2000 (registration number 1086598). A new Charitable Incorporated Organisation (CIO) was formed (under this new Charity number of 1193232) on 25<sup>th</sup> January 2021. All assets, staff and trustees transferred to the new charity at the end of February 2021 as reflected in the published accounts of Charity number 1086598 for the period ended 28<sup>th</sup> February 2021. The old unincorporated charity number 1086598 will remain open for the time being to allow for the continued collection of anonymous and/or recurrent donations and any legacies. A legal transfer document to periodically transfer any funds collected in this way from charity number 1086498 to charity number 1193232 is in place. The objects of the new CIO are are:

The relief of sickness and poverty of people with disabilities, long-term physical or mental health conditions or terminal illnesses, and their carers, within the United Kingdom, by (a) offering assistance to enable those in need to secure respite care and (b) providing respite breaks and other support for carers.

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 delegate the day to day responsibility for managing the charity to the administrator/chief executive Mr John Turner MBE.

### **Objectives and Summary of activities in their support**

In support of these 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 statutory authorities, whilst ensuring that our help is in addition to their funding not a replacement.

I was able to relax totally knowing that mum was well taken care of at home, I just wanted to let you know how much this break meant to me

## Recruitment and training of Trustees

Trustees are encouraged to attend appropriate external training courses, as are staff. Recruitment of Trustees is open to any suitable individual regardless of race, religion, ethnicity, sexuality or gender. New Trustees will be required to take part in an induction course organised by the Administrator/CEO and will be issued with a copy of the Charity Commission's The Essential Trustee Guidance.

## Achievements and performance during the financial year

+16%

- ✓ Applications for support from desperate carers rose by 16% compared to 2021 (to the highest number of carers supported in a year since we were formed in 2001)

+49.7%

- ✓ Applications for support have risen by 49.7% since 2019

-13.2%

- ✓ Income for the year decreased by 13.2% compared to 2019 (the last comparable full financial year).

+46.7%

- ✓ Our Carers Breaks Scheme was oversubscribed by 46.7%.

- ✓ Our strategic partnership with Revitalise continued to add considerable value to the support we were able to offer to our clients, with Revitalise match funding our support.

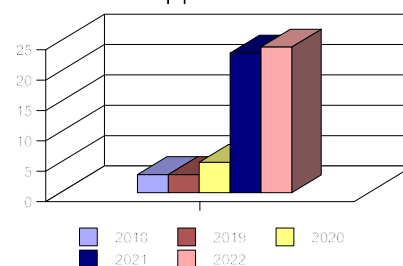
This partnership has already added nearly **£20,000** of value for our carers.

- ✓ We formed a further strategic partnership with Bikur Cholim, a charity working within the Jewish Community in North London. They too match fund our support, which has so far doubled the value and effectiveness of our work in this community.

- ✓ Thanks to the generosity of Charitable Trusts in Scotland we have embarked on a programme to increase our work north of the border. This follows the hugely successful project in Wales where we identified that we were not receiving enough applications, received funding to target Welsh carers and have now consistently reached a much higher number of those in need in the Principality.

- ✓ Carers are still being disproportionately affected by Covid-19. Even though the Carers' Breaks Scheme was oversubscribed, we had a high number of last minute cancellations due to the Carer or person being cared for contracting the virus. The economic crisis has hit carers particularly hard as they are usually on a very limited income. We have continued to support carers across the country throughout these difficult times. We offer a truly bespoke service providing the support carers need whether they be elderly wives or husbands caring for a spouse with some form of dementia or other debilitating condition, adult children caring for an elderly parent who has, in many cases, moved into their home to be cared for or parents of a long-term sick or disabled child. In these instances it is often the case that other children in the family miss out and the parents want to spend a little quality time with them.

Carers supported in Wales





# We have no words to thank you and everybody that made this happen for us

- ✓ For many years we have supported families to send children and young adults living with disabilities to summer camps, thus giving the family a break as well as giving the youngsters themselves a significant life experience. 2022 saw the camps return to normal activities, following the restrictions of Covid, and the feedback from the children and their carers has been amazing.
- ✓ We have continued our working partnership with a charity supporting families in London. They work with those suffering significant deprivation and who often have literacy issues, which makes accessing services like ours difficult. Whilst our core activities remain unchanged, and the bulk of our applications are directly from individuals, the trustees are excited to be able to be proactive and to add value to our services and reach those carers who might otherwise miss out on our desperately needed support.



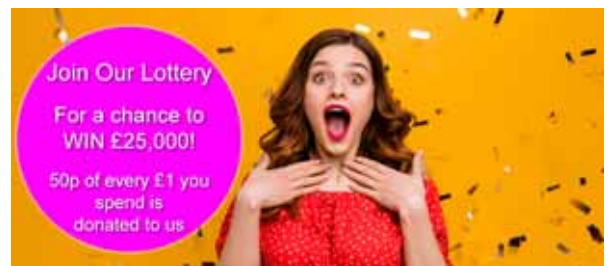
Finally, we remain incredibly grateful to our Patron, Dame Joanna Lumley, for her amazing support and generosity of spirit.

This year Joanna very kindly helped with an email campaign to recruit players to our new weekly lottery, as well as keeping our carers spirits up with her annual Christmas message which is always very well received.

## Planned actions for 2023

We have seen a significant increase in applications in the past 3 years and we do not anticipate that this trend will change during 2023. We are therefore planning to look at ways of diversifying our fundraising activities in order to ensure we have the funds available to continue to support the increasing number of carers approaching us in desperate need.

- ★ We have launched a weekly lottery to provide an additional income source to allow us to continue to grow our services for carers.
- ★ We are planning to continue our legacy giving campaign through several avenues, including the Law Society. Whilst this may not bear fruit in the short term, we remain convinced that this is an income stream that can provide significant returns in the long run.
- ★ We plan to promote further online giving through Donr and MuchLoved.com. MuchLoved allows for those who have lost loved ones to request donations rather than flowers. The tributes are made online and can be Gift Aided.
- ★ We are continuing to seek out new partnerships with a variety of organisations to allow us to continue to provide support to the widest range of carers possible. Discussions are already ongoing with another national carers' support charity to explore ways we can work together to pool our resources.



Thank you so much, you will never know how much this means to me, thank you once again

### 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 has a disability, a long term physical or mental health condition or who is terminally ill. The Charity helps unpaid carers without any bias regarding gender, age, religion, sexuality or ethnicity.

The support provided benefits not only the carer but frequently their whole family. Many carers of young children with disabilities or long term illness have other children who are unintentionally given less attention than these parents would themselves prefer due to the needs of the other child. Our respite care breaks allow these parents to spend quality time with their other 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 level of physical, mental or financial stress that their carer may be experiencing.

Beneficiary quotes have been utilised throughout this report and a feedback (kind words) page is also provided on page 10 by way of demonstration of the public benefit and individual impact of our work.

### Acknowledgements



## Joanna's Cottage & Lan y Mor Hafan



Our respite break facilities in Cornwall and North Wales continue to be incredibly popular with carers, with the scheme continuing to be heavily oversubscribed.

Feedback from the carers' breaks scheme indicates that carers rate the personal value of the breaks as excellent, with some carers indicating that their break has been an essential part of their ability to continue to care.



We would like to thank the management and staff at Kenegie Manor in Penzance for welcoming us, and our visiting carers, to their family so warmly and for providing key holding and cleaning services free of charge.



Diolch yn fawr also to the management and staff at Lyons holiday parks in North Wales for your continued support of our carers and for ensuring they have a restful break.

#### PLEASE 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.



Thank U all for doing such amazing kind things,  
gives me hope in mankind when TBH I'd kinda lost hope.

**DONATIONS RECEIVED DURING THE 12 MONTHS ENDING DECEMBER 31<sup>ST</sup> 2022**

Our sincere thanks go to the following organisations for their much appreciated financial support during 2022. We also send our thanks to those organisations that asked not to be named publicly.

Bergne-Coupland Charity	The Conundrum Charitable Trust
Bicker United Charities	The Cranfield Charitable Trust (1971)
Carriejo Charitable Trust	The DM Charitable Trust
Charlotte Marshall Charitable Trust	The Dorcas Trust
Cumber Family Charitable Trust	The Doris Edwina Mackley Memorial Trust
Curriers Company Charitable Fund	The Eva Reckitt Trust Fund
Edgar Lee Foundation	The Fitton Trust
Eleanor Hamilton Educational Trust	The Gladys Jane Wightwick Charitable Trust
Forest Hill Charitable Trust	The Golden Bottle Trust
Harford Charitable Trust	The Gray Trust
Henhurst Charitable Trust	The Heathside Charitable Trust
Hyman Winstone Foundation	The Helen Jean Cope Charity
Investors in Community Giving	The Ian Askew Charitable Trust
Kenneth Hargreaves Trust	The James Wise Charitable Trust
Kiln Family Trust	The John Cowan Foundation
Marsh Charitable Trust	The Kendrick & Sylvia Edwards Charitable Trust
Mildred Duveen Charitable Trust	The L & R Gilley Charitable Trust
Morrison Foundation	The Lillie C Johnson Charitable Trust
Murphy-Neumann Charity Company Ltd	The Maud Elkington Charitable Trust
Northwick Trust	The Mill Meadow Charitable Trust
Olive Woolf Holiday Trust Fund	The Miss Pannett Charitable Trust
Pilkington Charities Fund	The Mrs H R Greene Charitable Settlement
Longstaff	The Mulberry Trust
R S Brownless Charitable Trust	The Oakdale Trust
Rachel Charitable Trust	The Paget Trust
Rotary Club of South Holland	The Phillips Family Charitable Trust
SC and ME Morland's Charitable Trust	The Reuben Foundation
Sir John and Lady Amory's Charitable Trust	The Robert Gavron Charitable Trust
The John Beckwith Charitable Trust	The Rothley Trust
Stanley Smith Charitable Memorial Fund	The Sir Derek Greenaway Foundation
The 29th May 1961 Charitable Trust	The Sir James Roll Charitable Trust
The Alecto Trust	The Squire Patton Boggs Charitable Trust
The Ashfield Trust	The Stockwell/Cliffe Charitable Trust
The Belvedere Trust	The Vandervell Foundation
The Chrimes Family Charitable Trust	Tylers' and Bricklayers' Charitable Trusts

# Kind Words

Extracts from genuine letters and emails received during the financial year

*This is greatly appreciated as it will allow me some freedom to go out, which has been impossible for the past two years.*

*So the respite was wonderful for her she was able to visit her brothers and sisters with their children, grandchildren and in Mums case great grandchildren .She also met friends for coffee, myself and two of my Aunties with Mum went for a meal and watched a show at the [local] theatre .*

*Mum just wanted to let you how your help with funding helped her have a little bit of time for herself and pepped her up to carry on looking after Dad and she greatly appreciated this. Thank you very much to the respite association.*

The fact that my husband will be cared for and looked after in an environment which will be safe, comfortable and enjoyable will enable myself and our 12-year-old son to relax fully and just be able to do normal things without having to worry or feel guilty. Being able to go to the cinema or just to the coffee shop or even going for a stroll without the constant feeling of needing to support my husband in any way be it menial or otherwise offers a massive relief.

The amount of pressure that myself and my son endure is immense. The fact that we are more than happy to provide whatever care for my husband and we do so willingly does not stop the buildup of pressure and responsibility.

*The first hours were used to share an evening with my daughter and her partner, to join them for an evening meal followed by watching a football match televised that night. The right team won! So was a very enjoyable evening. The second bank of hours were used to attend a candlelit concert, performed by a string quartet in the [local] park. A treat arranged by my daughter. It was delightful, pure escapism.*

The application process was easy and seamless and the resource was invaluable. I was able to spend quality time with my other two boys who were also going through their own issues, the sessions also afforded me time to spend to myself and just be still.

May you continue to bring hope to us carers.

*I just wanted to pass on a massive thank you for all your help this year, you have been so helpful and quick to reply whenever I have bombarded you with questions! Thank you must also go to all of your incredible team.*

*Just had to write to say what a massive impact your association is having on families.*

*I went to visit [name] last night.*

*She didn't speak on my last visit. She has not been observed to speak in front of visitors. I was worried and was going to suggest a referral for well-being support*

*Two sessions with [name] outside of school hours has simply transformed this little girl and parents have also had a huge lift in their own well-being. The whole family is now working as a team and the relationships are even stronger than before.*

*Just a huge thankyou John!! I am sure it is good to hear the impact and success of your charity.*

*It's been really helping us both, it does [name] the world of good and he loves going there. He seems less depressed when he has a day there. It's also helped me to have a much needed break. Thank you'.*

We were calm knowing our child is in excellent hands and we made the most of every minute of our break, knowing that it won't be happening again anytime soon! We truly appreciate your kindness.

*I had a lovely time thank you. I wore a tiara made by my granddaughter for the day. It was a lovely break. My granddaughter really took the Jubilee to heart and we had to sing God Save the Queen.*

Thank you once again, you cannot imagine what a huge help this is and what a relief this is for me.

### **Risk Assessment**

The Board receives a report from the Administrator/Chief Executive each year. The current report does not identify any serious risks to the charity either financial or physical, save for the ongoing challenges of Covid-19 and the current financial crisis which is having a detrimental effect on the voluntary sector as a whole.

### **Investments**

At the end of the year the Charity held £111,970 in two investment accounts with M&G Charities (£44,433 in their Charibond account and £67,537 in their Charifund account). The decision to invest was taken during 2021 due to the very poor interest rate on offer through any mainstream banking facility. Due to the effects of the Truss/Kwarteng Mini Budget the value of our investments fell sharply this year. However these are now recovering well and, with the investment income received and the benefit of a donation of £10,000 from The Roger and Jean Jefcoate Trust in 2021 to help provide a buffer for our investment risk, the Charity's own general funding has not been adversely affected.

### **Financial Review & Reserves Policy**

As previously noted, the CIO was formed in January 2021 and became operational on 1<sup>st</sup> March 2021. Consequently, the first financial report for the CIO for 2021 only covered a period of 10 months with this report being for the first full financial year of operation of the CIO.

During the period under review, the Charity made an unrestricted cash deficit of £12,409. This was largely due to a high number of carers receiving support that had been held over from 2020/2021 due to the ongoing challenges with securing respite care provision/places due to the Covid-19 pandemic. Whilst these payments were carefully planned, the Trustees remain mindful of the precarious nature of income generation as a result of both Covid-19 and the current financial crisis and have created a reserve policy to reflect this.

The Trustees have always been mindful of the Charity Commission's recommendation that at least 6 months' running costs for the Charity should be held in reserve should a sudden drop in income occur. Consequently, a reserve figure of £89,907 includes £60,000 for 6 months' running costs, £1,448 for a sinking fund in order to carry out any repairs to Joanna's Cottage or Lan Y Mor Hafan, £1,970 being the remainder of the restricted donation from Roger and Jean Jefcoate given specifically to help us to reduce the risk of creating investments with M&G Charities and £26,489 being the remainder of the social investment loan due to Big Issue Invest towards the purchase of Joanna's Cottage in order that this loan may be repaid in its entirety should it be called in for any reason.

Once the reserves are taken into account, the Charity held an unrestricted balance of £38,942 at the year end. However, this unrestricted balance is further reduced by the unrestricted grants outstanding but not yet paid and other known short term liabilities at year end of £15,822. This leaves us a small unallocated surplus of unrestricted funding totalling £23,120 at the year end. The Trustees consider that holding this further unallocated sum of unrestricted funding is sensible, particularly given the increased uncertainty of the financial year ahead as a result of both the financial crisis, (including the increasing costs of Utilities which will affect both of our carers' break facilities) and the impact of the ongoing War in Ukraine.

Thanks so much xx This has made my week !

### **Fundraising and other Policies**

The Charity's formal Fundraising Policies, along with all other policies, were reviewed by the Trustee Board in May 2022.

- ◆ Disciplinary Code
- ◆ Conflict of Interest Policy
- ◆ Grievance Procedure/Policy
- ◆ General complaints
- ◆ Fundraising Complaints
- ◆ Grant making & respite break policy
- ◆ Volunteer policy
- ◆ Safeguarding policy
- ◆ Fundraising Charter
- ◆ Data Protection Policy
- ◆ Trustee and Staff Expenses 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 19<sup>th</sup> May 2023 and it is signed on their behalf by:



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



**The Respite Association**  
**Receipts and Payments accounts for the financial year January 1st 2022 to December 31st 2022**

	Notes	2022 Unrestricted	2022 Restricted	2022 Total	2021 Total
<b><u>RECEIPTS</u></b>					
Trusts and Corporate Donors		62,020	37,761	99,781	87,474
Donations from individuals		3,527	391	3,918	2,327
Bank interest/investment income		5,052	-	5,052	10
Society Lottery income	1	160	-	160	-
HM Government Employment Allowance back claim		-	-	-	2,818
Social investment loan (Joanna's Cottage purchase)		-	-	-	35,000
<b>TOTAL RECEIPTS</b>		<b>70,759</b>	<b>38,152</b>	<b>108,911</b>	<b>127,629</b>
<b><u>PAYMENTS</u></b>					
<b>Direct charitable expenditure</b>					
Purchase of respite break facilities in Cornwall and Wales		-	-	-	103,996
Charitable support costs	2	78,982	34,780	113,762	90,875
<b>Other expenditure</b>					
Training and travel costs		-	680	680	120
Equipment		614	-	614	1,836
Fundraising	1	11,171	-	11,171	6,712
Utilities and rent	3	2,167	-	2,167	1,680
Governance	4	4,020	-	4,020	3,849
<b>Sub-Total payments</b>		<b>96,954</b>	<b>35,460</b>	<b>132,414</b>	<b>209,068</b>
Asset and Investment purchases (M&G)		-	-	-	120,000
<b>Net receipts/ (Payments)</b>		<b>(26,195)</b>	<b>2,692</b>	<b>(23,503)</b>	<b>(201,439)</b>
Transfers between funds at year end	5	13,786	(13,786)	-	-
<b>Cash funds brought forward (01/01/2022)</b>		<b>29,287</b>	<b>89,107</b>	<b>118,394</b>	<b>319,833</b>
<b>Cash funds carried forward (31/12/2022)</b>		<b>16,878</b>	<b>78,013</b>	<b>94,891</b>	<b>118,394</b>
		=====	=====	=====	=====

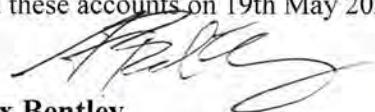
Note: As the CIO was formed 25<sup>th</sup> January 2021 and became operational on the 1<sup>st</sup> March 2021, the 2022 figures are the first full financial year figures for the CIO. Consequently, the prior year figures for 2021 only reflect a partial (10 month) financial year covering 1<sup>st</sup> March 2021 to 31<sup>st</sup> December 2021 and should be read with this in mind.



**The Respite Association**  
**Statement of assets and liabilities as at December 31<sup>st</sup> 2022**

	31 <sup>st</sup> December 2022	31 <sup>st</sup> December 2021
<b><u>CASH FUNDS</u></b>		
CAF Current Account	12,154	32,879
CAF Gold account	82,737	85,515
Total Cash funds	<b>94,891</b>	<b>118,394</b>
<b><u>INVESTMENT ASSETS</u></b>		
M&G Investment Fund holdings (Charifund)	67,537	71,521
M&G Investment Fund holdings (Charibond)	44,433	49,709
	<b>111,970</b>	<b>121,230</b>
<b><u>TOTAL CASH &amp; INVESTMENT ASSETS</u></b>		
	<b>206,861</b>	<b>239,624</b>
<b>Represented by funds:</b>		
Unrestricted funds (The general fund)	38,942	44,071
Designated funds (reserves incl social investment loan o/s)	89,907	106,447
Restricted funds (specified location and item grants)	78,012	89,106
<b><u>TOTAL FUNDS</u></b>		
	<b>206,861</b>	<b>239,624</b>
<b><u>FIXED ASSETS FOR CHARITY USE</u></b>		
Holiday bungalow (Joanna's Cottage Cornwall)	75,000	75,000
Holiday caravan (Lan Y Mor Hafan, North Wales)	23,196	26,095
Office Equipment	1,013	1,447
<b><u>TOTAL FIXED ASSETS FOR CHARITY USE</u></b>		
	<b>99,209</b>	<b>102,542</b>
<b><u>OTHER MONETARY ASSETS</u></b>		
Overpayment to HMRC	-	284
<b><u>SHORT TERM LIABILITIES</u></b>		
Grant commitments to carers (unrestricted)	(13,259)	(25,648)
Grant commitments to carers (restricted)	(17,713)	(30,648)
Independent examiner's fee	(600)	(550)
Refundable break deposits unclaimed at season end	(150)	(150)
Site fees for Joanna's Cottage, Cornwall	(1,813)	-
<b><u>TOTAL SHORT TERM LIABILITIES</u></b>		
	<b>(33,535)</b>	<b>(56,996)</b>
<b><u>LONG TERM LIABILITIES</u></b>		
Balance of Social investment loan (Big Issue Invest)	<b>(26,489)</b>	<b>(31,447)</b>

The Trustees approved these accounts on 19th May 2023 and they are signed on their behalf by:



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

Note: The CIO was formed 25<sup>th</sup> January 2021, for previous accounts for The Respite Association for 2001 to 2021 please see the Charity Commission entry for Charity number 1086598 or our website at [www.respiteassociation.org](http://www.respiteassociation.org)

I look forward to spending the 3 days with my daughter, who I do not see very often as she lives in Essex.

## The Respite Association

### Notes to the accounts for the financial year ending December 31<sup>st</sup> 2022

#### Note 1:

We launched our Society Lottery (with Sterling Lotteries) in December 2022, hence the small amount of income against this heading during this financial year. As noted in our plans for 2023, we will continue to attempt to build our supporter base for the Lottery as part of our wider plans to diversify our income streams for the future. The increase in fundraising costs during the financial period further reflects our ongoing work in this area and includes investment in a nationwide legacy campaign, any results from which are likely to take a number of years to come to fruition.

#### Note 2:

Charitable support costs remain on a par with 2021 which was, in itself, a record year for us. In order to demonstrate how the demands placed on our limited resources have increased in the past few years, we have included figures for 2019 and 2020 from our previous Charity Number of 1085598 by way of comparison (these figures are presented in blue below). As has been noted elsewhere in this report, we are now seeing grants promised but not yet paid from 2020/2021 being claimed as alternative care provision becomes more readily available again post pandemic. Hence the increase in charitable support costs and a marked reduction in the grants carried forward figure for this year. It should also be noted that repayments of £7,262 to Big Issue Invest against the social impact loan are included in charitable support costs, as these form part of the direct costs of providing respite breaks to carers.

	Charitable Support Costs	Grants carried forward	Total
2019	£77,221	£28,656	£105,877
2020	£81,544	£34,708	£116,252
2021	£90,875	£56,296	£147,171
2022	£113,762	£30,972	£144,734

#### Note 3:

Rent relates to the cost of a small storage unit as The Respite Association does not (by choice) have a formal office space, with the two part time staff members working from home. Our staff will continue to work from home for the foreseeable future. However the Trustees are mindful that, given the surging price of utilities, our staff should not be financially disadvantaged when working in this manner. Consequently, at the December 2022 Trustees' Meeting, the Administrator/CEO was requested to create a new policy to enable staff members to claim a proportion of their utility and other costs and this policy will be reviewed/formally agreed and adopted during 2023.

#### Note 4:

Governance costs are those costs that enable the proper legal running and oversight of the Charity. These include a proportion of staff and administrative costs allocated to Trustee meetings, the cost of holding a bank account with the Charities Aid Foundation, insurance costs and the cost of the independent examination of the accounts.

#### Note 5:

The respite break costs are paid for from the general unrestricted funds. Transfers between funds at year end related to the cost of caravan breaks for carers residing in areas supported by trusts who wished to restrict their grant making to beneficiaries from specific geographical locations. Transfers were done at year end to ensure that we had an accurate figure for the cost of each caravan per week provided.

### Accounting Policies and 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 and comply with the Charities Act 2011.

# Thank you for all your help and for the wonderful work you do

## Income

Income and donations are accounted for as received. 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 Accounts.

## Non-Monetary Assets

The Charity owns a purpose built holiday cottage in Cornwall (Joanna's Cottage), a caravan in North Wales (Lan-Y-Mor Hafan), a desktop computer, two printers and two laptops together with some additional office equipment. All non-monetary assets and liabilities were calculated as estimates at the period end.

## Trustees' Remuneration and Expenses

During the period no Trustee received any remuneration for the time they gave to the Charity. No Trustee claimed nor was paid any expenses in relation to their duties during the period under review. The Trustees' insurance included Trustee indemnity insurance. There were no related party transactions.

## 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 or 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 carers break facilities 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.

## Charitable Support costs breakdown

	2022 (Full year)	2021(10 months only)
Employee costs	33,928	26,423
Direct respite care provision	77,484	63,045
Utilities	936	293
Postage & stationery	1,414	1,114
	<b>113,762</b>	<b>90,875</b>
<b>Employee Costs</b>		
Total staff costs	<b>38,554</b>	<b>29,743</b>
Staff in 2022 (1 x 24 hours, 1 x 14 hours).	2 p/t	2 p/t



I have no words with which to thank you for enabling us to take a much needed break, which was only possible due to the support I received from The Respite Association

### **Outstanding Guarantees**

The Trustees confirm, in accordance with the Charitable Incorporated Organisation (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO. For clarity, the Charity does have an outstanding loan to Big Issue Invest of £26,489 as previously noted, but this is provided on an unsecured basis.

### **Post Balance Sheet Events/Going Concern**

As previously noted, the increasing numbers of carers requesting our support has continued both during and after the period under review. The grants shown as promised but not yet paid at year end continue to be claimed as respite care provision and respite places become more readily available. We therefore feel including these outstanding grants as creditors allows anyone reading the accounts to have a true and fair view of our overall financial position.

Our increasing profile, both as a result of the support we were able to give during the pandemic and due to our ongoing partnership work with other Charities, means that we expect to see increased demand for our services for the remainder of 2023. Indeed, demand for our carers' breaks in our own respite facilities remains high, with offers being sent to cover the majority of the available weeks for the 2023 season during January and February of 2023. Short notice cancellations are likely to remain an issue due to the unpredictable nature of the caring role. While we continue to prioritise those carers who have not benefitted from our services previously, we are acutely aware from carer feedback just how much our respite breaks are valued. Therefore, in order to maximise the use of our carers' break facilities, we now hold a waiting list of all those carers who would like to be considered for a break at short notice. This is particularly of help to those carers who could not afford to take any other form of break away without our further support.

In terms of our finances, we continue to proceed with caution due to the ongoing impact of the financial crisis and the ongoing War in Ukraine. While our investments with M&G are now more stable, we remain well aware that their value can decrease as well as increase. The Accounts Administrator continues to keep a watchful eye on the investment values and provides (at least) quarterly reports not just on investment performance but on the Charity's financial position as a whole. The Accounts Administrator and Co-Treasurers have also been delegated authority by the Trustee Board to call in the investments if they are in any way concerned about their performance or if they feel the investments are at risk. However, it should be stressed that these safeguards are put in place to mitigate potential risk, and there are no concerns in relation to the investments at the moment.

The last words in this year's Trustees' annual report and accounts go to one of our clients...

*Sitting in the sunshine late afternoons on the front deck, just breathing in the fresh air was just the tonic we both needed. We relaxed in the evenings and it was lovely to feel the freedom of not having to attend to anyone but ourselves. You forget what that feels like.*

*We will have amazing memories celebrating our 40th Wedding anniversary.*

*Thank you and your wonderful charity for enabling this.*

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE RESPITE ASSOCIATION**

I report to the Trustees on my examination of the accounts of The Respite Association for the year ended 31<sup>st</sup> December 2022.

**Responsibilities and basis of report**

As the Charity Trustees of the CIO, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Having satisfied myself that the accounts of the CIO are not required to be audited and are eligible for independent examination, I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Mr M Cronin MAAT FCIE MICB**  
**Bowhill Bookkeeping Services**  
172 Newman Road  
Exeter  
EX4 1PQ

*M Cronin*

Date

*22nd May 2023*