

Charity Registration No. 1062246

Company Registration No. 3324143 (England and Wales)

RELATE PENNINE KEIGHLEY AND CRAVEN
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

RELATE PENNINE KEIGHLEY AND CRAVEN

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Jacqueline Fairlie Susan Holmes Elspeth Barfoot Anthony Perryman (Chair) Marian Eastwood Gordon Lingard (Treasurer) Brenda Botten Rachel Kelly (appointed 7 May 2021)
Charity number	1062246
Company number	3324143
Company Secretary	Kenneth Sanderson
Principal Address	Acres House Berry Lane Keighley West Yorkshire BD21 1DN
Independent Examiner	Kevin J Meddings MAAT Stuart B Lodge & Co 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	Co-operative Bank plc Olympic House 6 Olympic Court Salford M5 2QP

RELATE PENNINE KEIGHLEY AND CRAVEN

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RELATE PENNINE KEIGHLEY AND CRAVEN DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The directors present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Charities Act 2011.

On 2 April 2021 following a special resolution, the company changed its name to Relate Cross Pennine Ltd.

Objects of the charity

This is a company limited by guarantee and is registered as a charity with the Charity Commission. The affairs of the Centre are governed by its memorandum and articles of association. The liability of the members in the event of the Centre being wound up is limited to a sum not exceeding £1. The principal activity of the Centre is to educate the public concerning the institution of marriage and other central relationships and to offer counselling to those experiencing problems with such relationships.

Relate Pennine Keighley and Craven is one of a network of Relate Centres in England and Wales. It is affiliated to Relate Central Office and abides by its standards.

Chairman's Report

This is a time to reflect upon the events which have brought our organisation to this point in time. So much has happened over the last year, much of which has set the foundation for our future. This, however, has been against the backdrop of a continuing pandemic, where our normal freedoms have been curtailed. In some ways it has probably felt like life has stood still, because we have all worked from home sat in front of our screens, contacting people who are similarly placed. However, we have begun to see some rays of light.

I am happy to say Relate Pennine Keighley and Craven has made positive progress over this period. This year we have despite all the uncertainties with which we have had to contend, returned a strong financial outcome. To achieve this kind of positive financial result requires effective teamwork. Counsellors using zoom working from home, Admin staff ensuring business processes are maintained remotely, and managers ensuring there is support and managing costs all have contributed to this positive financial outcome.

The decision to move into Lancashire is beginning to show a small return on our investment. We have established a presence in several towns in the county, which will enable us to provide face to face counselling in the forthcoming year.

The Board took a decision two years ago to close two centres and open a new centre equidistance between Huddersfield and Halifax. The pandemic forced us to close Huddersfield and Halifax without securing a new centre. This was financially a prudent decision allowing us to manage our costs more effectively. We are now able to open our new centre in Brighouse this year.

Finally, I would like to thank, the Trustees, Ken, Nick, Diane and all the Counsellors and Admin staff for your continued support. However, I would like to take this opportunity to thank Gordon who is stepping down at this AGM. Gordon has brought wise counsel to the Board and will therefore be greatly missed.

RELATE PENNINE KEIGHLEY AND CRAVEN DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Treasurer's Report

I can only echo the comments made in the Directors' report with the statutory accounts. We began the financial year in a state of enormous uncertainty. Effectively as at 1st April 2020 most of our operations had closed down and all staff were working remotely.

In order to monitor the situation in the early stages of the financial year we held remote board meetings almost weekly.

It is a testament to the indefatigable dedication of Nick up to his retirement, Ken our new CEO, Diane and all the staff as well as counsellors and trustees that not only has the charity managed to keep its head above water but to expand and adopt, embrace new technology and new methods of working.

The financial outcome as at 31st March 2021 is nothing short of remarkable. I cannot imagine many charities are in such a relatively strong position after such an unprecedented period of uncertainty during the financial year.

There are so many opportunities for the future with new premises in Brighouse and the opportunities in Lancashire.

After seven years on the board I decided that it was time to make way for "new blood" on the board and I am delighted to be able to leave the charity knowing that it is going forward from strength to strength.

RELATE PENNINE KEIGHLEY AND CRAVEN DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Structure, Governance and Management

Being a registered charity and a company limited by guarantee, Relate Pennine Keighley and Craven is governed by a memorandum and articles of association.

New directors are appointed at our Annual General Meeting by election. Potential directors are identified by networking or by public advertisement. Wherever possible potential directors are invited to attend several Board Meetings as a non-voting observer so that, when they represent themselves to members at the AGM, they already have a good understanding of our charity's activities and objects. New directors are offered formal training and induction and are provided with information from the Charities Commission on the role and responsibilities of Trustees.

The Board's approach to the recruitment of directors is that each director should bring relevant skills and experience to the charity and that the make-up of the Board should, as far as is possible, be generally representative of the local population.

The Board meet on a six weekly basis to review the charity's current activities, receive reports from staff and to determine the future strategy of the charity. The responsibility for implementing Board policy lies, in the main, with the charity's paid manager.

Directors

The trustees who are also the directors for the purpose of company law, who served during the year were:-

Jacqueline Fairlie
Susan Holmes
Elspeth Barfoot
Anthony Perryman (Chair)
Marian Eastwood
Gordon Lingard (Treasurer)
Brenda Botten

None of the directors had any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £1 in the event of a winding up.

Reserves policy

The directors' policy is to build and maintain general reserves of between three and six months of operating costs.

Investment policy

Funds in excess of immediate requirements are invested in interest bearing accounts.

Risk factors

The directors have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

RELATE PENNINE KEIGHLEY AND CRAVEN

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Statement of Directors Responsibilities

The directors of Relate Pennine Keighley and Craven are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the

state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

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Dated:

RELATE PENNINE KEIGHLEY AND CRAVEN

INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF RELATE PENNINE KEIGHLEY AND CRAVEN

I report on the accounts of the charity for the year ended 31 March 2021 set out on pages 6 to 13.

Respective responsibilities of directors and examiner

The directors, who also act as trustees for the charitable activities of Relate Pennine Keighley and Craven, are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 connection with my examination, no matter has come to my attention;

- (a) which gives me reasonable cause to believe that in any material respect the requirements;
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities;
 have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Stuart B Lodge & Co
44 Bradford Road
Idle
Bradford
West Yorkshire
BD10 9PE

Dated:

RELATE PENNINE KEIGHLEY AND CRAVEN

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income					
Incoming resources from generated funds					
Voluntary income	2	113,076	3,360	116,436	106,314
Incoming resources from charitable activities	3	118,884	48,917	167,801	227,890
Job Retention Scheme (furlough)		42,337	-	42,337	-
Total income		274,297	52,277	326,574	334,204
Expenditure					
Charitable activities	4	285,884	20,290	306,174	336,586
Total expenditure		285,884	20,290	306,174	336,586
Net income/(expenditure)					
Net movement in funds before transfers		(11,587)	31,987	20,400	(2,382)
Transfers between funds		(170)	170	-	-
Net income/(expenditure)		(11,757)	32,157	20,400	(2,382)
Net movement in funds after transfers		(11,757)	32,157	20,400	(2,382)
Total funds brought forward		162,117	-	162,117	164,499
Total funds carried forward		150,360	32,157	182,517	162,117

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

RELATE PENNINE KEIGHLEY AND CRAVEN
BALANCE SHEET
AS AT 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fixed Assets					
Tangible fixed assets	8	104,560	-	104,560	104,560
Current Assets					
Debtors and prepayments	9	9,336	9,506	18,842	19,941
Cash at Bank and in Hand		44,042	22,806	66,848	44,717
Total Assets		157,938	32,312	190,250	169,218
Creditors: Amounts Falling Due Within One Year					
	10	(7,578)	(155)	(7,733)	(7,101)
Total Assets less Current Liabilities		150,360	32,157	182,517	162,117
The Funds of the Charity					
Unrestricted funds		150,360	-	150,360	162,117
Restricted funds	11	-	32,157	32,157	-
Total Charity Funds		150,360	32,157	182,517	162,117

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The accounts were approved by the board on

And signed on their behalf by

.....

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**RELATE PENNINE KEIGHLEY AND CRAVEN
STATEMENT OF CASHFLOWS*****AS AT 31 MARCH 2021***

	Notes	2021 £	2020 £
Cash generated/(used) in operating activities	12	22,131	(3,584)
Cash equivalents at the beginning of the year		44,717	48,301
		<hr/>	<hr/>
Total cash equivalents at the end of the year		66,848	44,717
		<hr/>	<hr/>

RELATE PENNINE KEIGHLEY AND CRAVEN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities (SOFA) when receivable.

Fees and charges, room hire and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates. These include those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

d. Taxation

As a registered charity the company benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

e. Tangible Fixed Assets

Freehold property:

No depreciation is charged:

The trustees do not consider depreciation charges on this asset to be material as the residual value, based on prices at the time of acquisition, is not materially different from the carrying amount of the asset.

Fixtures, fittings, office equipment and library

Depreciated at 20% straight line

It is the policy of the charity to only capitalise individual items costing in excess of £2,000.

RELATE PENNINE KEIGHLEY AND CRAVEN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

f. **Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Restricted funds are subject to specific conditions by donors as to how they may be used.

g. **Pensions**

The charity pays contributions into Smart Pension Ltd which is a defined contribution master trust pension scheme.

2. **Incoming resources from generated funds**

	2021 £	2020 £
Voluntary income		
Grants:		
Bradford District Care NHS Foundation Trust	36,814	36,814
Bradford District Care NHS Foundation Trust (IAPT)	45,600	65,700
Local Council Covid 19 Grants	27,262	-
Donations:		
Ilkley Town Council	3,360	-
Charles & Elsie Sykes Trust	3,000	3,000
Ilkley Charitable Trust	400	800
	116,436	106,314

3. **Incoming resources from charitable activities**

	Unrestricted £	Restricted £	Total 2021 £	2020 £
Client contributions for core work	98,901	-	98,901	124,264
Invoiced income for young peoples work	-	5,920	5,920	19,203
Sundry income	2,348	-	2,348	4,051
Room hire	-	-	-	10,505
Fund raising	38	240	278	1,176
Contract income	17,097	4,150	21,247	16,709
Client sessional payments	-	3,145	3,145	13,770
Rotary Club Brighouse	500	-	500	-
Donations: Oxenhope Straw Race	-	-	-	750
Denholme Town Council	-	-	-	500
Bingley Town Council	-	-	-	500
New 2 U	-	-	-	500
Farnhill Parish Council	-	-	-	250
Wilsden Parish Council	-	-	-	150
Gargrave Parish Council	-	-	-	50
Hellifield Parish Council	-	-	-	50
	118,884	13,455	132,339	192,428
Restricted funds: Grants receivable				
Bradford CAMHS Healthy Minds	-	35,462	35,462	35,462
	118,884	48,917	167,801	227,890

RELATE PENNINE KEIGHLEY AND CRAVEN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

4. Charitable activities

	2021 £	2020 £
Resources expended		
Service to clients:		
Salaries and NICs	92,524	107,840
Travel expenses	-	2,442
Training and supervision	1,127	1,084
Support costs:		
Salaries and NICs	143,671	146,477
Pension costs	2,017	2,159
Payroll charges	2,674	2,704
Federation fees	13,504	13,424
Staff training & travel	64	2,197
Utilities	1,918	5,491
Rent, rates and water	20,900	25,510
Insurance	3,415	3,442
Repairs and renewals	6,411	6,671
Phone, postage and stationery	4,806	7,111
Advertising, printing & publicity	3,131	1,532
Cleaning	241	3,260
Removal costs	1,390	-
Subscriptions and zoom licences	2,509	-
Sundry expenses	957	699
Electronic banking charges	2,711	2,446
Independent examination	1,872	1,818
DBS checks	332	279
	-----	-----
Total resources expended	306,174	336,586
	-----	-----

5. Directors

None of the directors (or any person connected with them) received any remuneration during the year. We can confirm that there are no related party transactions that require disclosure in the accounts.

6. Employees

	2021 Number	2020 Number
The average number of employees (including part time) during the year was	23	27
	-----	-----
Employment costs		
	2021 £	2020 £
Wages and salaries	229,418	245,893
Social security costs	6,777	8,424
Pension costs	2,017	2,159
	-----	-----
	238,212	256,476
	-----	-----

There were no employees whose annual emoluments were £60,000 or more.

Social security costs in 2021 are after the deduction of the £4,000 (2020: £3,000) employers allowance.

RELATE PENNINE KEIGHLEY AND CRAVEN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

7. Defined Contribution Pensions and other post-retirement benefit commitments

	2021 £	2020 £
Contributions payable by the charity during the year	2,017	2,159

At the year end contributions amounting to £175 (2020: £136) were outstanding.

8. Tangible Fixed Assets

	Freehold Property £	Fixtures & Fittings £	Office Equipment £	Books for Library £	Total £
Cost					
At 1 April 2020					
And					
At 31 March 2021	104,560	8,812	14,931	794	129,097
Depreciation					
At 1 April 2020					
And					
At 31 March 2021	-	8,812	14,931	794	24,537
Net Book Value					
At 31 March 2021	104,560	-	-	-	104,560
At 31 March 2020	104,560	-	-	-	104,560

The freehold property, Acres House, Berry Lane, Keighley, BD21 1DN was revalued on 24 July 2017 by Mark Williams MRICS of Dacres Commercial. The market value at that date was £175,000. This revaluation has not been included in the accounts so as to comply with the rules of the Financial Reporting Standard (FRS 102).

9. Debtors

	2021 £	2020 £
Trade debtors	18,664	19,643
Prepayments	178	298
	18,842	19,941

10. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade Creditors	2,469	2,367
Taxation and Social Security	3,410	2,934
Accruals	1,854	1,800
	7,733	7,101

RELATE PENNINE KEIGHLEY AND CRAVEN

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

11. Restricted funds

	Balance at 1 April 2020	Incoming Resources £	Resources Expended £	Transfers £	Balance at 31 March 2021 £
Kirklees Young People	-	150	(320)	170	-
Keighley Young People	-	51,247	(19,659)	-	31,588
Halifax Young People	-	880	(311)	-	569
	<u>-</u>	<u>52,277</u>	<u>(20,290)</u>	<u>170</u>	<u>32,157</u>

Transfers represent overerspend on funds.

Young People Projects

A free and confidential counselling service for young people aged 10 to 18.

12. Reconciliation of net movement in funds to net cashflow from operating activities

	2021 £	2020 £
Net movement in funds	20,400	(2,382)
Decrease in debtors	1,099	1,029
Increase/(decrease) in creditors	632	(2,231)
	<u>22,131</u>	<u>(3,584)</u>
Net cash generated/(used) in operating activities		