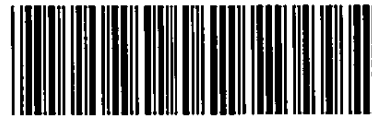


REGISTERED COMPANY NUMBER: 02796665
REGISTERED CHARITY NUMBER: 1018848

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31ST MARCH 2013
FOR
RELATE MK**

TUESDAY



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COMPANIES HOUSE

RELATE MK

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2013**

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RELATE MK

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2013

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02796665

Registered Charity number
1018848

Registered office
47 Aylesbury Street
Wolverton
Milton Keynes
MK12 5HX

Trustees

J Bailey	- resigned 26 9 12
K Laughton	- resigned 6 11 12
L Keen	- resigned 6 11 12
I Henderson	- resigned 6 11 12
M Wassenberg	- appointed 14 11 12
P Kingham	- appointed 14 11 12
J Goss	- appointed 14 11 12 + resigned 20 12 13
Mrs J Street	- appointed 14 11 12
Dr M Thomae	- appointed 14 11 12
K Lewington	- appointed 14 11 12
Ms L Crocombe	- appointed 14 11 12
Dr D Della-Ventura	- appointed 14 11 12
P Houselander	- appointed 20 02 13

Accountants
Keens Shay Keens Limited
Chartered Accountants
2nd Floor Exchange Building
16 St Cuthberts Street
Bedford
Bedfordshire
MK40 3JG

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the Charitable Company in the event of winding up. The total number of guarantees at 31st March 2013 was 32.

The word 'Limited' is omitted by license of the Secretary of State for Trade and Industry.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2013**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Appointment of new Executive Board Members

The Executive Board should consist of a minimum of six and a maximum of eighteen Members. The Executive Board Members are elected by the Members of the Centre at a General Meeting (or Annual General Meeting, if any) and shall hold office for a year but shall be eligible for re-election. The Chair's period of office shall be two years renewable to a maximum of eight years. The maximum period on the Executive shall also be eight consecutive years for all other Members. When elected Members of the Executive complete their terms of office the Executive will invite the Members of the Centre to provide nominations for candidates to stand for election. The Executive can appoint any person whether a Member of the Centre or not to be a co-opted Member of the Executive. The total number of co-opted Members shall not exceed two. Any co-opted Member of the Executive shall cease to be a co-opted Member if he/she becomes an elected Member.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The loss of local authority grant funding and the continuing unpredictability of funding which may be available through the local authority by way of contracted services have placed strain on the charity's resources. The Trustees have undertaken a strategic review of the charity's activities to develop a rolling three-year strategic plan which, in particular, considers how better to market the services of the charity with a view to replacing local authority funding from other sources. The opening of an additional charity shop is also expected to provide further financial support and the Trustees remain cautiously optimistic that the current difficult circumstances can be overcome, and the services of the charity maintained and expanded where possible.

Internal risks are considered minimal by the implementation of financial procedures that are periodically reviewed to ensure they are working efficiently.

OBJECTIVES AND ACTIVITIES

Principal Objects and activities

Relate Milton Keynes is a relationship support organisation. In planning their activities for the year, trustees kept in mind the Charity Commission's guidance on public benefit.

The impact of our services is to alleviate emotional suffering caused by relationship problems and to reduce the cost of relationship breakdowns in the unitary authority of Milton Keynes.

Our clients have reported that as a result of coming to Relate MK, they experience positive impacts in terms of attendance at work or school, fewer health problems, housing, increased engagement with their local communities, fewer separations, happier, safer relationships and more intimate love lives.

Relate MK support clients through delivering relationship counselling for adult individuals, couples, young people and families, psychosexual therapy and training courses. The organisation is also reviewing the possible provision of online or telephone counselling support as well as the distribution of information and guidance in written form through the associate charity shops and other appropriate outlets and through social media channels. The charity's aims are that adult and family counselling services benefit any client who wishes to access Relate regardless of their ability to pay, their ethnicity, sexuality, (dis)ability, faith, gender or age.

The youth counselling is provided for pupils in schools in the city, it benefits young people who are experiencing difficulties as a result of parental separation or adjusting to new family arrangements or other relationships.

Relate welcomes all who live or work in the unitary authority of Milton Keynes and actively promotes services (and regularly reviews how this can be improved) to populations who are currently under-represented in client demographics.

We are an independent charity that is part of a Federation of Relate charities, receiving training and overall policy decisions from Relate Central Office.

RELATE MK

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2013

ACHIEVEMENT AND PERFORMANCE

The overall counselling hours delivered by Relate MK has reduced by 24% to 4,114 hours (2012 5,427 hours) This includes

- Family counselling	1,920 hours (2012 3,164 hours)
- Adult relationship counselling	1,715 hours (2012 1,891 hours)
- Sex therapy	280 hours (2012 192 hours)
- Young people's counselling	130 hours (2012 89 hours)

Funding through the Children's Fund (2012 £60,000) ended on 31 March 2012 This resulted in a reduction of more than 50% of the Family counselling work delivered in Children's Centres throughout Milton Keynes

The results of our outcomes survey for Relationship counselling clients revealed that

87% (2012 90%) rated their experience of Relate as 'very good' or 'good'
91% (2012 91%) would recommend Relate to others

FUTURE STRATEGY

By supporting children, young people, families, parents, individuals, couples and organisations both through counselling and training, Relate MK continues to take a holistic view of relationship support and is a leading early intervention, targeted, community based, front-line service provider in the city

Relate MK is in the process of finalising a three-year strategic plan which will aim

- to improve awareness of the organisation and its services with the public, local authorities and the commercial sector,
- to extend the range of services currently being offered by increasing training and education services,
- to be aware of and tender for any new opportunities for counselling in Milton Keynes,
- to establish a firm financial footing from which to build on services over the three year period of the plan

Vision Our vision is of a future in which healthy relationships form the heart of a thriving society

Mission Our mission is to develop and support healthy relationships by

- Helping couples, families and individuals to make relationships work better
- Delivering inclusive, high-quality services that are relevant at every stage of life
- Promoting the public's and policymakers' understanding of relationships and what helps them to flourish

Overall Aims To provide the best relationship support in Milton Keynes.

Strategic Aims These are as follows

- 1 To deliver a prompt service
- 2 To deliver an affordable service
- 3 To ensure that services are accessible
- 4 To ensure that services are professional
- 5 To ensure that services are effective

Impact the impact of our services will be to alleviate emotional suffering and reduce the diverse costs of relationship breakdowns in Milton Keynes

RELATE MK

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2013**

RESERVES POLICY

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should generally be between 3 and 6 months of the resources expended. This amounts to a figure of £54,000 to £110,000 in general funds. At this level, the trustees feel that they would be able to continue the current activities of the charity in the likely event of a significant drop in funding.

It would obviously be necessary to consider how the funding would be replaced or activities developed to compensate. At present the general reserves (excluding designated funds), which amount to £168,440, are comfortably above this band. The trustees will keep this policy under constant review.

ON BEHALF OF THE BOARD


K Lewington - Trustee

Date 20/08/2013

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE MK

I report on the accounts for the year ended 31st March 2013 set out on pages six to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England and Wales.

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

- examine the accounts under Section 145 of the 2011 Act
- 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
- to state whether particular matters have come to my attention

Basis of the 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 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

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Charles Little FCA
Institute of Chartered Accountants in England and Wales
Keens Shay Keens Limited
Chartered Accountants
2nd Floor Exchange Building
16 St Cuthberts Street
Bedford
Bedfordshire
MK40 3JG

Date

28 August 2013

RELATE MK**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2013**

		2013	2012
		Total	Total
		funds	Funds
		£	£
INCOMING RESOURCES	Notes		
Incoming resources from generated funds			
Voluntary income	2	171,506	139,884
Incoming resources from charitable activities			
Milton Keynes Primary Care Trust		18,470	18,470
Education and training		1,588	4,423
Income from trading activities		12,257	27,314
Milton Keynes Council		-	85,304
Investment income and interest		1,571	1,633
Other incoming resources		778	286
Total incoming resources		206,170	277,314
RESOURCES EXPENDED			
Charitable activities			
Staff costs		154,265	189,988
Bank charges and interest		1,353	1,496
Depreciation		2,769	2,635
Communications		2,718	2,608
Computer expenses		7,504	6,726
Premises		8,480	5,999
Selection, training and supervision		20,723	23,063
Sundries		15,440	17,306
Governance costs	3	6,455	1,260
Total resources expended		219,707	251,081
NET (OUTGOING) / INCOMING RESOURCES		(13,537)	26,233
RECONCILIATION OF FUNDS			
Total funds brought forward		248,189	221,956
TOTAL FUNDS CARRIED FORWARD		<u>234,652</u>	<u>248,189</u>

The notes form part of these financial statements

RELATE MK**BALANCE SHEET (REGISTERED NUMBER 02796665)
AT 31ST MARCH 2013**

		2013	2012
		Total	Total
		funds	funds
		£	£
FIXED ASSETS	Notes		
Tangible assets	7	36,123	37,933
Investments	8	<u>4</u>	<u>3</u>
		36,127	37,936
 CURRENT ASSETS			
Stocks		50	50
Debtors	9	61,860	28,288
Prepayments and accrued income		8,608	25,734
Cash at bank and in hand		<u>145,100</u>	<u>177,744</u>
		215,618	231,816
 CREDITORS			
Amounts falling due within one year	10	<u>(17,093)</u>	<u>(21,563)</u>
 NET CURRENT ASSETS		<u>198,525</u>	<u>210,253</u>
 TOTAL ASSETS LESS CURRENT LIABILITIES		<u>234,652</u>	<u>248,189</u>
 NET ASSETS		<u>234,652</u>	<u>248,189</u>
 FUNDS	11		
Unrestricted funds		<u>234,652</u>	<u>248,189</u>
 TOTAL FUNDS		<u>234,652</u>	<u>248,189</u>

The notes form part of these financial statements

RELATE MK

**BALANCE SHEET – CONTINUED (REGISTERED NUMBER 02796665)
AT 31ST MARCH 2013**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2013

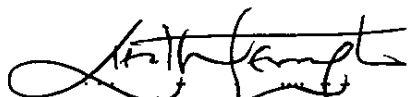
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2013 in accordance with Section 476 of the Companies Act 2006

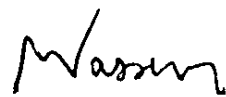
The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 23rd July 2013 and were signed on its behalf by


K Lewington -Trustee


M Wasserberg -Trustee


D Della-Ventura -Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2013**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Land and buildings	- Straight line over 125 years
Plant and machinery etc	- Straight line over 4 years

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

Pension costs

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate

RELATE MK**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED .
FOR THE YEAR ENDED 31ST MARCH 2013****2. VOLUNTARY INCOME**

	2013	2012
	£	£
Fundraising and donations	76,013	77,954
Disability Counselling	-	243
Grants and contracts	<u>95,493</u>	<u>61,687</u>
	<u>171,506</u>	<u>139,884</u>

3. GOVERNANCE COSTS

	2013	2012
	£	£
Accountancy	4,950	610
Independent examiners remuneration	<u>1,505</u>	<u>650</u>
	<u>6,455</u>	<u>1,260</u>

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	2013	2012
	£	£
Depreciation - owned assets	<u>2,769</u>	<u>2,635</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2013 nor for the year ended 31 March 2012

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31st March 2013, nor for the year ended 31st March 2012

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2013

6. STAFF COSTS

	2013 £	2012 £
Wages and salaries	140,892	172,784
Social security costs	8,610	11,741
Other pension costs	<u>4,763</u>	<u>5,463</u>
	<u>154,265</u>	<u>189,988</u>

The average monthly number of employees during the year was as follows

	2013	2012
Administrative	<u>5</u>	<u>9</u>

7. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery £	Totals £
COST			
At 1st April 2012	50,000	36,421	86,421
Additions	<u>-</u>	<u>959</u>	<u>959</u>
At 31st March 2013	<u>50,000</u>	<u>37,380</u>	<u>87,380</u>
DEPRECIATION			
At 1st April 2012	16,000	32,488	48,488
Charge for year	<u>1,000</u>	<u>1,769</u>	<u>2,769</u>
At 31st March 2013	<u>17,000</u>	<u>34,257</u>	<u>51,257</u>
NET BOOK VALUE			
At 31st March 2013	<u>33,000</u>	<u>3,123</u>	<u>36,123</u>
At 31st March 2012	<u>34,000</u>	<u>3,933</u>	<u>37,933</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2013

8. FIXED ASSET INVESTMENTS

	Shares in group undertakings
	£
NET BOOK VALUE AND COST	
At 31st March 2013	<u>4</u>
At 31st March 2012	<u>3</u>

The investment in the subsidiary has been included at cost as the Trustees consider that the cost of obtaining a valuation outweighs the benefit to the users of the accounts.

On 12th September 2012 Mrs J Hudson transferred her 25% interest in the Company to Relate MK, which now has 100% ownership

MK Community Shop (Shenley) Limited
Country of incorporation England
Nature of business Sales of goods donated by the public

	% holding	
Class of shares	100	
Ordinary		
	2013	2012
	£	£
Aggregate capital and reserves	1,530	5,231
(Loss) for the year	<u>(3,701)</u>	<u>(236)</u>

9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013	2012
	£	£
Trade debtors	4,895	6,360
Intercompany Debtor	<u>56,965</u>	<u>21,928</u>
	<u>61,860</u>	<u>28,288</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013	2012
	£	£
Trade creditors	3,549	1,299
Taxes and social security	2,839	-
Accruals and deferred income	<u>10,705</u>	<u>20,264</u>
	<u>17,093</u>	<u>21,563</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED . . .
FOR THE YEAR ENDED 31ST MARCH 2013

11. MOVEMENT IN FUNDS

	At 1.4.12 £	Net movement in funds £	Transfers between funds £	At 31.3.13 £
Unrestricted funds				
General fund	178,452	(12,537)	2,525	168,440
Designated property fund	34,000	(1,000)	-	33,000
Designated premises fund	33,212	-	-	33,212
Feasibility study	2,356	-	(2,356)	-
Designated domestic violence	169	-	(169)	-
TOTAL FUNDS	<u>248,189</u>	<u>(13,537)</u>	<u>-</u>	<u>234,652</u>

Net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	206,170	(218,707)	(12,537)
Designated property fund	-	(1,000)	(1,000)
TOTAL FUNDS	<u>206,170</u>	<u>(219,707)</u>	<u>(13,537)</u>

Designated property fund This amount is set aside to cover the on going depreciation of the land and buildings

12. RELATED PARTY DISCLOSURES

The company received a covenant of £6,857 (2012 - £21,928) and a management charge of £5,400 (2012 - £5,400) from its subsidiary MK Community Shop (Shenley) Limited. The balance at the year end with MK Community Shop (Shenley) Limited was £56,965 (2012 - £21,928)

13. ULTIMATE CONTROLLING PARTY

The company is under the control of its members and as such there is no single controlling party

14. CAPITAL

The charity has no share capital. The liability of members is limited by guarantee and does not exceed £1 per member