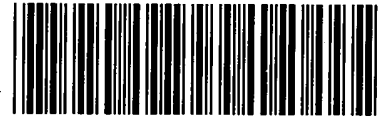


REGISTERED COMPANY NUMBER: 02796665
REGISTERED CHARITY NUMBER: 1018848

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31ST MARCH 2016
FOR
RELATE MILTON KEYNES**

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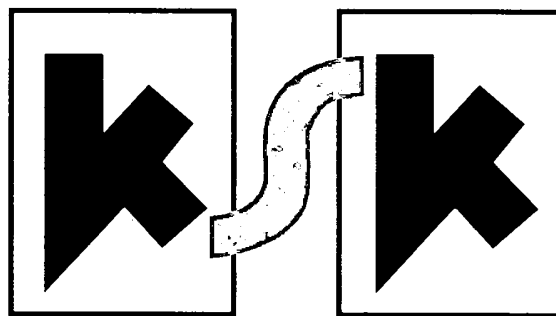
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COMPANIES HOUSE



KEENS SHAY KEENS
LIMITED

**CHARTERED ACCOUNTANTS
AND BUSINESS ADVISERS**

RELATE MILTON KEYNES

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2016**

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RELATE MILTON KEYNES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

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 2016. The trustees have adopted the provisions of the Financial Reporting Standards for Smaller Entities Statement of Recommended Practice (FRSSE SORP) 'Accounting and Reporting by charities' (effective January 2015).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02796665

Registered Charity number
1018848

Registered office
47 Aylesbury Street
Wolverton
Milton Keynes
MK12 5HX

Trustees

M Wassenberg	resigned 22.10.15
J Street	
K Lewington	
Dr D Della-Ventura	
P Houselander	
J Luff	
N Jackman	appointed 06.07.15
M Rayner	appointed 22.10.15
V Clark	appointed 09.06.16
C Walsh	appointed 09.06.16

Independent examiner
C W Little FCA
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 2016 was 25.

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

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

RELATE MILTON KEYNES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

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 trustees have identified the major risks during the financial period as being the short-term nature of current funding resources, and the need to maintain staffing levels at a level which is affordable whilst bearing in mind the problems and likely time delays involved in training new staff or recruiting trained staff. In addition to the rolling three-year strategic plan, the trustees regularly review a status report highlighting potential risks and prioritising actions.

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

Remuneration

Relate Milton Keynes operates a remuneration policy whereby an annual percentage award is considered for all directly employed staff, from 1st April each year, and that the individual percentage be so calculated to include:

- a) Financial performance of the organisation as a whole; and
- b) Personal performance of the employee during the year under review.

Given the size of the Organisation, the trustees do not believe that a set salary scale for each post is appropriate or beneficial. As a member of the Living Wage Foundation, Relate Milton Keynes ensures its payscales are in line with the annual recommended increases in the Living Wage.

The average employee headcount during the financial year was 18 (full-time equivalent was 8.82). No employees earned in excess of £60,000 and the total remuneration paid to the key management personnel during the year was £36,654.

During the period the trustees received no remuneration and no claims were made by the trustees for reimbursement of expenses in this financial year.

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 Milton Keynes, 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 Milton Keynes support clients through delivering relationship counselling for adult individuals, couples, young people and families, psychosexual therapy and training courses. The provision of online and telephone counselling is something the trustees are keen to include as part of our delivery options for clients. A new Training Policy has been agreed which will provide financial support for the training up of new and existing staff.

RELATE MILTON KEYNES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

The organisation has, however, increased 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 withdrawal of local authority grant funding has severely inhibited the charity's ability to service the whole community irrespective of ability to pay, but the trustees remain committed to developing and enhancing a bursary scheme to provide financial assistance to clients unable to pay the organisation's full fees.

Although local funding cuts have reduced the number of contracts, Relate MK continues to provide counselling for young people and families in schools and through a contract with the Child and Adolescent Mental Health service; therefore, benefitting 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.

ACHIEVEMENT AND PERFORMANCE

The overall sessions delivered by Relate Milton Keynes has decreased by 6% to 2444 sessions (2015: 2608 sessions). This includes:

- | | |
|----------------------------------|-------------------------------------|
| • Family counselling | 564 sessions (2015: 644 sessions) |
| • Adult relationship counselling | 1510 sessions (2015: 1512 sessions) |
| • Sex therapy | 232 sessions (2015: 235 sessions) |
| • Young people's counselling | 138 sessions (2015: 217 sessions) |

The reduction in session delivery is as a result of fewer counsellors working for Relate MK and those that have left were Family and Young people's counsellors.

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

- 95% (2015: 94%) rated their experience of Relate as 'very good' or 'good'
- 100% (2015: 97%) would recommend Relate to others

The surplus on the ordinary activities of Relate Milton Keynes during the year amounted to £5,629 (2015: surplus of £25,295).

The principal funders during the year are as follows:

Client counselling income
CAMHS
Mind BLMK

The balance of unrestricted funds increased by £2,652 to £256,075 and restricted funds increased by £2,977 to £2,977. The total funds held by the Relate Milton Keynes as at 31 March 2016 was £259,052 (2015: £253,423).

RELATE MILTON KEYNES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

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 £50,000 to £105,000 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 £156,075, are comfortably above this band. The trustees will keep this policy under constant review.

The trustees are confident that Relate Milton Keynes is able to continue to meet its liabilities as they fall due for the foreseeable future and that the accounts should be prepared on a going concern basis.

FUTURE STRATEGY

By supporting children, young people, families, parents, individuals, couples and organisations both through counselling and training, Relate Milton Keynes 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.

Significant challenges facing other Relate centres in the UK have led the executive of Relate UK to undertake a comprehensive consultation process which may lead to fundamental reform of the structure of the Relate organisation within the UK. Strategic planning for the short-term and medium term for Relate Milton Keynes is challenging without knowing the organisational structure within which the company will operate. The executive, however, continues to monitor and develop the three-year strategic plan adopted in 2015. The executive are conscious that the number of available counsellors to deliver services has reduced to the minimum acceptable level and will actively seek to recruit and train new counsellors. This process has been severely interrupted in the last 12 months by the breakdown of the relationship between Relate UK and Doncaster University, resulting in difficulties in placing candidates in appropriate training programmes.

Subject to the ability to supplement counsellor numbers, the focus of Relate Milton Keynes will remain:

- to improve awareness of the organisation and its services with the public, local authorities and the commercial sector;
- to be aware of and tender for any new opportunities for relationship counselling in Milton Keynes;
- to establish a firm financial footing from which to build on services over the three year period of the charity's strategic plan.

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

Mission: Our mission is to provide professional relationship support by:

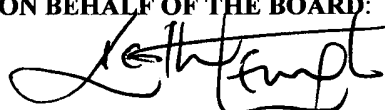
- Helping couples, families and individuals to make relationships work better.
- Delivering inclusive, high-quality services that are relevant at every stage of life.
- Promoting the public and policymakers' understanding of relationships and what helps them to flourish.

Overall Aims: To help people make those personal changes which enable them to engage in positive relationships for the benefit of themselves, their family and society.

Strategic Aims: These are as follows:

1. To deliver a prompt service in a manner appropriate to the clients' needs
2. To deliver an affordable service
3. To ensure that services are accessible by offering the services through telephone and internet counselling as well as the more traditional face-to-face counselling
4. To ensure that services are professional and to enhance the skills of our counsellors
5. To ensure that services are effective in alleviating emotional distress resulting from relationship difficulties and breakdowns

ON BEHALF OF THE BOARD:



K Lewington - Trustee

Date: 04 August 2016

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE MILTON KEYNES

I report on the accounts for the year ended 31st March 2016 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.

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

Date: 16th August 2016

RELATE MILTON KEYNES

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2016

	Notes	2016 Total funds £	2015 Total Funds £
INCOME			
Donations		1,835	42
Charitable activities:			
Counselling income	2	153,412	178,209
Milton Keynes Primary Care Trust		-	18,470
Supervision, Education and training		8,032	7,340
Income from trading activities		21,186	24,832
Investment income and interest		2,149	1,417
Total income		186,614	230,310
EXPENDITURE			
Charitable activities			
Staff costs	6	135,550	141,337
Bank charges and interest		1,962	1,627
Depreciation	7	1,434	2,210
Communications		1,612	1,842
Computer expenses		6,248	6,459
Premises		4,794	14,348
Selection, training and supervision		16,387	20,551
Accountancy and payroll support		8,100	8,451
Sundries		3,578	6,900
Governance costs		1,320	1,290
Total expenditure		180,985	205,015
NET MOVEMENT IN FUNDS		5,629	25,295
RECONCILIATION OF FUNDS			
Total funds brought forward		253,423	228,128
TOTAL FUNDS CARRIED FORWARD		259,052	253,423

The charity has no recognised gains or losses other than the results for the period as set out above.
All of the activities of the charity are classed as continuing.

The notes form part of these financial statements

RELATE MILTON KEYNES

**BALANCE SHEET (REGISTERED NUMBER 02796665)
AT 31ST MARCH 2016**

		2016 Total funds £	2015 Total Funds £
FIXED ASSETS	Notes		
Tangible assets	7	30,281	31,715
Investments	8	<u>4</u>	<u>4</u>
		30,285	31,719
CURRENT ASSETS			
Stocks		50	50
Debtors	9	24,438	28,232
Prepayments and accrued income		7,628	10,892
Cash at bank and in hand		<u>208,191</u>	<u>193,585</u>
		240,307	232,759
CREDITORS			
Amounts falling due within one year	10	<u>(11,540)</u>	<u>(11,055)</u>
NET CURRENT ASSETS		<u>228,767</u>	<u>221,704</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>259,052</u>	<u>253,423</u>
NET ASSETS		<u>259,052</u>	<u>253,423</u>
FUNDS	11		
Unrestricted funds		256,075	253,423
Restricted funds		<u>2,977</u>	<u>-</u>
TOTAL FUNDS		<u>259,052</u>	<u>253,423</u>

The notes form part of these financial statements

RELATE MILTON KEYNES

**BALANCE SHEET – CONTINUED (REGISTERED NUMBER 02796665)
AT 31ST MARCH 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2016.

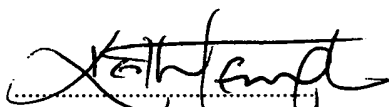
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2016 in accordance with Section 476 of the Companies Act 2006.


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 January 2015).

The financial statements were approved by the Board of Trustees on 04 August 2016 and were signed on its behalf by:


K Lewington - Trustee


Dr D Della-Ventura - Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2016**

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 January 2015), 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 50 years
Plant and machinery	- 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 MILTON KEYNES**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016****2. COUNSELLING INCOME**

	2016	2015
	£	£
CAMHS	43,008	43,008
Mind BLMK	13,390	22,660
Client counselling	90,564	96,941
School-based counselling	<u>6,450</u>	<u>15,600</u>
	<u>153,412</u>	<u>178,209</u>

3. GOVERNANCE COSTS

	2016	2015
	£	£
Independent examiners remuneration	<u>1,320</u>	<u>1,290</u>

4. NET OUTGOING RESOURCES

Net resources are stated after charging:

	2016	2015
	£	£
Depreciation - owned assets	<u>1,434</u>	<u>2,210</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2016 nor for the year ended 31 March 2015.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31st March 2016, nor for the year ended 31st March 2015.

RELATE MILTON KEYNES

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

6. STAFF COSTS

	2016 £	2015 £
Wages and salaries	126,906	132,394
Social security costs	4,879	5,340
Other pension costs	<u>3,765</u>	<u>3,603</u>
	<u><u>135,550</u></u>	<u><u>141,337</u></u>

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

	2016	2015
Administrative	5	5
Counsellors	<u>13</u>	<u>13</u>

7. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery £	Totals £
COST			
At 1st April 2015	<u>50,000</u>	<u>37,925</u>	<u>87,925</u>
At 31st March 2016	<u>50,000</u>	<u>37,925</u>	<u>87,925</u>
DEPRECIATION			
At 1st April 2015	19,000	37,210	56,210
Charge for year	<u>1,000</u>	<u>434</u>	<u>1,434</u>
At 31st March 2016	<u>20,000</u>	<u>37,644</u>	<u>57,644</u>
NET BOOK VALUE			
At 31st March 2016	<u><u>30,000</u></u>	<u><u>281</u></u>	<u><u>30,281</u></u>
At 31st March 2015	<u><u>31,000</u></u>	<u><u>715</u></u>	<u><u>31,715</u></u>

RELATE MILTON KEYNES

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

8. FIXED ASSET INVESTMENTS

	Shares in group undertakings	
	£	
NET BOOK VALUE AND COST		
At 31st March 2016		<u>4</u>
At 31st March 2015		<u>4</u>
MK Community Shop (Shenley) Limited		
Country of incorporation: England		
Nature of business: Sales of goods donated by the public		
Class of shares:	% holding	
Ordinary £1	100	
	2016	2015
	£	£
Aggregate capital and reserves	<u>1,529</u>	<u>1,529</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade debtors	2,882	3,050
Intercompany Debtor	21,186	24,872
Other debtors	<u>370</u>	<u>310</u>
	<u>24,438</u>	<u>28,232</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade creditors	1,245	1,617
Taxes and social security	-	2,385
Accruals and deferred income	10,291	7,049
Other creditors	<u>4</u>	<u>4</u>
	<u>11,540</u>	<u>11,055</u>

RELATE MILTON KEYNES

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2016

11. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	153,423	2,652	156,075
Designated bursary fund	100,000	-	100,000
Restricted funds			
BLF Awards for All	-	2,977	2,977
TOTAL FUNDS	<u>253,423</u>	<u>5,629</u>	<u>259,052</u>

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

	Incoming resources £	Resources expended £	Transfers £	Movement in funds £
Unrestricted funds				
General fund	182,621	(179,969)	-	2,652
Restricted funds				
BLF Awards for All	3,993	(1,016)	-	2,977
TOTAL FUNDS	<u>186,614</u>	<u>(180,985)</u>	<u>-</u>	<u>5,629</u>

Designated bursary fund This amount is set aside to cover the costs of providing counselling for those clients whose income is below a certain level and also to ensure counselling could continue to be provided if income was to cease.

Restricted funds This amount relates to a grant received from the Big Lottery Fund for the provision of training courses.

13. RELATED PARTY DISCLOSURES

The company received a covenant of £13,186 (2015 - £16,832) and a management charge of £8,000 (2015 - £8,000) from its subsidiary MK Community Shop (Shenley) Limited. The balance at the year end with MK Community Shop (Shenley) Limited was £21,186 (2015 - £24,872).

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. There were 25 members as at 31 March 2016 (2015 - 20).