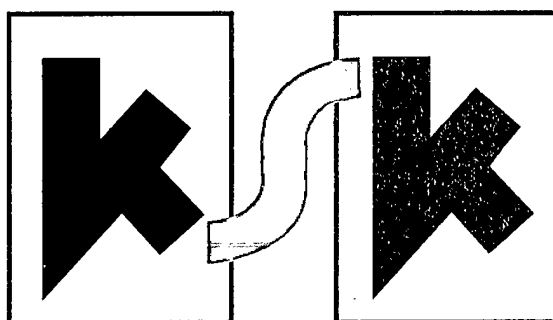


REGISTERED COMPANY NUMBER: 02796665  
REGISTERED CHARITY NUMBER: 1018848

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31ST MARCH 2015  
FOR  
RELATE MILTON KEYNES**



**KEENS SHAY KEENS**  
LIMITED  
CHARTERED ACCOUNTANTS  
AND BUSINESS ADVISERS

FRIDAY



\*A4I5ZGL4\*

A13

16/10/2015

#176

COMPANIES HOUSE

**RELATE MILTON KEYNES**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2015**

---

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7 to 8
Notes to the Financial Statements	9 to 13
Detailed Statement of Financial Activities	14 to 15

## **RELATE MILTON KEYNES**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2015**

---

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 2015. 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**

M Wassenberg	
P Kingham	resigned 30.09.14
Mrs J Street	
Dr M Thomae	resigned 30.09.14
K Lewington	
Ms L Crocombe	resigned 30.09.14
Dr D Della-Ventura	
P Houselander	
J Luff	

#### **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 2015 was 20.

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

## **RELATE MILTON KEYNES**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2015**

---

#### **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 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.

#### **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. Although the provision of online or telephone counselling remains under review, the trustees have concluded that the initial cost in technology and in staff training are not affordable in the current financial climate. 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 youth counselling for pupils in schools in the city, 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.

## **RELATE MILTON KEYNES**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2015**

---

#### **ACHIEVEMENT AND PERFORMANCE**

The overall counselling hours delivered by Relate Milton Keynes has increased by 3% to 4,796 hours (2014: 4,673 hours). This includes:

- |                                  |                                 |
|----------------------------------|---------------------------------|
| • Family counselling             | 2,794 hours (2014: 2,289 hours) |
| • Adult relationship counselling | 1,537 hours (2014: 2,031 hours) |
| • Sex therapy                    | 238 hours (2014: 128 hours)     |
| • Young people's counselling     | 227 hours (2014: 225 hours)     |

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

98% (2014: 97%) rated their experience of Relate as 'very good' or 'good'  
99% (2014: 97%) would recommend Relate to others

#### **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.

Relate Milton Keynes continues to monitor and develop the three-year strategic plan adopted in 2015, 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 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 publics 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
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 MILTON KEYNES**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2015**

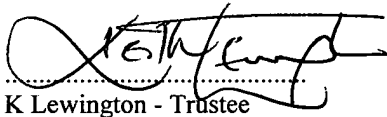
---

#### **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 £153,423, are comfortably above this band. The trustees will keep this policy under constant review.

#### **ON BEHALF OF THE BOARD:**



.....

K Lewington - Trustee

Date: 15 September 2015

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

---

I report on the accounts for the year ended 31st March 2015 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.

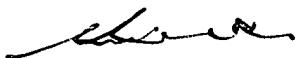
### **Independent examiner's statement**

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  
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 <sup>24</sup> September 2015

**RELATE MILTON KEYNES**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2015**

		<b>2015 Total funds £</b>	<b>2014 Total Funds £</b>
	Notes		
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income	2	<b>180,594</b>	152,669
<b>Incoming resources from charitable activities</b>			
Milton Keynes Primary Care Trust		<b>18,470</b>	18,470
Education and training		<b>4,990</b>	-
Income from trading activities		<b>24,832</b>	16,592
Investment income and interest		<b>1,417</b>	1,780
Other incoming resources		<b>7</b>	890
<b>Total incoming resources</b>		<b>230,310</b>	190,401
<b>RESOURCES EXPENDED</b>			
<b>Charitable activities</b>			
Staff costs	6	<b>141,337</b>	131,659
Bank charges and interest		<b>1,627</b>	1,412
Depreciation	4	<b>2,210</b>	2,743
Communications		<b>1,842</b>	1,821
Computer expenses		<b>6,459</b>	6,690
Premises		<b>14,348</b>	6,099
Selection, training and supervision		<b>20,551</b>	26,487
Sundries		<b>6,900</b>	8,235
<b>Governance costs</b>	3	<b>9,741</b>	11,779
<b>Total resources expended</b>		<b>205,015</b>	196,925
<b>NET INCOMING / OUTGOING RESOURCES</b>		<b>25,295</b>	(6,524)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>228,128</b>	234,652
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>253,423</u></b>	<b><u>228,128</u></b>

The notes form part of these financial statements



**RELATE MILTON KEYNES**

**BALANCE SHEET (REGISTERED NUMBER 02796665)  
AT 31ST MARCH 2015**

		<b>2015 Total funds £</b>	<b>2014 Total Funds £</b>
<b>FIXED ASSETS</b>	Notes		
Tangible assets	7	<b>31,715</b>	33,925
Investments	8	<u>4</u>	<u>4</u>
		<b>31,719</b>	33,929
<b>CURRENT ASSETS</b>			
Stocks		<b>50</b>	50
Debtors	9	<b>28,232</b>	21,867
Prepayments and accrued income		<b>10,892</b>	7,719
Cash at bank and in hand		<u><b>193,585</b></u>	<u>180,525</u>
		<b>232,759</b>	210,161
<b>CREDITORS</b>			
Amounts falling due within one year	10	<u><b>(11,055)</b></u>	<u>(15,962)</u>
<b>NET CURRENT ASSETS</b>		<u><b>221,704</b></u>	<u>194,199</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>253,423</b></u>	<u>228,128</u>
<b>NET ASSETS</b>		<u><b>253,423</b></u>	<u>228,128</u>
<b>FUNDS</b>	11		
Unrestricted funds		<u><b>253,423</b></u>	<u>228,128</u>
<b>TOTAL FUNDS</b>		<u><b>253,423</b></u>	<u>228,128</u>

The notes form part of these financial statements

**RELATE MILTON KEYNES**

**BALANCE SHEET – CONTINUED (REGISTERED NUMBER 02796665)  
AT 31ST MARCH 2015**

---

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2015.

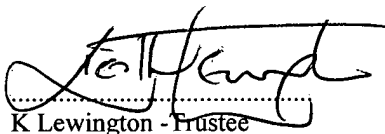
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

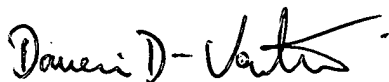
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its 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 15 September 2015 and were signed on its behalf by:



K Lewington - Trustee



D Della-Ventura - Trustee

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2015**

---

**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 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 2015**

---

**2. VOLUNTARY INCOME**

	2015	2014
	£	£
Fundraising and donations	96,976	85,416
Grants and contracts	<u>83,618</u>	<u>67,253</u>
	<u>180,594</u>	<u>152,669</u>

**3. GOVERNANCE COSTS**

	2015	2014
	£	£
Accountancy	8,451	10,513
Independent examiners remuneration	<u>1,290</u>	<u>1,266</u>
	<u>9,741</u>	<u>11,779</u>

**4. NET OUTGOING RESOURCES**

Net resources are stated after charging:

	2015	2014
	£	£
Depreciation - owned assets	<u>2,210</u>	<u>2,743</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2015 nor for the year ended 31 March 2014.

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31st March 2015, nor for the year ended 31st March 2014.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31ST MARCH 2015**

**6. STAFF COSTS**

	2015 £	2014 £
Wages and salaries	132,394	122,058
Social security costs	5,340	6,325
Other pension costs	3,603	3,276
	<u>141,337</u>	<u>131,659</u>
Supervision costs – included in Selection, training and supervision	7,006	-
	<u>148,343</u>	<u>131,659</u>

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

	2015	2014
Administrative	3	3
Counsellors	<u>2</u>	<u>2</u>

**7. TANGIBLE FIXED ASSETS**

	Land and buildings £	Plant and machinery £	Totals £
<b>COST</b>			
At 1st April 2014	<u>50,000</u>	<u>37,925</u>	<u>87,925</u>
At 31st March 2015	<u>50,000</u>	<u>37,925</u>	<u>87,925</u>
<b>DEPRECIATION</b>			
At 1st April 2014	18,000	36,000	54,000
Charge for year	<u>1,000</u>	<u>1,210</u>	<u>2,210</u>
At 31st March 2015	<u>19,000</u>	<u>37,210</u>	<u>56,210</u>
<b>NET BOOK VALUE</b>			
At 31st March 2015	<u>31,000</u>	<u>715</u>	<u>31,715</u>
At 31st March 2014	<u>32,000</u>	<u>1,925</u>	<u>33,925</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31ST MARCH 2015**

**8. FIXED ASSET INVESTMENTS**

	Shares in group undertakings
	£
<b>NET BOOK VALUE AND COST</b>	
At 31st March 2015	<u>4</u>
At 31st March 2014	<u>4</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.

**MK Community Shop (Shenley) Limited**

Country of incorporation: England

Nature of business: Sales of goods donated by the public

	%	
	holding	
	100	
Class of shares:		
Ordinary		
	2015	2014
	£	£
Aggregate capital and reserves	1,529	1,529
Loss for the year	<u>-</u>	<u>(1)</u>

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Trade debtors	3,050	5,275
Intercompany Debtor	24,872	16,592
Other debtors	<u>310</u>	<u>-</u>
	<u>28,232</u>	<u>21,867</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Trade creditors	1,617	877
Net Salaries	-	408
Taxes and social security	2,385	2,281
Accruals and deferred income	7,049	12,392
Other creditors	<u>4</u>	<u>4</u>
	<u>11,055</u>	<u>15,962</u>

## RELATE MILTON KEYNES

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2015

#### 11. MOVEMENT IN FUNDS

	At 1.4.14 £	Net movement in funds £	At 31.3.15 £
<b>Unrestricted funds</b>			
General fund	162,916	(9,493)	153,423
Designated bursary fund	-	100,000	100,000
Designated property fund	32,000	(32,000)	-
Designated premises fund	33,212	(33,212)	-
<b>TOTAL FUNDS</b>	<b>228,128</b>	<b>25,295</b>	<b>253,423</b>

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

	Incoming resources £	Resources expended £	Transfers £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	230,310	(194,478)	(45,325)	(9,493)
Designated bursary fund	-	-	100,000	100,000
Designated property fund	-	(1,000)	(31,000)	(32,000)
Designated premises fund	-	(9,537)	(23,675)	(33,212)
<b>TOTAL FUNDS</b>	<b>230,310</b>	<b>(205,015)</b>	<b>-</b>	<b>25,295</b>

**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.  
It was unanimously approved by The Board on 10 February 2015 to transfer the property and premises fund to a bursary fund.

#### 12. RELATED PARTY DISCLOSURES

The company received a covenant of £16,832 (2014 - £8,592) and a management charge of £8,000 (2014 - £8,000) from its subsidiary MK Community Shop (Shenley) Limited. The balance at the year end with MK Community Shop (Shenley) Limited was £24,872 (2014 - £16,592).

#### 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 20 members as at 31 March 2015 (2014 - 24).