

**RELATE BRIGHTON, HOVE, EASTBOURNE,
WORTHING & DISTRICTS
(A Company Limited by Guarantee)**

**RELATE BRIGHTON, HOVE, EASTBOURNE
WORTHING & DISTRICTS
(A Company Limited by Guarantee)
Charity Registration Number: 1091414
Company Number: 4350278**

**TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2009**

**RELATE BRIGHTON, HOVE, EASTBOURNE,
WORTHING & DISTRICTS
(A Company Limited by Guarantee)**

YEAR ENDED 31 MARCH 2009

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**RELATE BRIGHTON, HOVE, EASTBOURNE,
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(A Company Limited by Guarantee)

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Registered Number: 1091414

Company Number: 4350278

Registered Office: 58 Preston Road
Brighton
BN1 4QF

Bankers: CafCash Ltd
Kings Hill
West Malling
Kent
ME19 4TA

Solicitors: Adams & Remers
Trinity House
School Hill
Lewes
BN7 2NN

Independent Examiners: C. R. Tyler FCA DChA
Clark Brownscombe
Chartered Accountants
8 The Drive
Hove
BN3 3JT

Charity Status

Relate Brighton, Hove, Eastbourne, Worthing & Districts is a charitable company limited by guarantee incorporated on 9 January 2002 and registered as a charity on 26 March 2002.

Change of Name

Following the closure of Relate South East Sussex, when some of its activities were taken over, the charity changed its name from Relate Brighton, Hove, Worthing and Districts to Relate Brighton, Hove, Eastbourne, Worthing and Districts on the 22nd January 2008.

Trustees: Chris Taylor
Janet Goldsbrough-Jones
Martin Phillips
Michael Rosenberg
Quintin Barry
Sarah Jennings
Melanie Franks
John Downe (Resigned 27 Nov 2008)
Clare Bex (Resigned 27 Nov 2008)
George Beresford (Resigned 27 Nov 2008)

Centre Director: Dana Cohen

Company Secretary: Dana Cohen

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2009

STRUCTURE, GOVERNANCE AND MANAGEMENT INFORMATION

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the Trustees are elected at each Annual General Meeting by the Members of the organisation.

The original Memorandum and Article of Association were dated 9th January 2002 and were then amended by special resolutions dated 25th October 2004 and 15th January 2008 and Certificate of Incorporation upon change of name dated 22nd January 2008.

The Members have guaranteed to contribute a maximum of £1 each in the event of the company being wound up. The number of Members at 31 March 2009 was 50.

The charity is run by a management board comprising the Trustees, who delegate the day to day operation to the Centre Manager and staff. The Board meets four times per year to receive operational reports and review and agree policy and procedures. A Counsellor Representative also attends the meetings.

The Board's effectiveness is reviewed annually to identify where we need to strengthen and add to our skills around the table. Trustees are recruited through executive search, advert and volunteer centres. Interested parties complete a full application form before being invited to meet the Centre Manager and then a panel of Trustees formally. The panel members make a recommendation to the full Board. There is a full induction programme and access to training for trustees.

RISK REVIEW

The Trustees conducted a review of the major risks to which the charity is exposed in 2004 and systems have been established to mitigate those risks. The Risk Management Strategy produced in 2004 is constantly reviewed. Relate reviews its business plan every three years. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity and will be more comprehensively addressed as part of the strategic review being undertaken in the coming year.

OBJECTS AND PRINCIPAL ACTIVITIES

The Objects, as set out in its Memorandum of Association, of Relate are:-

- (1) To educate the public concerning the benefit of secure couple relationships, marriage and family life in order to improve the emotional, sexual and spiritual well-being of individuals which is derived from committed relationships;
- (2) To promote research into all aspects of couple relationships and marriage and to make the results available to the public;
- (3) To seek to enhance, the good health, both mental and physical, of adults and children by increasing public awareness of the benefit of committed couple relationships, marriage, and family life and working to prevent poverty, hardship and distress caused by the breakdown of relationships.

Relate's role is to help people build better couple relationships to:

- enhance the quality of couple, parental and family relationships
- help relationships and marriages withstand the pressures leading to breakdown
- limit the damage which commonly accompanies failing relationships, separation and divorce and increase the prospect of success of subsequent relationship.

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TRUSTEES' REPORT - continued

Relate believes that:

- an individual's physical well-being and emotional and mental health benefits from a committed relationship
- children thrive in families where relationships are positive and free from destructive conflict
- people gain from an understanding of their sexuality
- expressing clear commitment is a helpful contribution to a healthy and secure couple relationship

Relate aims to deliver its services with cultural sensitivity without discrimination.

The principal activity of Relate Brighton, Hove, Eastbourne, Worthing & Districts during the period was to help people to improve and maintain their relationships by providing:

- Relationship Counselling
- Psychosexual Therapy
- Life Skills Training

The service is delivered through two main centres in Brighton and Worthing, along with outreach consulting rooms in Eastbourne, Haywards Heath, Seaford and Lewes. We also offer a licensed counselling scheme in Battle, Bexhill, Hastings & St Leonards. In total we have 32 counsellors, of which 14 are volunteers, two clinical supervisors and 18 full and part-time administrators, of which 4 are volunteers, supported by the Centre Manager and a part-time Resources Manager.

ACHIEVEMENTS AND PERFORMANCE

Many reports state that this last year has been one of change but for us this has been one of significant change. After over 20 years as Centre Manager, Trish Owen retired and Dana Cohen took up the reins on April 1st. At the same time John Downe, the interim Chair, stood down and Martin Phillips became the new Chair. Whilst one would not plan to change both Manager and Chair together we can now look back and see that we have had a very successful year.

The demand for our services has yet again increased with 462 more clients seen than last year. However, more of our clients have found they are unable to afford the full fees in the current economic climate. We have therefore been somewhat more reliant on external funds being raised for specific projects and general use for which we must thank our fundraiser Jackie Florey. As financial difficulties continue to affect more people and often their relationships, it is likely that 2009/10 will be no easier than 2008/9. However thanks to the excellent budgetary control of Dana and the dedication of our counsellors, staff and volunteers, we have achieved a small surplus of £2,526. This is a real achievement when so many similar charities are making deficits currently.

Earlier this year we held a series of consultations with staff, volunteers and trustees to form our strategy for the next 3 to 5 years. Many ideas were considered but the main outcome was simple. We need to have more trained counsellors and increased premises so that all those who need relationship counselling can receive it within a reasonable time frame. A counsellor recruitment drive in Eastbourne, Brighton and Worthing is planned and additional premises are being sought.

At the start of the year we had the challenge of re- establishing the Eastbourne Relate office and we are pleased to report that this has been a success with numbers of clients seen continuing to rise. Whilst it is not yet self funding we anticipate that we will achieve this within the original time plan. Another new project was to provide counselling to inmates in Ford Open Prison before their release and return to partners outside. This has received very positive reports and if we can find funding beyond the initial 2 years then it will continue longer term.

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TRUSTEES REPORT – continued

We have continued to provide a Proud to Connect service for lesbian, gay, bisexual and transgender clients and have offered 62 sessions over the past year. We have also offered 234 sessions to carers over the past year, continuing to provide a service in partnership with the Brighton and Hove Carers Centre.

The Board can see an exciting future for Relate in developing our relationship support services in this part of the country. But none of this is possible without the goodwill, support and commitment of our staff, counsellors, volunteers and fundraiser. We wish to thank each one of them and trust that the help they provide to the local community gives them an equal amount of satisfaction in return.

FINANCIAL REVIEW

Incoming resources net of the cost of generating funds amounted to £337,760 of which £86,860 was for restricted projects. There were no transfers to the Designated Fund required to set aside further monies for future cyclical purchases and maintenance of the building. The unrestricted surplus for the year was £694. The general reserves now stand at £161,926, of which £48,590 is a revaluation reserve in respect of the building at Preston Road, leaving £55,409 in liquid reserves for unrestricted purposes. The Designated Fund stands at £54,049. Total cash backed reserves at year-end were £89,008.

None of the administered funds was in deficit at the end of the financial year.

INVESTMENT POLICY

The Trustees have considered the most appropriate policy for investing funds and are continuing to monitor the placement of funds.

RESERVES POLICY

The Trustees believe that the charity should hold financial reserves because it has no endowment funding. It is therefore entirely dependent for income upon client contributions and donor funding from year to year that is inevitably subject to fluctuation.

The Trustees believe that the company should aim for a level of reserves equivalent of six months' operating costs calculated and reviewed annually. Reserves should also be held to ensure an ordered and proper closing of the Company should this be deemed necessary.

Total unrestricted reserves, which include i) cash-backed unrestricted reserves, ii) the cash-backed Designated Fund and iii) the revaluation reserve in respect of the offices at Preston Road, stood at £161,926 at 31 March 2009. Total operating costs for the year were £353,457 (2008: £276,027).

PUBLIC BENEFIT

In shaping our objectives and planning our activities for the year, the Trustees have given consideration to the duties set out in section 4 of the Charities Act 2006 to have due regard to public benefit. In particular, the Trustees have considered how the planned activities will contribute to the overall aims and objectives that they have set.

The main activities undertaken to carry out the charity's aims for the public benefit are described in the paragraphs "Objects and Principal Activities" and "Achievements and Performance".

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TRUSTEES REPORT - continued

FUTURE PLANS

During the period covered by this report, we have consulted widely with staff, counsellors, volunteers and other stakeholders in order to develop a strategic plan for 2009-11, as follows:

A. OBJECTIVES

1. To effect a careful, gradual move to a regional CEO overseeing local managers (Brighton, Worthing & Eastbourne), each responsible for a Centre with outposts and/or licensed counsellors
2. To maximise the number of counselling sessions we offer to people from diverse communities of interest & socio-economic backgrounds
3. To recruit, train and support enough trustees, staff, counsellors and volunteers from diverse backgrounds to meet client demand.

B. TASKS OVER THE NEXT FINANCIAL YEAR

- Installation of a new appointments software system
- Reinforcement of a 6-12 week standard counselling contract, to enable us to see more clients and reduce our waiting list
- Research into the availability of alternative premises including Family Centres, schools, colleges, NHS premises and commercial premises
- Redecoration of Brighton premises to provide a comfortable and welcoming environment for staff and clients which is more fit for purpose
- Development of partnerships with local organisations and fundraising for bursaries, to enable us to provide counselling for diverse client groups including low-income clients and families
- A skills audit of the Board of Trustees and recruitment of new trustees from different sectors, geographical areas and backgrounds
- Development of management and administrative support capacity
- A counsellor recruitment drive in Brighton, Eastbourne and Worthing
- A review of staff and volunteer contracts, terms and conditions
- Counsellor attendance at reception and trustee meetings
- Workshops and social events for staff and volunteers
- A staff and volunteer survey to identify what is and isn't working well, and suggestions for improvement
- Fundraising for counsellor training and sabbaticals

C. OUTPUTS

- An efficient service delivery model equipped to maximise and meet client demand across the region.
- Waiting list reduced to less than 8 weeks by March 2010
- Well-maintained and well-appointed premises, fit for purpose
- Number of sessions and bursaries (for clients on low incomes, pre-release prisoners, carers, LGBT people, older people and BME people) increased from 2,627 to 2,900
- A team of active trustees from diverse backgrounds, equipped to meet the needs of diverse client groups
- A professional service, supported by an adequate level of human resources
- A cohesive team of staff and volunteers from diverse backgrounds, equipped to meet the needs of diverse client groups
- An improved rate of retention of staff, counsellors and volunteers
- Number of counsellors increased to 35 by March 2010
- 3 new trustees appointed by March 2010

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TRUSTEES REPORT - continued

SUMMARY OF FUNDERS

Local Authorities:

West Sussex County Council, Lewes District Council and Horsham District Council – funding for low income clients to access the services.

Trusts:

Trusthouse Charitable Foundation – family counselling, Mercers Company - project funding, Lloyds TSB – project funding, BDNA Trust – project funding, Henry Smith – Project funding, Ernest Kleinwort Charitable Trust – core costs.

Churches: Worthing Baptist Church.

TRUSTEES

The Directors, who are also the Trustees, who served during the period and up to the date of this report, are as set out on page 1.

We are grateful for the contribution to our services made by our Funders, Volunteers, Trustees, Counsellors and Office Staff. With their generous support we are able to give better value for money and a better service to our clients.

Relate Brighton, Hove, Eastbourne, Worthing & Districts is a member of the National Relate Federation.

TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Relate Brighton, Hove, Eastbourne, Worthing and Districts for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the 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 financial statements the Trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enables them to ensure that the financial statements comply with the Companies Act 1985. 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.

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INDEPENDENT EXAMINERS

A resolution to reappoint C. R. Tyler of Clark Brownscombe as the Independent Examiner will be proposed at the forthcoming annual general meeting.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to Smaller Companies (s246(8)(b)).

Approved by the Trustees on: 10th October 2009

Signed on their behalf by: Chris Taylor (Director/Trustee)

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**INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF
RELATE BRIGHTON, HOVE, WORTHING & DISTRICTS**

I report on the accounts of the Trust for the year ended 31 March 2009, which are set out on pages 9 to 16.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under part 7 of the Companies Act 1985 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Charities Act 1993);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS' REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of 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, I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS' STATEMENT

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

- which gives me reasonable cause to believe that, in any material respect, the requirements
 - a. to keep accounting records in accordance with s221 of the Companies Act 1985; and
 - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C. R. Tyler FCA DChA
Clark Brownscombe
Chartered Accountants
8 The Drive
Hove
East Sussex
BN3 3JT

Date: 4th November 2009

**RELATE BRIGHTON, HOVE, EASTBOURNE,
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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2009**

INCOME AND EXPENDITURE

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2009 Total £	2008 Total £
INCOMING RESOURCES						
From Generated Funds						
Donations and Gifts		11,544	-	-	11,544	14,265
Investment Income		7,976	-	-	7,976	5,165
From Charitable Activities						
Grants	2	4,800	-	100,808	105,608	38,966
Client Income		221,379	-	-	221,379	217,004
Other Incoming Resources		<u>9,475</u>	<u>-</u>	<u>-</u>	<u>9,475</u>	<u>7,147</u>
TOTAL INCOMING RESOURCES		<u>255,174</u>	<u>-</u>	<u>100,808</u>	<u>355,982</u>	<u>282,547</u>
RESOURCES EXPENDED						
Cost of Generating Funds		4,274	-	13,948	18,222	8,649
Charitable Activities						
General Counselling		177,641	-	54,799	232,440	186,839
Education and Training		-	-	-	-	7,256
Support Costs	3	66,503	-	30,009	96,512	69,747
Governance Costs						
Accountancy and Legal Costs	4	<u>6,062</u>	<u>-</u>	<u>221</u>	<u>6,283</u>	<u>3,536</u>
TOTAL RESOURCES EXPENDED		<u>254,480</u>	<u>-</u>	<u>98,977</u>	<u>353,457</u>	<u>276,027</u>
NET INCOMING RESOURCES BEFORE TRANSFERS		694	-	1,831	2,525	6,520
TRANSFERS BETWEEN FUNDS		<u>3,878</u>	<u>(3,878)</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET INCOMING RESOURCES AFTER TRANSFERS		4,572	(3,878)	1,831	2,525	6,520
FUND BALANCES AT 1ST APRIL 2008		<u>103,305</u>	<u>57,927</u>	<u>7,835</u>	<u>169,067</u>	<u>162,547</u>
FUND BALANCES AT 31ST MARCH 2009		<u>107,877</u>	<u>54,049</u>	<u>9,666</u>	<u>171,592</u>	<u>169,067</u>

The notes on pages 11 to 16 form part of these financial statements

**RELATE BRIGHTON, HOVE, EASTBOURNE,
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Company Number: 4350278
BALANCE SHEET
AS AT 31 MARCH 2009

	Notes	2009		2008	
		£	£	£	£
FIXED ASSETS	7		82,584		85,335
CURRENT ASSETS					
Debtors	8		5,216		6,574
Cash at Bank and in Hand			<u>196,374</u>		<u>220,210</u>
			201,590		226,784
CREDITORS: amounts falling due within one year	9		<u>(112,582)</u>		<u>(143,052)</u>
NET CURRENT ASSETS			<u>89,008</u>		<u>83,732</u>
TOTAL NET ASSETS LESS CURRENT LIABILITIES			<u>171,592</u>		<u>169,067</u>
ACCUMULATED FUNDS					
Capital revaluation reserve – unrestricted	11		48,590		49,720
Unrestricted funds	11		59,287		53,585
Designated funds	11		54,049		57,927
Restricted funds	12		<u>9,666</u>		<u>7,835</u>
TOTAL FUNDS	10		<u>171,592</u>		<u>169,067</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the period ended 31 March 2009. The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 2009 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

These accounts are prepared in accordance with the Special Provisions of Part VII of the Companies Act 1985 relating to small companies (s246(8)(b)) and the Financial Reporting Standard for Smaller Entities (effective January 2007).

These financial statements were approved by the Trustees on 10th October 2009 and were signed on its behalf by:

Chris Taylor

Director/Trustee

The notes on pages 11 to 16 form part of these financial statements

**RELATE BRIGHTON, HOVE, EASTBOURNE,
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NOTES
(forming part of the financial statements)

1. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention rules and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), and the Statement of Recommended Practice – Accounting by Charities (SORP 2005).

a) *Accounting convention*

The financial statements are prepared under the historical cost convention, as modified to include freehold property at valuation.

b) *Fund accounting*

The accounts distinguish between restricted and unrestricted funds.

Restricted funds are received from donors and are subject to restrictions on the purposes for which they may be used.

Unrestricted funds are those where there are no externally imposed restrictions and are freely available to the charity for expenditure on its objects or appropriation to reserves for internally designated purposes.

c) *Incoming Resources*

Incoming resources are accounted for as follows:

Client Fees and Contract Income

Client fees and contract income are included in the period in which the income becomes receivable, i.e. when the services are provided.

Investment Income, and All Other Income

These are included when receivable by the charity.

Grants

Grants receivable are credited to income in the period to which they relate, except where the donor imposes restrictions on the timing of expenditure in which case the grant is treated as deferred. Grants relating to later periods are treated as deferred income.

d) *Resources Expended*

Resources expended are accounted for on an accrual basis:

- (i) Charitable Activities comprise all expenditure directly relating to objects of the charity.
- (ii) Costs of generating funds comprise the costs incurred in publicity and fundraising events.
- (iii) Governance Costs comprise all costs associated with constitutional and statutory requirements.

e) *Depreciation*

Depreciation is calculated to write off the cost less estimated residual value of fixed assets on a straight line basis over their estimated useful lives, as follows:

Office equipment	- 4 years
Freehold building and improvements	- 50 years

f) *Pensions*

The charity operates a Money Purchase Plan (Unitised Ethical Plan) operated by The Pensions

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Trust. Contributions payable to this scheme are charged to the statement of Financial Activities in the period to which they relate.

g) Taxation

The company is a registered charity and as such its charitable activities are not liable to UK Corporation tax.

2. GRANTS	Unrestricted	Restricted	Total 2009	Total 2008
	£	£	£	£
Alchemy Foundation	-	500	500	-
Porticus	-	6,400	6,400	-
Proud to Connect	-	5,000	5,000	-
Horsham District Council	1,750	-	1,750	1,700
BDNAT – Carers Centre	-	7,560	7,560	11,962
West Sussex County Council	500	-	500	450
Ernest Kleinwort	2,000	-	2,000	3,000
BVM Trust	550	-	550	550
Waterloo Foundation	-	15,233	15,233	-
Relate South East Sussex	-	30,490	30,490	3,061
Mercers Company	-	-	-	5,000
Henry Smith Trust	-	9,000	9,000	3,500
Lloyds TSB Foundation	-	21,689	21,689	4,922
Big Lottery Fund	-	-	-	4,821
SCF	-	4,936	4,936	-
	<u>4,800</u>	<u>100,808</u>	<u>105,608</u>	<u>38,966</u>
3. SUPPORT COSTS	Unrestricted	Restricted	Total 2009	Total 2008
	£	£	£	£
Staff Costs	38,700	15,270	53,970	37,066
Conferences	2,165	-	2,165	1,407
Books and Subscriptions	1,332	-	1,332	429
Rent and Rates	5,935	-	5,935	5,193
Insurance	554	630	1,184	1,041
Cleaning and Repairs	3,372	1,695	5,067	3,228
Light and Heat	2,578	-	2,578	2,183
Advertising and Publicity	4,390	1,831	6,221	5,161
Telephone	(1,424)	5,024	3,600	2,654
ICT Posts	76	3,893	3,969	1,476
Printing, Postage and Stationery	4,650	1,666	6,316	5,489
Other Office Costs	1,273	-	1,273	1,033
Depreciation	2,902	-	2,902	3,387
	<u>66,503</u>	<u>30,009</u>	<u>96,512</u>	<u>69,747</u>

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NOTES-continued

4. GOVERNANCE COSTS	Unrestricted	Restricted	Total 2009	Total 2008
	£	£	£	£
Accountancy	4,830	-	4,830	3,115
Statutory Charges	50	-	50	35
Consultancy Fees	(221)	221	-	325
Legal Fees	<u>1,403</u>	<u>-</u>	<u>1,403</u>	<u>61</u>
	<u><u>6,062</u></u>	<u><u>221</u></u>	<u><u>6,283</u></u>	<u><u>3,536</u></u>

The amount included in respect of the Independent Examiners' fees is £1,025.

5. STAFF COSTS	Total 2009	Total 2008
	£	£
Wages and Salaries	228,378	196,721
Social Security Costs	10,462	8,777
Pension Costs	<u>4,624</u>	<u>1,285</u>
	<u><u>243,464</u></u>	<u><u>206,783</u></u>

The average number of full-time staff employed by the charity during the year was 10 (2008: 10). No employee received emoluments over £60,000 during the year.

6. TRUSTEES REMUNERATION

No Trustee or connected persons received any remuneration during the year and no reimbursed expenses were paid. (2008: Nil)

7. FIXED ASSETS

	Freehold Land & Buildings	Capital Improvements	Office Equipment	Total 2009
	£	£	£	£
COST				
At 1 April 2008	75,000	19,725	7,839	102,564
Additions	<u>-</u>	<u>-</u>	<u>148</u>	<u>148</u>
At 31 March 2009	<u><u>75,000</u></u>	<u><u>19,725</u></u>	<u><u>7,987</u></u>	<u><u>102,712</u></u>
DEPRECIATION				
At 1 April 2008	9,000	1,874	6,355	17,229
Charge for the year	<u>1,500</u>	<u>394</u>	<u>1,005</u>	<u>2,899</u>
At 31 March 2009	<u><u>10,500</u></u>	<u><u>2,268</u></u>	<u><u>7,360</u></u>	<u><u>20,128</u></u>
Net Book Value				
At 31 March 2009	<u><u>64,500</u></u>	<u><u>17,457</u></u>	<u><u>628</u></u>	<u><u>82,584</u></u>
At 31 March 2008	<u><u>66,000</u></u>	<u><u>17,851</u></u>	<u><u>1,484</u></u>	<u><u>85,335</u></u>

**RELATE BRIGHTON, HOVE, EASTBOURNE,
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NOTES – continued

Valuation of freehold land and buildings

The charity's premises are shown in the Balance Sheet based on a valuation dated 25 August 1999 when the property was owned by the predecessor charity. The difference between the original cost of the premises and the carrying value transferred is shown as a capital revaluation reserve in the Balance Sheet.

8. DEBTORS

	2009	2008
	£	£
Trade debtors	1,080	2,220
Other debtors	1,129	1,037
Prepayments	<u>3,007</u>	<u>3,317</u>
	<u>5,216</u>	<u>6,574</u>

9. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009	2008
	£	£
Deferred Income (see below)	92,248	123,870
Net Wages, PAYE / NIC and Pensions	7,955	10,509
Trade creditors	11,354	7,673
Accruals	<u>1,025</u>	<u>1,000</u>
	<u>112,582</u>	<u>143,052</u>
	2009	2008
Received in the current year but deferred until 2010:	£	£
Porticus	5,600	-
Waterloo Foundation	3,767	-
BVM Trust	-	550
Lloyds TSB Foundation	12,769	13,718
Henry Smith Trust	-	9,000
Relate South East Sussex	<u>70,112</u>	<u>100,602</u>
	<u>92,248</u>	<u>123,870</u>

Relate South East Sussex

In 2008, a sum of £103,663 was granted to the charity for use over a period of 3 years. At the beginning of this financial year, a balance of £100,602 was brought forward of which a total of £30,490 was expended in the year, leaving a balance of £70,112 carried forward to the next financial year.

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NOTES – continued

10. ANALYSIS OF ASSETS BETWEEN FUNDS

The funds are represented by the following assets:

	Tangible Fixed Assets £	Net Current Assets £	Total 2009 £	Total 2008 £
Capital Revaluation Reserve – Unrestricted	48,590	-	48,590	49,720
Restricted Funds	-	9,666	9,666	7,835
Designated Funds	33,994	20,055	54,049	57,927
Other Unrestricted Funds	-	59,287	59,287	53,585
	<u>82,584</u>	<u>89,008</u>	<u>171,592</u>	<u>169,067</u>

11. MOVEMENT IN UNRESTRICTED FUNDS

	Capital Revaluation Reserve £	Designated Funds £	Unrestricted Funds £	Total 2009 £	Total 2008 £
At 1 April 2008	49,720	57,927	53,585	161,232	162,547
Incoming Resources	-	-	255,174	255,174	252,781
Outgoing Resources	-	-	(254,480)	(254,480)	(254,096)
Transfers Between Funds	(1,130)	(3,878)	5,008	-	-
At 31 March 2009	<u>48,590</u>	<u>54,049</u>	<u>59,287</u>	<u>161,926</u>	<u>161,232</u>

12. MOVEMENT IN RESTRICTED FUNDS

	Balance at 1 April 2008 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31 March 2009 £
Waterloo Foundation	-	15,233	(15,233)	-	-
Carers Centre – BDNAT	-	7,560	(7,560)	-	-
Relate Eastbourne	-	30,490	(30,490)	-	-
Porticus	-	6,400	(6,400)	-	-
Lloyds TSB	2,835	21,689	(21,689)	-	2,835
Mercers Company	5,000	-	(5,000)	-	-
Henry Smith Trust	-	9,000	(4,143)	-	4,857
Proud to Connect	-	5,000	(5,000)	-	-
SCF	-	4,936	(2,962)	-	1,974
Alchemy Foundation	-	500	(500)	-	-
	<u>7,835</u>	<u>100,808</u>	<u>(98,977)</u>	<u>-</u>	<u>9,666</u>

**RELATE BRIGHTON, HOVE, EASTBOURNE,
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NOTES – continued

13. LEASING COMMITMENTS

Operating lease payments amounting to £4,500 are due within one year. The lease to which this amount relates expires in less than five years (2009).

14. SHARE CAPITAL

The charity is a company limited by guarantee having no share capital and in accordance with the Memorandum of Association every member is liable to contribute a sum up to a maximum of £1 in the event of the company being wound up.