

Registered Charity No 1087668 (England and Wales) |  
Company Registration No 04076191 (England and Wales)

The Maytree Respite Centre  
(A Company Limited by Guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS

for the year ended 30 September 2011

# The Maytree Respite Centre

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30 September 2011

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# The Maytree Respite Centre

## TRUSTEES, OFFICERS AND ADVISERS

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### TRUSTEES (DIRECTORS)

Simon Armson (chairman)  
Adam Greenbury  
Professor Keith Hawton  
Tommy Hutchinson  
Janet Lewis-Jones  
Brian Watson

### DIRECTOR (EXECUTIVE OFFICER)

Jane Jones

### SECRETARY

Jane Jones (Appointed 26 August 2011)

### PRINCIPAL ADDRESS OF CHARITY

72 Moray Road,  
Finsbury Park,  
London N4 3LG

### REGISTERED OFFICE

66 Chiltern Street  
London W1U 4JT

### AUDITORS

RSM Tenon Audit Limited  
66 Chiltern Street  
London W1U 4JT

### PRINCIPAL BANKERS

Clydesdale Bank plc  
91 Gresham Street  
London NW3 1QD

### SOLICITORS

Solomon Taylor & Shaw  
3 Coach House Yard  
Hampstead High Street

# The Maytree Respite Centre

## CHAIRMAN'S & TRUSTEE'S STATEMENTS

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The trustees are pleased to present their report together with the financial statements of the charity for the year ending 30 September 2011. This report represents a directors' report as required by s417 of the Companies Act 2006.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Governing Document**

Maytree Respite Centre ("the Charity") is a company limited by guarantee (company number: 4076191) governed by its Memorandum and Articles of Association dated 22<sup>nd</sup> September 2000. It is registered as a charity with the Charity Commission (charity number: 1087668).

#### **Directors and trustees**

The directors of the charitable company are its trustees for the purpose of charity law and throughout the report are collectively referred to as the trustees.

The following trustees have held office since 1<sup>st</sup> October 2010:

Simon Armson (chairman)  
Adam Greenbury  
Professor Keith Hawton  
Tommy Hutchinson  
Janet Lewis-Jones  
Brian Watson

Indemnity insurance has been purchased on behalf of the trustees.

#### **Appointment of Trustees**

The Articles of Association provide for a minimum of 3 trustees. Each trustee is appointed by the trustees as a body after careful consultation. New candidates are put forward and considered with regard to the general and particular contribution a person might make to the fulfilment of the Charity's objects.

The chairman of the board of trustees is appointed by the trustees.

#### **Trustee induction and training**

New trustees are made aware of their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the history and philosophical approach of the Charity, the business plan and the current financial performance of the Charity. A new trustee receives copies of the previous year's annual report and accounts and appropriate leaflets published by the Charity Commission and have the opportunity for discussion of them. They also have the opportunity to consider attendance at appropriate external training events to enhance the undertaking of their role.

#### **Organisation**

The board of trustees is responsible for the administration of the Charity. The board meets formally four times a year, with frequent informal contacts and meetings as appropriate. The board meetings are attended, for most agenda items, by the Charity's Director and the Secretary. Operational management, including the development of the Business Plan, is delegated to the Management Committee, which comprises the Chairman, the Director, the Shift Leaders, Resource Manager and Business Manager. The Company Secretary oversees the Charity's finance and accounting.

# The Maytree Respite Centre

## CHAIRMAN'S & TRUSTEE'S STATEMENTS

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### STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

#### **Related Parties**

The Charity has no relationships that fall under this category.

#### **Risk management**

The trustees have examined the major risks which the Charity faces and confirm that systems have been established to enable steps to be taken to manage these risks. The trustees acknowledge that the essence of Maytree's service – offering a befriending relationship of trust to individuals actively at risk of taking their own lives – necessarily carries inherent risks. The trustees have a risk management strategy comprising:

- an annual review of risks
- ensuring that its policies, systems and procedures form an integral part of its day to day operations, including the training and ongoing supervision of its volunteers
- seeking external review of its policies and procedures in relation to specific risks.

Certain areas of policy and practice, identified as posing risks, are currently receiving attention from the Management Committee aided by external specialist advice.

### OBJECTIVES AND ACTIVITIES

The objects of the Charity are to reach those in suicidal crisis, who are to be found in all sectors of society, especially amongst groups where isolation, social alienation or deprivation are factors. It seeks to ensure that every individual who is assessed as suitable to stay at Maytree is given all the time and attention they need during their stay. In order to achieve this, the Charity seeks to avoid eliciting a demand for its service beyond the capacity of its staff, volunteers and the house itself.

The charity has considered the public benefit requirement as per Charities Act 2011, and confirms that its aims meet this requirement.

### ACHIEVEMENTS AND PERFORMANCE

The Charity's progress towards these objectives, its activities, achievements and financial performance, are covered in the statements of the Chairman, the Director and the accounts which form part of this report.

### FINANCIAL REVIEW

The trustees have adopted the provisions of the Statement of Recommended Practice - "Accounting and Reporting by Charities" (SORP 2005) in preparing the annual report and financial statements of the Charity.

#### **Reserves Policy**

The trustees have considered the requirement for free reserves – those unrestricted funds not invested in fixed assets or otherwise designated. The current level of free reserves is £25,900. It is the trustees' policy to seek to maintain free reserves thus defined sufficient to meet 6 months anticipated running costs, currently estimated at £200,000.

# The Maytree Respite Centre

## CHAIRMAN'S & TRUSTEE'S STATEMENTS

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### PLANS FOR FUTURE PERIODS

The aims of the trustees for the future are set out in the chairman's statement.

### AUDITOR

The auditors are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

### TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable Law). The financial statements are required by law to give a true and fair view of the state of affairs of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- a. select suitable accounting policies and then apply them consistently;
- b. make judgements and estimates that are reasonable and prudent;
- c. observe the methods and principles in the Charities SORP;
- d. state whether applicable United Kingdom accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- e. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Charity and to enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### STATEMENT OF DISCLOSURE TO AUDITOR

- (a) so far as the trustees are aware, there is no relevant audit information of which the charity's auditors are unaware, and
- (b) they have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

# The Maytree Respite Centre

## CHAIRMAN'S & TRUSTEE'S STATEMENTS

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This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

BY ORDER OF THE TRUSTEES



Trustee

# The Maytree Respite Centre

## CHAIRMAN'S & TRUSTEE'S STATEMENTS

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This has been one of the most challenging years in Maytree's history. We have in no way been immune to the rigors of the economic climate and, as with so many other small charities, we have had a real struggle to ensure our continued financial viability. This has been against the background of internal staffing pressures with increased demand on our dedicated volunteers and our small staff team.

The good news however is that our heads continue to be above water and despite all of these pressures we ended the year in a relatively strong position. This has been due to the continuing commitment of our supporters and the sheer hard work and determination of our volunteers and staff, particularly those who have been involved in raising much needed funds. We are proud therefore to have been able to make a real difference – sometimes the difference between life and death – to our guests who have come to us when there seemed to be nowhere else to turn to and allowed us to support them through their crisis and to help them to find a way to go on living. That is reward enough for all the effort that we have expended to ensure that our service remained available and fit for purpose.

We are very pleased that the work we do has been publicly recognised. We were featured in the government's suicide prevention strategy, as the way we provide emotional support in a homely and non-clinical environment to people who without it may not have the will to go on living was identified as an excellent example of the way in which a charity can make a significant contribution that complements what is available in the statutory sector. On a personal note, we were delighted when our Co-Founder Paddy Bazeley was awarded an MBE in The Queen's Birthday Honours for her services to the suicidal; a fitting tribute to her life's work as she stepped down from active involvement with the day to day activities of Maytree.

We continue towards the replication of Maytree. Confident in the knowledge that the Maytree model has been proved to be effective, we hope that we will be able to see some material progress with these plans in the forthcoming year – we do so in the knowledge that we have to be confident about future funding before extending the service that we currently provide. We believe passionately in what we do and we want to see this made available to more people in more places. We won't manage this without redoubling our efforts to raise the necessary resources and without support from the communities in which we hope to operate.

As part of our future development we are taking a careful look at our governance arrangements to ensure that we are fit for purpose. In this connection we have embarked on a full skills audit of the Board of Trustees. We are pleased to receive help from Pilotlight, an organisation that is able to link charities with experts in the field who are willing to undertake projects on a pro-bono basis. We expect to implement the results of this work over coming months.

Maytree has now made the transition from founder to professionally led, and is developing a strategy for moving forward on this basis. The charity has already made a significant and successful strategic change in how it competes for funds from trusts and foundations, in response to the difficulties of the wider economy and the impact of this on small charities in general. This has resulted in an increase in successful applications to both new and existing trusts and foundations. Maytree is now also developing plans to mitigate revenue risk by diversifying income streams, particularly with respect to the development of statutory and earned income. To support this initiative a new Head of Development, who is responsible for fundraising and works closely with the Director, has recently been appointed.

In conclusion I would like to extend my heartfelt thanks to all those whose belief in our work has led them to support what we do, whether by giving us financial support, help of a practical nature or by referring guests to us – without that continuing support we could not continue to provide the service that we offer to those in crisis and emotional need. I would also like to thank all our volunteers, staff and my fellow Trustees for all their work, support and commitment to all that Maytree does and stands for.



# The Maytree Respite Centre

## CHAIRMAN'S & TRUSTEE'S STATEMENTS

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My final word of thanks goes to our guests and those who have been in touch with us to explore their concerns and anxieties, without their trust in what we do there would be no point in us being here.

Next year will provide us with both challenge and opportunity – we are determined to rise to the challenges and take the opportunities.

A handwritten signature in black ink, appearing to read 'Simon Arnsen', written in a cursive style.

Simon Arnsen  
Chairman

# The Maytree Respite Centre

## CHAIRMAN'S & TRUSTEE'S STATEMENTS

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Commonly held myths around suicide reveal a belief that talking about the issue can put suicidal thoughts into people's minds. In reality the opposite is true. Maytree's approach to dealing with people suffering from suicidal thoughts is to listen, explore and understand the way that person is feeling, and to support them through the crisis. It does this by inviting those who are experiencing suicidal thoughts to spend four nights and five days at Maytree's specially created residential centre, where they can rest, talk and reflect. Maytree is currently the only centre of its kind, with four bedrooms for guests of all backgrounds and ages (over 18) from across the UK.

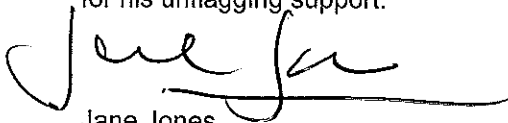
This year, as the recession really began to bite, there was evidence to show that the suicide rate in the UK is once more on the rise. This heartbreaking trend illustrates the fact that Maytree is needed now more than ever. As well as the incalculable human cost, the cost to the economy of each completed suicide is estimated to be over £1m, again highlighting the importance of our service.

Maytree helped more people in suicidal crisis over the year to 2011 than in the previous period, with a 5% increase in guests staying for four nights, and a 4% increase in people contacting us for help overall. We have now been there for thousands in total, almost 900 of whom have stayed with us for support through their crisis.

Although 2010-11 has been a time of financial challenge for Maytree, as for many small charities, it has also been a time of great progress and achievement. As well as increasing the numbers of people we have helped, the charity has made the crucial transition from a founder-led to a professionally managed organization, and continues to develop and grow. This year saw the retirement of Paddy Bazeley, the only remaining operational founder. Paddy's guidance and experience will be sorely missed, but the outstanding new team has been strengthened and consolidated, and is now ready to continue Paddy's inspirational work as she takes a very well earned rest. This year also saw the departure of our Business Manager, Katrina Morley-Fletcher, who worked tirelessly to raise funds for the charity over her time with us. Everyone at Maytree joins me in wishing both Paddy and Kat all the best for the future.

Strategic planning continues to move forward, and Maytree is currently seeking partners to collaborate on this process. Fundamental questions around Maytree's duty of care and our policy of confidentiality were resolved with legal support and changes to our internal systems, improving risk management and service delivery. Future projects include a review of Maytree's staffing needs following the departure of the Business Manager, and reviews of our funding applications strategy and finance and IT systems. These changes will enable Maytree to continue to go from strength to strength over the coming years, and I look forward to continuing to support the operational team and the trustee board in order to facilitate this.

Finally, I would like to acknowledge our volunteers. Maytree is supported by over 90 volunteer befrienders who give a listening ear on the phone, and face to face, to those in suicidal crisis. The work can be challenging, but incredibly rewarding, and our volunteers do an amazing job. Thanks also are due to our hardworking staff team, and to our trustees, in particular our Chairman, Simon Armson, for his unflagging support.



Jane Jones  
Director

# The Maytree Respite Centre

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE MAYTREE RESPITE CENTRE

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We have audited the financial statements of The Maytree Respite Centre for the year ended 30 September 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Sections 495 and 496 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement set out on page 4, the trustees are responsible for the preparation of financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB'S) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition we read all the financial and non-financial information contained in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion**

In our opinion:

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 December 2011 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been prepared in accordance with the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustee's Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

# The Maytree Respite Centre

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE MAYTREE RESPITE CENTRE

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### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Malcolm Pirouet, Senior Statutory Auditor  
For and on behalf of

*RSM Tenon Audit Limited*

RSM Tenon Audit Ltd  
Statutory Auditor  
66 Chiltern Street  
London  
W1U 4JT

Date ..... *27 July* ..... 2012

# The Maytree Respite Centre

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

For the year ended 30 September 2011

	Note	Unrestricted Fund £	Restricted Fund £	Total 2011 £	Total 2010 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income - Donations		129,879	131,371	261,250	409,030
Investment income					
- Bank interest		363	-	363	338
- Interest on gift aid recoverable		-	-	-	68
<b>TOTAL INCOMING RESOURCES</b>		<b>130,242</b>	<b>131,371</b>	<b>261,613</b>	<b>409,436</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Costs of generating voluntary income - Fundraising	5	4,716	-	4,716	13,803
Charitable activities	4,5	168,916	172,420	341,336	273,959
Governance costs	5	16,103	-	16,103	19,367
<b>TOTAL RESOURCES EXPENDED</b>		<b>189,735</b>	<b>172,420</b>	<b>362,155</b>	<b>307,129</b>
<b>NET MOVEMENT IN FUNDS / NET (EXPENDITURE) / INCOME FOR THE YEAR</b>	2	<b>(59,493)</b>	<b>(41,049)</b>	<b>(100,542)</b>	<b>102,307</b>
<b>TOTAL FUNDS – OPENING</b>		<b>539,903</b>	<b>93,715</b>	<b>633,618</b>	<b>531,311</b>
<b>TOTAL FUNDS - CLOSING</b>	13	<b>480,410</b>	<b>52,666</b>	<b>533,076</b>	<b>633,618</b>

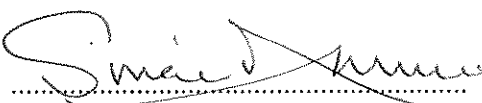
All activities are continuing.

The notes on pages 12 to 18 form part of these accounts.

The Maytree Respite Centre  
BALANCE SHEET  
As at 30 September 2011

	Notes	2011 £	2010 £
<b>FIXED ASSETS</b>			
Tangible assets	7	493,166	505,388
<b>CURRENT ASSETS</b>			
Debtors – gift aid recoverable		-	1,822
Prepayments		5,780	6,384
Cash at bank and in hand		93,630	177,570
		<u>99,410</u>	<u>185,776</u>
CREDITORS: amounts falling due within one year	8	(24,319)	(18,894)
<b>NET CURRENT ASSETS</b>		<u>75,091</u>	<u>166,882</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		568,257	672,270
CREDITORS: amounts falling due after more than one year	9	(35,181)	(38,652)
<b>NET ASSETS</b>		<u>533,076</u>	<u>633,618</u>
<b>INCOME FUNDS</b>			
Designated funds	14	454,510	463,516
General funds	14	25,900	76,387
Restricted funds	14	52,666	93,715
		<u>533,076</u>	<u>633,618</u>

Approved and authorised for issue by the Trustees on 27 July 2012  
and signed on their behalf by

 Trustee

Company registration no. 04076191

The notes on pages 12 to 18 form part of these accounts.

# The Maytree Respite Centre

## NOTES TO THE ACCOUNTS

For the year ended 30 September 2011

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### 1. ACCOUNTING POLICIES

#### BASIS OF ACCOUNTING

These financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005), the Charity's Articles of Association dated 22<sup>nd</sup> September 2000, the Companies Act 2006 and under the historical cost convention as modified for the revaluation of certain assets and in accordance with applicable accounting standards.

The following accounting policies have been applied consistently in dealing with items which are considered material to the financial statements.

The charitable company is dependent on the continued support of donors. The trustees believe that the company will continue to receive this support and accordingly consider that it is appropriate to prepare the financial statements on a going concern basis.

#### FUNDS

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Trustees in furtherance of the general charitable objectives.

Restricted funds comprise funds donated for specified purposes.

Designated funds are amounts that have been put aside at the discretion of the Trustees.

Further details of the nature of these funds are set out in note 13.

#### INCOMING RESOURCES

Income is recognised in the period in which the Charity is entitled to receipt and the amount can be assessed with reasonable certainty.

#### RESOURCES EXPENDED

All resources expended are accounted for gross, when incurred. All costs are directly attributed to one of the functional categories for resources expended in the statement of financial activities. The Charity is not registered for Vat and accordingly expenditure is shown gross of irrecoverable Vat.

#### TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are carried at cost less depreciation. Assets costing more than £250 are capitalised. Depreciation is provided to write off the cost less estimated residual value of all fixed assets except freehold land, over their estimated useful lives:

Freehold land is not depreciated.

Freehold building – written off over its expected useful life of 50 years

Furniture, fittings and equipment – 15% reducing balance

#### PENSIONS

The defined contribution pension costs charged in the financial statements represent the contributions payable by the charity during the year.

The Maytree Respite Centre  
NOTES TO THE ACCOUNTS  
For the year ended 30 September 2011

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**2. MOVEMENT IN FUNDS**

	2011 £	2010 £
This is stated after charging:		
Depreciation	12,222	12,189
Auditor's remuneration (including Vat)	8,000	6,756
Accountancy fees for non-audit services	3,240	1,186
	<u>17,462</u>	<u>20,131</u>

**3. TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES**

None of the Trustees received any remuneration. One trustee received reimbursed travel expenses of £nil during the year ended 30 September 2011 (2010: £66).

During the year under review, the charity maintained Charity Trustees Indemnity Insurance cover as permitted by its governing document. The annual premium in respect of this was £293 (2010: £361)

**4. STAFF COSTS**

	2011 £	2010 £
Salary	243,559	215,234
Social security costs	25,227	22,349
Pension	11,300	-
Temporary staff	1,437	5,881
	<u>281,523</u>	<u>243,464</u>

The average monthly number of employees during the year was 14 (2010: 11). No employee received emoluments of more than £60,000.



The Maytree Respite Centre  
 NOTES TO THE ACCOUNTS  
 For the year ended 30 September 2011

5. RESOURCES EXPENDED

	Costs of generating funds	Charitable activities	Governance costs	Total 2011	Total 2010
	£	£	£	£	£
Salaries and national insurance	-	270,223	-	270,223	243,464
Pension scheme payments	-	11,300	-	11,300	-
Recruitment and training	-	3,059	-	3,059	2,835
Supervision and volunteer expenses	-	3,672	-	3,672	2,351
Computer costs	-	2,033	-	2,033	950
IT support	-	2,873	-	2,873	2,587
Household expenses	-	252	-	252	800
Postage and stationery	-	6,176	-	6,176	3,407
Cleaning and repairs	-	4,969	-	4,969	4,441
Travel expenses	-	5,564	-	5,564	787
Rates	-	1,220	-	1,220	1,053
Telephone	-	2,675	-	2,675	2,944
Electricity, gas and water	-	3,267	-	3,267	2,929
Insurance	-	2,742	-	2,742	1,665
Sundry expenses	35	1,430	-	1,465	10,274
Accountancy fees	-	-	10,395	10,395	7,942
Bank interest paid	-	-	947	947	1,176
Fundraising costs	4,681	-	-	4,681	3,730
Advertising	-	2,880	-	2,880	1,233
Depreciation	-	12,222	-	12,222	12,189
Evaluation	-	3,000	-	3,000	-
Legal	-	-	4,761	4,761	176
Consultancy	-	1,779	-	1,779	196
	<u>4,716</u>	<u>341,336</u>	<u>16,103</u>	<u>362,155</u>	<u>307,129</u>

6. TAXATION

The company is a registered charity and is not liable to corporation tax.

The Maytree Respite Centre  
 NOTES TO THE ACCOUNTS  
 For the year ended 30 September 2011

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**7. TANGIBLE FIXED ASSETS**

	Freehold property £	Office Equipment £	Total £
<b>Cost</b>			
At 1 October 2010 & At 30 September 2011	608,805	650	609,455
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 October 2010	103,708	359	104,067
Charge for year	12,176	46	12,222
	<hr/>	<hr/>	<hr/>
At 30 September 2011	115,884	405	116,289
	<hr/>	<hr/>	<hr/>
<b>Net book value</b>			
At 30 September 2011	492,921	245	493,166
	<hr/>	<hr/>	<hr/>
At 30 September 2010	505,097	291	505,388
	<hr/>	<hr/>	<hr/>

**8. CREDITORS - Amounts falling due within one year**

	2011 £	2010 £
Bank loan and overdraft	3,471	3,220
Accruals	13,172	8,162
Taxation and society security	7,676	7,512
	<hr/>	<hr/>
	24,319	18,894
	<hr/>	<hr/>

The Maytree Respite Centre  
NOTES TO THE ACCOUNTS  
For the year ended 30 September 2011

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**9. CREDITORS - Amounts falling due after more than one year**

	2011 £	2010 £
Bank loan	35,181	38,652
	<u>35,181</u>	<u>38,652</u>
	2011 £	2010 £
<b>Analysis of loan</b>		
Not wholly repayable within five years	38,652	41,872
Included in current liabilities (note 8)	(3,471)	(3,220)
	<u>35,181</u>	<u>38,652</u>
	<u>35,181</u>	<u>38,652</u>
<b>Loan maturity analysis</b>		
In more than one year but not more than two years	3,470	3,470
In more than two years but not more than five years	13,054	12,113
In more than five years	18,657	23,068
	<u>35,181</u>	<u>38,652</u>

The bank loan is secured over the assets of the company. Interest on the loan is charged at a floating rate of 1.25% over LIBOR and is payable over a 15 year term.

**10. RELATED PARTY TRANSACTIONS**

There were no related party transactions in the year.

**11. LEGAL STATUS OF THE CHARITY**

The charity is a company limited by guarantee and has no share capital. The liability of the five members in the event of winding up is limited to £1 each.

The charity is controlled by its trustees.

**12. ULTIMATE CONTROLLING PARTY**

There is no ultimate controlling party.

The Maytree Respite Centre  
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13. STATEMENT OF FUNDS

	At 1 October 2010 £	Incoming Resources £	Resources Expended £	Transfer between funds £	At 30 September 2011 £
General fund	76,387	130,242	(177,513)	(3,216)	25,900
Designated funds - fixed asset fund	463,516	-	(12,222)	3,216	454,510
<b>Total unrestricted funds</b>	<b>539,903</b>	<b>130,242</b>	<b>(189,735)</b>	<b>-</b>	<b>480,410</b>
<b>Restricted funds</b>					
Society for the Holy Child Jesus Bristol	500 5,123	- 746	(500) -	- -	- 5,869
The Stone Foundation	15,993	-	(15,993)	-	-
Esmee Fairbairn Foundation	10,003	40,000	(40,000)	-	10,003
Tudor Trust	3,333	20,000	(20,000)	-	3,333
Department of Health	26,386	25,625	(52,011)	-	-
The Goldsmiths' Company Charity	4,000	-	(4,000)	-	-
The Mercers' Company	5,460	7,500	(10,953)	-	2,007
Joseph Rank Trust	22,917	20,000	(24,583)	-	18,334
LTSB Donation	-	17,500	(4,380)	-	13,120
<b>Total restricted funds</b>	<b>93,715</b>	<b>131,371</b>	<b>(172,420)</b>	<b>-</b>	<b>52,666</b>
<b>Total funds</b>	<b>633,618</b>	<b>261,613</b>	<b>(362,155)</b>	<b>-</b>	<b>533,076</b>

The fixed asset fund has been set up to assist in identifying those funds that are not free funds.

Restricted funds were received for the following purposes:

Society for the Holy Child Jesus – assistance with the cost of promotional materials  
 Bristol – this relates to various donations received towards establishing a Maytree centre in Bristol  
 The Stone Foundation – funding towards a Shift Leader's salary  
 Esmee Fairbairn Foundation – funding towards The Director's salary  
 Tudor Trust – funding towards the Business Manager's salary  
 Department of Health – grant for "Excellence in suicide prevention: supporting growth in provision of non-medical sanctuary for those in suicidal crisis"  
 The Goldsmiths' Company Charity – grant for potential guests research project  
 The Mercers' Company – funding towards the project "Non-medical suicide prevention: supporting service delivery with sessional staffing"  
 Joseph Rank Trust – to support the salary and related costs of the Resource Manager  
 LTSB Donation – funding towards the Business Manager's salary

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**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>General funds £</b>	<b>Restricted funds £</b>	<b>Designated funds £</b>	<b>Total £</b>
Fund balances at 30 September 2011 are represented by:				
Tangible fixed assets	-	-	493,166	493,166
Current assets	46,744	52,666	-	99,410
Current liabilities	(20,844)	-	(3,475)	(24,319)
Long term liabilities	-	-	(35,181)	(35,181)
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	25,900	52,666	454,510	533,076
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