

REHABILITATION SERVICES TRUST FOR OXFORDSHIRE RE-EMPLOYMENT LIMITED

RESTORE

Registered office address:
Manzil Way, Cowley Road, Oxford, OX4 1YH
Telephone: 08452500518
Email: info@restore.org.uk

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

Registered Charity number: 274222

Company number: 1324318

**REHABILITATION SERVICES TRUST FOR OXFORDSHIRE
RE-EMPLOYMENT LIMITED**

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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PROFESSIONAL ADVISERS

Auditors:	Richardsons Chartered Accountants, 30 Upper High Street, Thame, Oxfordshire OX9 3EZ
Bankers:	Barclays, Templar Square, Oxford
Insurance Brokers:	Norris & Fisher, 34a Hiltingbury Road, Chandlers Ford Towergate Insurance, 81-83 The Broadway, Didcot
Solicitors	Knights, West Way, Oxford Blake Morgan LLP, West Way, Oxford

REPORT OF THE TRUSTEES

The Trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report and the audited financial statements for the financial year ending 31st March 2019.

The Financial Statements of the Charitable Company have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

STRUCTURE AND GOVERNANCE

RESTORE is a charity and a company limited by guarantee and owned by its Friends. At the AGM in November 2018, the Articles of Association were amended to replace the term “Members” with the term “Friends”. Its Memorandum and Articles of Association stipulate how it is to be managed. There are no particular restrictions imposed apart from the need to carry out only the charity's stated activities and to properly conduct its affairs as a charity. The charity constitutes a public benefit entity as defined by FRS 102.

The Governing Body is the Board of Trustees. The Board appoints the Chief Executive Officer, who leads the Executive Team and staff. The Board reviews the salary scales of staff.

Trustees recruit new Trustees by selecting a slate of approved candidates for election to the Board of Trustees by interview and assessment of candidates against an agreed job description and person specification. Trustees are elected by the Friends at the Annual General Meeting. The Trustee induction process includes the provision and funding of appropriate training (including meeting skills, mental health awareness, and other subjects as appropriate). All trustees are provided with the opportunity to review their skills and access training as needed.

The Trustees meet at least four times a year to oversee the management of the charity. They have four permanent sub-committees: Finance, Quality & Performance, People & Learning and External Relations. The Board and Committees meet quarterly as a minimum to assist the Executive Team. Task groups are established from time to time as required by specific work.

At 31 March 2019 the Board of Trustees comprised:

Anne James (Retired as a Trustee and Chair on 27 November 2018)
Rev Bob Wilkes (Chair from 27 November 2018)
Godfrey Cole (Company Secretary) (Chair of Finance sub-committee)
Stuart Haigh (Treasurer)
Sam Mostyn (Chair of External Relations sub-committee)
Mary Robertson (Chair of People and Learning sub-committee)
Trisha Andrew
David Thurston
Louise Wheeler (Chair of Quality and Performance sub-committee)
Akiko Watanabe

Unless otherwise stated all trustees served throughout the year.
The Board of Trustees can co-opt further Trustees as it sees fit but such persons have to seek election at the first annual general meeting thereafter.

Management is carried out by the Joint Chief Executives (Lesley Dewhurst and Mark Adams until his resignation on 23 October 2018) and the Executive Team.

During the financial year key management personnel were:

- Chief Executive Officer - Until 23 October 2018 the position was held jointly between Lesley Dewhurst and Mark Adams after which Lesley Dewhurst has been the sole Chief Executive Officer.
- Finance Director – Rosemary Cox

WHAT WE BELIEVE

We believe that everyone has talents and abilities, and the capacity to make a valuable contribution to the community. We believe that people with mental health problems have the right to work and the right to receive support to become and remain employed. We believe that the stigma associated with mental health problems damages the whole community and we work to challenge this discrimination.

RESTORE expresses its Mission, Vision and Values in this way:

Mission:

Provide recovery and coaching support to people with mental health problems whilst working with the whole community to reduce the stigma associated with mental illness

Vision:

Work towards a time when people with mental health problems are fully empowered to live meaningful lives

Values:

Recovery

Enabling people to recover from illness and manage their own mental health and wellbeing

Support

Providing the opportunities to help ourselves and each other

Hope

Offering a positive future where everyone can fulfil their potential

Empowerment

Helping people to believe in themselves and what they can achieve

Respect

Accepting without judging as each person is unique

OBJECTIVES AND PROGRAMMES

RESTORE is an Oxfordshire-based mental health charity which supports people to take control of their recovery, develop skills and lead meaningful lives. To this end, RESTORE offers recovery groups, employment coaching and education and training.

RESTORE is a member of The Oxfordshire Mental Health Partnership (OMHP) which is a partnership that formally brings together six local mental health organisations from the NHS and the charity sector: Connection Floating Support, Elmore Community Services, Oxford Health NHS Foundation Trust, Oxfordshire Mind, Response and RESTORE. RESTORE has signed up to working much more closely with our partners and with people who have mental health problems to make it easier for people to get the best possible support when they need it.

OPERATIONAL PRINCIPLES

Recovery

Our services are provided based on the belief that people can recover from the effect of mental illness on their lives. We aim to support people in this recovery by addressing their individual needs, focusing on strengths and skills, enabling them to learn to recover from and learn to live with mental health problems and providing opportunities to participate in rehabilitation, training and employment.

Inclusion

We believe that people with mental health problems have the right to work and the right to the support they need to become and remain employed.

Quality

We believe in recording our impact, monitoring our provision, developing our performance, and improving our practice. We review what we do and encourage a focus on continuous improvement in our services. We are committed to professional integrity, objectivity, fairness and ethical business practices.

Co-operation and partnership

Our services are part of a wider health economy in Oxfordshire. We are not the sole solution for the people who use our services, and we are committed to working with other organisations to improve, develop, and expand our services for people with mental health problems in Oxfordshire.

PROGRAMMES

Recovery groups provide people with the opportunity to come together in a group and work on their journey of recovery together. They use practical tasks (such as gardening, woodwork, catering, art and crafts) to make this possible.

Recovery groups are supported by a mix of paid staff, trained volunteers and group members. The Oxfordshire Recovery Service comprises eight recovery groups and some shared services. We provide recovery groups in five locations, and sub-contract delivery at two others. The Recovery groups are The Beehive Recovery Group, Bridewell Recovery Group (sub contracted), Elder Stubbs Recovery Group, Garden Café Recovery Group, the Littlemore Recovery Group, The Orchard Recovery Group, Root and Branch Recovery Group (sub contracted), and Fleet Meadow Recovery Group.

Coaching is one to one support aimed at enabling the person supported to do something specific. All our coaching services are integrated into other clinical teams as this enables coaches to focus on supporting the client in their return to work. Coaching consists of a meeting and an initial discussion with the client. This is followed by ongoing one to one support aimed at the person getting open paid employment or returning to work.

Oxfordshire Recovery College (ORC) is an integral part of Restore, in which Restore leads on behalf of the OMHP. ORC believes that recovery can be achieved by learning new skills as well as by learning from each other. ORC offers an educational program of recovery-focused workshops and courses that have been co-produced.

All aspects of ORC, from the subject and content of courses, to the marketing and publicity, to the delivery of sessions, is co-produced and co-delivered by Experts of Experience (those who have lived experience of mental illness) and Experts by Training (professionals) that collaborate together in an equal partnership in order to improve the support and services that those affected by mental ill health need.

Mental Health First Aid/Working With Mental Health. We provide Mental Health First Aid Training and tailored Working with Mental Health sessions, both in house and externally to local organisations and companies.

REVIEW OF THE YEAR

Total income and endowments have increased during the year to £1,761,949 compared with £1,613,192 the previous year. Expenditure also increased to £1,578,476 (2018: £1,542,985). The surplus on unrestricted funds for the year was £67,357 but this is after transfers of £130,000 to designated funds to recognise potential additional capital/revenue on the Manzil Way site in the 2019/20 financial year and to allocate funds towards the cost of the proposed new building at Fleet Meadow.

Grants receivable which includes income from Oxford Health (OH) have increased from £1,194,395 last year to £1,238,287.

Our principal funder source during the year was OH the NHS Provider Trust that acts as a conduit for the statutory funding of mental health services in Oxfordshire. The current contract with OH is for at least a five year period from September 2015. We have also had support from a variety of other organisations, individuals and grant providers.

Reserves

As at 31 March 2019 the level of Unrestricted Funds (Including designated funds) stood at £870,002. This is a significant increase over last year and represents approximately 6 months of our normal running costs based upon budgeted costs for the year to 31 March 2020. Trustees believe that the level of Reserves has now returned to a level appropriate to anticipated future expenditure.

Investments

Currently the investment in the Schroder's Charity Fixed Interest Fund is valued at £81,311.

Beneficiaries

We worked with 844 people, providing 1,146 individual support sessions and 852 MHFA training courses. We supported 68 people to get paid work, 16 people to keep their jobs (Talking Space now do their own job retention) and 23 people to start volunteering or to undertake work placements.

Staff

The number of full time equivalent staff employed by RESTORE has reduced during the year, principally due to a number of positions being vacant during parts of the year

Volunteers

The year saw a decline in volunteering hours from 14,601 in the year 31 March 2018 to 13,606 in the current year. Volunteers contribute to all aspects and activities of Restore and their support is invaluable and greatly appreciated. Volunteering numbers exclude the voluntary support of trustees to our work.

Members are still being supported to become volunteers where the move is beneficial to both the individual and RESTORE.

The Annual Review will be published separately in November 2019.

PRINCIPLE RISKS AND UNCERTAINTIES

RESTORE continually assesses risk and develops plans to address them. In the context of RESTORE there are three main areas of risk:

- Planning and strategic risks
- Health and Safety risk management
- Risks in association to the mental health of people using our services

Each identified risk is given a score for the consequences and the likelihood of the risk which enables RESTORE to assess the overall risk and appropriately prioritise action. These risks are regularly reviewed by the Chief Executive and the Chair of Trustees and reported to the Board.

PUBLIC BENEFIT

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit in reviewing the activities of the charity. They ensure the activities of RESTORE meet the requirement for public benefit.

FUTURE PLANS

Trustees hold regular reviews on the strategic position of RESTORE and make plans so that we can continue to meet our objectives and the needs of people with mental health problems in Oxfordshire. The current strategic plan runs until the end of 2021. Within the strategic review the operational plan is reviewed annually and objectives set. Trustees are mindful that the existing contract with OH may end in September 2020 (although it is capable of being extended by two years by joint agreement). At the present time The Trustees are unaware of any factor which would affect future financial performance or position.

FUNDING

The Trustees are satisfied that the charity's assets attributable to each of its individual funds are available and adequate to fulfil its obligations in relation to those funds.

RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The trustees 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 affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. 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 (FRS 102)
- 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;
- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website

STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS

We the directors/trustees of the company who held office at the date of approval of these financial statements, as set out above, each confirm so far as we are aware that:

- The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.
- There is no relevant information of which the company's auditors are unaware; and
- We have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

Richardsons have expressed their willingness to be re-appointed as auditors and a resolution to this effect will be proposed at the Annual General Meeting.

On behalf of the Board of Trustees



Rev Bob Wilkes
Chair and Trustee

Date...13th November 2019.

Independent Auditor's Report to the members of Rehabilitation Services Trust for Oxfordshire Re-employment Limited.

The Trustees, who are also the directors of Rehabilitation Services Trust for Oxfordshire Re-employment Limited (Restore) for the purpose of company law, are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, 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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

Opinion

We have audited the accounts of Restore for the year ended 31st March 2019 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and the notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2019 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of The Charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- The Trustees use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or
- The Trustees have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the accounts are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the accounts and our auditor's report thereon. The Trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

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

Responsibilities of Trustees

As explained more fully in the Statement of Trustees Responsibilities, the Trustees, who are also the directors of The Charity for the purpose of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Trustees are responsible for assessing The Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Richardsons

For and on behalf of Richardsons

13th November 2019

**Chartered Accountants
Statutory Auditor**

**30 Upper High Street
Thame
Oxfordshire
OX9 3EZ**

Richardsons is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006

Statement of Financial Activities for the year ended 31 March 2019

	Note	2019			2018	
		Unrestricted £	Designated £	Restricted £	Total £	Total £
INCOME AND ENDOWMENTS FROM:						
Income from donations and legacies	1	172,003	-	68,617	240,620	202,561
Income from other trading activities	2	17,713	-	-	17,713	15,045
Income from investments		3,362	-	-	3,362	3,770
Rental Income		65,852	-	-	65,852	65,647
Income from charitable activities						
Grants receivable	3	1,171,857	-	66,430	1,238,287	1,194,395
Sale of goods and services		196,115	-	-	196,115	131,774
Total Income and Endowments		1,626,902	-	135,047	1,761,949	1,613,192
EXPENDITURE ON						
Expenditure on raising funds						
Cost of fundraising		65,495	-	-	65,495	57,669
Sale of goods and services sold		72,276	-	-	72,276	64,016
Expenditure on charitable activities						
Coaching		184,474	-	20,235	204,709	235,601
Recovery		799,929	-	101,878	901,807	877,957
Volunteer & Training		63,950	-	18,540	82,490	119,592
Recovery College		245,884	-	5,815	251,699	188,150
	4	1,294,237	-	146,468	1,440,705	1,421,300
Total expenditure		1,432,008	-	146,468	1,578,476	1,542,985
Net gains on Investments	9	2,463	-	-	2,463	727
Net Income (Expenditure) for the year		197,357	-	(11,421)	185,936	70,934
Transfer	12	(130,000)	130,000	-	-	-
NET MOVEMENT IN FUNDS FOR THE YEAR		67,357	130,000	(11,421)	185,936	70,934
FUNDS AT 1 APRIL 2018		422,645	250,000	58,879	731,524	660,590
FUNDS AT 31 MARCH 2019		490,002	380,000	47,458	917,460	731,524

See Note 20 for comparative figures for funds

Balance Sheet -As at 31 March 2019	Note	2019	2018
		£	£
Fixed assets	7	53,631	72,398
Current assets			
Stocks		10,195	11,004
Debtors	8	41,000	23,782
Bank and cash balances		843,941	640,415
Investments	9	81,311	78,848
		<u>976,447</u>	<u>754,049</u>
Less Creditors falling due within one year	10	(112,618)	(94,923)
Net current assets		<u>863,828</u>	<u>659,126</u>
Net assets		<u>917,460</u>	<u>731,524</u>
The funds of the charity:			
Unrestricted Funds	11	490,002	422,645
Designated Funds	11	380,000	250,000
Restricted Funds	11	47,458	58,879
		<u>917,460</u>	<u>731,524</u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.



Rev Bob Wilkes (Chairman and Trustee)

Date:

18/01/19.

Registered Charity Number: 274222
Registered Company Number: 1324318

Statement of cash flows for the year ended 31 March 2019

	2019	2018
	£	£
Cash flows from operating activities (see below)	203,657	130,831
Cash flows from investing activities		
Interest	3,362	3,770
Purchase of fixed assets	(3,493)	(32,120)
Net cash provided by investing activities	203,526	102,481
Cash flows from financing activities		
Receipt of endowments	-	-
Net cash provided by financing activities	-	-
	<u>203,526</u>	<u>102,481</u>
Change in cash and bank balances during the year		
At the beginning of the year	640,415	537,933
At the end of the year	843,941	640,415
	<u>203,526</u>	<u>102,482</u>
Cash flows from operating activities		
Net income for the year	185,936	70,934
Depreciation	22,260	36,143
Gains on investments	(2,463)	(727)
Interest	(3,362)	(3,770)
Loss on the disposal of fixed assets		
(Increase)/decrease in stocks	809	2,996
(Increase)/decrease in debtors	(17,218)	7,437
Increase/(decrease) in creditors	17,695	17,818
	<u>203,657</u>	<u>130,831</u>

PRINCIPAL ACCOUNTING POLICIES

The charity constitutes a public benefit as defined by FRS102.

Basis of preparation and assessment of going concern

The Financial Statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The Trustees consider that there are no material uncertainties about the trust's ability to continue as a going concern.

Company status

The charity is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Pension costs

The company operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against profits in the year they are payable.

Operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activity over the period in which the cost is incurred.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost net of depreciation.

Depreciation is calculated to write off the cost of all tangible fixed assets over their expected useful life.

Leasehold buildings are depreciated in equal annual instalments over the term of the lease or anticipated period of occupation if shorter.

Motor vehicles are depreciated at 25% on the reducing balance.

Other equipment is depreciated using straight-line methods using rates which will write these assets off over periods of between 4 and 5 years.

Stock

Stock is stated at the lower of cost and net realisable value.

Investments

Investments are stated at market value at the balance sheet date. Investment Income is recognised on a receivable basis.

Income and Endowments

Donations and gifts

All monetary donations and gifts are included in the statement of financial activities when receivable, provided there are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition is deferred until the pre-condition has been met.

Grants receivable

Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of the fixed assets purchased with such grants is charged against the restricted fund.

Revenue grants are credited to incoming resources when they are receivable provided conditions for receipt have been complied with, unless they relate to a specified future period, in which case they are deferred.

Expenditure

Expenditure, which is charged on an accruals basis, is allocated between:

- expenditure incurred directly to the fulfilment of the charity's objectives (direct charitable and project expenditure)
- expenditure incurred directly in the effort to raise voluntary contributions (cost of raising funds)
- expenditure on goods purchased for resale.
- items of expenditure involving more than one category are apportioned to categories by reference to the use to which the expenditure has been put. In doing this a number of estimates are made and on-costs of central overheads are included.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources for which it was incurred.

Notes to the Financial Statements for the year ended 31 March 2019

1. INCOME FROM DONATIONS AND LEGACIES

Grants & Donations	2019		2018	
	Unrestricted £	Restricted £	Total £	Total £
Batchworth Trust	-	10,000	10,000	10,000
Charles Wilmer	8,000	-	8,000	-
Chidwick Trust	11,250	-	11,250	3,750
Clothmakers Trust	-	-	-	15,000
Clover Trust	-	5,000	5,000	-
Elder Stubbs Charity	13,000	-	13,000	16,000
GSK Impact Award	-	-	-	5,000
Henry Smith Charity (Café)	-	26,925	26,925	26,350
C Lowe	5,000	-	5,000	-
Mid Counties Co-operative	-	8,885	8,885	-
Northwick Trust	-	-	-	5,000
Oxford North Rotary Club	-	-	-	5,000
Pharlis	-	-	-	5,000
St Michael's and All Saints' Charities	17,119	-	17,119	14,000
Other Grants & Donations	117,634	17,807	135,441	97,461
	<u>172,003</u>	<u>68,617</u>	<u>240,620</u>	<u>202,561</u>

2. INCOME FROM OTHER TRADING ACTIVITIES

	2019	2018
	£	£
Events Income	17,713	15,045
	<u>17,713</u>	<u>15,045</u>

3. INCOME RECEIVED

	2019		2018	
	Unrestricted £	Restricted £	Total £	Total £
Oxford Health Partnership Contract	1,153,672	-	1,153,672	1,153,672
Oxford Health Forensic Contract	-	50,000	50,000	-
Non Oxfordshire Contracts	16,270	-	16,270	24,163
Work Placements	1,915	-	1,915	-
Abingdon & Witney College - MHFA Provision/volunteering	-	16,430	16,430	16,560
	<u>1,171,857</u>	<u>66,430</u>	<u>1,238,287</u>	<u>1,194,395</u>

These grants receivable are for income arising from contracts for services

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	2019				2018	
	Caoching	Recovery	Volunteer & Training	Recovery College	Total	Total
	£	£	£	£	£	£
Staff costs	151,102	565,316	60,888	167,836	945,142	968,996
Property Costs	17,660	66,072	7,116	19,616	110,464	92,190
Direct Costs	21,094	78,918	8,500	23,430	131,942	85,678
Outsourced	-	135,929	-	-	135,929	135,929
Other Costs	15,550	58,179	6,266	17,273	97,268	102,363
Management charge	(3,888)	(14,546)	(1,566)	20,000	-	-
Depreciation and surplus on disposal	3,191	11,939	1,286	3,544	19,960	36,143
	<u>204,709</u>	<u>901,807</u>	<u>82,490</u>	<u>251,699</u>	<u>1,440,705</u>	<u>1,421,300</u>

Support costs are allocated in proportion to direct salary costs relating to the various charitable activities.

5. EXPENDITURE INCURRED

Expenditure incurred includes the following amounts:

	2019	2018
	£	£
Employee costs		
Wages and salaries	886,196	905,479
Social security costs	64,116	66,777
Other pension costs	11,840	12,559
	<u>962,152</u>	<u>984,815</u>

The average number of employees (FTE) during the year was 40. (2018: 42)

No employee earned £60,000 pa or more in the current or preceding accounting period.

The total paid to key management personnel during the year was £102,138 (2018: £136,370)

	2019	2018
	£	£
Governance costs (Included in other costs under charitable activities - see Note 4)		
Audit fee	4,200	4,500
Trustee Meetings	-	70
Trustee Indemnity Insurance	417	425
Professional Advice	423	560
	<u>5,040</u>	<u>5,555</u>

	2019	2018
	£	£
Depreciation	<u>22,260</u>	<u>36,143</u>

6. PAYMENTS TO TRUSTEES AND CONNECTED PERSONS

No trustee or person with a family or business connection with a trustee, received remuneration in the year, directly or indirectly, from the charity (2018: Nil).

No expenses were reimbursed to the trustees during the year.

7. TANGIBLE FIXED ASSETS

	Short leasehold buildings £	Other equipment £	Motor Vehicles £	Total £
Cost				
At 1 April 2018	426,036	95,232	35,761	557,029
Additions	872	2,621	-	3,493
Disposals	-	(5,914)	-	(5,914)
At 31 March 2019	<u>426,908</u>	<u>91,939</u>	<u>35,761</u>	<u>554,608</u>
Depreciation				
At 1 April 2018	385,204	84,925	14,502	484,631
Charge for the year	11,755	5,191	5,314	22,260
Disposals	-	(5,914)	-	(5,914)
At 31 March 2019	<u>396,959</u>	<u>84,202</u>	<u>19,816</u>	<u>500,977</u>
Net book amount				
31 March 2019	<u>29,949</u>	<u>7,737</u>	<u>15,945</u>	<u>53,631</u>
31 March 2018	<u>40,832</u>	<u>10,307</u>	<u>21,259</u>	<u>72,398</u>

All tangible fixed assets were held for charitable purposes

8. DEBTORS

	2019 £	2018 £
Trade Debtors	20,674	13,865
Prepayments	2,767	2,767
Other Debtors	17,559	7,150
	<u>41,000</u>	<u>23,782</u>

9. INVESTMENTS

Schroder

Investments comprise monies invested in the Schroders Charity Fixed Interest Fund and are stated at a valuation advised by Schroders.

Movement on investments during the year comprise:	2019	2018
	£	£
As at 1 April 2018	78,848	78,121
Increase in market value during the year	2,463	727
As at 31 March 2019	<u>81,311</u>	<u>78,848</u>

10. CREDITORS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade creditors	16,316	9,580
Other creditors	40,822	29,030
Deferred income	39,464	38,850
Tax and National Insurance	16,016	17,463
	<u>112,618</u>	<u>94,923</u>

Deferred income comprises grant income specifically restricted to future periods:

	2019	2018
	£	£
As at 1 April, 2018	38,850	32,450
Released during the year	(38,850)	(32,450)
Income deferred during the year	39,464	38,850
As at 31 March 2019	<u>39,464</u>	<u>38,850</u>

11. ACCUMULATED FUNDS

	Unrestricted	Designated	Restricted
	£	£	£
As at 1 April, 2018	422,645	250,000	58,879
Net movement in funds for the year	67,357	130,000	(11,421)
As at 31 March, 2019	<u>490,002</u>	<u>380,000</u>	<u>47,458</u>
		See note 12	See note 13

12. DESIGNATED FUNDS

	At 1 April 2018	Transfer In year	At 31 March 2019
	£	£	£
South Oxfordshire Building	120,000	80,000	200,000
Service Development	55,000	-	55,000
Property Fund	75,000	50,000	125,000
	<u>250,000</u>	<u>130,000</u>	<u>380,000</u>

The transfer of £80,000 from Unrestricted funds to the South Oxfordshire Building designated fund, is towards the cost of the proposed new building at Fleetmeadow.

The £50,000 transfer to the Property designated fund recognises the potential additional capital/revenue expenditure on the Manzil way site in the 2019/20 financial year.

The South Oxfordshire building fund is to support the development of a permanent building to serve the people of South Oxfordshire.

The Service Development fund provides monies which can be used to attempt to expand the ways in which we meet the needs of our service users and the geographical coverage of our services.

The Property Fund is created to cover future exceptional revenue and capital property expenditure.

13. RESTRICTED FUNDS

	At 1 April 2018	Grants received	Employment costs	Other costs	At 31 March 2019
	£	£	£	£	£
Capital Funds					
Represented by the net book value of tangible fixed assets					
National Lotteries Board re Michael Young Building	8,000	-	-	(4,000)	4,000
Other capital grants	45,168	-	-	(10,941)	34,227
	<u>53,168</u>	<u>-</u>	<u>-</u>	<u>(14,941)</u>	<u>38,227</u>
Operating Funds					
Represented by cash reserves					
Abingdon & Witney College	-	16,430	(16,430)	-	-
Batchworth Trust	-	10,000	(10,000)	-	-
Clover Trust	-	5,000	(5,000)	-	-
Henry Smith Charity (Café)	-	26,925	(26,925)	-	-
Ithaca	3,211	-	-	(300)	2,911
Mid Counties co-operative	-	8,885	-	(5,065)	3,820
Oxford Health Forensic	-	50,000	(50,000)	-	-
St. James Place	2,500	-	-	-	2,500
Other	-	17,807	-	(17,807)	-
	<u>5,711</u>	<u>135,047</u>	<u>(108,355)</u>	<u>(23,172)</u>	<u>9,231</u>
	<u>58,879</u>	<u>135,047</u>	<u>(108,355)</u>	<u>(38,113)</u>	<u>47,458</u>

Details of the funds are as follows:

National Lottery Charities Board - Capital grant for the Michael Young Building.

Abingdon & Witney College - MHFA provision & salaries

Batchworth Trust -To provide employment coaching in the city

Clover Trust - Coaching Salaries

Henry Smith -Garden Café manager salary costs to support members

Ithaca-On dissolution, this Oxford based Arts charity distributed some of their remaining balances for Art.

Mid Counties Co-op - Fleetmeadow Poly tunnel

Oxford Health Forensic - To provide Littlemore Recover Project Services

St .James Place - South Oxfordshire new building

14. CAPITAL COMMITMENTS

The charity had capital commitments at 31 March 2019 of £5231 (2018: Nil)

15. CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2019 or 31 March 2018

16. PENSIONS

The charity operates a defined contribution pension scheme for the benefit of employees. The assets of the scheme are administered by trustees in a fund independent from the charity.

As at 31 March 2019 there were no outstanding balances (2018: Nil)

17. LEASING COMMITMENTS

The charity has entered into a lease in respect of its Manzil Way premises at a current annual rental of £44,000 which expires in 2029 subject to a break clause in 2020.

The charity leases two photocopying machines expiring in 2020 and 2023 respectively.

The charity has entered into a lease in respect of its Banbury premises for a term of 10 years at a current annual rental of £21,000, expiring in 2020.

The charity is continuing to negotiate to extend the lease in respect of Littlemore Hospital premises for a further term of 3 years at a current annual rental of one peppercorn.

Type	Detail	Annual charge	Ends	Under 1 year	2 - 5 Years	Over 5 Years	Total
		£		£	£	£	£
Building	Manzil Way	44,000	2029	44,000	176,000	242,000	462,000
Building	Banbury	21,000	2020	21,000	-	-	21,000
Building	Littlemore	No rent charged	Not finalised	-	-	-	-
				-	-	-	-
Photocopier		950	2020	950	-	-	950
Photocopier		1,988	2023	1,988	5,964	-	7,952
				<u>67,938</u>	<u>181,964</u>	<u>242,000</u>	<u>491,902</u>

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2019	2018
	£	£
Not later than one year	67,938	67,938
Later than one and not later than five years	181,964	205,902
Later than five years	242,000	286,000
	<u>491,902</u>	<u>559,840</u>

18. RELATED PARTY TRANSACTION

There were no related party transactions.

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds £	Designated Funds £	Unrestricted Funds £	Total £
Fund balances at 31 March 2019				
are represented by:				
Tangible Fixed Assets	38,227	-	15,404	53,631
Current Assets	9,231	380,000	587,216	976,447
Current Liabilities	-	-	(112,618)	(112,618)
	<u>47,458</u>	<u>380,000</u>	<u>490,002</u>	<u>917,460</u>

20. STATEMENT OF FINANCIAL ACTIVITIES BY FUND FOR THE YEAR ENDING 31 MARCH 2018

	Unrestricted £	Designated £	Restricted £	Total £
INCOME AND ENDOWMENTS FROM:				
Income from donations and legacies	108,482	-	94,079	202,561
Income from other trading activities	15,045	-	-	15,045
Income from investments	3,770	-	-	3,770
Rental Income	65,647	-	-	65,647
Income from charitable activities				
Grants receivable	1,177,835	-	16,560	1,194,395
Sale of goods and services	131,774	-	-	131,774
Total Incoming Endowments	<u>1,502,553</u>	<u>-</u>	<u>110,639</u>	<u>1,613,192</u>
EXPENDITURE ON				
Expenditure on raising funds				
Cost of fundraising	57,669	-	-	57,669
Cost of goods sold	64,016	-	-	64,016
Expenditure on charitable activities				
Coaching	215,909	-	19,691	235,601
Recovery	817,143	-	60,813	877,957
Volunteer & Training	100,016	-	19,576	119,592
Recovery College	184,232	-	3,919	188,150
	<u>1,317,301</u>	<u>-</u>	<u>103,999</u>	<u>1,421,300</u>
Total Expenditure	<u>1,438,986</u>	<u>-</u>	<u>-</u>	<u>1,542,985</u>
Net gains on Investments	<u>727</u>	<u>-</u>	<u>-</u>	<u>727</u>
NET INCOME (EXPENDITURE)	<u>64,294</u>	<u>-</u>	<u>6,640</u>	<u>70,934</u>

21. VOLUNTEERS

The work and activities of Restore were assisted during the year to 31 March 2019 by 150 (2018: 158) volunteers providing 13,606 (2018: 14,601) hours of support.

22. In the event of the winding up of the Company, members are liable to contribute an amount of no more than £1.