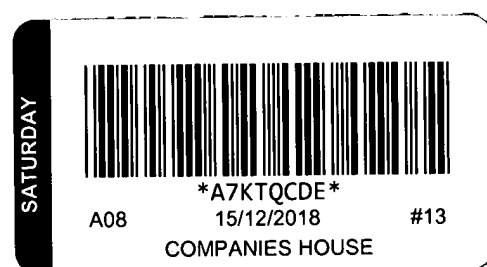


COMPANY REGISTRATION NUMBER: 2629063
CHARITY REGISTRATION NUMBER: 1033103

Raphael Centre
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2018

ROGER C OATEN
Chartered accountant
Ground Floor
23 Westfield Park
Redland
Bristol
BS6 6LT



Raphael Centre

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2018

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Raphael Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2018

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2018.

Reference and administrative details

Registered charity name Raphael Centre

Charity registration number 1033103

Company registration number 2629063

Principal office and registered office Raphael House
3 Hillside
Cotham
Bristol
BS6 6JP

The trustees

Mr A Brenard
Ms L Martin
Mr G Trmal

Company secretary E Winkler

Independent examiner Rogerc C Oaten Chartered Accountants
Ground Floor
23 Westfield Park
Redland
Bristol
BS6 6LT

Structure, governance and management

The charity is registered under the Companies Act 2006 and is limited by guarantee. Its objects and constitution are defined in its Governing Document, The Memorandum and the Articles of the Association.

The directors of the company are also charity Trustees for the purposes of charity law and are known as members of the management committee. The members who served throughout the year and up to the date of this report are listed on page 1.

Objectives and activities for the public benefit

The objects of the charity are as defined in the charity's governing document and continue to be to provide care and associated facilities for adults who by reason of genetic or other disabilities are mentally handicapped and in need of care and support to assist them in overcoming poverty or conditions of hardship or distress and to enable them to live as full and independent a life as possible.

Raphael Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Achievements and performance

Staffing and Training

Kathy Aitken and Richard Sims retired this year. Their hours were taken on by other staff. All the usual training such as Safeguarding, fire training and First Aid were done. As well as this Lisa Van De Voort completed her counselling training and Patrycja Eastwood has started the same course.

Maintenance

The main task completed this year was the refurbishment of the hall, stairs and landings. They were completely repainted and new carpets laid. We are also having the exterior metalwork and woodwork repainted into the next financial year. **Tenants Report**

Tenants Report

We have had a full house of nine service users for the whole year.

Financial review

Raphael Centre showed a very small loss for this year. The income was slightly increased as the local authority increased our payments to cover the increased expense of paying sleep-ins at minimum wage. There is still a small possibility that payments will have to be paid back six years to compensate staff that did sleep-ins during this time. This would cause a problem for the whole care sector and therefore we would hope to be part of a general solution. The council has also promised us a cut of at least fifteen per cent on service user's support in the next financial year. We will attempt to minimise the effect of this for the users of our service.

Reserves Policy

The charity requires sufficient reserves, in the form of working capital, in order to operate. The management committee consider that a level representing three month's trading expenses would be justifiable. Historically levels of reserves have been substantially below this figure. The charity aims to increase its reserves to that level as trading conditions permit, but not at the expense of the aims of the charity. This policy will be reviewed annually by the management committee before the Annual General Meeting, and submitted to the meeting for approval.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the money is spent in the short term so there are few funds for long term investment. Having options available, the Management Committee has decided to invest the available funds in ethical deposits. This has been the policy for many years and the Management Committee has been satisfied with the return from this type of deposit.

Raphael Centre

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Financial review *(continued)*

Principal Risks and Uncertainties

The Management Committee has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. External risks to funding cannot be influenced but are monitored closely. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, and residents. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 21 Nov 2018 and signed on behalf of the board of trustees by:



E Winkler
Charity Secretary

Raphael Centre

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Raphael Centre

Year ended 31 March 2018

I report to the trustees on my examination of the financial statements of Raphael Centre ('the charity') for the year ended 31 March 2018.

Responsibilities and basis of report

The trustees are also the directors of the company for the purposes of company law are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of 'Accounting body'. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached."



Rogerc C Oaten Chartered Accountants
Independent Examiner

Ground Floor
23 Westfield Park
Redland
Bristol
BS6 6LT

Raphael Centre

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2018

		2018		2017
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Charitable activities	5	273,879	273,879	260,738
Investment income	6	110	110	326
Total income		<u>273,989</u>	<u>273,989</u>	<u>261,064</u>
Expenditure				
Expenditure on charitable activities	7,8	273,272	273,272	234,686
Total expenditure		<u>273,272</u>	<u>273,272</u>	<u>234,686</u>
Net income and net movement in funds		<u>717</u>	<u>717</u>	<u>26,378</u>
Reconciliation of funds				
Total funds brought forward		91,563	91,563	65,185
Total funds carried forward		<u>92,280</u>	<u>92,280</u>	<u>91,563</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 14 form part of these financial statements.

Raphael Centre

Company Limited by Guarantee

Statement of Financial Position

31 March 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible fixed assets	14	3,149	4,532
Current assets			
Debtors	15	15,817	25,247
Cash at bank and in hand		106,148	94,551
		<u>121,965</u>	<u>119,798</u>
Creditors: amounts falling due within one year	16	32,834	32,767
Net current assets		<u>89,131</u>	<u>87,031</u>
Total assets less current liabilities		<u>92,280</u>	<u>91,563</u>
Net assets		<u>92,280</u>	<u>91,563</u>
Funds of the charity			
Unrestricted funds		92,280	91,563
Total charity funds	18	<u>92,280</u>	<u>91,563</u>

For the year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

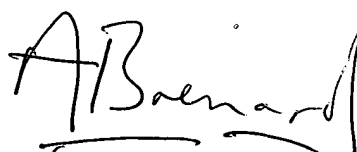
Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

A Brenard


12th Dec. 2018.

The notes on pages 7 to 14 form part of these financial statements.

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2018

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Raphael House, 3 Hillside, Cotham, Bristol, BS6 6JP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

3. Accounting policies *(continued)*

Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% reducing balance

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The company is limited by guarantee not having share capital.

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

5. Charitable activities

	Unrestricted Funds	Total Funds 2018	Unrestricted Funds	Total Funds 2017
	£	£	£	£
Residential support income	250,992	250,992	243,962	243,962
Recharged expenditure	22,887	22,887	16,776	16,776
	<u>273,879</u>	<u>273,879</u>	<u>260,738</u>	<u>260,738</u>

6. Investment income

	Unrestricted Funds	Total Funds 2018	Unrestricted Funds	Total Funds 2017
	£	£	£	£
Bank interest receivable	<u>110</u>	<u>110</u>	<u>326</u>	<u>326</u>

7. Expenditure on charitable activities by fund type

	Unrestricted Funds	Total Funds 2018	Unrestricted Funds	Total Funds 2017
	£	£	£	£
Residential support	240,481	240,481	216,510	216,510
Support costs	32,791	32,791	18,176	18,176
	<u>273,272</u>	<u>273,272</u>	<u>234,686</u>	<u>234,686</u>

8. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2018	Total fund 2017
	£	£	£	£
Residential support	240,481	27,563	268,044	228,348
Governance costs	–	5,228	5,228	6,338
	<u>240,481</u>	<u>32,791</u>	<u>273,272</u>	<u>234,686</u>

9. Analysis of support costs

	Analysis of support costs activity 1	Total 2018	Total 2017
	£	£	£
Premises	20,809	20,809	4,534
Communications and IT	1,195	1,195	1,544
General office	5,613	5,613	5,760
	<u>27,617</u>	<u>27,617</u>	<u>11,838</u>

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

10. Net income

Net income is stated after charging/(crediting):

	2018	2017
	£	£
Depreciation of tangible fixed assets	<u>1,383</u>	<u>1,510</u>

11. Independent examination fees

	2018	2017
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,800</u>	<u>900</u>

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2018	2017
	£	£
Wages and salaries	161,097	148,795
Social security costs	9,882	4,472
Employer contributions to pension plans	950	332
	<u>171,929</u>	<u>153,599</u>

The average head count of employees during the year was 8 (2017: 10). The average number of full-time equivalent employees during the year is analysed as follows:

	2018	2017
	No.	No.
Management	1	1
Administration	1	1
Direct Charitable	6	8
	<u>8</u>	<u>10</u>

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

13. Trustee remuneration and expenses

No Trustees received remuneration or honorarium during the year. Nor did they receive any expenses. No employee received remuneration in excess of £60,000 p.a.

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

14. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2017 and 31 March 2018	41,086
Depreciation	
At 1 April 2017	36,554
Charge for the year	1,383
At 31 March 2018	37,937
Carrying amount	
At 31 March 2018	3,149
At 31 March 2017	4,532

15. Debtors

	2018 £	2017 £
Trade debtors	8,267	12,766
Prepayments and accrued income	7,550	12,481
	<u>15,817</u>	<u>25,247</u>

16. Creditors: amounts falling due within one year

	2018 £	2017 £
Bank loans and overdrafts	725	269
Trade creditors	5,684	3,105
Accruals and deferred income	22,944	26,672
Social security and other taxes	3,481	2,721
	<u>32,834</u>	<u>32,767</u>

17. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £950 (2017: £332).

Raphael Centre

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2017 £	Income £	Expenditure £	At 31 March 2018 £
General funds	26,563	273,989	(273,272)	27,280
Designated Fund	65,000	—	—	65,000
	<u>91,563</u>	<u>273,989</u>	<u>(273,272)</u>	<u>92,280</u>

19. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Tangible fixed assets	3,149	3,149	4,532
Current assets	123,931	123,931	119,798
Creditors less than 1 year	(34,800)	(34,800)	(32,767)
Net assets	<u>92,280</u>	<u>92,280</u>	<u>91,563</u>