

**Willingham stats: 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017**

**Appointments delivered to Willingham residents**

- Number of cases seen: 4
- Number of clients seen: 7
- Total appointments delivered: 15
- Average client payment: £46.00

**Appointments delivered at our Willingham Outpost at the Willingham Medical Practice**

- (opened in January 2017)

**Total appointments delivered to date: 14**

**Willingham Presenting Issues**

Communication: 3

Sexual problems: 2

Separation/divorce: 1

Young children: 1

Past relationships: 1

Adolescent children: 1

Work related stress: 1

*"Amazing I wouldn't have got through my relationship breakdown without them can't recommend the service highly enough."*

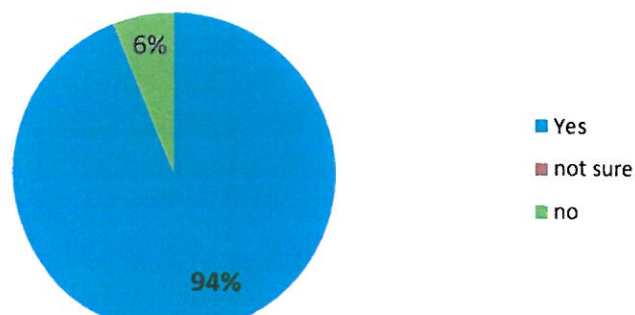
*"Relate helped me to explore complex relationship problems in a safe, anonymous, helpful environment. For me it has been a very useful learning exercise which I am using to improve those relationships."*

*"Talking to skilled Relate counsellors was the right thing for us and our marriage is stronger than ever."*

*"It was a big step for us to undertake counselling, but one without which we would not have worked out our problems. It was an essential step on our road to finding a new way forward. We now feel confident that we will make it together and are very grateful to our superb counsellor."*

## Would you recommend Relate?

**94% of clients would recommend us**





Relate Cambridge  
( A company limited by guarantee)  
Report and Accounts  
For the year ended 31 March 2016  
**Registered Charity Number**  
**1096975**  
**Company Number**  
**4664883**

**Relate Cambridge  
Report and accounts  
Contents**

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## **Relate Cambridge**

### **The report of the directors**

The directors present their annual report and accounts for the year ended 31st March 2016.

#### **Objectives and status**

The objective of Relate Cambridge is to enhance the quality of the couple and, thereby parental family relationships, to help avoid unnecessary breakdown and to limit the damage commonly accompanying poor relationships.

#### **Reference and administrative details**

Relate Cambridge is a company limited by guarantee (number 4664883) and registered charity (number 1096975). Its principal office is 3 Brooklands Avenue, Cambridge, CB2 8BB. The independent examiner is P W Accountants Ltd, Chartered Accountants, 82b High Street, Sawston, Cambridge, CB22 3HJ.

#### **Directors and trustees**

The directors of the charitable company are its trustees for the purpose of charity law. Throughout this report they are collectively referred to as the directors. The directors serving during the year and since the year end are as follows:

N Burns (resigned 2 June 2015)  
J Dibnah  
P Izzett  
P Law (appointed 1 September 2015)  
I Maddison  
K McCorquodale (resigned 4 September 2016)  
J Rackowe  
Dame V Sutherland  
W Thurley  
D Webb

#### ***Recruitment and appointment of new director trustees***

Each year director trustees are elected from the members of Relate Cambridge at the AGM. During the year, up to two more members may be co-opted onto the Executive Committee but stand for election in subsequent years. Potential director trustees who support and can contribute to the organisation are encouraged to join. This is done by advertising, charity networks and contacts.

#### ***Risk management***

The directors of Relate Cambridge have considered the major risks to which the charity is exposed, in particular those related to the operations and finances of the centre, and are satisfied that systems are in place to mitigate its exposure to all the major risks.

## Relate Cambridge

### The report of the directors

#### Financial review

##### *Policies on reserves and adequacy of assets of each of the funds*

The directors have established a Reserves Policy in order to maintain reserves which are generally required for the organisation and include a contingency fund to meet unforeseen emergencies. They will also maintain reserves at an overall level which enables the management of short term cash flow fluctuations.

As of 31 March 2016, the directors have a Trustee Reserve of £90,675 (2015: £80,750) to cover three months running costs as recommended by Relate Central Office. The directors are satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

The financial statements set out on pages 6 to 12 have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The directors are satisfied with the delivery of services of the charity during the year. Following the loss of local authority funding, as reported in previous years, the centre has had to ask for greater support from those using the service. Coupled with strong demand and efforts by the administration team to fill more of the counselling slots the centre has delivered more hours of counselling and has therefore been able to increase income. This has resulted in a net surplus for the year. The directors are satisfied that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

The Statement of Financial Activities shows incoming resources for the year of a revenue nature of £399,313 (2015: £343,865), giving realised net resources of £56,822, (2015: £36,562). A majority of the expenditure is spent on provision of the counselling service, management and administration.

The directors would particularly like to thank the following for their support:

Girton Town Charity  
Awards for All  
John Huntingdon's Charity  
Huntingdon Freeman Trust

In addition to the financial costs reported in these accounts the counsellors give an average one free hour per week to the charity. If this time were to be paid there would be an additional cost to the charity of £14,674.

## Relate Cambridge

### The report of the directors

#### Statement of directors' responsibilities

The Charities Acts and the Companies Acts require the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business, and
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The directors are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. 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.

The directors are also responsible for the contents of the directors' report, and the responsibility of the independent examiner in relation to the directors' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on 28 September 2016.



I Maddison  
Chairman

**Relate Cambridge**  
**Independent Examiner's Report to the directors of the charity**

**Report of the Independent Examiner to the directors**  
**on the accounts of the Charity for the year ended 31 March 2016**

We report on the financial statements of the Charity on pages 6 to 12 which have been prepared in accordance with the Charities Act 2011 and with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales, effective April 2005 as modified in June 2008 (The SORP), under the historical cost convention and the accounting policies set out on page 8.

**Respective responsibilities of trustees and examiner**

As described on page 2, the Charity's trustees, who also have the functions of directors, are responsible for the preparation of the financial statements.

The trustees are satisfied that the audit requirement of Section 144(2) of the Charities Act 2011 (the Act) does not apply and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Companies Act 2006, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied ourselves that the charity is not subject to a full audit under company law, or otherwise, and is eligible for independent examination, it is our responsibility to:-

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

**Basis of opinion and scope of work undertaken**

We have conducted our examination in accordance with the General Directions given by the Charity Commissioners for England and Wales setting out the duties of an independent examiner issued by the Charity Commissioners under section 145(5)(b) of the Act in relating to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the charity and of the accounting systems employed by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the trustees concerning any such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the Statement of Recommended Practice issued by the Charity Commissioners for England and Wales (effective April 2005 as modified June 2008), on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently we do not express an audit opinion on the view given by the financial statements, and in particular, we express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and our report is limited to the matters set out in the statement below.

We planned and performed our examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report we obtain written assurances from the trustees of all material matters.



### Independent Examiner's Statement, report and opinion

Subject to the limitations upon the scope of our work as detailed above, in connection with our examination, we can confirm that

- 1) in accordance with Regulation of the Charities (Accounts and Reports) Regulations 2008, the accounts of this incorporated charity are not required to be audited under Part 16 of the Companies Act 2006;
- 2) the gross income of the charity in the year ended 31 March 2016 appears to exceed the sum specified in Section 144(3A) of the Charities Act 2011, namely £250,000 and that we are qualified to act as independent examiner in accordance with that section by virtue of being a qualified member of the Institute of Chartered Accountants of England and Wales.
- 3) this is a report in respect of an examination carried out under section 145 of the Charities Act 2011 and in accordance with any directions given by the Commission under subsection (5)(b) of that section which are applicable;
- 4) that no matter has come to our attention in connection with our examination which gives us reasonable cause to believe that in any material respect the requirements
  - (i) to keep proper accounting records in accordance with section 396 of the Companies Act 2006;
  - (ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and
  - (iii) that the financial statements be prepared in accordance with the methods and principles set out in the Statement of Recommended Practice - Accounting and Reporting by Charities have not been met.

*PW Accountants Ltd*

PW Accountants Ltd  
Chartered Accountants  
82b High Street  
Sawston  
Cambridge  
CB22 3HJ

The date upon which our opinion is expressed is :-  
28 September 2016

Relate Cambridge  
Statement of Financial Activities including income and expenditure account  
for the year ended 31 March 2016

		Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	Notes	2016 £	2016 £	2016 £	2015 £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>					
Voluntary Income		25,680	-	25,680	12,046
Activities for generating funds		373,189	-	373,189	331,579
Investment Income	4	444	-	444	240
<b>Total incoming resources</b>		<b>399,313</b>	<b>-</b>	<b>399,313</b>	<b>343,865</b>
<i>Costs of generating funds</i>					
Costs of generating voluntary income		1,215	-	1,215	1,354
<i>Costs of charitable activities</i>		332,776	-	332,776	297,631
<i>Governance costs</i>		8,500	-	8,500	8,318
<b>Total resources expended</b>		<b>342,491</b>	<b>-</b>	<b>342,491</b>	<b>307,303</b>
<b>Net incoming resources before transfers between funds</b>		<b>56,822</b>	<b>-</b>	<b>56,822</b>	<b>36,562</b>
<b>Net movement in funds</b>		<b>56,822</b>	<b>-</b>	<b>56,822</b>	<b>36,562</b>
<b>Reconciliation of funds</b>					
<i>Total funds brought forward</i>		96,440	-	96,440	59,878
<b>Total Funds carried forward</b>	10	<b>153,262</b>	<b>-</b>	<b>153,262</b>	<b>96,440</b>

The net movement in funds referred to above is the net incoming / outgoing resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the balance sheet on page 7 as required by the said statement.

All activities derive from continuing operations

The notes on pages 8 to 12 form an integral part of these accounts.

**Relate Cambridge  
Balance Sheet  
as at 31 March 2016**

		2016 £	2015 £
Fixed Assets	7	7,692	2,043
<b>Total fixed assets</b>		<u>7,692</u>	<u>2,043</u>
<b>Current assets</b>			
Debtors	8	20,606	10,136
Cash at bank and in hand		151,692	114,217
<b>Total current assets</b>		<u>172,298</u>	<u>124,353</u>
<b>Creditors:-</b>			
amounts due within one year	9	(26,728)	(29,956)
<b>Net current assets</b>		<u>145,570</u>	<u>94,397</u>
<b>Total assets less current liabilities</b>		<u>153,262</u>	<u>96,440</u>
<b>Net assets</b>		<u>153,262</u>	<u>96,440</u>
<b>The funds of the charity :</b>			
<b>Unrestricted income funds</b>			
Unrestricted revenue accumulated funds	10	153,262	96,440
<b>Total unrestricted funds</b>		153,262	96,440
<b>Total charity funds</b>		<u>153,262</u>	<u>96,440</u>

The directors are satisfied that for the year ended on 31 March 2016 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 4.

The director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities ( effective April 2008).



**Ian Maddison  
Director**



**Paul Izzett  
Director**

**Approved by the board of trustees on 28 September 2016**

**The notes on pages 8 to 12 form an integral part of these accounts.**

**Relate Cambridge**  
**Notes to the Accounts**  
**for the year ended 31 March 2016**

**1 Accounting policies**

***Basis of preparation of the accounts***

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, (revised June 2008). The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Act 2006, and include the results of the charity's operations which are described in the report of the directors, all of which are continuing.

Insofar as the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, (revised June 2008) requires compliance with specific Financial Reporting Standards other than the FRSSE then the specific Financial Reporting Standards have been followed where their requirements differ from those of the FRSSE.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP. The charity has taken advantage of the exemption in the FRSSE from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

***Accounting convention***

The financial statements are prepared on a going concern basis, under the historical cost convention.

***Deferred income***

In accordance with the Statement of Recommended Practice for Accounting and Reporting (revised June 2008) issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

***Resources expended***

Expenditure is recognised when a liability is incurred and is allocated to expense headings on a direct cost basis.

***Management and administration***

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes the costs of all directors' and management committee meetings and the AGM. It also includes the cost of the Independent Examiner's Report and affiliation fees payable to National Relate.

**Relate Cambridge**  
**Notes to the Accounts**  
**for the year ended 31 March 2016**

***Fixed assets and depreciation***

All tangible fixed assets are stated at cost less depreciation. Items of less than £100 are not capitalised. Depreciation has been provided at the following rates in order to write off the assets (less their estimated residual value ) over their estimated useful economic lives.

Computer equipment	25% straight line
Office furniture	20% straight line

***Taxation***

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

***Funds structure policy***

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the directors in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment. Funds received by the charity for a particular purpose (Restricted Funds) are carefully monitored and applied in accordance with the restrictions placed upon them.

<b>2 Surplus for the financial year</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
This is stated after crediting :-		
Revenue turnover from ordinary activities	398,869	343,625
and after charging:-		
Depreciation of owned fixed assets	1,390	877
Rentals under operating leases	23,300	21,933
Independent examiner's fees	840	840

**3 Detailed analysis of certain transactions required by the 2005 revision to the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (effective April 2005 and revised June 2008)**

Various items of support costs and charitable expenditure which are required by the 2005 revision to the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (effective April 2005 and revised in June 2008) to be disclosed in the notes to the accounts are set out in the Detailed Schedule to the Statement of Financial Activities which should be read together with these notes.

<b>4 Investment Income</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Bank deposit interest received	444	240

**Relate Cambridge**  
**Notes to the Accounts**  
**for the year ended 31 March 2016**

**5 Analysis of charitable expenditure**

An analysis of charitable expenditure by activity is included in the detailed schedule to the Statement of Financial Activities.

**6 Staff costs and emoluments**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Wages and salaries	238,465	216,447
Social security costs	9,759	8,220
Pension contributions	654	-
	<u>248,878</u>	<u>224,667</u>

During the year the charity commenced an Auto Enrolment compliant pension fund for the benefit of the employees.

<b>Numbers of full time employees or full time equivalents</b>	<b>2016</b>	<b>2015</b>
Direct Charitable (including unpaid volunteer staff)	9	9

The above number does not include directors who are not permitted to receive remuneration for their duties. In view of the nature of the charities activities the majority of total administrative and counselling staff do not work full time. The full time equivalent number disclosed above masks the fact that 40 (2015: 40) people provide time to the charity. Expenses paid to directors totalled £40 (2015: £40). There were no related party transactions requiring disclosure.

**7 Tangible functional fixed assets**

	<b>Furniture and equipment £</b>
<b>Cost</b>	
At 1 April 2015	17,551
Additions	7,039
At 31 March 2016	<u>24,590</u>
<b>Depreciation</b>	
At 1 April 2015	15,508
Charge for the year	1,390
At 31 March 2016	<u>16,898</u>
<b>Net book value</b>	
At 31 March 2016	<u>7,692</u>
At 31 March 2015	<u>2,043</u>

**Relate Cambridge**  
**Notes to the Accounts**  
**for the year ended 31 March 2016**

<b>8 Debtors</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade debtors	11,707	1,195
Debtors - gift aid recoverable	8,409	8,551
Prepayments	390	390
Other debtors	100	-
	<u>20,606</u>	<u>10,136</u>

<b>9 Creditors: amounts falling due within one year</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade creditors	7,908	6,571
Accrued expenses	9,410	9,935
Accrued pension contributions	125	-
Deferred income - Awards for All	4,830	9,990
Deferred income - bursary funds	4,455	3,460
	<u>26,728</u>	<u>29,956</u>

In March 2015 the centre received a grant from Awards for All. This grant, which is for children's counselling, will be recognised as and when the counselling project is undertaken.

**10 Analysis of net assets between funds**

	<b>Fixed Assets</b>	<b>Current Assets</b>	<b>Creditors (incl deferred income)</b>	<b>Net Current Assets</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Funds</b>				
Trustees Reserve	7,692	82,983	-	90,675
General Fund	-	89,315	(26,728)	62,587
<b>Total Funds</b>	<u>7,692</u>	<u>172,298</u>	<u>(26,728)</u>	<u>153,262</u>

As recommended by Relate Head Office. The trustees reserve should equate to three months running costs of £ 90,675.

**Analysis of unrestricted fund movements**

	<b>Funds at 2015</b>	<b>Movements in Funds as below</b>	<b>Transfers Between funds</b>	<b>Funds at 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trustees Reserve	80,750	-	9,925	90,675
General Fund	15,690	56,822	(9,925)	62,587
	<u>96,440</u>	<u>56,822</u>	<u>-</u>	<u>153,262</u>

**Relate Cambridge**  
**Notes to the Accounts**  
**for the year ended 31 March 2016**

**11 Company status and winding up or dissolution of the charity**

Relate Cambridge is a company limited by guarantee not exceeding £1 per member. The company has no share capital. If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.



**Relate Cambridge**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31 March 2016**

**Status of this schedule to the Statement of Financial Activities**

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Prior Period Total Funds 2015 £
<b>Incoming Resources</b>				
<b>Voluntary income</b>				
<b>Incoming resources of a revenue nature</b>				
Donations	17,480	-	17,480	8,796
Local authority funding	8,200	-	8,200	3,250
<b>Total voluntary income</b>	<b>25,680</b>	<b>-</b>	<b>25,680</b>	<b>12,046</b>
<b>Activities for generating funds</b>				
Fundraising activities	20	-	20	661
Income from client services (including Gift Aid)	310,400	-	310,400	305,717
Income from contracted services - Schools Project & Littlehey	59,839	-	59,839	23,124
Training services	1,990	-	1,990	435
Membership fees	940	-	940	1,642
<b>Total of activities for generating funds</b>	<b>373,189</b>	<b>-</b>	<b>373,189</b>	<b>331,579</b>
<b>Investment income</b>				
Bank deposit interest received	444	-	444	240
<b>Total investment income</b>	<b>444</b>	<b>-</b>	<b>444</b>	<b>240</b>
<b>Total incoming resources</b>	<b>399,313</b>	<b>-</b>	<b>399,313</b>	<b>343,865</b>

**Relate Cambridge**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31 March 2016**

**Status of this schedule to the Statement of Financial Activities**

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Prior Period Total Funds 2015 £
<b>Costs of generating funds</b>				
<i>Costs of generating voluntary income</i>				
Fundraising and publicity	1,215	-	1,215	1,354
<b>Total costs of generating voluntary income</b>	<b>1,215</b>	<b>-</b>	<b>1,215</b>	<b>1,354</b>
<b>Charitable expenditure</b>				
<i>Support costs of charitable activities</i>				
Staff salaries (including supervision)	104,694	-	104,694	105,900
Staff expenses and recruitment	3,233	-	3,233	3,298
Pension contributions	654	-	654	-
Staff training	341	-	341	406
Counsellor salaries	143,530	-	143,530	118,767
Counsellor expenses	9,938	-	9,938	11,641
PST supervision	157	-	157	-
Volunteer receptionists expenses	737	-	737	800
Bursaries - counsellors	175	-	175	621
Payroll costs	1,200	-	1,200	1,044
Library	22	-	22	-
Counsellor training	1,297	-	1,297	7,972
Outpost room hire	7,038	-	7,038	4,154
Rent payable	23,300	-	23,300	21,933
Heat, power and rates	6,306	-	6,306	1,663
Insurance	1,147	-	1,147	1,154
Repairs and renewals	5,928	-	5,928	794
Telephone	3,573	-	3,573	2,684
Appointments system	5,306	-	5,306	3,746
Printing, postage, stationery and cleaning	8,970	-	8,970	7,461
Bank charges	2,790	-	2,790	1,870
Professional fees and CRB checks	-	-	-	160
Sundry expenses	1,050	-	1,050	687
Depreciation of fixed assets used for charity	1,390	-	1,390	877
	<b>332,776</b>	<b>-</b>	<b>332,776</b>	<b>297,631</b>

**Relate Cambridge**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31 March 2016**

**Status of this schedule to the Statement of Financial Activities**

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2016	2016	2016	2015
	£	£	£	£
<b><i>Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work</i></b>				
<b><i>Specific governance costs</i></b>				
Independent examiner's fees	840	-	840	840
Directors expenses	106	-	106	40
National Relate Federation service charge	7,219	-	7,219	6,952
AGM and Annual report	335	-	335	486
<b>Total governance costs</b>	<b>8,500</b>	<b>-</b>	<b>8,500</b>	<b>8,318</b>

The basis for the allocation of costs as shown above is explained in the accounting policies and the notes to the accounts.

