



REVITALISE RESPITE HOLIDAYS

Annual Report and Consolidated

Accounts for the year ended 31st January 2017

Company Number 2044219. Registered Charity Number 295072.

Who we are

Revitalise is a national charity providing short breaks (respite care) for disabled people and carers. We also offer inspirational opportunities for volunteers through one of the largest, most diverse volunteer programmes in the UK.

Our mission

Our mission is to enable people with disabilities in the UK to access essential breaks with care, and provide inspirational volunteering opportunities.

Our year

- We provided 4,601 (2016 - 4,566) breaks to individuals, including carers, who are affected by serious disabilities or medical conditions, and desperately need respite care.
- Volunteers worked 3,221 (2016 – 3,467) weeks at our centres to ensure that all our guests had a break that offered fun, freedom and choice.
- Our 13 charity shops benefitted from 75 (2015 -98) volunteers working to raise funds to support our activities.
- Our residential centre at Ellerslie Court in Southport, provided a home for 13 adults with disabilities. In February 2013, we announced and commenced consultation on our intention to transfer Ellerslie Court, in line with the strategy set out in the Trustees' Report. On 28th July 2016, we completed the transfer of the home to an established residential care home operator.
- In January 2017, Simplyhealth became the sponsor of the Great Run Series. At the same time Revitalise was announced as Simplyhealth's headline charity for 2017. Revitalise is therefore set to benefit both financially and in terms of public awareness as a result of its association with Simplyhealth.

The team

Trustees

Mindy Sawhney Chairman

Mindy joined the Revitalise Board of Trustees in 2003, becoming Chairman in September 2010. Mindy runs her own consulting practice, advising clients in the private, public and voluntary sector on strategy, change and organisation development, both in the UK and overseas.

Linda Beaney Vice Chairman

Linda has been a trustee of Revitalise since 2009, when it took over London Care Connections, of which she had been a trustee for four years. Linda has recently retired as Chair of a firm of London residential estate agents which she started twenty years ago. Before that, she was the partner responsible for the London residential and development operation of Hamptons and for four years was Co-Chair of the Chelsea Harbour Residents Association. Additionally, Linda has for many years devoted part of her spare time to charitable causes and was formerly a director of the Hornchurch Theatre Trust and a member of the development council of Shakespeare's Globe. In 1984 she was made a Freeman of the City of London. Linda is a member of the Income and Market Development Committee and the board of Revitalise Enterprises Limited.

Philip White Vice Chairman

Philip joined the Board in 2009 having previously served as a committee member. Philip is an accountant and has worked in the finance sector for 25 years across a wide range of disciplines, specialising in risk for the past 7 years. Philip is a member of the Finance, Audit & Risk Committee.

Gavin Wright Vice Chairman

Gavin joined the Revitalise Board in 2011. Gavin is the Director Of Human Resources at the University Of Brighton and has had a varied career in both the private and public sector specialising in HR and people development.

Mike Ashton Chair of Income & Market Development Committee

Mike is the founder and current Managing Director of consulting and training business Ashton Brand Consulting Group (ABCG), which helps businesses to implement training solutions that transform their customer experience, manage change and enhance performance. In his varied career Mike has been a Strategic Brand Advisor to the Welsh Government.

Simon Law Chair of Finance, Audit & Risk Committee

Simon is currently Head of Audit at Nationwide Building Society. Previously Simon has been Finance Business Partner to the Chief Operations Officer at Nationwide. Simon's background is in stakeholder management, financial controls, financial appraisals and internal and external audit. Simon has been at Nationwide for over 9 years joining from Volvo Financial Services after qualifying at KPMG in Birmingham in 2000 where he specialised in financial services. Simon was also trustee of Nationwide's charitable foundation for 5 years until 2013.

REVITALISE

Richard Poxton Chair of Guest Experience Committee.

Richard joined the Revitalise Board in 2010. He has worked on the policy and development side of social care for much of his working life, most recently on a self-employed basis. He has spent much of the past few years working on issues to improve outcomes for people with learning disabilities.

Victoria Schneider

Victoria is a solicitor with Bates Wells and Braithwaite, where she specialises in advising charities and social enterprises. Before this position, Victoria worked as an in-house solicitor at the NSPCC. Victoria is a member of the Guest Experience Committee.

Peter Cheer Appointed 12th July 2016

Peter worked in social care services for 30 years, including 7 years with the Birmingham Health Authority and 16 years with Sense, the national deafblind charity, where he was Group Director of Operational Services for 6 years. In 2015, Peter founded a consultancy to provide support to providers who have to deliver person-centred care and support. Peter is a member of the Guest Experience Committee.

Lesley Lindberg Appointed 27th September 2016

Lesley's career has been in senior marketing positions with global companies, including KLM Royal Dutch Airlines, Hertz and Williams Lea. In 2014, Lesley co-founded KOYO – Marketing Capability, a consulting company that helps executive and marketing teams to build customer-led growth strategies, and create the teams to deliver them. Lesley is a member of the Income & Market Development Committee.

David Robinson Resigned 11th July 2017
Fran Woodard Resigned 4th April 2016

Patron

Samantha Cameron

Vice Presidents

Dame Judi Dench CH DBE
Hugh Kemsley OBE MA FRICS
Tim Prideaux
The Rt. Hon. The Lord Crawshaw
Sir Andrew Buchanan Bt

Dame Esther Rantzen CBE
Denis Green
John Spence OBE
Arthur Smith

Honorary Ambassadors

Dan Bentley

Dan has been involved with the sport of Boccia for over 12 years, being a member of the Paralympics GB team in London in 2012, and winning a gold medal at the Paralympics in Beijing in 2008.

Nick Skelton CBE

Revitalise offered the position to Nick in 2016, due to his incredible show-jumping achievements, culminating in an individual show jumping gold at the 2016 Rio Olympics, and his personal experience of disability caused by a neck injury in 2000, from which Nick subsequently made a full recovery.

Nick has had a long and very successful career in equestrianism and received an OBE for services to equestrian sport in 2012. Later, Nick won a team show jumping gold medal at the London 2012 Olympics, and surpassed this with individual gold in Rio four years later - making him the oldest British Olympic gold medallist since 1908. For this, and in recognition of his continued service to equestrian sport, Nick was elevated to a CBE.

David Smith

David is the joint most successful British boccia player in history. David was a member of the British boccia team that won a gold medal at the 2008 Summer Paralympics in Beijing. David competed in the 2012 Summer Paralympics in London, winning a team bronze medal and an individual silver medal. At the 2016 Rio Summer Paralympics David won an individual gold medal.

Senior Management Team

None of the following are directors within the meaning of the Companies Act.

Chris Simmonds	Chief Executive.
Darren Holloran	Director of Operations.
John Parker	Finance Director and Company Secretary.
Andy Simons	Director of Marketing and Fund Raising.

Our advisers

Solicitors

Bond Dickinson
1 Whitehall Riverside
Leeds
LS1 4BN

Bankers

Barclays Bank
1 Churchill Place
London
E14 5HP

Statutory Auditors

haysmacintyre
26 Red Lion Square
London
WC2R 4AG

Our centres

Revitalise Jubilee Lodge

Grange Farm
High Road
Chigwell
Essex
IG7 6DP

Revitalise Netley Waterside

Abbey Hill
Netley Abbey
Southampton
Hampshire
SO31 5FA

Revitalise Sandpipers

Fairway
Southport
Merseyside
PR9 0LA

Our administration and registered office

212 Business Design Centre
52 Upper Street
London
N1 0QH

Thank you to all our supporters

Revitalise would like to thank the following trusts, foundations, grant making bodies and companies for their generous support during the 2016/17 financial year:

ABF The Soldiers' Charity	John James Bristol Foundation
Adint Charitable Trust	Loppylugs and Barbara Morrison Charitable Trust
The Astley Trust	Loughton Town Council
Banbury Town Council	Louis and Valerie Freedman Charitable Settlement
The Boshier-Hinton Foundation	Mid Sussex District Council
Bruce Wake Charitable Trust	Millichope Foundation
Burgess Hill Town Council	Newlands Fund
Cantiacorum Foundation	Peacock Charitable Trust
City Bridge Trust	Portishead Town Council
Corsham Town Council	Queen Mary's Roehampton Trust
Derby and Derbyshire Disabled Soldiers' Settlement	RAF Benevolent Fund
Didcot Town Council	Richard Lawes Foundation
Donald Forrester Trust	Royal Leamington Spa Town Council
Dunhill Medical Trust	Royal Naval Benevolent Trust
E D Charitable Trust	Scouloudi Foundation
Epping Forest District Council	Seafarers UK
Eveson Charitable Trust	Simplyhealth
Felixstowe Town Council	Sobell Foundation
Garfield Weston Foundation	The Jessie Spencer Trust
Gerald Palmer Eling Trust	Sovereign Health Care
Greendale Trust	St Thomas' Dole Charity
Greenham Common Trust (The Good Exchange)	Stotfold Town Council
Helen Roll Charity	The Inman Charity
Inchrye Trust	Valentine Charitable Trust
	Westminster Amalgamated Charity

Our warmest thanks also go out to the many individuals who have made generous donations to Revitalise during the year. Every donation helps more disabled people and carers to get the break they deserve and need. We also thank the many hundreds of volunteers who gave their time and energy, fun and compassion, through their work at all the Revitalise centres and the Revitalise Shops: you are at the heart of the Revitalise magic.

In order to make a donation and find out more about the inspirational volunteering opportunities we offer, please log on to www.revitalise.org.uk or telephone 0303 303 0147.

Contents

	Page
Chairman's Review	9
Chief Executive's Review	10
Trustees' Report	11
Objects and public benefit	11
Strategic Report	14
Review of activities for 2016/17	14
Future plans	15
Financial review	15
Structure, governance and management	19
Risk management and internal control	21
Staff and volunteers	21
Statement of Trustees' responsibilities	22
Auditors	23
Independent Auditors' Report to the Members of Revitalise	24
Consolidated Statement of Financial Activities	26
Balance Sheets	27
Consolidated Cash Flow Statement	28
Notes to the Accounts	29 to 38

Chairman's Review

2016 has been another busy, productive year for Revitalise.

Our staff and volunteers have worked with imagination and commitment to provide almost 5,000 breaks for those who need 24 hour support and care.

At the same time as continuing to provide an excellent service for disabled people and carers from our current three centres, we have made good progress with our search to find a location within Worcestershire where we can open our fourth centre. We are determined to find a great location where we can advance our unique vision for respite holidays, and extend our service to the thousands of people who need a break.

During 2016, we invited Nick Skelton to become a Revitalise Honorary Ambassador. Nick is a world-renowned show jumping rider whose career has spanned nearly 38 years, winning thousands of classes and hundreds of Grand Prix' events. A very serious injury in September 2000 forced Nick to retire from show jumping in 2001 but he made an amazing recovery and made the courageous decision to compete again. I am inspired by his talent and determination, and delighted that he has accepted our offer.

In January 2017, we received some very exciting news: our friends at Simplyhealth have become the sponsor of the Great Run Series, and they have made Revitalise their nominated charity for 2017. The Great Run Series is the UK's biggest mass participation series of runs. Any runners enrolling for any of the Great Runs without a chosen charity, will be encouraged to run for Revitalise, and we plan to use the money raised to reach out to disabled people in acute financial hardship. Members of the Simplyhealth and Revitalise teams have already competed in a number of events, and many of us are targeting the Great South Run in the Autumn to run for Revitalise.

My thanks to all of our guests, volunteers, staff and supporters, who share their stories and gifts and in so doing make Revitalise a magical part of so many lives. I very much look forward to working together to make that magic available to many more people.

Mindy Sawhney
Chairman

Chief Executive's Review

2016 was another exciting year for Revitalise, as we provided a total of 4,601 breaks to disabled people and carers and our centres were on average 81% full, with Sandpipers again near capacity at 85%.

We are very pleased to be able to announce that we achieved an operating surplus of £459,000, an increase of 238% from last year's £136,000.

At Revitalise we understand that a respite holiday comes at a cost. This is not always affordable for some of our guests and with this in mind we challenged ourselves to do more to ensure those in need of respite breaks are able to take them.

Historically, all the breaks we provided were subsidised - but in 2016, for the first time ever the price of a break reflected what it cost, affording us the opportunity to direct our fundraised income to help those most in financial need. Through initiatives such as 'Before Breaking Point', The Joan Brander Memorial Fund and the newly launched Revitalise Support Fund we made over £600,000 available to those facing acute financial hardship.

Michelle, a carer for her mum and dad – who used the Fund said that she was able to leave the stress and hassle of their everyday lives behind and spend quality time together as a family. It is this strengthening of relationships that is at the core of what we do and why we must continue to seek ways to expand and I am confident that the progress we have made this year with our current centres will provide a solid base for future growth.

Increasing hardship funding is important to people like Michelle and our Vice President Dame Esther Rantzen kindly led our Christmas Campaign which shone a light on the issue of isolation and loneliness that affects many of our guests.

Another innovation in the year of which I am proud is our partnership with the Stroke Association to launch respite holidays for stroke survivors and their carers. An initial pilot week resulted in 87% of the participating stroke survivors reporting that they felt the positive effects of their breaks a month afterwards. We therefore rolled out the idea of dedicated weeks at all three of our centres in January 2017, with our nursing and care teams receiving specialist training from the Stroke Association.

With an increased number of guests visiting us 2016, 9 out of 10 rated their accommodation, level of care, level of service and their overall experience of Revitalise as good or excellent . 96 % of guests and carers told us proper breaks away were essential to sustaining a good caring relationship. It is with these heartening results that our determination and imagination to continue to fulfil our mission is stronger than ever as we move optimistically into 2017.

Chris Simmonds
Chief Executive

Trustees' Report

Objects and public benefit

Our objects are to promote the welfare and rehabilitation of physically disabled persons and promote other charitable purposes.

Our vision is a society in which choice and opportunity are available to all.

Our mission is to enable people with disabilities in the UK to access essential breaks with care, and to provide inspirational volunteering opportunities.

Our services are the provision of short breaks for people with disabilities and carers at our accessible centres, offering on-call 24-hour care, personal support and a choice of activities and excursions. Short breaks are run from Revitalise Jubilee Lodge in Essex, Revitalise Netley Waterside House in Southampton, and Revitalise Sandpipers in Southport.

Our partnerships enable us to work with others to achieve our aims, as this contributes both to service relevance and to the cost effective realisation of our purpose. We have active working relationships with a number of organisations, including the Multiple Sclerosis Society, Newlands Fund, Simplyhealth, the Stroke Association and Dementia Action Alliance, all of which are designed to make our services more accessible to the people who will most benefit from them.

Our public benefit can be measured by first, the number of people with disabilities to whom Revitalise provides essential services, together with their carers; second, the inspirational opportunities we offer to volunteers; and third the financial assistance we provide to help those in financial need.

In 2016, we provided 4,601 (2015 - 4,566) breaks to guests who might otherwise not have been able to take a break. According to our guest survey, 96% of guests would recommend a Revitalise break. Our average guest survey score is 1.6, where 1 is excellent and 2 is good.

Revitalise benefits people like Loraine and Chris :

Loraine Harris



Patricia is Loraine's mum and has been her full-time sole carer for 40 years. Having recently retired, Patricia has balanced being a busy single mum, with working and providing daily, round-the-clock care for her daughter with minimal support for herself.

As well as caring for Loraine, Patricia also looks after her son, his partner and their new born baby, who have just moved into the house. Patricia is extremely busy and was worried the lack of a break would be damaging to her health, which would mean being unable to care for Loraine. "I have a bad back myself", said Patricia, "and I need help showering Loraine. I'm supposed to be retired but I'm a full time carer. I get disturbed every night to help Loraine go to the toilet, as she is fully dependent on me. I've always enjoyed working but I do feel rushed off my feet".

Whilst Loraine was enjoying her break at Jubilee Lodge, Patricia had the opportunity to clean up the house and catch up on any bits of admin and sort through paperwork, which she didn't have time to do before. "Knowing she's going somewhere she loves, I don't have to worry about her and can relax. It sets me up for the next few months", explained Patricia. "It was wonderful to have a break and get things done. Loraine might go back for two weeks in the summer if we can; then I can finally get round to decorating her bedroom for her, which is long overdue".

The respite break has had a huge impact on Loraine, Patricia and other members of the family, particularly those who live with them. It has meant they can all have a rest and get things done they might not have been able to do before. When she goes to Jubilee Lodge, Loraine has people there who can help her and take her on days out. At home, Patricia doesn't want Loraine sitting in doors all the time, but as Loraine uses a wheelchair and Patricia has a scooter, they can't get very far and the places they can visit together are limited. "I feel very stressed about the lack of accessibility, but so happy that Loraine is having a good time at the centre. As soon as she comes back, she asks when she can go again. I'd love her to be able to go on more breaks."

The week-long break meant Loraine was able to do some of the things she loves and meet new people and it gave Patricia much-needed time to relax and concentrate on herself. Patricia said, "If she (Loraine) didn't go away at all, life would be difficult. I would be unhappy and worry I'd make myself ill. It has been a life saver."

Chris Wertheim



Chris and his wife Mieko have always enjoyed a busy, active life together. However, their lives suddenly and unexpectedly changed when Chris suffered a stroke and four years later, he now lives with dementia. Wanting to support her husband as much as possible, Mieko is now Chris' full-time carer, providing him with much needed daily support, both physically and mentally.

Although unsteady on his feet and needing to use a wheelchair at times, Chris is determined to continue his active lifestyle and with Mieko's assistance and ability to drive him to appointments, he attends weekly yoga, pilates and fall-prevention classes, lessons to improve his confidence and self-esteem and participates in a singing group.

As well as making sure Chris stays active, Mieko organises his correspondence, travel arrangements and medical appointments, making sure he is accompanied and supervised on his visits, which leaves little time for her to manage her own needs. She also supports Chris with his personal care, household tasks and prepares all of his meals. After four years without respite and bearing the responsibility of being his sole carer, Chris and Mieko both agreed they needed a break before she burnt out. "I wanted to make sure Mieko had a break and live her life on her own time", said Chris.

Chris and Mieko have struggled to find a suitable place which provides respite breaks that are easy to get to and meets Chris' needs. The break at Jubilee Lodge allowed Chris to rest, do things in his own time and go to bed when he wanted. "It was nice to build up a rapport with the staff and volunteers. I used to be a lecturer and brought some of my reading material with me which I shared with the volunteers. They asked lots of questions and we shared stories - they also kept me topped up with lots of tea!"

Having the break at Jubilee Lodge was a big step for Chris, as he is so used to having Mieko's round-the-clock support and doesn't like to do things without her. "It's not easy to cope with someone like me. I can become forgetful and my communication isn't good, but I knew the break would take the burden off Mieko", explained Chris. It was important for him that whilst he was away, for Mieko not to worry and make the most of the opportunity and go away herself. "(At Jubilee Lodge) when I felt unsteady on my feet, I could ask for assistance and felt safe. I didn't fall once during the holiday, which was brilliant! The volunteers do want to learn how to deal with disabled people - they are very caring".

Whilst Chris was away, Mieko felt fully refreshed. She had longed to go away herself so drove down to the south coast on her own and spent the time relaxing, spending time by herself and

visiting antique fairs – something which isn't accessible to her when she's with Chris. "It gave us a very nice break", said Mieko. "I felt refreshed and relaxed and happy that Chris was being looked after. Chris was very happy when he came back and he really enjoyed the break. We are now agreeing that we need to do this more often".

We provided 1,460 (2015 – 1,460) volunteers with the opportunity to work with us in providing a memorable experience for guests, as well as obtaining a valuable and rewarding experience themselves. 86% of our volunteers are aged between 17 and 25. Our average volunteer score rating their satisfaction with their Revitalise volunteering experience, is 1.1, where again 1 is excellent and 2 is good.

Our fundraising enabled us to provide additional assistance totalling £620,000 to those facing particular financial hardship. We do this through a special fund established in honour of our founder, Mrs Joan Brander. This year the Joan Brander Memorial Fund aided 298 (2016 – 278) individuals and families who have been prevented from taking a break for as many as 10 years due to financial hardship. We also gave financial assistance for a break to a further 213 (2016 – 129) people as a result of a generous donation from simplyhealth, the health insurance provider. Finally, Revitalise has created its own support fund in 2016, which gave financial assistance to 298 people who were suffering from a demonstrable deterioration in their financial circumstances.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning its future activities. In particular, the Trustees consider that the new planned activities will contribute to the aims and objectives that have been set.

Strategic Report

Review of activities for 2016/17

In the years up to 2009, Revitalise followed a strategy of diversification and acquired a number of other services, some in areas in which we are not significant providers. The environment in which we operate is not an easy one and has become increasingly challenging, with significant competition for fundraising income and changes to government and local authority funding. The demands of our guests are also changing along with their expectations of the services we provide. In early 2010, the Board of Trustees undertook a major review of the Charity's position. We reviewed our mission and vision and reviewed the services we provided against that benchmark. As a result of that review, the Board agreed upon a strategy for the next five years, namely:

- Focus on the core service of providing essential breaks with care for people with disabilities and their carers, providing superb nursing and social care, together with memorable experiences
- Transfer responsibility for services not core to our mission to other providers
- Strengthen service sustainability through reducing costs and increasing fees to cover the costs of service delivery
- Emphasise our commitment to providing inspirational volunteering opportunities
- Increase reserve fundraising income to invest in:
 - The guest experience and service quality
 - Financial subsidies for guests in greatest need
- Reach out to greater numbers of disabled people and carers

REVITALISE

- Strengthen the trustee and executive team.

In the past year we have successfully maintained the high number of guests benefitting from services provided by the Charity, and we have continued to seek opportunities to grow our core service of providing essential breaks with care.

This has meant that during this period we have:

- On 28th July 2016, we completed the transfer to an established residential care home operator of Ellerslie Court, our residential care centre in Southport.
- Continued the search for a site in Worcestershire on which to build our fourth centre
- Continued to promote our Beyond Respite Capital Campaign to help fund the new centres
- Strengthened the Board with the addition of Peter Cheer, who has 30 years experience of working in social care services, and of Lesley Lindberg, who has had senior marketing positions within global companies and co-founded a marketing consultancy.

Future plans

We are now entering a period where we need to add capacity in order to allow us to provide more essential breaks and increase our social impact.

In particular, in the next year we intend to:

- Offer more memorable, inspirational breaks, tailored to individual guests.
- Finalise plans for our new centre in Worcestershire.
- Further develop our volunteering programme to enhance the experience of both the guest and of the volunteer, and to inspire a new generation of people.
- Establish our new approach to pricing through charging breaks at the level they cost to provide, whilst dedicating significant funds to support those in financial need..

Financial review

Financial performance

We have traditionally increased our break base prices by the smallest amount possible and bridged the gap between the price that we charge guests and the actual cost of providing the break through our own fund raising. This has meant that the breaks for all guests have been subsidised by the same amount, whether they could have afforded the full cost or not.

In December 2015, we decided to change our pricing strategy for 2016, by increasing the break prices to equal their cost, but to significantly increase the amount of funding available for those who cannot afford a break.

We therefore believe that we have successfully provided our breaks with those persons that can afford the break paying its cost to provide, and those persons who need a break but cannot afford it, receiving funding from one of the funds described on page 14.

REVITALISE

We have continued to manage our finances to an appropriate operating surplus, whilst benefitting as many guests as possible and also continuing to invest regular sensible amounts of money in our facilities and services.

Movement in Funds

The net movement in funds for the year was:

	2017	2016
	£000	£000
Operational surplus	459	136
Capital campaign donations	50	732
Net movement in funds	<u>509</u>	<u>868</u>

Transfer of Residential Centre

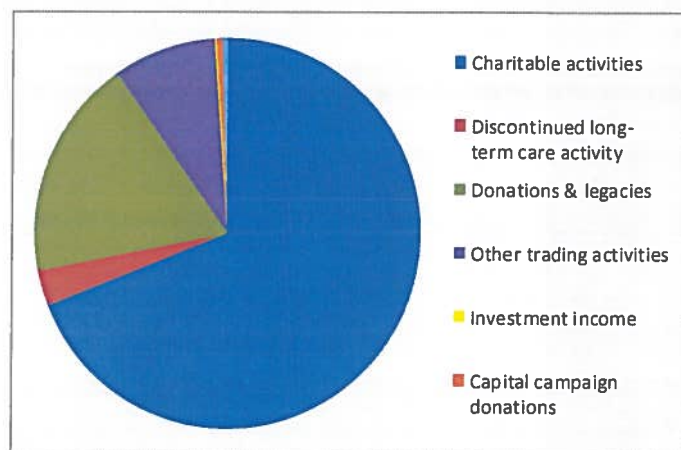
On 28th July 2016, we transferred Ellerslie Court to an established residential care home operator. The agreement is for the new operator to purchase the care home and to rent the property within which it operates, from the Charity. The new operator also has the exclusive option to purchase the property within a period of two years. The charity expects this transfer to yield cash proceeds, net of transaction costs, not less than the book value of £523,000 as at 31st January 2017.

REVITALISE

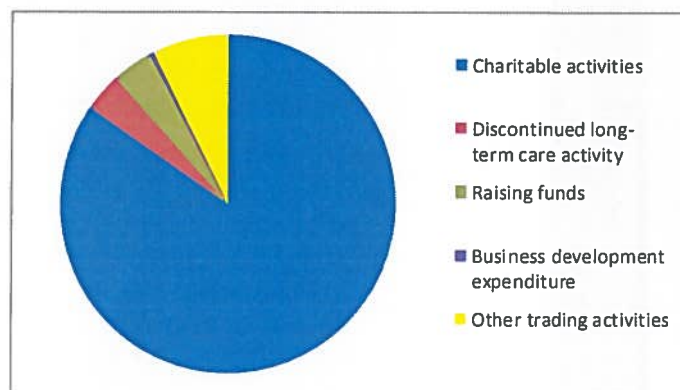
Sources of Revenues and Use of Expenditure

Our sources of revenues and use of expenditure are as follows:

Income	
Charitable activities	6,497
Discontinued long-term care activity	278
Donations & legacies	1,732
Other trading activities	812
Investment income	12
Capital campaign donations	50
Other income	46
Total	9,427



Expenditure	
Charitable activities	7,547
Discontinued long-term care activity	325
Raising funds	349
Business development expenditure	38
Other trading activities	659
Total	8,918



Reserves Policy

The Charity needs reserves so that it can continue its operations in the event of an unforeseen shortfall in income, or increase in costs. This is important in order that we can continue to support our guests and their carers, whilst also moving forward our long term project to add additional Revitalise centres.

The Charity requires reserves in order to cover the potential timing differences between the receipt of its revenues and its expenditure, which is largely fixed in nature.

Looking at the historical and budgeted cash flow trends, the Charity considers that a reserves policy comprising its expenditure for a period of 3 months would be appropriate, which is £2,000,000.

Working capital funds at 31st January 2017 were £1,859,000 (2016 - £1,163,000), being £141,000 (2016 - £837,000) below target. The Trustees will continue to monitor both the reserves target and actual reserves level, with the aim to reach the target as soon as possible.

Investment Policy

The Charity has placed no cash into investments since 2010 and all funds are held as cash in current or deposit accounts.

Fundraising policy

With a policy of pricing its breaks to equal the cost of providing its services, Revitalise now looks to its fundraising activities to finance its support for guests who cannot afford a break, and the further development of its existing and proposed new centres.

The Revitalise fundraising activities comprise:

- Applications to trusts and foundations.
- Legacies.
- The fundraising activities of each centre's supporters friends group.
- Corporate donations.
- Sponsorship monies from participants in events.
- Individual donations.
- Grants from local councils.

Revitalise carries out these activities itself and does not utilise the services of any professional fundraising organisations.

Revitalise is registered with the new Fundraising Regulator and follows its Code Of Fundraising Practice.

The Revitalise approach to fundraising is to build long term relationships with supporters and to not make requests that are unreasonably persistent. By the nature of it providing services to physically disabled adults, Revitalise takes great care to ensure that it does not seek donations from vulnerable people.

This approach is supported by the Revitalise Fundraising Promise:

- We will always tell you how your money is being spent, to show how you are helping provide an essential service to disabled people
- We do not phone people to solicit money; we will never cold call you or anyone else to ask for donations
- We will never sell your data, or share it with anyone
- If you say that you want to hear from us less, or not at all, we will make sure your wishes are honoured

It is very rare for Revitalise to receive a complaint about its fundraising activities. Should a complaint be received, it would follow our Complaints Policy, which in summary is:

- Initial response within 10 working days
- Full response within 20 working days
- If not satisfied, escalate to the Chief Executive
- If still not satisfied, escalate to the Fundraising Regulator

Structure, governance and management

The Charity is governed by its Memorandum and Articles of Association, which were last amended in 2014.

Board of Trustees

The Board of Trustees ("the Board") is responsible for the overall governance of the Charity. Trustees are elected and although the number of trustees is currently limited to 20, it is within the power of the Board to amend this figure if appropriate. Trustees serve for a term of three years and at the end of that period are eligible to offer themselves for re-election.

Board meetings take place 4 times a year. The Board normally meets with the Charity's Senior Management Team, but it also has closed sessions. It is the responsibility of the Board to develop organisational strategies in partnership with the Senior Management Team and to review operational performance, to set budgets and approve operating plans. New trustees who join the Board receive an induction to help them understand the work of the Charity and the environment in which it operates. This aids effective and informed decision-making.

In the periods between Board meetings, Senior Officers meetings take place, at which the Chairman, Vice Chairmen, and Chairs of the committees described below, meet with the Chief Executive to review current performance and issues arising.

The Board delegates the exercise of certain powers in connection with the management and administration of the Charity as set out below. This is controlled through regular reporting back to the Board so that the Trustees can oversee all decisions made under delegated powers. The committees and individuals to which the delegation takes place are shown below.

The Board delegates powers to the following committees and individuals.

Finance, Audit & Risk Committee

The Finance, Audit and Risk Committee comprises at least three trustees, together with two expert friends, and is attended by the Chief Executive, the Finance Director and the Company Secretary, along with other staff members as necessary. Its role is to provide the Board with impartial advice on the effectiveness of the Charity's financial performance, risk and control arrangements. It provides scrutiny of the Charity's systems and processes, ensuring that these are robust and fit for purpose and ensures that risks are catalogued, along with their control systems, investigating on behalf of the Board, anything that threatens or adversely affects the accomplishment of the charity's aims and objectives.

Income & Market Development Committee

The Income and Market Development Committee comprises at least three trustees, together with two expert friends, and is attended by the Chief Executive, the Finance Director, the Director of Marketing and Fund Raising. Its role is to review fundraising, communications and marketing plans, to support the Senior Management Team in developing new marketing and fundraising initiatives and to monitor subsequent performance.

Guest Experience Committee

The Guest Experience Committee comprises at least two trustees, together with an expert friend and a regular guest at our centres, and is attended by the Chief Executive, the Director of

REVITALISE

Operations and the Head of Care and Quality. Its role is to ensure Revitalise puts the guest experience, which is a combination of high quality and safe care and excellent hospitality, at the heart of the service we offer, to assure the Board that the organisation is compliant with all regulatory and legal matters in relation to guest experience, and to ensure that the Charity has all the necessary systems and processes in place to effectively deliver an excellent guest experience.

Portfolios

There are two agreed portfolios whereby individual trustees act as a gateway for Revitalise expertise on key areas. These are Property and Remuneration. The portfolio holders are able to convene working groups, when needed, in consultation with the Chairman.

Remuneration policy

The Remuneration Committee comprises at least two trustees. It sets the pay and remuneration for the key staff, and the strategy for pay reviews for the remainder of the employees.

The key staff comprise the Senior Management Team and the General Managers of the centres.

In setting pay the Remuneration Committee takes into account available market information, the performance of the Charity in achieving its financial objectives, and statutory obligations such as the new Living Wage.

Chief Executive

The Chief Executive is responsible for the day-to-day management of the Charity's affairs and for implementing policies agreed by the Board. The Chief Executive is assisted by a team of Senior Managers and other staff.

Group structure

The Charity has three wholly owned subsidiary companies:

- Revitalise Enterprises Limited

Revitalise Enterprises Limited carried out non-charitable trading activities to raise funds, donated under Gift Aid, to the Charity. During the year it donated £153,131 (2016 - £177,541). After taking account of this donation there was a deficit of £596 for the year (2016 - £Nil). On 1st February 2017, its activities were transferred into Revitalise Respite Holidays and Revitalise Enterprises Limited became non-trading.

- Revitalise Design & Build Limited

Revitalise Design & Build Limited was incorporated on 22nd December 2016, to undertake the design and construction of new respite centres for Revitalise Respite Holidays to operate. In the period from incorporation to 31st January 2017, it incurred preliminary expenses of £38,000.

- Vitalise Limited

Vitalise Limited is non-trading.

Risk management and internal control

Revitalise maintains a comprehensive Risk and Issues Register. This register is the principal tool for the management of risk and the Finance, Audit and Risk Committee monitors the key risks identified.

The principal risks facing the charity are:

- **Reputational** – Revitalise draws a large proportion of its income from members of the public through donations and the use of its charitable services. Because of this it takes every step to communicate regularly with stakeholders. It also seeks to portray a positive image in the media through regular events, press releases and promotional materials.
- **Operational** – The Charity works with a wide range of different client groups in a variety of settings, involving many staff and volunteers. This provides the organisation with a large number of potentially serious risks to manage including health and safety and the welfare of all involved. These are managed through an active programme of audits, regular site visits and reviews by senior staff, along with induction training for all staff and volunteers, pre-admission review of guests' needs and the maintenance of high standards through adherence to clear and robust policies. Our Clinical Governance programme, established in 2009 has continued to bring significant improvements.
- **Financial** – While the Charity operates with a robust set of financial controls and strong balance sheets, it continues to operate in cyclical and potentially vulnerable markets. The Charity remains committed to developing its reserves and reviewing financial plans and budgets to ensure that financial risks are minimised. The Charity uses a three year plan, annual detailed budget, monthly accounts and reforecasts, cash flow forecasts and other regular reports, to help mitigate these financial risks.

As part of this risk management process, the Trustees acknowledge their responsibility for the charity's system of internal controls and for reviewing its effectiveness. Their response to these risks is stated in the Reserves Policy above.

Staff and volunteers

Staff

Revitalise is working towards being an employer of choice for its staff. As a service provider, our employees are the heart of what we do. We expect from them commitment to our charitable mission and high levels of performance. In order to achieve this we try to ensure that employees are kept informed about the Charity's strategy and objectives, as well as day-to-day news and events. We do this through many channels, including a staff newsletter, and twice-yearly "roadshows", where the Chief Executive and Chairman meet with staff teams in each of the centres to engage them in the Charity's mission, values, current performance, and future plans. We hold an annual leadership conference, bringing together senior and middle managers, and Trustees, to create future plans.

Revitalise strives for equal opportunities and has policies and procedures in place to ensure that recruitment and promotion are on the basis of aptitude and ability without discrimination. The Charity is also dedicated to the continued employment and retraining of employees who become disabled whilst employed by the organisation. The Charity is committed to the training and career

development of all employees. An individual's personal and professional development is assisted through annual appraisal and supervision. Training programmes are provided to meet on-going needs, with the aim of developing employees for both their current and future roles. Staff are rewarded for gaining relevant qualifications.

Volunteers

Volunteers continue to play a critically important role at Revitalise. Volunteers operate at all levels of the organisation and make so much of what we offer unique. Guests in our centres tell us that volunteers add a significant additional element to all of their breaks and help to make a Revitalise break feel like a real break. Volunteers also work in our charity shops, in shops within the centres, on fundraising events and in countless other ways. It is not possible to monetise the contribution of volunteers – but to our guests, it is priceless.

Statement of Trustees' responsibilities

The Trustees (who are also directors of Revitalise Respite Holidays for the purposes of company law) are responsible for preparing the trustees' report, the strategic 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 the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company/group for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records 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 the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

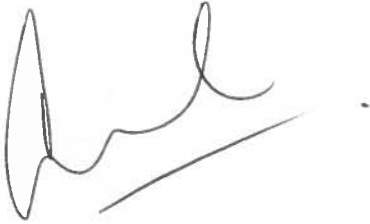
The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom

governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Trustees of the Charity guarantee to contribute an amount not exceeding £1 to the assets of the Charity in the event of winding up. The total number of such guarantees at 31st January 2017 was 11 (2016: 10). The Trustees are Members of the Charity, but this entitles them only to voting rights. The Trustees have no beneficial interest in the group or the Charity.

Auditors

haysmacintyre are the Charity's auditors and a proposal will be made at the Annual General Meeting to re-appoint them for the 2017/18 financial year.

A handwritten signature in black ink, appearing to be 'John Parker', with a long horizontal line extending from the end of the signature.

By order of the Board of Trustees

John Parker, Company Secretary
11th July 2017

Independent Auditors' Report to the Members of Revitalise Respite Holidays

We have audited the financial statements of the Revitalise Respite Holidays for the year ended 31 January 2017 which comprise the Group Statement of Financial Activities, the Group and Parent Company Balance Sheet, the Group Cash Flow Statement and the related notes. 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).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Statement of Trustees' Responsibilities set out on page 22, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. We have been appointed auditor under the Companies Act 2006. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group and company's affairs as at 31 January 2017 and of its result 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.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the Trustees report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- The Trustees' report has been prepared in accordance with applicable legal requirements.

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Directors and take advantage of the small companies exemption from the requirement to prepare a strategic report.



Bernie Watson
Senior Statutory Auditor
for and on behalf of haysmacintyre
Statutory Auditors
11th July 2017

26 Red Lion Square
London
WC1R 4AG

REVITALISE RESPITE HOLIDAYS

Consolidated Statement of Financial Activities (SOFA) Incorporating Income and Expenditure Account for the Year to 31st January 2017

Notes	Unrestricted funds	Restricted funds	Total year ended 31st Jan 2017	Unrestricted funds	Restricted funds	Total year ended 31st Jan 2016
	(Note 18) £'000	(Note 17) £'000	£'000	(Note 18) £'000	(Note 17) £'000	£'000
Income and endowments from:						
3 Donations & legacies	754	978	1,732	810	815	1,625
1f Charitable activities	6,497	-	6,497	5,368	-	5,368
10 Other trading activities	812	-	812	775	-	775
4 Investment income	7	5	12	5	5	10
Other Income	46	-	46	27	-	27
Total operational incoming resources	8,116	983	9,099	6,985	820	7,805
Capital Campaign Donations	-	50	50	-	732	732
Total incoming resources from continuing activities	8,116	1,033	9,149	6,985	1,552	8,537
Discontinued Activities						
2 Continuing and longer-term care	248	-	248	414	-	414
2 Goodwill	30	-	30	-	-	-
Total incoming resources from discontinued activities	278	0	278	414	0	414
Total incoming resources	8,394	1,033	9,427	7,399	1,552	8,951
Expenditure on:						
Raising funds	349	-	349	350	-	350
Charitable activities	6,536	1,011	7,547	5,848	776	6,624
10 Other trading activities	659	-	659	597	-	597
10 Business Development Costs	38	-	38	-	-	0
Total resources expended from continuing operations	7,582	1,011	8,593	6,795	776	7,571
Discontinued Activities						
2 Continuing and longer-term care	325	-	325	512	-	512
Total incoming resources from discontinued activities	325	0	325	512	0	512
Total expended resources	7,907	1,011	8,918	7,307	776	8,083
Net income/(expenditure)	487	22	509	92	776	868
Transfers between funds	-	-	-	-	-	-
Net movement in funds	487	22	509	92	776	868
Reconciliation of funds:						
Total funds brought forward	4,728	1,824	6,552	4,636	1,048	5,684
17,18,20 Total funds carried forward	5,215	1,846	7,061	4,728	1,824	6,552

There were no other recognised gains or losses, other than the above.

The accompanying notes are an integral part of this statement of group financial activities.

REVITALISE RESPITE HOLIDAYS

Company No. 2044219

Balance Sheets

as at 31st January 2017

		Consolidated		Charity	
		2017	2016	2017	2016
		£'000	£'000	£'000	£'000
Notes					
	Fixed assets				
11	Tangible assets	3,831	4,054	3,824	4,043
12	Investments	45	45	45	45
		3,876	4,099	3,869	4,088
	Current assets				
13	Stocks	25	30	7	7
14	Debtors	616	507	953	827
15	Bank deposits and cash	3,932	3,371	3,617	3,044
		4,573	3,908	4,577	3,878
	Liabilities				
16	Creditors - amounts falling due within one year	(1,073)	(1,103)	(1,036)	(1,066)
	Net current assets	3,500	2,805	3,541	2,812
	Total assets less current liabilities	7,376	6,904	7,410	6,900
16	Creditors - amounts falling due after more than one year	(315)	(352)	(315)	(352)
	Total net assets	7,061	6,552	7,095	6,548
	The funds of the charity:				
17	Restricted income funds	1,846	1,824	1,846	1,824
18	Unrestricted funds - designated	5,211	4,724	5,249	4,724
18	Unrestricted funds - non-charitable trading funds	4	4	-	-
	Total charity funds	7,061	6,552	7,095	6,548
		0			

Approved by the Board of Trustees on 11th July 2017 and signed on its behalf by:



Mindy Sawhney
Chairman

REVITALISE RESPITE HOLIDAYS

Consolidated Cash Flow Statement for the Year Ended 31st January 2017

	2017 £'000	2016 £'000
Cash flows from operating activities:		
Net Cash Provided	628	1,821
Cash flows from investing activities:		
Dividends, interest and rent from investments	12	10
Purchase of plant, plant and equipment	(54)	(48)
Net cash used in investing activities	(42)	(38)
Cash flows from financing activities:		
Disposal Of Fixed Asset	2	-
Repayment of borrowings	(27)	(49)
Net cash used in financing activities	(25)	(49)
Change in cash and cash equivalents in the reporting period	561	1,734
Cash and cash equivalents at the beginning of the reporting period	3,371	1,637
Cash and cash equivalents at the end of the reporting period	<u>3,932</u>	<u>3,371</u>

Reconciliation of net income to net cash flow from operating activities

	2017 £'000	2016 £'000
Net income for the reporting period as per the statement of financial activities	509	868
Adjusted for:		
Depreciation charge	275	303
Dividends, interest and rent from investments	(12)	(10)
Increase in Investments	-	-
Decrease / (Increase) stocks	5	(9)
Decrease / in debtors	(110)	358
(Decrease) / Increase in creditors	(22)	311
Decrease in defined benefit pension scheme liability	(17)	-
Net cash provided / (utilised) by operating activities	<u>628</u>	<u>1,821</u>

REVITALISE RESPITE HOLIDAYS

Notes to the Accounts for the Year Ended 31st January 2017

1 Accounting policies

a Basis of accounting

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of fixed assets, and in accordance with applicable accounting standards and the Companies Act 2006. They comply with the recommendations in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (the Charities SORP FRS 102). In the opinion of the directors the charitable company is a going concern and therefore the accounts have been drawn up on a going concern basis.

These financial statements consolidate the results of the charitable company and its wholly-owned subsidiaries, Revitalise Enterprises Ltd, Revitalise Design & Build Limited, and Vitalise Limited, on a line by line basis. Transactions and balances between the charitable company and its subsidiaries have been eliminated from the consolidated financial statements. Balances between the companies are disclosed in the notes of the charitable company's balance sheet. A separate statement of financial activities, or income and expenditure account, for the charitable company itself is not presented because the charitable company has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006 and SORP 2015.

b Voluntary Income

Voluntary income received by way of donations and gifts is included in full in the statement of financial activities when received.

c Grants

Revenue grants are credited to the statement of financial activities when received or receivable whichever is earlier.

Where unconditional entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the incoming resources are recognised when there is sufficient evidence that conditions will be met. Where there is uncertainty as to whether the charity can meet such conditions the incoming resource is deferred.

d Legacies

Income from legacies is accounted for on a receivable basis, and is recognised in full in the financial statements in the period in which probate is granted, and where there is certainty of entitlement and the sum to be received.

e Investments

The investments comprise a property held at cost. As stated in note 12, on 28th March 2017, the company completed the sale of the property for consideration in excess of its balance sheet valuation. The trustees therefore consider there to be no impairment in this value.

f Incoming resources from charitable activities

Fees from breaks, holidays, continuing care and day services are recognised in the financial statements in the year in which the break or holiday occurs or the service is provided.

g Trading subsidiary income

Income from the sales of goods and services is derived from ordinary activities and is stated net of VAT.

h Gifts in kind

Gifts in kind represent assets donated for distribution or use by the charity. Assets given for use by the charity are recognised when receivable. Gifts in kind are valued at the amount the charity would otherwise have paid for the assets. Donated goods for resale through charity shops are not recognised in the financial statements as gifts in kind.

i Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis and, because the charity is unable to recover any UK Value Added Tax paid, inclusive of that irrecoverable VAT. Resources expended are allocated to the particular activity where the cost relates directly to that activity. Overhead and other costs not directly attributable to particular functional activity categories are apportioned over the relevant categories on the basis of the activities given below.

Cost type

Office and HQ costs
Operational management
Information technology
Volunteer recruitment
Booking services
Marketing

Basis of allocation

Space and facilities used
Activity numbers in Centres e.g. guest weeks
Resources supported per department
Volunteer numbers supplied
Numbers of guests booked
Proportion of resources used

The costs shown under charitable activities by objective are the gross costs of running services.

Staff are not allowed to carry forward holidays and therefore no provision is required.

Staff termination costs are accounted for in the year in which they fall due.

j Fundraising costs

Fundraising costs consist of the payroll costs of fundraisers together with their office costs and specific fundraising expenditure. Also included are associated IT and premises costs as well as an element of common central costs as above.

k Governance costs

These are the costs associated with the governance arrangements of the charity which relate to the general running of the charity as opposed to costs associated with fundraising or charitable activities. The costs will normally include external audit, legal advice for trustees and costs associated with constitutional and statutory requirements such as the cost of trustee meetings.

REVITALISE RESPITE HOLIDAYS

Notes to the Accounts

l Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities over the period of the lease on a straight line basis.

m Pension costs

The charitable company operates two defined contribution pension schemes with Nest and the Pensions Trust. The assets of the schemes are held separately from those of the charitable company in independently administered funds. The pension cost charge represents contributions payable under the scheme by the charitable company to the fund. There were no outstanding or prepaid contributions at the balance sheet date.

n Capitalisation policy and depreciation

Fixed assets, being assets with a useful life greater than one year, are stated at cost. Items purchased with a value greater than £500 are capitalised.

Depreciation is provided on fixed assets capitalised in the financial statements in order to write off the cost of each asset over its expected useful life on a straight line basis, as follows:

Cars	3-5 years
Buses	3-5 years
Building equipment	5 years
Freehold and leasehold buildings	
Freehold Buildings	50 years
Freehold Improvements	10 years
Leasehold Buildings	length of lease
Leasehold Improvements	length of lease - 10 years
Office equipment	5 years
IT systems	3 years
Operating equipment	5 years

Leasehold properties are amortised on a straight line basis over the period of the leases.

o Value of land and buildings

The charitable company's interests in freehold and leasehold property are stated in the balance sheet at their current market valuations.

p Stocks

Stocks are stated at the lower of cost and net realisable value. In general, cost is determined on a first in first out basis and includes transport and handling costs. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving and defective stocks. No value has been placed on donated goods held for resale.

q Deferred income

Income relating to future financial periods has been deferred and is shown in note 16 below. Income is deferred if the activity that it relates to takes place in a future period.

r Restricted funds

Such funds are subject to specific restrictions imposed by donors. The purposes and uses of such funds are set out in note 17 to the accounts.

s Unrestricted funds

Such funds are general funds, or have been set aside at the discretion of the trustees for specific purposes as set out in note 18 to the accounts. The Fixed Asset Fund represents the net book value of tangible fixed assets after the deduction of depreciation, and taking into account any additions and disposals in the year.

t Foreign currencies

Transactions in foreign currencies are recorded at the rate prevailing at the date of the transaction. Monetary assets and liabilities are re-translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the Statement of Financial Activities.

u Transfers between funds

Transfers are made from or between restricted funds when this is allowed by the terms of the donation or where permission has been obtained from the donor. Transfers are made from or between unrestricted funds following approval by the trustees.

v Debtors / Creditors Policy

Short term debtors are measured at transaction price, less any impairment. Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

w Significant Judgements Policy Statement.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in applying the Company's accounting policies

x Financial Instruments

The Company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade debtors and other accounts receivable and payable, and loans from banks and other third parties.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Income statement

z Discontinued activities

The discontinued activities are as follows:

Year ended 31st January 2017 -

On 28th July 2016, the company transferred its Revitalise Ellerslie Court residential home to an established care operator. The sale of the property yielded goodwill of £30,000. The company continues to own the freehold property in which the activity continues to operate and for which it receives rental income. The new operator holds an exclusive option to purchase the freehold

REVITALISE RESPITE HOLIDAYS

Notes to the Accounts

property for a period of 2 years from 28th July 2016, at its market value of £500,000.

3 Voluntary Income

	Unrestricted £'000	Restricted £'000	2017 £'000	2016 £'000
Donations, Grants and Gifts	523	978	1,501	1,132
Legacies	231	-	231	493
Total	754	978	1,732	1,625

	2017 £'000	2016 £'000
The total value of unrestricted donations received from the Trustees during the year	1	1

4 Investment Income

	Unrestricted £'000	Restricted £'000	2017 £'000	2016 £'000
Interest received	7	5	12	10
	7	5	12	10

5 Total resources expended

This is stated after charging:		2017 £'000	2016 £'000
Audit fees		24	23
Other fees to auditors		5	-
Depreciation		275	303
Operating rentals	- equipment	67	67
	- London Office rental	60	55
	- other assets	131	135
		562	583

During the year 7 trustees (2016: 6) received reimbursement of travel costs including those paid direct by the charity totalling £3,734 (2016: £2,181) but no emoluments. During the year, trustees' indemnity insurance was provided at a cost of £2,080 (2016: £2,014)

6 Support costs directly attributed to services and fundraising activities

	Central admin. £'000	Reservations £'000	Volunteers department £'000	IT £'000	Marketing £'000	Total £'000
Fundraising costs	40	-	-	10	20	70
Breaks for disabled people and carers	741	225	13	73	419	1,471
Continuing & longer-term care	-	-	-	-	-	-
Total group	781	225	13	83	439	1,541

For details on apportionment basis see note 1i above.

REVITALISE RESPITE HOLIDAYS

Notes to the Accounts

7 Analysis of total resources expended

	Direct staff costs £'000	Overheads and support costs £'000	Other £'000	2017 Total £'000	2016 Total £'000
Cost of generating funds:					
Fundraising costs					
Investment for future fundraising	-	-	24	24	18
Management	210	70	-	280	269
Legacies	-	-	2	2	3
Trusts	-	-	10	10	29
Corporate and Events	-	-	33	33	31
Costs of trading subsidiary - charity shops	320	-	184	504	480
Costs of trading subsidiary - other activities	-	-	155	155	117
	530	70	408	1,008	947

The 'Overheads and support costs' shown above include the full costs of providing accommodation and management support for the fundraising department, along with the costs of providing marketing, public relations and communications for the department.

	Direct staff costs £'000	Overheads and support costs £'000	Other £'000	Direct depreciation £'000	Discounts/ Subsidies £'000	2017 Total £'000	2016 Total £'000
Charitable expenditure on activities in furtherance of the charity's objectives:							
Breaks for disabled people people and carers	3,321	1,471	1,630	246	856	7,524	6,601
Continuing and longer-term care	-	-	-	-	-	-	0
Governance costs	-	-	23	-	-	23	23
	3,321	1,471	1,653	246	856	7,547	6,624
Cost of generating funds	530	70	408	-	-	1,008	917
Total resources expended	3,851	1,541	2,061	246	856	8,555	7,541

The total direct staff costs and the direct depreciation costs shown above include only those costs which can be directly attributed to an activity. The total staffing costs for the organisation are shown in note 8 below which incorporates the costs of both direct and indirect staffing. Governance costs comprise audit costs as per note 5.

8 Staff costs

Staff costs and numbers were as follows:

	2017 £'000	2016 £'000
Salaries	3,993	3,882
Social security costs	287	273
Other pension costs	72	87
Redundancy / Termination Costs	19	0
	4,371	4,242
Total emoluments paid to staff	4,084	3,969

During the year the charity also spent £553,733 (2016: £316,924) on agency staffing.

The number of employees whose emoluments amounted to more than £60,000 in the year was as follows:

	2017 No.	2016 No.
£90,000 - 99,999	1	1
£70,000 - 79,999	1	1
£60,000 - 69,999	-	-

Total pension contributions for these employees were £7,125 (2016: £6,398)

REVITALISE RESPITE HOLIDAYS

Notes to the Accounts

	2017 £'000	2016 £'000
Total remuneration paid to key management in the year	507	447
Key management are as described in the Trustees Report.		

The average number of employees (full-time equivalents)

	2017 No.	2016 No.
Breaks for disabled people and carers	196	132
Continuing and longer-term care	17	17
Fundraising	5	5
Support services	21	20
Employed by Revitalise Enterprises Ltd	17	17
	256	191

The average number of employees during the year was

	2017 No.	2016 No.
	217	220

As stated in note 10, on 1st February 2017 and subsequent to the year end, the assets, employees and trading activities of Revitalise Enterprises Ltd were transferred to the company.

9 Major component parts of expenditure

	2017 £'000	2016 £'000
Cost of sales	29	28
Staffing, agency, training and uniform costs	5,003	4,878
Rents	255	240
Property maintenance and cleaning	371	479
Telephones and postage	75	69
Water and energy costs	257	269
Event costs	204	183
Food costs	284	270
Medical sundries	23	18
Volunteer fares	49	74
Insurance	208	208
Vehicle running costs	104	92
Stationery and printing	140	122
Tour operating and courier costs	1	1
Professional fees	251	160
Depreciation	275	303
Marketing	258	295
Guest Subsidies / Discounts	856	317
Loss on Sale Fixed Asset	1	0
Business development costs.	38	0
Other	238	279
	8,918	8,083

10 Net income from activities and assets, liabilities and funds of trading subsidiaries

The charity's wholly owned trading subsidiaries, Revitalise Enterprises Ltd, Revitalise Design & Build Ltd and Vitalise Limited, are incorporated in the UK. Revitalise Respite Holidays owns all four ordinary £1 shares issued in Revitalise Enterprises Limited, the one ordinary £1 share issued in Revitalise Design & Build Ltd and the one ordinary £1 share issued in Vitalise Limited. Revitalise Design & Build Ltd was incorporated on 22nd December 2016. The major sources of income for Revitalise Enterprises Ltd are shown below. In the year Revitalise Design & Build Ltd incurred business development expenditure as part of the preparation work undertaken for the establishment of a new respite centre. Vitalise Limited is a non-trading company. A summary of the trading results for the year to 31st January 2016 is shown below.

	Revitalise Enterprises Limited (Company no. 01397520)		Revitalise Build & Design Ltd (Company no. 10537324)		Vitalise Limited (Company no. 09067665)	
	2017 £'000	2016 £'000	2017 £'000	2016 £'000	2017 £'000	2016 £'000
Income						
Sale of donated goods through charity shops	734	717	-	-	-	-
Sales from licensed bars within Centres	54	50	-	-	-	-
Sales from kiosks in Centres	10	8	-	-	-	-
Other	14	-	-	-	-	-
Total income	812	775	0	0	0	0
Expenditure						
Sale of donated goods through charity shops	504	480	-	-	-	-
Sales from licensed bars within Centres	32	30	-	-	-	-
Sales from kiosks in Centres	8	9	-	-	-	-
Overheads and other expenditure	115	78	(38)	-	-	-
Total expenditure	659	597	(38)	-	-	-
Net profit after tax and before gift aided payments	153	178	38	-	-	-
Amount gift aided to the parent charity	(153)	(178)	-	-	-	-
Profit / (loss) for the year	-	-	38	-	-	-
The aggregate of assets, liabilities and funds was:						
	2017 £'000	2016 £'000	2017 £'000	2016 £'000	2017 £'000	2016 £'000
Assets	361	384	-	-	-	-
Liabilities	(357)	(380)	-	-	-	-
Funds	4	4	-	0	-	0

The above figures include £5,000 of Governance costs (2016: £5,000)

REVITALISE RESPITE HOLIDAYS

Notes to the Accounts

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes. The charity's trading subsidiary Revitalise Enterprises Ltd gift aids available profits to the charity. Its charge to corporation tax in the year was:

	2017 £'000	2016 £'000
UK Corporation Tax at 20% (2016: 20%)	596	643

11 Consolidated tangible fixed assets

	Freehold land and buildings £'000	Leasehold land and buildings £'000	Furniture and equipment £'000	Motor vehicles £'000	Total £'000
Cost or book value					
At 1st February 2016 brought forward	6,976	1,902	1,778	454	11,110
Additions	-	-	54	-	54
Disposals	-	-	(1,486)	(5)	(1,491)
At 31st January 2017	6,976	1,902	346	449	9,673
Depreciation					
At 1st February 2016 brought forward	3,221	1,882	1,678	275	7,056
Charge for the year	134	4	57	80	275
Disposals	-	-	(1,486)	(3)	(1,489)
At 31st January 2017	3,355	1,886	249	352	5,842
Net book value					
At 31st January 2016	3,755	20	100	179	4,054
At 31st January 2017	3,621	16	97	97	3,831

The above figures include the assets of Revitalise Enterprises Ltd, comprising furniture and equipment, leasehold improvements and a motor vehicle with a cost of £19,884 and aggregate depreciation of £11,885.

The value of land within land and buildings that is not depreciated amounted to £889,330

The Net book value of assets held under finance lease is £37,935 (2016: £75,870)

12 Investments

Investment movements during the year are as follows:

	2017 £'000	2016 £'000
Market value as at 1st February 2016	45	45
Market value as at 31st January 2017	45	45

On 28th March 2017, and subsequent to the year end, the company completed the sale of the property which comprises the investment, for a cash consideration of £120,000

13 Stocks

	Consolidated		Charity	
	2017 £'000	2016 £'000	2017 £'000	2016 £'000
Goods for resale	17	23	-	-
Food Stocks	8	7	7	7
	25	30	7	7

REVITALISE RESPITE HOLIDAYS

Notes to the Accounts

14 Debtors

	Consolidated		Charity	
	2017	2016	2017	2016
	£'000	£'000	£'000	£'000
Trade debtors	178	362	177	362
Amounts due from subsidiaries	-	-	360	345
Other debtors	47	36	42	30
Prepayments	112	95	95	76
Accrued income	279	14	279	14
	<u>616</u>	<u>507</u>	<u>953</u>	<u>827</u>

15 Bank deposits and cash

	Consolidated		Charity	
	2017	2016	2017	2016
	£'000	£'000	£'000	£'000
Deposits held by the charity	3,532	2,979	3,532	2,979
Current accounts	398	390	84	64
Cash holdings	2	2	1	1
	<u>3,932</u>	<u>3,371</u>	<u>3,617</u>	<u>3,044</u>

All monies controlled by the charity are held in bank accounts that are accessible at any point in time.

16 Creditors

	Consolidated		Charity	
	2017	2016	2017	2016
	£'000	£'000	£'000	£'000
Amounts falling due within one year				
Trade creditors	307	294	288	274
Other creditors	61	56	61	55
Accruals	125	212	111	199
Taxation and social security	87	77	83	74
Deferred income	434	397	434	397
Secured loans	27	27	27	27
Defined benefit pension scheme liability	32	40	32	40
	<u>1,073</u>	<u>1,103</u>	<u>1,036</u>	<u>1,066</u>
Amounts falling due after one year				
Secured loans	52	79	52	79
Defined benefit pension scheme liability	263	273	263	273
	<u>315</u>	<u>352</u>	<u>315</u>	<u>352</u>

The movement in deferred income is analysed as follows:

	£'000
Opening balance as at 1st February 2016	397
Transferred to the income and expenditure account in 2016/17	(397)
Income received in 2016/17 relating to 2017/18	<u>434</u>
	<u>434</u>

REVITALISE RESPITE HOLIDAYS

Notes to the Accounts

17 Restricted funds

The following funds are derived from donations given for particular purposes:

	Balance As At 01/02/2016 £'000	Incoming Resources £'000	Outgoing Resources £'000	Net Incoming / (Outgoing) Resources £'000	Net Movement In Funds £'000	Balance As at 31/01/2017 £'000
Ellerslie Court	537	-	(14)	(14)	(14)	523
Joan Brander	218	152	(163)	(11)	(11)	207
Alzheimer's weeks	-	66	(66)	-	-	-
Simplyhealth	150	204	(210)	(6)	(6)	144
John Lyon's Charity	25	-	(2)	(2)	(2)	23
Refurbishment of centres	-	39	(39)	-	-	-
ABF - The Soldiers Charity	-	43	(43)	-	-	-
Royal Air Force Benevolent Fund	-	14	(14)	-	-	-
The Royal Navy Benevolent Trust	-	10	(10)	-	-	-
Capital Campaign	887	50	-	50	50	937
Interest	7	5	-	5	5	12
Other	-	450	(450)	-	-	-
	1,824	1,033	(1,011)	22	22	1,846

The categories of funds above are defined as follows:

Ellerslie Court	These funds were received through the transfer of assets from the Southport & District Cerebral Palsy Association (SDCPA). The expenditure represents the depreciation charge on the Ellerslie Court property and assets, formerly owned by that Society.
Other Revenue funds	These funds are predominantly held for supporting guests with financial needs or for those from specific geographical areas in taking a break at a Revitalise Centre. The largest such fund is the Joan Brander Memorial Fund. Other revenue funds held are generated from restricted donations to support the work of Revitalise in other ways.
Capital Campaign	These funds have been received in response to the charity's capital campaign for the construction of its fourth respite centre in Worcestershire

REVITALISE RESPITE HOLIDAYS

Notes to the Accounts

18 Unrestricted funds

	Balance As At 01/02/2016 £'000	Incoming Resources £'000	Outgoing Resources £'000	Net Incoming / (Outgoing) Resources £'000	Transfers £'000	Net Movement In Funds £'000	Balance As at 31/01/2017 £'000
Tangible Fixed Asset Fund	3,581	54	(283)	(209)	-	(209)	3,352
Working Capital Fund	1,183	209	-	209	487	696	1,859
Net Movement in Funds	0	8,394	(7,907)	487	(487)	0	-
Trading Company Funds	4	-	-	-	-	-	4
	<u>4,728</u>	<u>8,657</u>	<u>(8,170)</u>	<u>487</u>	<u>-</u>	<u>487</u>	<u>5,215</u>

Tangible Fixed Asset Fund

The Tangible Fixed Asset Fund incorporates the value of fixed assets held by the charity and used in the provision and administration of services. Any assets purchased by the charity are paid for by the Working Capital Fund and the value of these is then transferred to the Fixed Asset Fund. Conversely the value of depreciation charged on fixed assets for the year and impairment are passed back from the Fixed Asset Fund to the Working Capital Fund.

During the year the sum of £53,603 was invested in capital expenditure.

Working Capital Fund

See reserves policy on page 16 of the Trustees' report.

Trading company funds

See note 10 above.

19 Share capital

The charity is a company limited by guarantee and has no share capital.

20 Assets and liabilities representing funds

	Fixed Asset fund £'000	Working Capital Fund £'000	Other unrestricted funds £'000	Trading company funds £'000	Restricted funds £'000	Total £'000
Represented by						
Fixed assets	3,352	-	-	1	523	3,876
Net current assets	-	2,174	-	3	1,323	3,500
Creditors - due after 1 year	-	(315)	-	-	-	(315)
	<u>3,352</u>	<u>1,859</u>	<u>-</u>	<u>4</u>	<u>1,846</u>	<u>7,061</u>

21 Lease commitments

The future minimum operating lease payments from the group and the charity are as follows;

	Consolidated		Charity	
	2017 £'000	2016 £'000	2017 £'000	2016 £'000
within one year	267	163	244	122
between two and five years	618	474	593	417
over 5 years	-	-	64	32
	<u>885</u>	<u>637</u>	<u>902</u>	<u>571</u>

The future minimum finance lease payments for the group are as follows;

	2017 Consolidated £'000	2016 Consolidated £'000
within one year	27	27
between two and five years	52	79
over 5 years	-	-
	<u>79</u>	<u>106</u>

REVITALISE RESPITE HOLIDAYS

Notes to the Accounts

23 Results for the financial year

As permitted by section 408(3) of the Companies Act 2006, the statement of financial activities of the parent charity by itself is not presented as part of these accounts. The parent company's income for the financial year, including gift aided donations from its subsidiary, amounted to £8,577,000 (2016: £8,352,000) and it had a surplus for the year of £347,000 (2016: £866,000).

24 Capital Commitments

As at 31st January 2017 the charity had capital commitments totalling £0 (2016: £0).

25 Pension Schemes

The charity's current employees are members of two defined contribution schemes, with Nest and Series 4 of the Pensions Trust multi-employer scheme.

In previous years the charity had employees in Series 1, 2 and 3 of the Pensions Trust multi-employer scheme. These series of the scheme are defined benefit schemes in the UK.

It is not possible for the company to separately identify its assets and liabilities to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme under FRS 102.

The company is required to pay additional recovery plan contributions in line with the estimated share of the Series 1 and Series 2 scheme liabilities.

During the year the contributions totalled £33,000 (2016: £39,000).

The contributions increase annually by 3% for the period of the recovery plan.

The recovery plan will be reviewed at each triennial valuation, the next two being in 2017 and 2020, which could result in a change in the contribution value.

There is a requirement to provide in the accounts for the deficit contributions to be made under the recovery plan. This liability is stated in note 16.

The provision for the defined pension scheme liability has been discounted by 1.57% as of 31 January 2017 (31 January 2016 - 2.28%).

The potential debt on withdrawal for the charity as at 30th September 2016 (the date of the last calculation) is £815,000 (2015: £661,000).

As Revitalise has no intention of withdrawing from the plan in the foreseeable future the likelihood of the debt crystallising is remote, and it has therefore not been included in the balance sheet.

26 Financial Instruments

	Consolidated		Charity	
	2017	2016	2017	2016
	£'000	£'000	£'000	£'000
Financial assets measured at amortised cost	225	398	577	737
Financial liabilities measured at amortised cost	-455	-427	-432	-403