

Charity Registration No. 1137666

Company Registration No. 07316433 (England and Wales)

REMAP 2010
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2015

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Richard Bavister Steve Bloor Les Brown Julie Gayler Adrian Good Fred Maillardet Helen McCloughry Peter Parry Tony Shipley Andrew Waters
Chair	Peter Parry
Honorary Treasurer	Andrew Waters
Company secretary	Adam Rowe
Charity number	1137666
Company number	07316433
Registered office	Unit D9 Chaucer Business Park Sevenoaks Kent TN16 6YU
Independent Examiner	Neil Thomas FCA Lynfield Maynards Green Heathfield East Sussex TN21 0DG
Main bankers	Co-Operative Bank PO Box 250 Skelmersdale Lancashire WN8 6WT

REMAP 2010

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REMAP 2010 (“Remap”)

TRUSTEES’ REPORT

For the year ended 31st March 2015

Chairman’s Foreword:

The last year has been one of change for Remap 2010 (“Remap”), our new Chief Executive Adam Rowe joined in May with a remit to strengthen the network, raise our awareness and grow income. It was also a special year that saw the organisation celebrate 50 years of helping disabled people become more independent. Much has changed in that time for disabled people but Remap has remained constant in its provision of service and ambition to help as many people as it can.

A lot has been achieved in the last year, from strengthening the board of trustees, to raising our income but we are conscious that there are still many more people who could benefit from our help, as well as many people who could volunteer for us who don’t yet know about us. Our long term aim is to develop the organisation to meet that need. I am excited about the future for the organisation but am also conscious of the challenges our clients continue to face in a changing healthcare environment. If Remap is going to be able to help those that need us most then we will need to ensure we have the resources in place to achieve that goal.

Structure, Governance and Management

The governing document

Remap is registered at Companies House under the name Remap 2010 and with the company number 07316433. It is registered with the Charity Commission under the charity number 1137666.

Remap’s main governing document is its Articles of Association, and running alongside these is the Operations Manual, which constitutes the rules of the charity. The Operations Manual also contains guidance on best practice on all aspects of Remap’s activities, and as such is an evolving document designed to respond to members’ experience and thus retain its relevance and authority.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Richard Bavister
Steve Bloor
Les Brown
Percy Hammond (resigned 5th July 2014)
Fred Maillardet
Sue Martin (resigned 5th July 2014)
Peter Parry

Tony Shipley
Andrew Waters
Julie Gayler (appointed 3rd December 2014)
Adrian Good (appointed 3rd December 2014)
Helen McCloughry (appointed 3rd December 2014)

Objectives and Activities

The objects and aims

Remap's charitable purpose is to improve the quality of life of disabled people, treating each as an individual. The charity's objects and aims as set out in the Articles of Association are to meet the needs of disabled people, irrespective of their race, religion, age, gender, sexual orientation, nationality or ethnic origin in particular by using technology and by providing or assisting in providing technological solutions designed to address the needs of disabled people. More specifically, it seeks to achieve these objects through the design, manufacture and supply of custom-made aids and equipment to meet the individual requirements of people with disabilities, where their needs cannot be satisfactorily met by commercial products.

Remap delivers its services through the volunteer panel members, who are mainly engineers, technicians and craftsmen, almost all with their own workshop facilities, and health professionals who provide the vital clinical perspective on projects. Many panels look to recruit members with skills beyond the workshop and health care and look for members with skills in fundraising, finance, admin and PR. In this way Remap can provide bespoke devices without incurring the substantial costs normally associated with this type of design and production. Local donors frequently provide materials and access to more specialised workshop facilities, as well as funds to cover the modest operating costs of the Remap panels.

The equipment Remap makes is given free to clients so no revenues are earned by construction and supply. For the volunteers, their chief reward is the satisfaction that derives from helping people with disabilities achieve what would not otherwise be possible for them. They also enjoy the challenge of solving the problems which are presented and the opportunity to go on using and developing their skills.

All of Remap's work is – apart from that of the very small national staff team – carried out by volunteers. This makes Remap a very special organisation, even in the charity sector. The figures recorded in panel returns this year show an estimate of 62,000 hours per year on engineers' time alone, without allowing for inputs from other professions and panel supporters. Adding for the value of the input of health professionals on the panels, for donated materials and for workshop overheads, a very conservative assessment would suggest a current annual value for the volunteering resource in excess of £5 million.

Recruitment and appointment of trustees

There were three new trustees appointed during the year; Julie Gayler, Marketing and Fundraising Director at disability charity The Martha Trust, Adrian Good, is Senior Occupational Therapist for the adult learning disability service for North East Lincolnshire and Helen McCloughry, is a Management Consultant with over 35 years' experience of working within the NHS and Social Care Services and over 10 years change and consultancy expertise. Helen is a registered occupational therapist.

Organisational structure

The organisational structure is one of a small national organisation with some 76 local panels that have a high degree of autonomy within nationally set guidelines. The local panels are made up entirely of volunteers, with support in many instances from the local authorities who refer clients to Remap.

The Chief Executive Officer reports to the trustees and is responsible for strategy development as well as operational matters. He is supported by a small office staff of five part and full-time people. The whole team amounts to a full time equivalent of 3.5 people.

Risk management

The major risks and opportunities facing the charity are discussed and reviewed as part of the business cycle and budget process. The trustees confirm that all major risks have been reviewed and systems have been established to mitigate those risks.

Wider network

Remap is a member of The Forum, a collaborative group of charities having closely similar objectives and service functions. It also has affiliations with the Disabled Living Foundation and with charities which offer IT-related services to a similar client community: IT Can Help, Abilitynet and You Can Do IT. There are close links with Remap (Scotland) and Remap (Isle of Man), which are separate charities subject to the laws of their respective administrations.

Related Parties

Remap has informal, ie non-contractual, links with many health and social care bodies and disability charities who refer clients and may provide some funding support.

Review of activity

New CEO, Adam Rowe joined Remap on 1st May 2014 with a remit to undertake a programme of improvement and modernisation. In July two of our trustees, Sue Martin and Percy Hammond, retired and the trustees undertook a recruitment drive to replace them. We identified that we needed someone with marketing and fundraising expertise and appointed Julie Gayler an experienced charity Fundraising and Marketing Director. We also recruited two trustees with considerable experience in the occupational therapy field, Adrian Good and Helen McCloughry.

2014 was Remap's 50th anniversary and the charity undertook a number of initiatives to capitalise on this, firstly an appeal to our supporters, which raised £7,000. The charity had unprecedented PR with coverage across the full spectrum of media, including TV, online and print. A highlight was having some panels and clients interviewed by local BBC news channels.

At our Annual General Meeting held in July at the Wellcome Institute we were fortunate to be joined by Sir Bert Massey who gave the opening address, sharing how he has seen the world of disability change over the last 50 years.

We also had many of our award winners' clients attend who shared their inspirational stories and the difference Remap had made to their lives, as well as many other people connected with Remap's history over the last 50 years. The event was attended by nearly 150 people.

Another important decision in the second quarter of the year was to recruit a Volunteer Co-ordinator to provide long overdue support to the panels and their Chairmen. David Martin was appointed in September and quickly made his presence known amongst the network, providing practical advice and support in equal measure. Key priorities for this role are to:

- Recruit new volunteers and match them with our local groups, through promotion, recruitment events and partnerships with other organisations
- Help our local groups to develop and maintain links with local community groups and businesses for the purposes of promotion and volunteer recruitment
- Develop and promote good practice policies and procedures in volunteer management
- Develop, disseminate and maintain a range of marketing materials in accessible formats to promote Remap and its volunteering programme

Panel performance and membership

Overall the performance of the panels during the year, in terms of numbers of cases has been a small reduction to 3,290; this is due in part to some panels closing but the underlying challenge is really one of a changing environment in which the Occupational Therapists are working, hence a change in referrals. Their world is changing and it is incumbent upon Remap to understand these changes and ensure the charity puts in place the procedures to engage effectively alongside this group, to ensure we have a strong referral pathway. However it is worth noting that on average the time spent per job has grown, suggesting that some referrals have increased in their complexity and our engineers have continued to be ingenious regardless of the challenge set. Where panels have closed it will be part of our future strategy to consolidate.

We carried out a census of members for the first time whilst the absolute numbers remain broadly consistent with where we thought they were, at around 1,000 the make-up of volunteers across panels has changed considerably with some panels having seen a 50% turnover since records were first collated, which means that our communications to panels will be much improved and better targeted.

The average cost, including central overheads to Remap of referrals during the year was £70, demonstrating the “value for money” provided by the charity.

Raising awareness

Key operational activities over the last year involved developing partnerships with other organisations including charities, benevolent organisations and companies. We have continued to develop links with the IET, IMechE and charities such as WheelPower and Action for M.E. to see if we can develop referrals and recruit new volunteers. The charity continued to make inroads with higher education in particular giving presentations via the panels to occupational therapy students and via central office to engineering students and staff.

Raising awareness via conference and events has been key to Remap’s strategy and this year we had record interest in volunteering from attendance at the Model Engineer fairs held at Sandown Park and Alexandra Palace. Local Remap groups have also attended numerous local and regional events around the country ensuring our individual groups are promoted effectively to their local community.

The charity has worked closely with England Athletics to develop the Protean throwing seat, which was developed by Harry Kirby, a volunteer with the Hertfordshire North panel.

England Athletics are now promoting it to their one hundred or so clubs involved in this aspect of disability sport, the aim being that disabled athletes can try out different seated throwing sports.

Online development

In February Remap commissioned e-motive media to undertake improvements to our websites and part of the brief was to design a template that each panel could use as a base for their local presence. We will also issues panels with supporting instructions on how to take forward their own improvements to their local sites.

Fundraising

The overall fundraising picture for the year has been one of success. Remap applied to and received funds from a record number of trusts and foundations. Donations from individuals are significantly up on previous years, mainly due to our 50th appeal and more than £2,000 was received in memory of the late Mrs Beryl Bavister. The charity received a substantial legacy which resulted from a job our Leicester group carried out for a family. In addition to this we received a Corporate gift of £10,000 from Purple Parking, the airport parking provider.

Towards the end of the financial year Remap received confirmation that the charity would be adopted as charity of the year by Roke Manor in Hampshire. A key fundraising aim was for our national fundraiser to provide support and guidance to panels with their local fundraising and one example of this helped the Kent West group raise over £2,500.

Charitable trusts who supported Remap in 2014-15

29th May 1961 Charitable Trust

Albert Hunt Trust

Amalur Foundation

Charles Wolfson Charitable Trust

Goldsmiths Company

FC Burgess Sunday Appeal Fund

Fitton Trust

Headley Trust

Henry Smith Charity

Irwin Mitchell Charities Foundation

Lady Eileen Joseph Foundation

Leathersellers' Company

Lewis Family Charitable Settlement

Littledown Trust

MacCabe Charitable Trust

MacOmish Charitable Trust

Marsh Christian Trust
Odin Charitable Trust
Park Hill Trust
Peacock Charitable Trust
Raymond and Blanche Lawson Charitable Trust
Sir Jeremiah Colman Gift Trust
Sir Jules Thorn Charitable Trust
Sobell Foundation
Sylvia Adams Charitable Trust
Thomas J Horne Memorial Trust
Worshipful Company of Engineers

Strategic development

Following an introduction by one of the volunteers Remap undertook a partnership with Pilotlight. Pilotlight is a unique, capacity building charity offering free tailored strategic planning support to charities and social enterprises that are tackling disadvantage in the UK. They match directors from charities and social enterprises with teams of senior business people and facilitate a yearlong engagement to plan for sustainability, development and growth. The process began in January and runs until December 2015. We were allocated mentors from Lloyds Banking group, William Hill and BP.

At the end of the partnership will be the production of a 3 year strategic plan that looks to grow income to £500,000 per annum and helping in the region of 5,000 clients annually.

Financial Review

Results for the year

The financial statements are set out on pages 12 to 15

Reserves policy

The trustees have set a reserves policy that puts a limit upon reserves holdings that is equivalent to 12 months' normal expenditure. They regard this limit as the minimum that will allow for the orderly conduct of the charity's business and obligations in what is a particularly uncertain funding climate and, at the same time, the maximum that could be regarded as a proper use of donated funds. Funds held by panels are expected in aggregate to comply with this policy, but there are two factors which may lead to departures. These allow very low spending panels to hold a proportionately larger reserve in order to cope with unexpectedly expensive cases, and for panels in receipt of quite substantial legacies or donations which have to be spent locally to have a reasonable amount of time for the orderly application of the monies. Because of the demands of the overall funding situation, the trustees intend to ensure the removal of barriers to the effective use of all reserves which can be used for the benefit of the network, to help Remap achieve its charitable objects.

Investment policy

Any balance of funds not required for immediate expenditure is invested, partly in the COIF Investment Fund and partly, in Virgin Money.

Investment performance

Total interest received was £2,166 - the bulk of which came from Virgin Money

Any funds in deficit

There are no funds in deficit.

Public Benefit

The charity has complied with the guidance on public benefit requirement in accordance to Section 17 of the Charities Act 2011.

Independent Examiner

Neil Thomas FCA was appointed as Independent Examiner at the AGM in July 2014. It is proposed that he should be reappointed at the forthcoming 2015 AGM.

This report is made by the trustees and signed on their behalf by the Chairman on 3rd June 2015

REMAP 2010

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also the directors of Remap 2010 for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on an on-going basis unless it is inappropriate to presume that the trust will continue in operation.

The trustees are responsible for keeping adequate accounting records and disclose with reasonable accuracy at any time the financial position of the trust and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REMAP 2010
Statement of Financial Activities
for the year ended 31st March 2015

	Notes	Unrestricted funds		Restricted		Total 2015	Total 2014
		Central Funds	Panel Funds	Central Funds	Panel Funds		
		£	£	£	£	£	£
Incoming resources							
<i>Donations legacies and other gifts</i>							
Charitable trusts		94,114	14,190	-	3,278	111,582	69,415
Other donors		28,926	61,463	-	2,486	92,875	133,745
Legacies		64,384	11,253	-	-	75,637	-
Total donations and gifts		187,424	86,906	-	5,764	280,094	203,160
<i>Other incoming resources</i>							
Government project grants		-	10,051	-	-	10,051	-
Interest receivable		1,965	201	-	-	2,166	855
Other income		-	-	-	-	-	-
Total other incoming resources		1,965	10,252	-	-	12,217	855
Total incoming resources		189,389	97,158	-	5,764	292,311	204,015
Charitable expenditure							
<i>Cost of activities in furtherance of the objects of the charity:</i>							
National office		113,444	-	8,000	-	121,444	100,472
Panel expenditure		-	76,084	-	7,846	83,930	95,883
Publicity and exhibitions		5,144	-	-	-	5,144	4,099
<i>Costs of generating funds</i>							
Fundraising		19,072	-	-	-	19,072	19,226
<i>Governance costs</i>	3	10,106	-	-	-	10,106	10,718
Total resources expended		147,766	76,084	8,000	7,846	239,696	230,398
Net incoming resources		41,623	21,074	(8,000)	(2,082)	52,615	(26,383)
Transfers		5,487	(5,487)	-	-	-	-
At 1 April 2014		117,780	153,489	14,500	11,690	297,459	323,842
At 31 March 2015		164,890	169,076	6,500	9,608	350,074	297,459
Representing							
Current assets		165,365	169,076	6,500	9,608	350,549	298,089
Current liabilities		(475)	-	-	-	(475)	(630)
		164,890	169,076	6,500	9,608	350,074	297,459

REMAP 2010
Registered company number: 7316433

Balance Sheet
as at 31st March 2015

	Note	2015		2014	
		£	£	£	£
Current assets					
Debtors	5	10,917		6,615	
Short term deposits		199,094		153,636	
Cash at bank		<u>140,538</u>		<u>137,838</u>	
		350,549		298,089	
Creditors: amounts falling due within one year	6	(475)		(630)	
		<u> </u>		<u> </u>	
Net current assets			350,074		297,459
Net Assets			<u>350,074</u>		<u>297,459</u>
Accumulated funds					
<i>Unrestricted funds</i>					
Central fund		164,890		117,780	
Panel fund		<u>169,076</u>		<u>153,489</u>	
		333,966		271,269	
<i>Restricted funds</i>					
Central fund	7	6,500		14,500	
Panel fund		9,608		11,690	
		<u> </u>		<u> </u>	
		<u>350,074</u>		<u>297,459</u>	

For the year ending 31st March 2015, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Approved by the trustees on 3rd June 2015 and signed on their behalf by

P W P PARRY
Chairman of Trustees

REMAP 2010
Notes to the financial statements
for the year ended 31st March 2015

1 Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (revised 2005).

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Grants are recognised in full in the Statement of Financial Activities in the year in which they are received.

Resources expended

Resources expended are recognised in the year in which they are incurred allocated to the particular activity to which they relate.

Governance costs are those attributable to organisational administration and compliance with constitutional and statutory requirements.

Funds

The funds of Remap are split into Central and Panel Funds. The distinction between the two funds does not imply any formal restriction on the trustees' access to all Remap resources. Panel Funds represent incoming resources and expenditure relating to the various regional Panels and are held in individual Panel bank accounts.

Restricted funds are those funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions are imposed by the donor.

Assets

Fixed assets are generally written off in the year of purchase, however computer equipment purchased in a previous year has been capitalised and has been written off over three years. A register of small items of office and publicity equipment is maintained.

2 Staff costs	2015	2014
	£	£
Salaries and wages	79,002	71,234
Social security costs	<u>4,173</u>	<u>5,536</u>
	<u>83,175</u>	<u>76,770</u>
 Average monthly number of employees during the year	 <u>5</u>	 <u>5</u>

There are no employees with earnings in excess of £60,000.

3 Governance costs	Central Funds £	Panel Funds £	Total 2015 £	Total 2,014 £
Liability insurance	7,405	-	7,405	8,627
Trustees' and other governance meetings	2,226	-	2,226	1,461
Accountant's fees	475	-	475	630
	<u>10,106</u>	<u>-</u>	<u>10,106</u>	<u>10,718</u>

4 Transactions with trustees

During the year 5 trustees (2014-5) were reimbursed for motor, travel and other expenses totalling £636 (2014: £765). In addition one trustee (2014-one trustee) was paid £2,800 (2014 - £3,200) as remuneration for accountancy services.

5 Debtors	2015 £	2,014 £
Income tax recoverable	3,427	1,099
Other debtors and prepayments	<u>7,490</u>	<u>5,516</u>
	<u>10,917</u>	<u>6,615</u>

6 Creditors	2015 £	2,014 £
Other creditors and accruals	<u>475</u>	<u>630</u>

7 Restricted funds

Central restricted funds comprise £6,500 from IBM for local use by the Coventry & Warwick panel. Panel restricted funds principally comprise funds restricted to local use.

Independent Examiners Report to the Trustees of REMAP 2010

Registered company number: 7316433

Registered charity number: 1137666

I report on the accounts of the charity for the year ended 31st March 2015, which are set out on pages 12 to 15.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeds £250,000 and I am qualified to undertake the examination being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of Independent Examiners Report

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept 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 accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiners Statement

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

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

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

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

NEIL THOMAS FCA

Chartered Accountant
Lynfield
Maynards Green
Heathfield
East Sussex TN21 ODG

Dated 3rd June 2015