

Charity Registration No. 1137666

Company Registration No. 07316433 (England and Wales)

REMAP 2010

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Richard Bavister Steve Bloor Les Brown Helen McCloughry Ian Midgley David Russell Sarah Shaw Tony Shipley Shaun Stacey Andrew Waters
Chair	Shaun Stacey
Honorary Treasurer	Andrew Waters
Company Secretary	David Martin
Chief Executive Officer	David Martin
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

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REMAP ANNUAL REPORT

Chairman's forward:

Following my appointment as trustee at last year's AGM, I became Remap chairman last December following the retirement of Fred Maillardet.

Fred had been a long standing member of Remap both as member of the Brighton branch and the trustee board. We will miss his extensive experience and wise counsel.

After the year end, Adrian Good, an experienced occupational therapist, also resigned. We thank him for his advice in recent years in understanding our sector needs.

However during the year, Sarah Shaw was appointed a trustee. Sarah works for Unesco and has extensive experience in advertising, marketing and PR.

My appointment as chairman is at a continuing challenging time, not only for the charity sector, but also for healthcare. It is clear that the market for our services is growing. Remap is a unique charity in that it is resourced by dedicated, innovative and talented volunteers. Our challenge is to grow Remap by enhancing its profile so that we can reach more volunteers and clients while ensuring its financial stability.

I trust that my commercial background and experience with other charities will help us meet this challenge.

Shaun Stacey
Chair of Trustees

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.

Recruitment and Appointment of Trustees

The trustees during the year were:

Richard Bavister
Steve Bloor
Les Brown
Fred Maillardet (resigned 6 December 2017)
Adrian Good
Helen McCloughry
Ian Midgley
David Russell
Sarah Shaw (appointed 6 December 2017)
Tony Shipley
Shaun Stacey (appointed 7 June 2017)
Andrew Waters

Fred Maillardet resigned as Chair on 6 September 2017 and Shaun Stacey was appointed in his place.

Subsequent to 31 March 2018, on 22 May 2018, Adrian Good resigned as a trustee.

Organisational Structure

Remap is a national organisation with 73 local groups that operate with a high degree of autonomy within nationally set guidelines. The local groups are made up entirely of volunteers, usually including a Chair, Secretary and Treasurer. As well as volunteers that are skilled at the design and manufacture of equipment, many groups also benefit from volunteer occupational therapists and others who lead on publicity, fundraising and the like.

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 four 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 a number of other disability charities. There are close links with Remap (Scotland), which is a separate charity subject to the laws of their Administration.

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 their needs.

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 disabled people, where their needs cannot be satisfactorily met by commercially-available products.

Remap delivers its services through the volunteer group members, who are mainly engineers, technicians and craftspeople, almost all with their own workshop facilities, and health professionals who provide the vital clinical perspective on projects. Many groups 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. Supporters frequently provide materials and access to more specialised workshop facilities, as well as funds to cover the modest operating costs of the local Remap groups.

Remap-made equipment is given free of charge to recipients, so no revenues are earned by its construction and supply. For the volunteers, the main reward is the satisfaction that derives from helping disabled people achieve what would not otherwise be possible for them. Remap volunteers also enjoy the challenge of solving the problems which are presented and the opportunity to go on using and developing their skills.

Apart from the small paid staff team, all of Remap's work is carried out by volunteers which makes it a very efficient organisation. The figures recorded this year show the volunteers spent an estimated 66,000 hours working on their projects. Adding for the value of the input of health professionals to local groups, for donated materials and for workshop overheads, a very conservative assessment would suggest an annual value for the volunteering resource in excess of £5 million.

Review of activity

This was very much a year of two halves, as our Chief Executive Officer, Adam Rowe, left us in July. As a result, the second part of the year was focussed on recruiting his replacement, some new central team members and reviewing some critical policies and procedures.

In August 2017 we appointed David Martin, previously Network Development Manager, as our new Chief Executive Officer. With a strong background in charity sector management and knowledge of Remap, David was well placed to take the charity forward in the direction already identified in our 2016-19 Business Plan. He immediately set about a review of key policy areas and preparing Remap for GDPR changes to data protection rules.

A new Network Development Manager, Sophie Morrison was appointed in January 2018, to carry on the work of identifying best practice and supporting all our member groups in their growth and development, especially through volunteer recruitment. Trustees also decided to invest in a Business Development Manager role to also support our member groups with development and with a focus specifically on helping them with fundraising. Adam McEvoy was appointed to this role in February 2018.

We are looking to diversify our funding base and access more from local community sources. We are asking our network of groups to do this with support from central office and to contribute more funds to the national charity. 37% of our groups made financial contributions to the wider charity in 2017/18 and we would like to see all groups contribute in this way. A membership scheme proposal was launched later in the year and consultation on this proposal continues in 2018-19.

Social media is of growing importance, enabling us to showcase our work and connect with more people via Facebook and Twitter.

Local group performance and membership

This year Remap helped disabled people on 3,570 occasions, equating to nearly ten cases every day of the year. This is a great result and testimony to the hard work and dedication of our large pool of volunteers – some 900 people. The average cost, including central overheads, to Remap of the cases was £72 (2016-17 - £68) which demonstrates the value for money provided by the charity.

As in recent years, demographic data shows we help people of all age groups with 18% of our projects being completed for children and young people under 18. The mid age range of 18 – 64 accounts for 42% of the projects and the remaining 40% are for people over the age of 65.

We have a varied network of groups at Remap. Some local groups are large, completing many projects for local people and some are quite small, but all have an eye for detail, providing an important local service which puts the needs of the individual at the forefront. It has been a mixed year in terms of the number of people helped. About half of our local groups have helped more people than last year, but others have helped fewer. The network has the potential to help more, so raising our profile remains a top priority.

Raising awareness

With a focus on raising awareness we have spent considerable effort attending relevant events to further embed Remap's reputation amongst the disabled community. Key events included Naidex, The OT Show, Model Engineering Exhibitions, MakerFaire and conferences including those of the Royal College of Occupational Therapy and Rotary International. We have also consolidated

relationships with disability charities such as the British Polio Fellowship to ensure we are known to people who might otherwise miss our services.

Online marketing

Our national website has grown and developed over the year, so that it now features many case studies which demonstrate how we change lives at Remap.

Our social media accounts attracted a steady increase in attention over the year, with Twitter followers rising from about 700 to nearly 1,000 and Facebook from just over 100 to 300. These are small numbers in social media terms, but we spend no funds on this area of promotion and have no dedicated staff to do this. It is noticeable that we have started to get enquires directly from social media work, so we know it is an area for growth in the future.

Publications

We had articles over the last year in many newsletters/magazines and journals including:

- Bespoken (online blog)
- Bulletin (British Polio Fellowship)
- Disability Horizons
- Disabled Living
- Disabled Ramblers
- Independent Living
- Institution of Mechanical Engineers
- Model Engineering
- MS Society
- OHMI
- OT Magazine & OT news
- Professional Engineering
- Spina Bifida Magazine
- Stroke News
- U can 2

Fundraising

Raising funds from trusts and foundations continues to represent a challenge and so over the last year we have worked hard to develop non trust income and have considerable success with raising funds from individuals and the community. This year one of our supporters ran the London Marathon for us, two volunteers will carry out the Prudential Ride 100 in July, and we were nominated as charity of the year by St John's Beaumont School in Berkshire after one of our groups helped a teacher's sister. We have seen income from the community and individuals grow from £18,000 in 2015 to over £30,000 this year. We will work hard to develop this income stream over the coming year too.

Charitable trusts who supported Remap in 2017-18

- Dodgson Foundation
- Esmee Fairburn Foundation
- Garfield Weston Foundation
- Headley Trust
- Henry Smith Charity
- John Ellerman Foundation
- Lady Eileen Joseph Foundation
- Leathersellers' Company Charitable Fund
- Lewis Family Charity Settlement
- Lunn-Rockcliffe Foundation
- M and G Charitable Foundation
- MacCabe Family Charitable Trust
- Marsh Christian Trust
- Michael Herbert Trust
- Mitchell Trust
- Park Hill Trust
- Peacock Charitable Trust
- Radley Charitable Trust
- Roger and Jean Jefcoate Trust
- Rotary Club of Romsey Test
- ShareGift
- Sir Jeremiah Colman Gift Trust
- St John's Beaumont School
- Thomas J Horne Memorial Trust
- W A Handley Trust
- Zurich Community Trust

Companies who supported Remap

- Asda/ Co-op and Waitrose
- Delphi Diesel Systems
- Fortis Remote Technology
- Hall and Woodhouse
- Lacoda Limited (Bournemouth panel)
- My Hobby Store
- Persimmon Homes

Community groups who supported Remap

- Freemasons
- Lions
- Rotary
- Round Table

Financial Review

Financial statements

The financial statements for the year ended 31 March 2018 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 groups are expected to comply with this policy, but there will be local variations.

Investment policy

Any balance of funds not required for immediate expenditure is held on bank deposit. For funds held centrally these are invested, partly with COIF Investment Fund and partly, with Virgin Money.

Investment performance

Total interest received was £522 - 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 re-appointed as Independent Examiner at the AGM in June 2017. It is proposed that he should be further reappointed at the forthcoming 2018 AGM.

This report is made by the trustees and signed on their behalf by the Chairman on 12 June 2018.

Shaun Stacey
Chair

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 31 March 2018

	Notes	Unrestricted funds		Restricted		Total 2018 £	Total 2017 £
		Central Office £	Local Groups £	Central Office £	Local Groups £		
Incoming resources							
<i>Donations legacies and other gifts</i>							
Charitable trusts		104,633	16,910	-	8,816	130,359	89,123
Other donors		22,754	65,871	-	690	89,315	112,604
Legacies		-	100	-	-	100	3,178
Total donations and gifts		<u>127,387</u>	<u>82,881</u>	<u>-</u>	<u>9,506</u>	<u>219,774</u>	<u>204,905</u>
<i>Other incoming resources</i>							
Government project grants		2,000	8,475	-	10,055	20,530	6,617
Interest receivable		416	106	-	-	522	954
Total other incoming resources		<u>2,416</u>	<u>8,581</u>	<u>-</u>	<u>10,055</u>	<u>21,052</u>	<u>7,571</u>
Total incoming resources		<u>129,803</u>	<u>91,462</u>	<u>-</u>	<u>19,561</u>	<u>240,826</u>	<u>212,476</u>
Charitable expenditure							
<i>Cost of activities in furtherance of the objects of the charity:</i>							
Central office		122,774	-	-	-	122,774	124,350
Local groups expenditure		-	86,610	-	11,753	98,363	88,380
Publicity and exhibitions		3,955	-	-	-	3,955	3,231
<i>Costs of generating funds</i>							
Fundraising		22,670	-	-	-	22,670	20,242
Governance costs	3	10,504	-	-	-	10,504	8,991
Total resources expended		<u>159,903</u>	<u>86,610</u>	<u>-</u>	<u>11,753</u>	<u>258,266</u>	<u>245,194</u>
Net incoming resources (deficit)		(30,100)	4,852	-	7,808	(17,440)	(32,718)
Transfers		29,632	(29,632)	-	-	-	-
At 1 April 2017		105,452	155,116	6,500	11,788	278,856	311,574
At 31 March 2018		<u>104,984</u>	<u>130,336</u>	<u>6,500</u>	<u>19,596</u>	<u>261,416</u>	<u>278,856</u>
Representing							
Current assets		105,509	130,336	6,500	19,596	262,394	279,366
Current liabilities		(525)	-	-	-	(525)	(510)
		<u>104,984</u>	<u>130,336</u>	<u>6,500</u>	<u>19,596</u>	<u>261,416</u>	<u>278,856</u>

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Registered company number: 7316433

Balance Sheet

as at 31 March 2018

	Notes	2018		2017	
		£	£	£	£
Current assets					
Debtors	5	12,318		11,076	
Short term deposits		110,689		137,361	
Cash at bank		138,934		130,929	
		<u>261,941</u>		<u>279,366</u>	
Creditors: amounts falling due within one year					
	6	(525)		(510)	
Net current assets			<u>261,416</u>		<u>278,856</u>
Net assets			<u>261,416</u>		<u>278,856</u>
Accumulated funds					
Unrestricted funds					
Central fund			104,984		105,452
Local groups fund			<u>130,336</u>		<u>155,116</u>
			235,320		260,568
Restricted funds					
Central fund	7		6,500		6,500
Local groups fund			19,596		11,788
			<u>261,416</u>		<u>278,856</u>

For the year ending 31 March 2018, 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 12 June 2018 and signed on their behalf by

S STACEY

Chairman of Trustees

REMAP 2010

Notes to the financial statements for the year ended 31 March 2018

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 2015).

Incoming resources

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 Local Groups Funds. The distinction between the two funds does not imply any formal restriction on the trustees' access to all Remap resources. Local Groups Funds represent incoming resources and expenditure relating to the various regional groups and are held in individual group 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.

2 Staff costs

	2018	2017
	£	£
Salaries and wages	95,012	97,276
Social security and pension costs	<u>5,122</u>	<u>6,896</u>
	<u>100,134</u>	<u>104,172</u>
Management remuneration	<u>39,025</u>	<u>41,667</u>
Average monthly number of employees during the year	<u>4</u>	<u>4</u>

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

3 Governance costs	Central Funds £	Panel Funds £	Total 2018 £	Total 2,017 £
Liability insurance	6,277	-	6,277	6,275
Trustees' and other governance meetings	3,702	-	3,702	2,206
Accountant's fees	<u>525</u>	<u>-</u>	<u>525</u>	<u>510</u>
	<u>10,504</u>	<u>-</u>	<u>10,504</u>	<u>8,991</u>

4 Transactions with trustees

During the year 5 trustees (2017-3) were reimbursed for motor, travel and other expenses totalling £1,302 (2017- £869). In addition one trustee (2017-one trustee) was paid £3,339 (2017 - £3,060) as remuneration for accountancy services.

5 Debtors	2018 £	2,017 £
Income tax recoverable	6,739	5,448
Other debtors and prepayments	<u>5,579</u>	<u>5,628</u>
	<u>12,318</u>	<u>11,076</u>

6 Creditors	2018 £	2017 £
Other creditors and accruals	<u>525</u>	<u>510</u>

7 Restricted funds

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

Local groups 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 31 March 2018, 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. 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 Charities SORP (FRS102);

have not been met; or

(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

Date: 12 June 2018