

Charity Registration No. 1137666

Company Registration No. 07316433 (England and Wales)

REMAP 2010

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

Legal and Administrative Information

Trustees	Richard Bavister Les Brown Adam Ferry Sarah Forshaw Ian Midgley David Russell Sarah Shaw Tony Shipley Andrew Waters
Chair	David Russell
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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Chair's Foreword

I was fortunate enough to become involved with Remap in 2014 and became a Trustee in 2016. Initially I was part of the Pilot Light project, looking at the future strategy of Remap. Whilst ultimately some of the recommendations were perhaps over ambitious at the time, it did help set out a future direction for Remap and a platform from which we can build to the future.

When Shaun Stacey had to stand down due to other work commitments, I was delighted to be asked to become the Chair and was appointed at the Trustee Meeting in December 2018.

During the year Steve Bloor, Helen McCloughry and Adrian Good all took the decision to stand down. We thank them for their significant contribution to Remap and of course Steve continues to work with us as part of his own local group.

One of my responsibilities is to ensure that our Trustee Board is suitably diverse from the point of view of skills and representation of the various interests, and as such we established a Board Effectiveness Action Group to look at current skill sets and future needs.

As a first step to strengthening the Board, we were delighted to appoint Sarah Forshaw and Adam Ferry who are both Occupational Therapists, with great experience in the various sectors of the profession. They also give us good regional representation - Adam being up north and Sarah based in the south. We are also seeking to appoint at least two more trustees from within our groups, partly in view of the fact that some other trustees have indicated the time is approaching where they would wish to stand down. Finally we believe it is time that service users should be represented on our Board so we will hope to make such an appointment towards the end of the year.

It has been another challenging year for us as we have sought to make changes to the way we are funded and with the ever increasing competition for grants. I believe that we have made great progress as a result of improving communication and I appreciate the support of everybody as we continue to get to grip with this important issue.

Whenever we talk to people about Remap, they immediately embrace it and are so impressed by the work and dedication of both our volunteers and our central team. We have a bright future and I very much appreciate being allowed to be part of this phase.

David Russell

Chair of Trustees

6 June 2019

Trustees' Report

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 this 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 (resigned 14 March 2019)
Les Brown
Adam Ferry (appointed 6 June 2019)
Sarah Forshaw (appointed 6 June 2019)
Adrian Good (resigned 22 May 2018)
Helen McCloughry (resigned 14 March 2019)
Ian Midgley
David Russell
Sarah Shaw
Tony Shipley
Shaun Stacey (resigned 11 December 2018)
Andrew Waters

Shaun Stacey resigned as Chair on 11 December 2018 and David Russell was appointed in his place.

Organisational Structure

Remap is a national organisation with 69 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 who 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.

Governance

During the year, Remap established a number of trustee committees (called 'Action Groups' for added emphasis) in the following areas:

- Governance
- Board effectiveness
- Safeguarding
- Data protection

These Action Groups meet at least annually or more frequently as necessary and report to the Trustee board accordingly.

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 has affiliations with a number of other charities and close links with Remap (Scotland), which is a separate charity subject to the laws of their administration.

Objectives and Activities

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 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, administration and PR. In this way Remap can provide custom-made equipment 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's custom-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 68,000 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 2018-19

Remap's mission is to design and custom-make equipment to help disabled people live more independent lives.

- We help to improve quality of life and increase independence for disabled people of all ages.
- We design and custom-make equipment for individuals because everyone's needs are different
- We provide solutions to everyday problems when there is nothing commercially available.
- Our network of skilled volunteers respond to thousands of requests for our help every year.
- We provide our service free of charge.

In 2018-19 we enjoyed a busy year, helping more people and building our strength as an organisation. Remap helped disabled people on 3,851 occasions, more than ten cases every day of the year and 9% higher than the total for 2018. 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 £84 (2017-18 = £72) which demonstrates the value for money provided by the charity.

Delivering the service

Remap helped disabled people on 3,851 occasions this year – an increase of 9% over last year's total and the highest since incorporation in 2010.

Once again, we were able to help people from a broad age spectrum. 19% of our projects were completed for children and young people under 18. The mid age range of 18 – 64 accounted for 41% of the projects and the remaining 40% were for people over the age of 65.

The average cost of providing this service, including central overheads, is just £84 per case. This impressive figure demonstrates great value for money. Remap is community based and could not operate without its amazing volunteers who deliver the service. Some recent comments:

- "Fantastic people and organisation"
- "A Remap volunteer visited me and solved the problem! Time, compassion and a can-do attitude can be life changing. Thank you Remap"
- "My life was changed because of this amazing charity"
- "I am thrilled, relieved and very grateful to a very kind man who gives up his time to help people. He really went above and beyond, Wow, wow and wow again!"

These comments and Remap's outputs demonstrate the hard work and dedication of our skilled volunteers – some 900 people. These wonderful volunteers use their knowledge and skills to help others and their contribution is fantastic. They are organised into groups which operate right across England, Wales and Northern

Ireland. Some of these are large, completing 100 projects or more every year for people in their local communities and others are quite small. What they have in common is an eye for detail, providing an important local service which puts the needs of individuals foremost. Most groups have the potential to help more, so raising our profile remains a top priority.

Funding successes

We operate in a highly competitive funding environment and did well to raise funds from a wide range of sources. Diversifying our funding base is a key objective for Remap, so it was good to receive funds from a range of sources, including charitable trusts and foundations, companies and individuals (including some legacies). We were supported by some fundraising challenges including the Superhero Triathlon and the amazing Matt Lee who competed in the Mongolia Rally to raise funds for Remap.

Appointments

Shaun Stacey served as Chair of Trustees for most of the year but stood down in December due to work pressures and was replaced by David Russell. We also said goodbye to staff member Adam McEvoy mid-year and appointed Lucia Ruggiero in his place as our new Business Development Manager.

Remap is a single charity with a network of member groups that deliver our service and a central office that supports those member groups through volunteer recruitment, fundraising, publicity and promotion and looking after the administration of the charity. This year a new membership scheme was introduced, which sets out more clearly the relationship between member groups and the central office. Our network of member groups contributed over £50,000 to the running of the charity as well as funding their own operational costs. The high level of support for our work in local communities is demonstrated by the fundraising success our groups enjoy.

MakeAbility

A highlight of our year was the launch of a new website MakeAbility (www.makeability.org.uk). This online community allows not just our volunteers but anyone with an interest in making equipment for disabled people to discuss their projects, upload designs and ideas, seek help from others and support our work. Launched in December 2018, the site already has over 250 users and scores of new projects have been uploaded. We are grateful to the charitable trust that supported this initiative and would welcome new financial support to further develop the site.

Year of Engineering

We engaged with the government initiative “Year of Engineering”, where the objective was to raise the interest of younger children in engineering as a career

option. We contributed to this by running various projects, including the launch event in a school in Bolton. We challenged children with the sort of projects we tackle at Remap giving them the opportunity to be creative and inventive. We ran more sessions later in the year including at Kidzania in London.

Raising Awareness

We have showcased Remap at events, conferences and exhibitions including

- Kidz to Adultz
- Model Engineering Exhibitions
- Naidex
- OTAC
- Rotary International
- Royal College of Occupational Therapy
- The OT Show

Social media is of growing importance, enabling us to showcase our work and connect with more people. This year, our website has seen 34,157 individual visitors, an increase of 12% on the previous year. We have seen a particular increase in traffic from our social media channels (Facebook, Twitter and Instagram), which is up by 28%. We are pleased to have started to get enquires directly from social media work, so we know it is an area for growth in the future.

We had articles published in many newsletters/magazines and journals including the following. We thank them for their interest and support:

- | | |
|-------------------------------------|----------------------------------|
| • Able Magazine | • MS UK |
| • Assistive Technology Today | • OT Magazine & OT news |
| • Disabled Living | • Professional Engineering |
| • Engineering Designer | • Radio Society of Great Britain |
| • Hackspace | • Restricted Growth Association |
| • Huff Post | • Scope |
| • Independent Living | • Shine |
| • Ingenia | • Small Charities Coalition |
| • Mature Times | • Spinal Injuries Association |
| • Model Engineering | • Thiis Magazine |
| • Motor Neurone Disease Association | |

Some charitable trusts who supported Remap in 2018-19

- DCR Allen Charitable Trust
- Sir Jeremiah Colman Gift Trust

- John Ellerman Foundation
- The Goldsmiths' Company
- Thomas J Horne Memorial Trust
- Inman Charity Trustees
- Leathersellers' Company
- The Mercers' Company
- Miller Centre Trust
- Peacock Charitable Trust

Companies who supported Remap

- Delphi Diesel Systems
- My Time Media
- RenaissanceRe
- Studio Lambert
- Waitrose

Community groups who supported Remap

- Freemasons
- Lions
- Probus
- Rotary
- Round Table

Financial Review

Financial Statements

The financial statements for the year ended 31 March 2019 are set out on pages 14 to 17.

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. Funds held centrally are partly invested, with Virgin Money.

Investment Performance

Total interest received was £397 - the bulk of which came from Virgin Money.

Any Funds in Deficit

There are no funds in deficit.

Reserves

During the year, Remap designated £10,000 of its unrestricted reserves for the purpose of upgrading the charity's systems and infrastructure.

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 2018. It is proposed that he should be further reappointed at the forthcoming 2019 AGM.

This report is made by the trustees and signed on their behalf by the Chair on 6 June 2019.

David Russell

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 charity 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 2019

	Notes	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Incoming resources					
<i>Donations legacies and other gifts</i>					
Charitable trusts		92,283	3,250	95,533	130,359
Other donors		145,078	17,897	162,975	89,315
Legacies		62,085	2,000	64,085	100
Total donations and gifts		<u>299,446</u>	<u>23,147</u>	<u>322,593</u>	<u>219,774</u>
<i>Other incoming resources</i>					
Government project grants		13,901	3,855	17,756	20,530
Interest receivable		532	-	532	522
Total other incoming resources		<u>14,433</u>	<u>3,855</u>	<u>18,288</u>	<u>21,052</u>
Total incoming resources		<u>313,879</u>	<u>27,002</u>	<u>340,881</u>	<u>240,826</u>
Charitable expenditure					
<i>Cost of activities in furtherance of the objects of the charity:</i>					
	2	282,150	12,493	294,643	230,898
<i>Costs of generating funds</i>					
Fundraising		23,398	-	23,398	22,670
<i>Governance costs</i>	3	4,320	-	4,320	4,698
Total resources expended		<u>309,868</u>	<u>12,493</u>	<u>322,361</u>	<u>258,266</u>
Net incoming resources (deficit)		4,011	14,509	18,520	(17,440)
At 1 April 2018		235,320	26,096	261,416	278,856
At 31 March 2019		<u>239,331</u>	<u>40,605</u>	<u>279,936</u>	<u>261,416</u>
Representing					
Current assets		239,886	40,605	280,491	261,941
Current liabilities		(555)	-	(555)	(525)
		<u>239,331</u>	<u>40,605</u>	<u>279,936</u>	<u>261,416</u>

REMAP 2010

Registered company number: 7316433

**Balance Sheet
as at 31 March 2019**

	Notes	2019 £	£	2018 £	£
Current assets					
Debtors	5	18,941		12,318	
Short term deposits		93,882		110,689	
Cash at bank		<u>167,668</u>		<u>138,934</u>	
		280,491		261,941	
Creditors: amounts falling due within one year	6	(555)		(525)	
Net current assets			279,936		261,416
Net assets			<u>279,936</u>		<u>261,416</u>
Accumulated funds					
Unrestricted funds					
<i>General funds</i>	7	229,331		235,320	
<i>Designated reserves</i>		<u>10,000</u>		<u>-</u>	
		239,331		235,320	
Restricted funds	7	40,605		26,096	
		<u>279,936</u>		<u>261,416</u>	

Approved by the trustees on 6 June 2019 and signed on their behalf by

D Russell
Chair of Trustees

REMAP 2010
Notes to the financial statements
for the year ended 31 March 2019

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 Restricted and Unrestricted funds.

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.

Unrestricted funds include Designated funds for the upgrade of Remap's systems and infrastructure.

Fixed assets

Fixed assets are generally written off in the year of purchase.

2 Staff costs	2019 £	2018 £
Salaries and wages	121,543	95,012
Social security and pension costs	9,718	5,122
	<u>131,261</u>	<u>100,134</u>
Management remuneration	40,000	39,205
Average monthly number of employees during the year	<u>5</u>	<u>5</u>

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

3	Governance costs	Total 2019 £	Total 2018 £
	Trustee liability insurance	482	473
	Trustees' and other governance meetings	3,283	3,700
	Accountant's fees	555	525
		<u>4,320</u>	<u>4,698</u>

4 Transactions with trustees

During the year two trustees (2018-5) were reimbursed for motor, travel and other expenses totalling £849 (2018 - £1,302). In addition one trustee (2018 - one trustee) was paid £3,180 (2018- £3,339) as remuneration for accountancy services.

5	Debtors	2019 £	2018 £
	Income tax recoverable	13,311	6,739
	Other debtors and prepayments	5,630	5,579
		<u>18,941</u>	<u>12,318</u>

6	Creditors	2019 £	2018 £
	Other creditors and accruals	<u>555</u>	<u>525</u>

7 Funds

Restricted funds principally comprise funds restricted to local use by Remap branches.

Unrestricted funds include funds of £10,000 designated during the year for the upgrade of Remap's systems and infrastructure.

**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 2019, which are set out on pages 14 to 17.

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 (FRS 102); 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

Heathfield

East Sussex TN21 0DG

Date: 6 June 2019