

Support for Carers  
(Scarborough and District)

( REGISTERED CHARITY NUMBER 1041925 )

# Annual Financial Report

Year Ending 31st March 2017

**Charity  
Examination  
Service**

Barrie Tuck  
Marchwood , Back Lane South , Middleton , Pickering ,  
YO18 8NU

# **Support for Carers (Scarborough and District)**

**( REGISTERED CHARITY NUMBER 1041925 )**

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# **Support for Carers (Scarborough and District)**

**( REGISTERED CHARITY NUMBER 1041925 )**

## **OFFICERS AND PROFESSIONAL ADVISERS**

Operating Address: Unit 4  
64-66 Londesborough Road  
Scarborough  
North Yorks  
YO11 ITX

Bankers: HSBC plc  
33 St. Nicholas Street  
Scarborough  
YO11 2HN

Independent Examiner: Barrie Tuck  
Marchwood ,  
Back Lane South ,  
Middleton ,  
Pickering ,  
YO18 8NU .

# Support for Carers (Scarborough and District)

## Trustees Annual Report for the year ended 31st March 2017

The trustees present their annual report and financial statement for the year ended 31st March 2017. Those trustees that served during the year are shown below.

The Charity was set up to support and provide a volunteer sitting service to carers aged 18+ within the Scarborough District, who, through ill health, physical or psychological disabilities or increasing frailty provided care to a partner, friend or relation within their own home.

### **Structure, Governance and Management :-**

Support for Carers (Scarborough and District) is a registered charity formed in 1986 under the umbrella of the Scarborough Council of Voluntary Services and became independent in 1988 through funding secured from Health and Adult Services (HAS) and Health Authority (CCG). It then obtained charitable status in 1994 and is now governed by trustees under a new constitution.

The trustees are appointed at the Annual General Meeting and are recruited from local people who have an interest in the charity. The charity is controlled and directed by the elected members of the executive committee with authority to act being devolved to the chairman and vice chairman. The executive committee continues to examine the principal areas of the charity's operations to review the major risks which may arise in each area. In the opinion of the executive committee, this review enables such risks to be identified and then mitigated to an acceptable level in the charity's day to day activities.

### **Overall Aims of the Charity :-**

- \* To give carers relief and relaxation, thus safeguarding their health and enabling them to continue to care within their own home.
- \* To operate a service that befriends, gives practical and emotional support and offer respite to carers.

### **Public Benefit :-**

Throughout the year, Support for Carers board of trustees has followed the Charity Commission guidelines on public benefit in achieving it's overall aims and objectives.

The trustees confirm that the charity has complied with the Charities Act 2011 with regard to its duty to act for the public benefit as per those published guidelines.

### **Trustees :-**

The trustees who served during the year were:-

Steve Trafford	Chairman
Lynn King	Vice Chair
Sylvia Graham	Volunteer Representative
Frances Butters	Carer Representative
Connie Mayo	

# Support for Carers (Scarborough and District)

## Trustees Annual Report for the year ended 31st March 2017 ( continued )

### Service Outcomes:-

- \* Provide a respite service by the use of volunteers and group activities.
- \* Provide moral and emotional support individually and within a group environment.
- \* Work alongside statutory, voluntary and private bodies to ensure collation of information on individual needs are referred to the appropriate service.
- \* Provide information, training and group sessions that encourage good health and well being to individuals.

### Review of Activities in the year:-

The organisation is jointly funded by the Clinical Commissioning Group (CCG) and Health and Adult Services (HAS), our contractual hours have been increased to 450 per month. These hours have been achieved by the recruitment and development of volunteers within the carers home.

#### Volunteer Sitting Service

Our team of 47 volunteer sitters have provided 6,868 hours of respite sitting during this financial year compared to 5,855 the previous year. On behalf of the Trustees and staff the chairman Mr Steve Trafford would like to thank our volunteers for their dedicated and continuous support.

#### Wednesday Friendship club

The club continues to attract both carers and the person they support by bridging the gap between no care and day care. A volunteer is paired with a member who may have difficulties due to failing eyesight, memory or disability. Support for Carers trustees felt it was very important for the club to continue doing this.

#### Meet & Eat

An informal meeting at lunch time at the Scarborough Brewers Fayre for those who like a more relaxed meeting over lunch.

#### Filey Friendship Club

The aim of the club is to provide 1.5 hours per week of social stimulation through a variety of activities, the main one being chair exercises to music. Support for Carers felt it was also important for us to continue to add value to the services that we provide.

#### Website

Our website covers all aspects of our work from services available, useful information, volunteering opportunities and support. **See ([scarboroughsupportforcarers.org](http://scarboroughsupportforcarers.org)).**

#### The way forward

As we are all aware there have been major funding cuts across both the statutory and voluntary sectors which has had a huge impact on those providing the service and more so for those using it. To safeguard our service and to continue to provide a much needed sitting service to carers within the Scarborough & Filey district we have been asked by our funders (HAS) to look at ways we can reduce our running costs. To this end we have formed a partnership with Ryedale Carers Support and also Whitby Care Together sitting schemes.

The charity has continued to work actively towards its objectives. A more detailed review of the year is contained within the full Charity's 2017 Trustees Annual Report.

### Financial Review 2016/17 :-

The results for the year show a deficit of £2,929 and Total Reserves stand at £51,545 as at 31st March 2017 (of which £24,305 represents free unrestricted reserves).

The charity's unrestricted income derives on an annual contract basis from two sources, the CCG and HAS. The executive committee is determined that in the event that the current financial support is not forthcoming, the work of Support for Carers should continue, though it may take considerable time to establish other sources of income.

The current reserves would enable the charity to continue for approximately six to twelve months and the executive committee considers that this level should be maintained.

# Support for Carers (Scarborough and District)

## Trustees Annual Report for the year ended 31st March 2017 ( continued )

### Reserves Policy :-

The trustees acknowledge that cash reserves are required for the future and so a Designated fund was set up this year to cover the following :-

- \* Enable Support for Carers to maintain essential core services for a minimum of 3 months in the event of the withdrawal of core funding.
- \* To provide for otherwise unfunded staffing related expenses - such as redundancy costs if required.
- \* To provide funds of last resort in the event of unavoidable cost overruns on activities that cannot otherwise be met from restricted funds.
- \* To give time to seek alternative sources of funding and to maintain scheme continuity in the event of limited short term funding gaps.

The board of trustees consider that an adequate level of funds to cover the above is £25,000 which equates to almost 55% of annual funded income for 2016/17.

### Staff, volunteers and trustees:-

Current staffing consists of Joan Ricketts (Co-ordinator part time 20hrs) and Shirley Lumb (Support worker 30hrs).

We currently have 47 volunteers who between them either provide our volunteer visiting service, assist in the running of coffee clubs or sit on the board of trustees. All are police checked at enhanced level before starting work with our vulnerable adults. Support for Carers board of trustees consists of 5 individuals who have an interest in the welfare of carers within the Scarborough & Filey district. Representation on the board consists of carers, volunteers, voluntary sector employees and ex professionals

The chairman would like to openly thank all those involved with organisation for their continued support and commitment over the last year.

### Responsibilities of the trustees:-

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year. The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees.

.....  
Steve Trafford

Dated :

# Support for Carers (Scarborough and District)

( REGISTERED CHARITY NUMBER 1041925 )

## Receipts & Payments Account for the year ended 31st March 2017

	<b>31 March 2017 £</b>	31 March 2016 £
Grants , Donations and Members Funding	<b>52,082</b>	52,763
<b>TOTAL INCOME</b>	<b>52,082</b>	52,763
<b>TOTAL EXPENDITURE</b>	<b>55,247</b>	49,483
<b>OPERATING SURPLUS / (DEFICIENCY)</b>	<b>(3,165)</b>	3,280
<b>OTHER INCOME</b>		
Interest Receivable	<b>236</b>	306
<b>SURPLUS/DEFICIT FOR THE FINANCIAL YEAR</b>	<b>(2,929)</b>	3,586

## Support for Carers (Scarborough and District)

### Statement of Financial Activities for the year ended 31st March 2017

		2017			2016			
	Notes	Restricted Funds £	Designated Funds £	Unrestricted Funds £	Total Funds £	Restricted Funds £	Unrestricted Funds £	Total Funds £
<b>INCOMING RESOURCES</b>								
Voluntary Income	3	0	-	46,090	46,090	0	42,335	42,335
Activities for generating funds		0	-	-	0	4,246	6,182	10,428
Investment Interest		0	-	236	236	-	306	306
Fundraising		0	-	1,297	1,297	-	-	0
Filey Friendship		1,178	-	-	1,178	-	-	0
Wednesday Friendship		2,792	-	-	2,792	-	-	0
Comm First Funding		725	-	-	725	-	-	0
		<u>4,695</u>	<u>0</u>	<u>47,623</u>	<u>52,318</u>	<u>4,246</u>	<u>48,823</u>	<u>53,069</u>
<b>RESOURCES EXPENDED</b>								
Direct Charitable Expenditure	4	6,227	0	39,554	45,781	474	35,085	35,559
Support Costs	5	0	0	8,699	8,699	0	7,732	7,732
Management and Administration	6	0	0	767	767	0	6,192	6,192
		<u>6,227</u>	<u>0</u>	<u>49,020</u>	<u>55,247</u>	<u>474</u>	<u>49,009</u>	<u>49,483</u>
<b>Net movement in Funds</b>		(1,532)	0	(1,397)	(2,929)	3,772	(186)	3,586
<b>Transfers</b>		0	25,000	(25,000)	0	0	0	0
<b>Funds at 31st March 2016</b>		3,772	0	50,702	54,474	0	50,888	50,888
<b>Funds at 31st March 2017</b>	9	<u>2,240</u>	<u>25,000</u>	<u>24,305</u>	<u>51,545</u>	<u>3,772</u>	<u>50,702</u>	<u>54,474</u>

The notes on Pages 8 to 12 form part of these financial statements.

# Support for Carers (Scarborough and District)

## Statement of Assets as at 31st March 2017

	<i>Notes</i>	2017 Total £	2016 Total £
<b>Tangible Fixed Assets</b>	10	0	181
 <b>Current Assets</b>			
Current Account		51,383	55,902
Petty Cash		<u>162</u>	<u>0</u>
		51,545	55,902
		<u>51,545</u>	<u>54,474</u>
 <b>Represented by:</b>			
<b>Funds:</b>			
Restricted		2,240	3,772
Designated		25,000	0
Unrestricted		24,305	50,702
<b>Total Funds</b>	11	<u>51,545</u>	<u>54,474</u>

**Current Liabilities :**

Independent Examination Fees of £575 .

For and on behalf of the Executive Committee of Support for Carers

..... Dated .....  
 Steve Trafford CHAIRMAN:

**Support for Carers  
(Scarborough and District)**

( REGISTERED CHARITY NUMBER 1041925 )

**Notes to the Financial Statements for the year ended 31st March 2017**

**1 ACCOUNTING POLICIES**

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities Statement of Recommended Practice: Accounting by Charities.

All income is shown in the accounts when receivable.

Expenses are allocated as they arise.

**2 TRUSTEES**

No trustee received a remuneration or expenses for services rendered.

No trustee, or anyone connected with a trustee, has a material interest in any of the charity's transactions.

**3 VOLUNTARY INCOME**

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>2017 Total Funds</b>	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>2016 Total Funds</b>
Donations	-	240	240	-	-	0
Grants Receivable *	-	45,500	45,500	-	42,180	42,180
Membership	-	80	80	-	155	155
Other Income	-	270	270	-	0	0
	<u>0</u>	<u>46,090</u>	<u>46,090</u>	<u>0</u>	<u>42,335</u>	<u>42,335</u>

\* From North Yorkshire County Council

#### 4 DIRECT CHARITABLE EXPENDITURE

	2017			2016		
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds
Staff Costs	-	29,938	29,938	-	30,251	30,251
Staff Travel expenses	-	716	716	-	-	0
Partnership Costs	-	3,739	3,739	-	-	0
Motor & Travelling	-	2,262	2,262	-	588	588
Training	-	120	120	-	0	0
Activity Expenses	6,227	2,388	8,615	474	4,026	4,500
General Expenses	-	341	341	-	150	150
Subscriptions	-	50	50	-	70	70
	<u>6,227</u>	<u>39,554</u>	<u>45,781</u>	<u>474</u>	<u>35,085</u>	<u>35,559</u>

#### 5 SUPPORT COSTS

	2017			2016		
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds
Office Expenses	-	1,131	1,131	-	1,513	1,513
Establishment Costs	-	2,750	2,750	-	3,288	3,288
Telephone	-	1,924	1,924	-	1,313	1,313
Depreciation	-	181	181	-	394	0
Insurance	-	1,320	1,320	-	1,224	0
New Equipment	-	1,183	1,183	-	-	0
Repairs & Maint	-	210	210	-	-	0
	<u>0</u>	<u>8,699</u>	<u>8,699</u>	<u>0</u>	<u>7,732</u>	<u>6,114</u>

## 6 MANAGEMENT AND ADMINISTRATION

	2017			2016		
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds
Independent Examination	-	-	0	-	1,020	1,020
Legal & Professional Charges	-	-	0	-	4,547	4,547
Accountancy Fees	-	767	767	-	625	625
Trustees Expenses	-	-	0	-	0	0
	0	767	767	0	6,192	6,192

## 7 RESTRICTED FUNDS

### **Filey Friendship**

*This club provides chair exercises to music and also activities such as quizzes, bingo etc. The club is for anybody over 50 who is isolated or is a care or dependant.*

### **Wednesday Friendship**

*A club mainly for carers and dependants , however anybody who is lonely or isolated is also welcome to join.*

*The club provides various activities such as sing a longs, bingo, quizzes, games and talks from local places of interest.*

### **Community First**

*This was a grant given to us to help buy items for either club such as CD Player, games etc.*

See note 9 for balances remaining on these projects

## 8 DESIGNATED FUNDS

### \* *Managed Closure*

The trustees have put a reserve aside to cover possible closure costs that could arise sometime in the future if there was a need. This figure is the current estimate of such costs.

## 9 MOVEMENT OF FUNDS

	<b>Opening Balances</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfers</b>	<b>Closing Balances</b>
<b><u>2017</u></b>					
<b><i>Restricted Funds</i></b>					
Filey Friendship	3,772	1,178	(3,846)	-	1,104
Wednesday Friendship	-	2,792	(2,003)	-	789
Community First	-	725	(378)	-	347
	<u>3,772</u>	<u>4,695</u>	<u>(6,227)</u>	<u>0</u>	<u>2,240</u>
<b><i>Designated Funds</i></b>					
Managed Closure	*	-	-	25,000	25,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>
<b><i>Unrestricted Funds</i></b>					
	<u>50,702</u>	<u>47,623</u>	<u>(49,020)</u>	<u>(25,000)</u>	<u>24,305</u>
<b>TOTAL</b>	<u>54,474</u>	<u>52,318</u>	<u>(55,247)</u>	<u>0</u>	<u>51,545</u>
<b><u>2016</u></b>					
<b><i>Restricted Funds</i></b>					
Filey Friendship	0	4,246	(474)	-	3,772
<b><i>Unrestricted Funds</i></b>					
	<u>50,888</u>	<u>48,823</u>	<u>(49,009)</u>	<u>-</u>	<u>50,702</u>
<b>TOTAL</b>	<u>50,888</u>	<u>53,069</u>	<u>(49,483)</u>	<u>0</u>	<u>54,474</u>

**10 TANGIBLE FIXED ASSETS**

	<b>2017</b>	2016
	<b>Total</b>	Total
Net Book Value brought forward	181	575
Depreciation this year	181	394
Net Book Value at 31st March 2017	<u><u>0</u></u>	<u><u>181</u></u>

**11 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Restricted Funds</b>	<b>Designated Funds</b>	<b>Unrestricted Funds</b>	<b>2017 Total Funds</b>	Restricted Funds	Unrestricted Funds	2016 Total Funds
Tangible Fixed Assets	-	-	-	<b>0</b>	-	-	0
Current Assets	2,240	25,000	24,305	<b>51,545</b>	3,772	50,702	54,474
Total Assets	<u>2,240</u>	<u>25,000</u>	<u>24,305</u>	<u><b>51,545</b></u>	<u>3,772</u>	<u>50,702</u>	<u>54,474</u>

**12 EMPLOYEES**

	<b>2017</b>	2016
The average number of part-time employees during the year was :-	<u>2</u>	<u>2</u>
Employment Costs	<b>2017</b>	2016
Wages and Salaries	<b>26,320</b>	28,555
Social Security Costs	<b>1,860</b>	0
	<u><b>28,180</b></u>	<u>28,555</u>

**13 PENSION COSTS**

	<b>2017</b>	2016
The charity has made pension contributions to a defined contribution pension scheme for it's employees.	<b>£1,758</b>	£1,696

**14 CONTINGENT LIABILITIES**

The charity has no contingent liabilities.

# **Support for Carers (Scarborough and District)**

**( REGISTERED CHARITY NUMBER 1041925 )**

## **Independent Examiners Report to the trustees for the year ended 31st March 2017**

I report on the accounts of Support for Carers (Scarborough and District ) for the year ended 31st March 2017 as set out on pages 5 to 12.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

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 examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. 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 the 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 examiner's 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date:

Barrie Tuck  
Independent Charity Examiner ,  
Marchwood ,  
Back Lane South ,  
Middleton ,  
Pickering ,  
YO18 8NU .