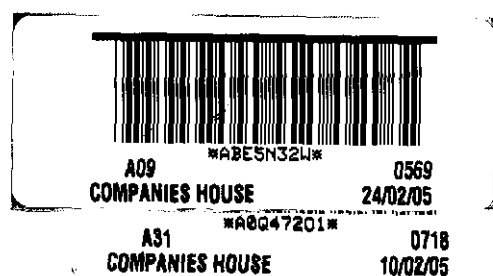


# THE SOUTH AND VALE CARERS CENTRE

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## THE SOUTH AND VALE CARERS CENTRE

### COMPANY INFORMATION

<b>Trustees and Directors</b>	R Ely Mrs M MacKenzie R J Seymour Mrs S L Seymour C J Williams
<b>Secretary</b>	R J Seymour
<b>Management Committee</b>	R Ely (Chairman) R J Seymour (Secretary) C J Williams (Financial Director) Mrs M MacKenzie Mrs S L Seymour Mrs E K Oliver Prof. M Avis Mrs Y Billett Miss E Blacklock Mrs B Cornwell (Contracts Officer, Social & Health Care Directorate Mrs L Hatt Mrs M Hughes V Lanzon-Miller Mrs H Pells Ms C Periton (SW Oxon PCT) Ms M Webb (SE Oxon PCT)
<b>Company Number</b>	2989722
<b>Charity Number</b>	1042708
<b>Registered Office</b>	3-5 Lydalls Road DIDCOT, Oxon OX11 7HX
<b>Auditors</b>	Wellers Accountants 8 King Edward Street Oxford, OX1 4HL
<b>Bankers</b>	CAF Bank Ltd. HSBC

## THE SOUTH AND VALE CARERS CENTRE

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2004

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ended 31 March 2004. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities", issued in October 2000, in preparing the annual report and financial statements of the Charity.

The Charity is constituted as a Company Limited by Guarantee, and is governed by a Memorandum and Articles of Association.

#### **Objectives and Principal Activities**

The objects for which the Charity is established are "to alleviate the conditions of life among people who are caring or have cared for the elderly, sick, disabled, handicapped or otherwise infirm persons at home". The Charity's work covers the Districts of South Oxfordshire and the Vale of the White Horse. There are believed to be more than 20,000 Carers in this area and the Centre has provided varying information and advice to a considerable number of them: people who are voluntarily caring for someone who is elderly or sick or who has physical or learning disabilities (including children with special needs).

The objectives of the Charity are set out below:

- To increase access to information, advice and advocacy for Carers
- To increase access to support services for Carers in both urban and rural communities
- To establish information on a range of services, to provide advice to enable Carers to make an independent assessment of their own needs, and to act as a broker where necessary
- To maximise the availability of existing services and facilities through co-operation with service providers
- To work towards increasing the range of services available
- To ensure that local Carers' needs and priorities are reflected in the project
- To provide training and education for local agencies, volunteers, professionals and the general public on Carers' needs and priorities

## THE SOUTH AND VALE CARERS CENTRE

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2004

- To provide and increase opportunities for Carers to receive emotional support
- To ensure through appropriate channels that local Carers' needs and priorities are represented in Community Care planning processes

#### **Development, Activities and Achievements this year**

The year was one of consolidation with all concerned working hard to maintain and improve the services offered and to make them available to the largest possible number of Carers in the Community. During the year the Trustees negotiated a new 3-year Contract and a 12-year Lease of the Centre building with Oxfordshire County Council, both coming into effect on 1 April 2004 although not yet finalised.

#### **Future Developments**

The Trustees did not succeed in raising sufficient funds to embark on building the new Meeting Room referred to in last year's report. Due to the expansion of the workforce the Centre's existing accommodation is inadequate and the Trustees will continue to seek funding to complete this project as soon as possible.

#### **CHAIRMAN'S REVIEW:**

We have had another busy year with the demands on our services continuing to increase and the efforts of our staff as committed and conscientious as ever.

This year we completed our first decade with a celebration in June 2004. We started with one full-time and one part-time member of staff. Today we have a total of twelve - a great achievement - led by our Manager, Kate Oliver, who has been with us since the beginning. So have three of our five Trustees, namely Robin Seymour, first Chairman and now Company Secretary, Sheila Seymour, Minutes Secretary, and John Williams, our first and only Treasurer. I am immensely grateful for their wonderful dedication over so long a period. Tribute must also be paid to Councillor Margaret MacKenzie who has been a most supportive Trustee for more than half of our time. We are actively looking for others to carry on the good work in the future, but it is not easy to find volunteers.

Part of the problem, of course, is the worry about funding and the burden of bureaucracy. The Community Fund, which I mentioned last year, finally turned down our application for a grant after seven months' consideration during which

## **THE SOUTH AND VALE CARERS CENTRE**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2004**

#### **FINANCIAL DIRECTOR'S REPORT**

I have pleasure in presenting the Financial Report of the South and Vale Carers Centre for the year ended 31 March 2004.

As in previous years, the Core Funding Grant from the Social & Health Care Directorate, totalling £93,280, partially covered the annual management and administration expenses. The difference between the two widens increasingly every year. The Time for Carers Grant led to the very considerable help we were able to give under this Project.

The Young Carers Grants enabled the momentum to be maintained with this crucial section of the Centre's activities. The donations and gifts total of £31,101, an increase of £15,322, was also a most welcome boost!

Regrettably, however, we were unable to obtain a renewal of the Community Fund Grant, the receipt of which would have helped to maintain the continuation of the Centre's activities on the same scale. Under the circumstances this may now prove difficult, as illustrated by an increased deficit for the year of £14,267. This was brought about through an increase in total expenditure of £22,058 not being matched by the income increase of £10,575.

It is therefore essential that our expenditure be kept firmly under control whilst we try to maintain the present help and service to Carers as far as possible.

**C J Williams**  
**Financial Director**

#### **CENTRE MANAGER'S REPORT**

This has been a year full of highs and lows.

We are 10 years old this year. Yes, we have been serving the Carers of South Oxfordshire and the Vale of the White Horse for 10 full years! Some of us have been here from the very beginning when the office was still a building site, and some of the Trustees have been working tirelessly for the Centre since before

## THE SOUTH AND VALE CARERS CENTRE

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2004

the building was even identified. We have built from 2 members of staff to 12, many of them funded by charitable funds, and new staff always bring new ideas - which is good for everyone.

During the 10 years the numbers have gone up from 128 Carers helped in the first year, to 895 during the year just passed. Our database tells us that at this moment we have dealt with 6,150 Carers in the area - and that number increases daily. The range of services offered has also increased, partly due to successful fund raising, and partly due to the Oxfordshire Carers Strategy funds.

The changes we made last year to the Young Carers Project, dividing the work into Development Worker and Young Carers Project Worker, have been very successful. The grant from the Children's Fund has enabled us to continue and expand the work we are doing in schools.

We suffered a great deal at the hands of vandals who three times smashed our large shop-front windows. By the third time we began to feel victimised and demoralised, having to work in a building that was boarded up. However, we received a great deal of support, both moral and financial, from people living locally and Carers known to us, which lifted our spirits.

We had a very successful Away Day with all of the staff, the Trustees and some of the Management Committee. We all felt that this gave us a much better understanding of each other's roles in making the Carers Centre successful. The problem with everyone working hard to make the Centre a success is that sometimes staff and Trustees are not totally aware of the level of work being undertaken by others.

An unsuccessful bid for a grant from the Community Fund meant we lost one member of staff and the work had to be covered by four Outreach Workers instead of five. That is still the case, although another bid for a Community Fund grant has already been submitted. Our plans to extend the building and also reprint the "Caring for Someone at Home" guide both had to be shelved in the face of reduced funds. We had a promise of funding for part of the building, but this was withdrawn when we were unable to provide matching funds for the project.

We continue to campaign for acceptance of the value of our service by the Health Service and for funds to support the work, although at the time of writing we have not been successful. We do, however, have some people working hard on our behalf to try and help in this matter.

## THE SOUTH AND VALE CARERS CENTRE

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2004

Overall the support for the Centre increases all the time. Almost all the Parish and Town Councils now support us financially, and the amount increases each year. They also display our posters in all the parishes and publish articles in local newsletters, which helps with the process of identification. We also receive donations from many of the local charities, which helps us with the general running costs of the Centre and enables us to support more Carers.

The table clearly shows where most people hear about the services we offer:

Health services	32%
Friends or relatives	25%
Social and Health Care	14%
Voluntary organisations	11%
Publicity	7%
Information points	5%
Housing authorities	3%
Schools	3%

The second table shows the increase in Carers identified when additional staff were recruited in the second year, and again when we received a three year Community Fund grant spread over the last four years.

1994/5	180
1995/6	201
1996/7	408
1997/8	452
1998/9	473
1999/00	521
2000/01	623
2001/2	768
2002/3	821
2003/4	898

## **THE SOUTH AND VALE CARERS CENTRE**

### **TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2004**

#### **The Future**

The good news is that we have just obtained sufficient funds to reprint the *Caring for Someone at Home* guide. We had effectively still retained the funds from donations sent for the last edition. We received £3,500 from the South West Primary Care Trust, which means we now have just enough.

We have an editor who has already started on the process of updating the information and looking for a printer. We hope to have the launch of the new guide during the coming financial year.

Despite our previous rejection we are still hopeful of the Community Fund and this would free up funds, which were available for the extension but were frozen when we felt we might need to spend them on staffing.

The Carers Voice Newsletter continues to be popular and we hope to be able to continue circulating this four times a year. We did once reduce the number to three but it became rather disjointed.

The Oxfordshire Carers Strategy is again funding breaks for Carers in the coming year. This means that Time for Carers will continue, Young Carers Break Fund will also continue, and we have a small third fund which will offer breaks for Parent Carers.

We go into the new financial year with great hopes and expectations and although the need for fundraising is constant we will travel in hope as we have since we began.

**Kate Oliver**  
**Centre Manager**

#### **Risk Management and Reserves**

Although the Centre has received some generous donations during the year, the need to secure future funding to maintain and if possible improve the level of service remains a constant preoccupation. Two major disappointments marked the year under review. Our efforts to attract significant financial support from the NHS Primary Care Trusts produced a sympathetic response, but no actual funds. The issue is still under discussion. Likewise, the hard work put in by the



## THE SOUTH AND VALE CARERS CENTRE

### TRUSTEES' REPORT FOR YEAR ENDED 31 MARCH 2004

Centre Manager in preparing a new bid to the National Lottery Community Fund proved fruitless and the effort has had to be repeated with a new application, the result of which is awaited at the time of writing.

Meanwhile, our financial commitments continue to increase. We have been advised to raise our reserves to at least £14,000 to cover possible staff redundancies. Our new Contract requires us to take out Fidelity Guarantee Insurance against theft of our funds, at a cost of approximately £1,000 per annum. In addition, our new lease – apparently as a matter of Council policy – requires us to pay for a Court Order to exclude the Centre from the security of tenure provisions of the Landlord and Tenants Act: this in respect of a Charity which could not continue to exist if the Council chose to terminate our core funding. Social & Health Care have kindly agreed to assist us with the increased insurance costs in the coming year, but thereafter it is likely that the costs of complying with these requirements will have to be met from funds intended for the support of Carers.

It is not easy to see any way forward other than more of the same incessant attention to fund-raising. This must continue to be our strategy for the foreseeable future.

The Trustees have addressed the problem of succession planning by undertaking a Review of the Centre Management Committee. This was nearing completion at the end of the year. It is hoped that implementation of the Review recommendations will make membership of the Committee more attractive both to Carers and Professionals. The Committee has acquired some new members and the Trustees are hopeful that the welcome support given to the Committee by the representatives of Social & Health Care and the Primary Care Trusts will continue.

During the year the Centre's Health & Safety Policy was updated and expanded to include a new Safety Management Structure. Although the occupational health and safety hazards arising from the work do not present a serious problem, they do need to be addressed and kept under review so that the precautions laid down are constantly observed.

#### **Funds Available**

As noted elsewhere in this Report, our need for substantial charitable funding to maintain the present level of service was not met in the year under review, which ended with a significant deficit in income against expenditure. In consequence we now face a real prospect of a cut in services.

**THE SOUTH AND VALE CARERS CENTRE**  
**TRUSTEES' REPORT FOR YEAR ENDED 31 MARCH 2004**

**Directors and Trustees**

All directors of the company are also trustees of the Charity, and there are no other trustees. All of the trustees named on page 2 served throughout the year. The board has the power to appoint additional trustees as it considers fit.

In accordance with the Articles of Association, one third of the trustees retire from office. The trustees retiring are Mr R Ely and Mr R Seymour, who, being eligible, offer themselves for re-election.

**Statement of Trustees' Responsibilities**

The trustees are required by law to prepare financial statements for each year which give a true and fair view of the financial activities of the Charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgments and estimates that are reasonable and prudent
- State whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume 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 enable them to ensure that the financial statements comply with the Companies Act 1985. They 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.

**Approval**

This report was approved by the Board of Directors and Trustees on 5 October 2004 and signed on its behalf



**R J Seymour**  
**Secretary, Director and Trustee**

## THE SOUTH AND VALE CARERS CENTRE

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE SOUTH AND VALE CARERS CENTRE

We have audited the financial statements of The South and Vale Carers Centre for the year ended 31st March 2004 as set out on pages 13 to 22, which have been prepared under the historical cost convention and accounting policies set out on page 15.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of The South and Vale Carers Centre for the purposes of company law) responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on page 11. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities", published in October 2000. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We read the Trustees' Report, and consider the implications for our report if we become aware of any apparent misstatements within it.

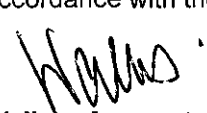
#### **Basis of opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31st March 2004 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



**Wellers Accountants**  
**Registered Auditors**  
**8 King Edward Street**  
**Oxford**  
**OX1 4HL**

**Dated: 5 October 2004**

# THE SOUTH AND VALE CARERS CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2004

### Summary Income and Expenditure Account

		Unrestricted Funds 2004 £	Restricted Funds 2004 £	Total 2004 £	Total 2003 £
	NOTE				
<b>Incoming Resources</b>					
Donations and gifts	2	31,101	-	31,101	15,779
Activities to further the charity's objectives:					
Grants and contracts	3	143,882	17,441	161,323	167,415
Membership subscriptions		800	-	800	614
Activities to generate funds:					
Fundraising income		660	-	660	115
Investment income		2,280	-	2,280	1,666
<b>Total Incoming Resources</b>		<u>178,723</u>	<u>17,441</u>	<u>196,164</u>	<u>185,589</u>
<b>Resources Expended</b>					
Costs of generating funds:					
Fundraising and publicity		6,095	-	6,095	1,096
Charitable expenditure:					
Carers Centre activities	5	154,754	22,119	176,873	163,096
Support costs:					
Management and administration	6	25,719	1,744	27,463	24,181
<b>Total Resources Expended</b>		<u>186,568</u>	<u>23,863</u>	<u>210,431</u>	<u>188,373</u>
<b>Net movement in funds for the year</b>		(7,845)	(6,422)	(14,267)	(2,784)
Fund balances brought forward at 1st April 2003		75,773	3,654	79,427	82,211
Transfers between funds		(3,592)	3,592	-	-
<b>Fund balances carried forward at 31st March 2004</b>		<u>64,336</u>	<u>824</u>	<u>65,160</u>	<u>79,427</u>

There were no other gains or losses for 2004 or 2003 other than those shown above.

All surpluses were earned from continuing operations.

The notes on pages 15 to 22 form part of these financial statements.

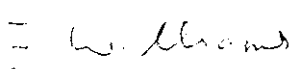
**THE SOUTH AND VALE CARERS CENTRE**  
**BALANCE SHEET AS AT 31ST MARCH 2004**

	NOTE	2004 £	2003 £
<b>FIXED ASSETS</b>			
Tangible assets for charity use	8	471	845
<b>CURRENT ASSETS</b>			
Debtors and prepayments	9	1,795	450
Cash at bank and in hand		<u>77,794</u>	<u>89,624</u>
		79,589	90,074
<b>CREDITORS: Amounts falling due within one year</b>	10	<u>14,900</u>	<u>11,492</u>
<b>NET CURRENT ASSETS</b>		64,689	78,582
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>65,160</u>	<u>79,427</u>
<b>RESERVES</b>			
Restricted funds		824	3,654
Unrestricted funds:			
Designated funds		44,866	50,939
General funds		<u>19,470</u>	<u>24,834</u>
<b>Total Funds</b>	11	<u>65,160</u>	<u>79,427</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the board of directors and trustees on 5<sup>th</sup> October 2004 and signed on its behalf.

R Ely   
Director and Trustee

C J Williams   
Director and Trustee

The notes on pages 15 to 22 form part of these financial statements.

# THE SOUTH AND VALE CARERS CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004

### 1. ACCOUNTING POLICIES

#### 1a. Accounting Conventions

The accounts have been prepared under the historic cost convention, the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

#### 1b. Donations and voluntary income

Donations and voluntary income are accounted for gross when received.

#### 1c. Depreciation

Depreciation is provided at rates calculated to write off the cost less estimated residual value of each fixed asset on a straight line basis over its expected life as follows:

Office Equipment	15%	per annum
Computer Equipment	33 1/3%	per annum

#### 1d. Funds

##### Unrestricted funds

- i) General - these funds are expendable at the discretion of the trustees in furtherance of the objectives of the charity and for the overall administration of the charity.
- ii) Designated - these are funds which have been set aside out of unrestricted funds by the trustees for purposes or projects to which the charity are not committed but intend to promote and follow.

##### Restricted funds

These are funds upon which restrictions and specific criteria for their use are imposed by the donor.

#### 1e. Pensions

The pension costs charged in the financial statements represent the contributions payable by the company during the year in accordance with accounting standards.

#### 1f. Legal status of the charity

The company is limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.

# THE SOUTH AND VALE CARERS CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004

### 2. DONATIONS AND GIFTS

	2004 £	2003 £
Donations from Parish and Town Councils	4,590	4,484
Other donations from individuals and institutions	8,952	3,780
Donations for Carers Guide (designated)	3,510	38
Donations for Young Carers Project (designated)	14,049	7,477
	<hr/>	<hr/>
	31,101	15,779
	<hr/>	<hr/>

### 3. GRANTS RECEIVED

	2004 £	2003 £
Oxfordshire Social Services		
Annual grant	93,280	90,562
Time for Carers	34,842	11,492
Young Carers	8,800	8,635
Breakfund	6,960	10,100
	<hr/>	<hr/>
	143,882	120,789
Other grants received		
National Lottery Charities Board Community Fund	-	31,919
Children in Need	17,441	14,707
	<hr/>	<hr/>
	161,323	167,415
	<hr/>	<hr/>

### 4. SURPLUS ON ORDINARY ACTIVITIES

Operating surplus is stated after charging:

	2004 £	2003 £
Depreciation of tangible fixed assets		
Owned by the company	374	1,230
Auditors' remuneration		
Audit services	1,440	1,440
Accountancy and bookkeeping	3,105	1,699
	<hr/>	<hr/>

During the year, no trustees received any emoluments (2003 - £nil).

# THE SOUTH AND VALE CARERS CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004

### 5. CHARITABLE EXPENSES

	Unrestricted Funds £	Restricted Funds £	Total 2004 £	Total 2003 £
Salaries	98,985	19,526	118,511	110,637
Management charges	690	(161)	529	-
Staff pension	2,578	440	3,018	2,967
Staff sickpay scheme	173	-	173	1,039
Time for Carers expenses	19,589	-	19,589	13,136
Staff training and books	1,394	345	1,739	2,304
Costs of outings and events	12,380	1,969	14,349	15,043
Rates	139	-	139	66
Heat, light and water	1,111	-	1,111	1,087
Insurance	2,652	-	2,652	2,606
Telephone	2,855	-	2,855	2,668
Advertising and publicity	320	-	320	1,201
Postage	2,564	-	2,564	2,341
Other expenses	140	-	140	23
Donations	8,928	-	8,928	6,897
Survey costs	-	-	-	18
Subscriptions	256	-	256	206
Depreciation	-	-	-	856
	<hr/>	<hr/>	<hr/>	<hr/>
	154,754	22,119	176,873	163,095
	<hr/>	<hr/>	<hr/>	<hr/>

All expenses are in respect of the activities of the Carers Centre as a whole.

The South and Vale Carers Centre is often the administration centre for joint projects and events with other local Carers Centres. The South and Vale Carers Centre therefore receives the total grant and incurs all expenditure. Once a project/event is completed, any surplus funds are shared between the Centres involved, and these are shown in the accounts as 'Distribution of surplus funds to other Centres'.



# THE SOUTH AND VALE CARERS CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004

### 6. MANAGEMENT AND ADMINISTRATION

	Unrestricted Funds £	Restricted Funds £	Total 2004 £	Total 2003 £
Salaries	14,476	-	14,476	13,638
Committee expenses	352	57	409	195
Repairs and renewals	1,158	186	1,344	1,066
Office expenses	2,700	433	3,133	3,011
Equipment leasing	1,377	221	1,598	1,251
Audit	1,241	199	1,440	1,440
Accountancy and bookkeeping	2,676	429	3,105	1,699
Professional fees	203	32	235	452
Bank charges	396	64	460	706
Other expenses	766	123	889	349
Depreciation	374	-	374	374
	<hr/>	<hr/>	<hr/>	<hr/>
	25,719	1,744	27,463	24,181
	<hr/>	<hr/>	<hr/>	<hr/>

### 7. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Fund £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	471	-	-	471
Current assets	30,143	48,610	836	79,589
Current liabilities	(11,144)	(3,744)	(12)	(14,900)
	<hr/>	<hr/>	<hr/>	<hr/>
	19,470	44,866	824	65,160
	<hr/>	<hr/>	<hr/>	<hr/>

# THE SOUTH AND VALE CARERS CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004

### 8. FIXED ASSETS

	Total £	Office equipment £	Computer equipment £
<b>Cost</b>			
As at 1st April 2003			
and 31st March 2004	<u>7,537</u>	<u>2,495</u>	<u>5,042</u>
<b>Depreciation</b>			
As at 1st April 2003	6,692	1,650	5,042
Charge for year	<u>374</u>	<u>374</u>	<u>0</u>
As at 31st March 2004	<u>7,066</u>	<u>2,024</u>	<u>5,042</u>
<b>Net Book Value at 31st March 2004</b>	<u>471</u>	<u>471</u>	<u>0</u>
<b>Net Book Value at 31st March 2003</b>	<u>845</u>	<u>845</u>	<u>0</u>

Included in computer equipment are fixed assets costing £2,566 which were purchased using restricted funds from a grant received from National Lotteries Charities Board Community Fund. The net book value of this equipment at 31st March 2004 was nil (2003 : £nil).

### 9. DEBTORS

	2004 £	2003 £
Prepayments	<u>1,795</u>	<u>450</u>

### 10. CREDITORS FALLING DUE WITHIN ONE YEAR

	2004 £	2003 £
Trade creditors	4,854	4,511
Accruals	5,788	3,113
Taxes and national insurance	3,517	3,134
Other creditors	741	734
	<u>14,900</u>	<u>11,492</u>

# THE SOUTH AND VALE CARERS CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004

### 11. MOVEMENTS IN FUNDS

	Balance 01.04.2003 £	Incoming Resources £	Outgoing Resources £	Transfers In/(out)	Balance 31.03.2004 £
<b>Restricted funds:</b>					
a) Young Carers Project	(1,274)	17,441	(15,343)	-	824
b) National Lottery - Carers funding	4,928	-	(8,520)	3,592	0
<b>Total restricted funds</b>	<u>3,654</u>	<u>17,441</u>	<u>(23,863)</u>	<u>3,592</u>	<u>824</u>
<b>General fund</b>	<u>24,834</u>	<u>110,557</u>	<u>(112,329)</u>	<u>(3,592)</u>	<u>19,470</u>
<b>Designated funds</b>					
c) Carers Guide	8,544	3,515	0	-	12,059
d) Young Carers Project	14,160	22,849	(18,036)	-	18,973
e) Time for Carers	16,357	34,842	(47,488)	-	3,711
f) Building fund	5,099	-	-	-	5,099
g) Breakfund	6,779	6,960	(8,715)	-	5,024
<b>Total designated funds</b>	<u>50,939</u>	<u>68,166</u>	<u>(74,239)</u>	<u>-</u>	<u>44,866</u>
<b>Total unrestricted funds</b>	<u>75,773</u>	<u>178,723</u>	<u>(186,568)</u>	<u>(3,592)</u>	<u>64,336</u>
<b>Total funds</b>	<u>79,427</u>	<u>196,164</u>	<u>(210,431)</u>	<u>-</u>	<u>65,160</u>

#### a) Young Carers Project

Grants were received from Children in Need to finance two Young Carers Workers to work directly with children who need support and to develop the Centre's service for Young Carers. The grant also supports Fun Clubs (Young Carers Support Groups) and outings for Young Carers. Permission was obtained the donor that 10% of the grants may be utilised against administrative costs.

#### b) National Lottery - Carers funding

A grant was received from the National Lottery Charities Board Community Fund to finance an Outreach Worker. As a result of expenditure exceeding the income of the fund, a transfer has been made from the General Fund to eliminate the deficit.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004

11. MOVEMENTS IN FUNDS (continued)

c) **Carers Guide**

The charity produces and distributes a handbook for carers. The guide is now due for updating and the trustees set aside £8,500 in the year ended 31 March 2001 for this purpose, and further donations or sponsorship will be sought to enable the guide to be produced. As these funds are still to be confirmed by third parties, the trustees have taken the prudent step of earmarking part of the surplus unrestricted funds available to the charity towards the production of the Carers Guide. The fund balance amounted to £12,059 at 31st March 2004.

d) **Young Carers Project**

This fund was established by the trustees and consists of donations made by individuals or institutions with more emphasis towards Young Carers projects. Whilst the donations were general donations for the benefit of the charity as a whole, the trustees have recognised the intention for these funds and have separately identified these funds for future use towards Young Carers projects should a demand for funds beyond the scope of the restricted funds allowance be required to fund items such as Young Carers outings.

e) **Time for Carers**

The charity receives a further grant from Oxfordshire County Council to operate a relief scheme for carers in the region to allow them to take a break from their caring role. Whilst the grant can be interpreted as an unrestricted grant as it is in accordance with the overall objectives of the charity, the trustees have decided that for management and accountability purposes, this fund should be classed as a designated fund.

f) **Building fund**

The charity suffers from the lack of available space at their premises, and the trustees have identified that a building extension should alleviate the problem. Whilst this is still at an early stage, £5,099 has been allocated towards this purpose, with further funding hoped to be found.

g) **Breakfund**

The Young Carers Break Fund is funded by Oxfordshire Carers Strategy. Money is given to the Centre to be distributed to any young carer for individual breaks away from their caring role. No maximum amount is specified but grants are usually restricted to £100 per year.

## **SOUTH AND VALE CARERS CENTRE**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004**

#### **13. PAYMENTS TO TRUSTEES AND CONNECTED PERSONS**

Costs are incurred by the trustees personally in pursuance of the charity's objectives. The total amount of expenses reimbursed to them during year was £409 (2003 : £195), which related to travel and office expenses.

#### **14. STAFF COSTS**

No remuneration was paid to trustees in the year. The costs of the remaining staff were:

	<b>2004</b>	<b>2003</b>
	<b>£</b>	<b>£</b>
Salaries	123,926	116,552
Employers national insurance	9,061	7,724
Pension costs	3,018	2,967
	<hr/>	<hr/>
	136,005	127,243
	<hr/>	<hr/>

No employee received emoluments of more than £50,000.

The average monthly number of staff employed by the charity during the year was as follows:

	<b>2004</b>	<b>2003</b>
Direct charitable work	9	9
Administration	2	2

#### **15. INDEMNITY INSURANCE**

The charity has purchased indemnity insurance for its trustees and employees at a cost of £902 (2003 : £927).

#### **16. PENSION COMMITMENTS**

The charity operates a defined contribution scheme for all staff members. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £3,018 (2003 : £2,967).