

COMPANY NUMBER: 2989722

CHARITY NUMBER: 1042708

**THE SOUTH AND VALE CARERS CENTRE
(A Company Limited by Guarantee)**

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2001**



**WELLERS
ACCOUNTANTS
8 KING EDWARD STREET
OXFORD**

THE SOUTH AND VALE CARERS CENTRE

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THE SOUTH AND VALE CARERS CENTRE

COMPANY INFORMATION

Trustees and Directors	R J Seymour C J Williams Mrs S L Seymour Mrs M MacKenzie R Ely
Secretary	R J Seymour
Management Committee	R Ely (Chairman) R J Seymour (Secretary) C J Williams (Financial Director) Mrs M MacKenzie Mrs S L Seymour Mrs E K Oliver Miss E Blacklock Mrs L Hatt A Huddison (resigned October 2000) Mrs M Hughes Ms A James (appointed November 2000) Mrs L Knight Mrs H Pells Mrs D Roberts (resigned November 2000)
Company number	2989722
Charity number	1042708
Registered office	3-5 Lydalls Road DIDCOT Oxon OX11 7HX
Auditors	Wellers Accountants 8 King Edward Street Oxford OX1 4HL
Bankers	Barclays Bank plc South Oxfordshire Group Abingdon, Oxon

THE SOUTH AND VALE CARERS CENTRE

OBJECTIVES

- (A) To increase access to information, advice and advocacy for Carers.
- (B) To increase access to support services for Carers in both urban and rural communities.
- (C) To establish information on a range of services, to provide advice to enable Carers to make an independent assessment to their own needs, and to act as a broker where necessary.
- (D) To maximise the availability of existing services and facilities through co-operation with services providers.
- (E) To work towards increasing the range of services available.
- (F) To ensure that local Carers' needs and priorities are reflected in the project.
- (G) To provide training and education for local agencies, volunteers, professionals and the general public on Carers' needs and priorities.
- (H) To provide and increase opportunities for Carers to receive emotional support.
- (I) To ensure through appropriate channels that local Carers' needs and priorities are represented in Community Care planning processes.

THE SOUTH AND VALE CARERS CENTRE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2001

The Directors and Trustees present their report and accounts for the year ended 31st March 2001.

Objectives and Principal Activities

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

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 the home. The area covered by the Charity's work is South Oxfordshire and Vale of the White Horse Districts. 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 on page 3 of these accounts.

Development, Activities and Achievements this year

The year was one of consolidation. The services we provide are now well established and widely recognised throughout the area covered. Agreement was reached with Oxfordshire Social Services on a proposal for the Centre to distribute funds available under the Government's National Carers Strategy for Carers for the purchase of respite care and small items of domestic equipment to facilitate the task of caring for a disabled or infirm person at home.

The main activities are described in the Manager's report on page 18.

Future Developments

As mentioned in the Chairman's Review on page 17, the Centre hopes to raise enough funds to build a new meeting room to relieve congestion in the existing building. It is also intended to prepare an up-dated edition of our Carers' Guide, "Caring for Someone at Home", for publication in 2002.

Transactions and Financial Position

The Charity has received the continued support of an annual grant from Oxfordshire Social Services, which covers the Charity's main expenses of salaries and other general overheads. The generous support of other institutions, including Children in Need, The Lankelly Foundation and The National Lottery, has allowed the Charity to employ further Carers workers, targeting specific projects, thus significantly enhancing the Centre's impact within the community.

Further details can be found in the Finance Director's Report on page 21.

THE SOUTH AND VALE CARERS CENTRE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2001

Funds Available

The present level of funding is adequate to support the continuation of the Centre's activities. A healthy surplus has been built up within the charity to allow for better planning and budgeting for future periods, and as a contingency for any unforeseen events.

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 to do so.

In accordance with the Articles of Association, one third of the trustees retire from office. The trustee retiring is Mr R Ely, who being eligible, offers himself 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:

- (a) Select suitable accounting policies and apply them consistently;
- (b) Make judgments and estimates that are reasonable and prudent;
- (c) 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;
- (d) 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 2nd October 2001 and signed on its behalf.



R J Seymour
Secretary, Director and Trustee

THE SOUTH AND VALE CARERS CENTRE

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

We have audited the financial statements on pages 4 to 15 which have been prepared under the historical cost conventions modified by the revaluation of certain fixed assets, and accounting policies set out on page 9.

Respective responsibilities of trustees and auditors

As described on page 5, the charity's trustees who are also the directors of South and Vale Carers Centre for the purposes of company law are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit on accordance with 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 charity'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 charity's affairs as at 31st March 2001 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



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

2nd October 2001

THE SOUTH AND VALE CARERS CENTRE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2001

Summary Income and Expenditure Account

	NOTE	Unrestricted Funds 2001 £	Restricted Funds 2001 £	Total 2001 £	Total 2000 £
Incoming Resources					
Donations and gifts	2	9,335	-	9,335	8,806
Grants received	3	111,464	59,586	171,050	128,858
Fundraising income		-	-	-	123
Subscriptions		306	-	306	574
Other income		-	-	-	17
Bank interest received		2,309	-	2,309	889
Total Incoming Resources		<u>123,414</u>	<u>59,586</u>	<u>183,000</u>	<u>139,267</u>
Resources Expended					
Direct charitable expenditure	5	72,639	53,234	125,873	-
Other expenditure					
Management and administration	6	23,961	-	23,961	112,578
Total Resources Expended		<u>96,600</u>	<u>53,234</u>	<u>149,834</u>	<u>112,578</u>
Net movement in funds for the year		26,814	6,352	33,166	26,689
Fund balances brought forward at 1st April 2000		26,009	12,315	38,324	11,635
Prior year adjustment	12	(5,485)	5,485	-	-
Fund balances carried forward at 31st March 2001		<u>47,338</u>	<u>24,152</u>	<u>71,490</u>	<u>38,324</u>

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

Net incoming resources for the year	<u>33,166</u>
Total recognised gains and losses for the year	<u>33,166</u>

All surpluses were earned from continuing operations.

The notes on pages 9 to 15 form part of these financial statements.

THE SOUTH AND VALE CARERS CENTRE
BALANCE SHEET AS AT 31ST MARCH 2001

	NOTE	2001 £	2000 £
FIXED ASSETS			
Tangible assets - unrestricted funds	7	1,737	-
Tangible assets - restricted funds	7	<u>1,711</u>	<u>2,937</u>
		3,448	2,937
CURRENT ASSETS			
Debtors and prepayments	8	862	473
Cash at bank and in hand		<u>72,079</u>	<u>38,240</u>
		72,941	38,713
CREDITORS: Amounts falling due within one year			
	9	<u>4,899</u>	<u>3,326</u>
NET CURRENT ASSETS		68,042	35,387
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>71,490</u>	<u>38,324</u>
RESERVES			
Restricted funds	10	24,152	12,315
Unrestricted funds:	11		
Designated funds		10,288	-
Other charitable funds		<u>37,050</u>	<u>26,009</u>
		71,490	38,324

Approved by the board of directors and trustees on 2nd October 2001 and signed on its behalf.



R J Seymour
Director and Trustee



C J Williams
Director and Trustee

The notes on pages 9 to 15 form part of these financial statements.

THE SOUTH AND VALE CARERS CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2001

1. ACCOUNTING POLICIES

1a. Accounting Conventions

The accounts have been prepared under the historic cost convention, as modified by the revaluation of certain fixed assets and include the results of the charity's operations which are described in the Trustees Report and all of which are continuing.

The accounts have been prepared in compliance with the Statement of Recommended Practice on Charity Accounts.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

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.
- 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. Limited by Guarantee

The company is limited by guarantee and is a registered charity.

THE SOUTH AND VALE CARERS CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2001

2. DONATIONS AND GIFTS

	2001 £	2000 £
Donations from Parish and Town Councils	1,870	-
General donations	2,159	4,655
West Oxon Primary Care Group	3,411	1,650
Donations for newsletter	-	1,500
Donations for Carers Guide	107	553
Donations for Young Carers Project (designated)	1,788	448
	<hr/>	<hr/>
	9,335	8,806
	<hr/>	<hr/>

3. GRANTS RECEIVED

	2001 £	2000 £
Oxfordshire Social Services - Annual grant	85,864	83,768
Oxfordshire Social Services - Carers Strategy	25,300	-
Oxfordshire Community Foundation	300	-
	<hr/>	<hr/>
	111,464	83,768
National Lottery Charities Board	20,700	2,800
Lankelly Foundation	15,000	15,000
Children in Need	13,886	11,840
Oxfordshire Health Authority	10,000	15,000
Didcot Town Council	-	200
M de Sousa	-	250
	<hr/>	<hr/>
	171,050	128,858
	<hr/>	<hr/>

4. SURPLUS ON ORDINARY ACTIVITIES

Operating surplus is stated after charging:

	2001 £	2000 £
Depreciation of tangible fixed assets	2,055	971
Auditors remuneration	1,200	1,122
	<hr/>	<hr/>

THE SOUTH AND VALE CARERS CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2001

5. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total 2001 £
Salaries	62,765	41,422	104,187
Staff pension	-	311	311
Staff expenses	3,312	6,440	9,752
Staff training	984	170	1,154
Fundraising expenses	62	-	62
Rates	129	-	129
Premises expenses	242	-	242
Heat, light and water	274	913	1,187
Insurance	1,465	-	1,465
Telephone	2,315	-	2,315
Advertising and publicity	1,989	-	1,989
Postage	1,212	-	1,212
Other office expenses	-	234	234
Donated items	100	-	100
Survey costs	184	-	184
Subscriptions	207	-	207
Depreciation	-	855	855
Overhead apportionment	(2,601)	2,889	288
	<hr/>	<hr/>	<hr/>
	72,639	53,234	125,873
	<hr/>	<hr/>	<hr/>

6. MANAGEMENT AND ADMINISTRATION

	2001 £
Salaries	12,362
Committee expenses	1,037
Premises expenses	69
Office expenses	4,148
Equipment leasing	1,593
Audit	1,200
Accountancy	1,363
Bank charges	428
Other expenses	849
Depreciation	1,200
Overhead apportionment	(288)
	<hr/>
	23,961
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THE SOUTH AND VALE CARERS CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2001

7. FIXED ASSETS

	Total	Office equipment	Computer equipment
Cost			
As at 1st April 2000	4,971	2,495	2,476
Additions	2,566	-	2,566
As at 31st March 2001	<u>7,537</u>	<u>2,495</u>	<u>5,042</u>
Depreciation			
As at 1st April 2000	2,034	528	1,506
Charge for year	2,055	374	1,681
As at 31st March 2001	<u>4,089</u>	<u>902</u>	<u>3,187</u>
Net Book Value at 31st March 2001	<u>3,448</u>	<u>1,593</u>	<u>1,855</u>
Net Book Value at 31st March 2000	<u>2,937</u>	<u>1,967</u>	<u>970</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. The net book value of this equipment at 31st March 2001 is £1,711, and this amount comprises the remaining value of this restricted fund, which is wholly represented by fixed assets.

8. DEBTORS

	2001 £	2000 £
Prepayments	<u>862</u>	<u>473</u>

9. CREDITORS FALLING DUE WITHIN ONE YEAR

	2001 £	2000 £
Trade creditors	1,209	-
Accruals	1,500	1,420
Taxes and national insurance	2,190	1,906
	<u>4,899</u>	<u>3,326</u>

THE SOUTH AND VALE CARERS CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2001

10. RESTRICTED FUNDS

	Balance 01.04.2000	Prior year adjustment	Incoming Resources	Resources Expended	Balance 31.03.2001
a) Identification of Carers	9,515	5,485	10,000	(9,782)	15,218
b) Young Carers Project	-	-	28,886	(24,468)	4,418
c) National Lottery - Carers funding	-	-	20,700	(17,895)	2,805
d) National Lottery - Computer grant	2,800	-	-	(1,089)	1,711
	12,315	5,485	59,586	(53,234)	24,152

a) Identification of Carers

A grant of £10,000 was received from Oxfordshire Health Authority to finance a part-time Identification of Carers Worker. The post is managed by the three Oxfordshire Carers Centres to do work in Primary Care Teams on behalf of the Health Authority.

b) Young Carers Project

Grants were received from Children in Need and The Lankelly Foundation 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 grants also support Fun Clubs (Young Carers Support Groups) and outings for Young Carers. Permission was obtained from both donors that 10% of their respective grants may be utilised against administrative costs.

c) National Lottery - Carers funding

A grant was received from the National Lottery Charities Board to finance an Outreach Worker.

d) National Lottery - Computer grant

The grant received from the National Lottery for the purchase of computer equipment has been fully spent. The resources expended amount represents one year's depreciation on the equipment purchased plus the costs of a few small computer consumables. A balance remains on this restricted fund represented by fixed assets at net book value. The computer equipment purchased using this grant is being written off in accordance with the charity's accounting policies. See note 1c of these accounts for further details of this accounting policy, and note 7 for the disclosure of the purchased equipment.

THE SOUTH AND VALE CARERS CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2001

11. UNRESTRICTED FUNDS

Within unrestricted funds is a balance on designated funds of £10,288. The details of these funds are shown below:

	2001 £
Designated funds	
a) Carers Guide	8,500
b) Young Carers Project (see note 2)	1,788
	<hr/>
	10,288
 General funds	 37,050
	<hr/>
Total unrestricted funds	47,338
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a) Carers Guide

The charity produces and distributes a handbook for carers. The guide is now due for updating and the trustees have set aside an amount of £8,500 for this purpose. Some of these funds are already held in a separate bank account, 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.

b) Young Carers Project

This fund was established this year 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.

12. PRIOR YEAR ADJUSTMENT

Following the completion of the audit and accounts for the year ended 31st March 2000, the trustees became aware of a possible misstatement of fund balances brought forward. Further examination revealed that this suspicion was correct, and a prior year adjustment has been processed to correct the situation, which is shown in note 10 and the SOFA.

SOUTH AND VALE CARERS CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2001

13. STAFF COSTS

No remuneration was paid to trustees in the year. The total amount of expenses reimbursed to them during the year was £1,037, relating to travel and office expenses.

The staff costs of the remaining staff were:

	2001
	£
Salaries	109,244
Employers national insurance	7,305
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	116,549
	<hr/> <hr/>

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

	2001
Direct charitable work	9
Administrative	2

14. INDEMNITY INSURANCE

The charity has purchased indemnity insurance for its trustees and employees at a cost of £785.