

Company registration number: 07293521  
Charity registration number: 1138908

# Wigan and Leigh Carers Centre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2014

P A Hull & Co  
Chartered Accountants  
23 Ladies Lane  
Hindley  
Wigan  
WN2 2QA

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COMPANIES HOUSE

# **Wigan and Leigh Carers Centre**

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**Wigan and Leigh Carers Centre**  
**Reference and Administrative Details**

|                                    |   |
|------------------------------------|---|
| <b>Charity name</b>                | Wigan and Leigh Carers Centre   |
| <b>Charity registration number</b> | 1138908   |
| <b>Company registration number</b> | 07293521  |
| <b>Principal office</b>            | 3-5 Frederick Street<br>Hindley<br>Wigan<br>WN2 3BD   |
| <b>Registered office</b>           | 3-5 Frederick Street<br>Hindley<br>Wigan<br>WN2 3BD   |
| <b>Trustees</b>                    | Mrs M C Wareing, Retired<br>Mrs M Robinson, Retired<br>Mr K Wheeler, Retired (Deceased 29 April 2014)<br>Mr S Dawber, Engineer<br>Mrs A Hough, Retired (Resigned 1 August 2014)<br>Miss P Harman, Retired (Resigned 11 October 2013)<br>Mrs M Murphy, Retired (Resigned 1 August 2014)<br>Mr P S Walton, Printer<br>Ms A Kiney<br>Mrs J Mason (Appointed 30 August 2013)<br>Mr B Stubbs, Retired (Appointed 27 August 2013)<br>D E Whitaker, Retired (Appointed 24 June 2014) |
| <b>Secretary</b>                   | Mr K Wheeler, Retired (Deceased 28 April 2014)  |
| <b>Solicitor</b>                   | Stephensons Solicitors LLP<br>1st Floor Sefton House<br>Northgate Close<br>Horwich<br>Bolton<br>BL6 6PQ   |

**Wigan and Leigh Carers Centre**  
**Reference and Administrative Details**

**Accountant**

P A Hull & Co  
23 Ladies Lane  
Hindley  
Wigan  
WN2 2QA

# **Wigan and Leigh Carers Centre**

## **Trustees' Report**

### **Governing document**

The charity is controlled by its governing document, as deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006

### **Risk Management**

The trustees recognise their responsibility to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error

### **Objectives and activities**

The aim of Wigan and Leigh Carers Centre is to provide support to adults and young people, who are identified as carers and live within the metropolitan borough of Wigan and the surrounding area.

The Centre delivers advice, information, practical and emotional support and training to people who may be in danger of, or who are struggling physically mentally and financially with the demands of being a carers.

### **Significant activities**

The charity continues to offer a daily drop in service and has increased its outreach locations with the regular sessions in at Leigh hospital, the Thomas Linacre Centre and Rehabilitation Units. Significant work has been done in partnership with 'The Trust' to identify carers in hospital and to provide a pathway of support upon discharge and reduce the risks of re-admissions.

A formal partnership has now been established with Friends of Young Carers adopting a 'whole family' approach providing support for carers and their families.

Funding was identified to enable the Charity to extend the Befriending service to encourage carers to participate in Social activities and provide peer support.

### **Achievements and Performance.**

#### **Charitable activities.**

The Centre has now established itself as the pivotal point of access for carers, with new carer registrations increasing by 36% in the year.

The Charity continues to evaluate all services provided recent results evidencing 81% of users describing the Centre as 'excellent, with 98% of people stating that the Charity has a positive effect on their Health and Wellbeing and their ability to continue to care.

During year the Charity has facilitated in excess of 3500 respite hours for carers, by means of coffee mornings and social events and delivered 3700 hours of Therapies and Podiatry.

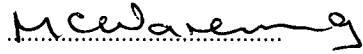
The Charity recognises the importance of its volunteers, who are key to the continuity of the growth and quality of service. During the year volunteers contributed in excess of 2500 hours in various roles equating to a monetary value of approximately £38,500. These hours do not include the valuable contribution and support given by the loyal and hardworking trustees.

### **Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

**Wigan and Leigh Carers Centre**  
**Trustees' Report**

Approved by the Board on 8 December 2014 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'M C Wareing', written over a dotted line.

Mrs M C Wareing  
Trustee

## **Independent Examiner's Report to the Trustees of Wigan and Leigh Carers Centre**

I report on the accounts of the company for the year ended 31 March 2014, which are set out on pages 6 to 16.

### **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.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of (named body).

Having satisfied myself that the charity is not subject to 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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- 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 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.

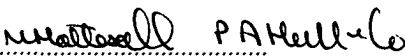
### **Independent examiner's statement**

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 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 Statement of Recommended Practice: Accounting and Reporting by Charities

have 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.

  
M T Hothersall FCA  
P A Hull & Co  
Chartered Accountants

8 December 2014

23 Ladies Lane  
Hindley  
Wigan  
WN2 2QA

# Wigan and Leigh Carers Centre

## Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2014

|   |      | Unrestricted Funds | Total Funds<br>Year ended<br>31 March<br>2014 | Total Funds 1<br>July 2012 to<br>31 March<br>2013 |
|---|------|--------------------|---|---|
|   | Note | £                  | £   | £   |
| <b>Incoming resources</b>                               |      |                    |   |   |
| Incoming resources from generated funds                 |      |                    |   |   |
| Voluntary income  | 2    | 273,353            | 273,353                                       | 6,974   |
| Activities for generating funds                         | 4    | 22,919             | 22,919  | 73,208  |
| Investment income                                       | 5    | 59                 | 59  | 33  |
| Total incoming resources                                |      | <u>296,331</u>     | <u>296,331</u>                                | <u>80,215</u>                                     |
| <b>Resources expended</b>                               |      |                    |   |   |
| Costs of generating funds                               |      |                    |   |   |
| Costs of generating voluntary income                    | 6    | -                  | -   | 384   |
| Fundraising trading: cost of goods sold and other costs | 6    | 134,597            | 134,597                                       | 103,123   |
| Investment management costs                             | 6    | -                  | -   | 4   |
| Total resources expended                                |      | <u>134,597</u>     | <u>134,597</u>                                | <u>103,511</u>                                    |
| Net income/(expenditure) before transfers               |      | 161,734            | 161,734                                       | (23,296)  |
| <b>Transfers</b>  |      |                    |   |   |
| Gross transfers between funds                           |      | -                  | -   | -   |
| Net movements in funds                                  |      | 161,734            | 161,734                                       | (23,296)  |
| <b>Reconciliation of funds</b>                          |      |                    |   |   |
| Total funds brought forward                             |      | 72,140             | 72,140  | 95,436  |
| Total funds carried forward                             |      | <u>233,874</u>     | <u>233,874</u>                                | <u>72,140</u>                                     |

The notes on pages 9 to 16 form an integral part of these financial statements.



**Wigan and Leigh Carers Centre (Registration number: 07293521)**

**Balance Sheet as at 31 March 2014**

|   |      | 31 March 2014   |                       | 31 March 2013  |                      |
|---|------|-----------------|-----------------------|----------------|----------------------|
|   | Note | £               | £                     | £              | £                    |
| <b>Fixed assets</b>                                   |      |                 |                       |                |                      |
| Intangible assets                                     | 11   |                 | 1,541                 |                | 1,784                |
| Tangible assets                                       | 12   |                 | <u>1,349</u>          |                | <u>1,798</u>         |
|   |      |                 | 2,890                 |                | 3,582                |
| <b>Current assets</b>                                 |      |                 |                       |                |                      |
| Debtors   | 13   | 423             |                       | 300            |                      |
| Cash at bank and in hand                              |      | <u>298,522</u>  |                       | <u>69,507</u>  |                      |
|   |      | 298,945         |                       | 69,807         |                      |
| <b>Creditors: Amounts falling due within one year</b> | 14   | <u>(67,961)</u> |                       | <u>(1,249)</u> |                      |
| <b>Net current assets</b>                             |      |                 | <u>230,984</u>        |                | <u>68,558</u>        |
| <b>Net assets</b>                                     |      |                 | <u><u>233,874</u></u> |                | <u><u>72,140</u></u> |
| <b>The funds of the charity:</b>                      |      |                 |                       |                |                      |
| <b>Restricted funds in deficit</b>                    |      |                 |                       |                |                      |
| Restricted income fund                                |      |                 | -                     |                | (83,125)             |
| <b>Unrestricted funds</b>                             |      |                 |                       |                |                      |
| Unrestricted income funds                             |      |                 | <u>233,874</u>        |                | <u>155,265</u>       |
| <b>Total charity funds</b>                            |      |                 | <u><u>233,874</u></u> |                | <u><u>72,140</u></u> |

The notes on pages 9 to 16 form an integral part of these financial statements.

**Wigan and Leigh Carers Centre (Registration number: 07293521)**

**Balance Sheet as at 31 March 2014**

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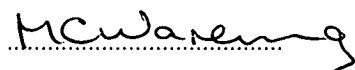
For the financial year ended 31 March 2014, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on 8 December 2014 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'M C Wareing', written over a dotted line.

Mrs M C Wareing  
Trustee

The notes on pages 9 to 16 form an integral part of these financial statements.

## **Wigan and Leigh Carers Centre**

### **Notes to the Financial Statements for the Year Ended 31 March 2014**

#### **1 Accounting policies**

##### **Basis of preparation**

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 (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

##### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 17.

##### **Incoming resources**

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is recognised on a receivable basis.

##### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds comprise the costs associated with attracting voluntary income, the costs of trading for fundraising purposes and investment management fees.

##### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

##### **Fixed assets**

Individual fixed assets costing £0 or more are initially recorded at cost.

**Notes to the Financial Statements for the Year Ended 31 March 2014**

## Amortisation

|                   |                   |
|-------------------|-------------------|
| Computer Software | 10% straight line |
|-------------------|-------------------|

|                     |                      |
|---------------------|----------------------|
| Plant and machinery | 25% reducing balance |
|---------------------|----------------------|

Development expenditure incurred on an individual project is carried forward when its future recoverability can reasonably be regarded as assured. Any expenditure carried forward is amortised in line with the expected future sales from the related project.

|                               | Unrestricted<br>Funds<br>£ | Total Funds<br>Year ended<br>31 March<br>2014<br>£ | Total Funds<br>1 July 2012<br>to<br>31 March<br>2013<br>£ |
|-------------------------------|----------------------------|--|---|
| <b>Donations and legacies</b> |                            |  |   |
| Appeals and donations         | 2,089                      | 2,089  | 3,950   |
| Fundraising                   | -                          | -  | 3,024   |
|                               | <u>2,089</u>               | <u>2,089</u>                                       | <u>6,974</u>  |
| <b>Grants</b>                 |                            |  |   |
| Grants - other agencies       | <u>271,264</u>             | <u>271,264</u>                                     | <u>-</u>  |
|                               | 273,353                    | 273,353  | 6,974   |

# Wigan and Leigh Carers Centre

## Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

### 3 Grants receivable

|                         | Unrestricted<br>Funds<br>£ | Total Funds<br>Year ended<br>31 March<br>2014<br>£ | Total Funds<br>1 July 2012<br>to<br>31 March<br>2013<br>£ |
|-------------------------|----------------------------|--|---|
| Grants - other agencies | 272,759                    | 272,759  | -   |

### 4 Activities for generating funds

|                                     | Unrestricted<br>Funds<br>£ | Total Funds<br>Year ended<br>31 March<br>2014<br>£ | Total Funds<br>1 July 2012<br>to<br>31 March<br>2013<br>£ |
|-------------------------------------|----------------------------|--|---|
| <b>Running of the carers centre</b> |                            |  |   |
| Grants - other agencies             | 1,495                      | 1,495  | -   |
| Fundraising                         | 6,190                      | 6,190  | -   |
| Therapy & podiatry income           | 7,821                      | 7,821  | 70,485  |
| Room hire                           | 7,413                      | 7,413  | 2,723   |
|                                     | <u>22,919</u>              | <u>22,919</u>                                      | <u>73,208</u>   |

### 5 Investment income

|                           | Unrestricted<br>Funds<br>£ | Total Funds<br>Year ended<br>31 March<br>2014<br>£ | Total Funds<br>1 July 2012<br>to<br>31 March<br>2013<br>£ |
|---------------------------|----------------------------|--|---|
| Interest on cash deposits | 59                         | 59   | 33  |

# Wigan and Leigh Carers Centre

## Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

### 6 Total resources expended

|   | Running of<br>the carers<br>centre | Total          |
|---|------------------------------------|----------------|
|   | £                                  | £              |
| <b>Direct costs</b>                     |                                    |                |
| Employment costs                        | 97,953                             | 97,953         |
| Establishment costs                     | 706                                | 706            |
| Office expenses                         | 325                                | 325            |
| Sundry and other costs                  | 19,718                             | 19,718         |
| Advertising and promotion               | 340                                | 340            |
|   | <u>119,042</u>                     | <u>119,042</u> |
| <b>Support costs</b>                    |                                    |                |
| Repairs and maintenance                 | 3,981                              | 3,981          |
| Office expenses                         | 3,398                              | 3,398          |
| Printing, posting and stationery        | 4,788                              | 4,788          |
| Accountancy fees                        | 1,436                              | 1,436          |
| Legal and professional costs            | 1,260                              | 1,260          |
| Amortisation of intangible fixed assets | 243                                | 243            |
| Depreciation of tangible fixed assets   | 449                                | 449            |
|   | <u>15,555</u>                      | <u>15,555</u>  |
|   | <u>134,597</u>                     | <u>134,597</u> |

### 7 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

**Wigan and Leigh Carers Centre**  
**Notes to the Financial Statements for the Year Ended 31 March 2014**

..... *continued*

**8 Net income/(expenditure)**

Net income/(expenditure) is stated after charging:

|                                       | Year ended<br>31 March 2014 | 1 July 2012 to<br>31 March 2013 |
|---------------------------------------|-----------------------------|---------------------------------|
|                                       | £                           | £                               |
| Depreciation of tangible fixed assets | 449                         | 360                             |
| Amortisation                          | 243                         | 162                             |
|                                       | <u>          </u>           | <u>          </u>               |

**9 Employees' remuneration**

The aggregate payroll costs of these persons were as follows:

|                    | Year ended<br>31 March 2014 | 1 July 2012 to<br>31 March 2013 |
|--------------------|-----------------------------|---------------------------------|
|                    | £                           | £                               |
| Wages and salaries | 96,349                      | 76,657                          |
|                    | <u>          </u>           | <u>          </u>               |

**10 Taxation**

The company is a registered charity and is, therefore, exempt from taxation.

**Wigan and Leigh Carers Centre**  
**Notes to the Financial Statements for the Year Ended 31 March 2014**

..... *continued*

**11 Intangible fixed assets**

|                                      | <b>Development<br/>costs</b> |
|--------------------------------------|------------------------------|
|                                      | <b>£</b>                     |
| <b>Cost</b>                          |                              |
| As at 1 April 2013 and 31 March 2014 | <u>2,432</u>                 |
| <b>Amortisation</b>                  |                              |
| As at 1 April 2013                   | 648                          |
| Charge for the year                  | <u>243</u>                   |
| As at 31 March 2014                  | <u>891</u>                   |
| <b>Net book value</b>                |                              |
| As at 31 March 2014                  | <u>1,541</u>                 |
| As at 31 March 2013                  | <u>1,784</u>                 |



# Wigan and Leigh Carers Centre

## Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

### 12 Tangible fixed assets

|                       | Plant and<br>machinery<br>including<br>motor vehicles<br>£ | Fixtures,<br>fittings and<br>equipment<br>£ | Total<br>£   |
|-----------------------|--|---|--------------|
| <b>Cost</b>           |  |   |              |
| As at 1 April 2013    | 2,259  | -   | 2,259        |
| Additions             | -  | 544   | 544          |
| As at 31 March 2014   | <u>2,259</u>   | <u>544</u>                                  | <u>2,803</u> |
| <b>Depreciation</b>   |  |   |              |
| As at 1 April 2013    | 1,250  | -   | 1,250        |
| Charge for the year   | -  | 204   | 204          |
| As at 31 March 2014   | <u>1,250</u>   | <u>204</u>                                  | <u>1,454</u> |
| <b>Net book value</b> |  |   |              |
| As at 31 March 2014   | <u>1,009</u>   | <u>340</u>                                  | <u>1,349</u> |
| As at 31 March 2013   | <u>1,009</u>   | <u>-</u>                                    | <u>1,009</u> |

### 13 Debtors

|               | 31 March 2014<br>£ | 31 March 2013<br>£ |
|---------------|--------------------|--------------------|
| Trade debtors | <u>423</u>         | <u>300</u>         |

### 14 Creditors: Amounts falling due within one year

|                              | 31 March 2014<br>£ | 31 March 2013<br>£ |
|------------------------------|--------------------|--------------------|
| Trade creditors              | 66,668             | -                  |
| Accruals and deferred income | <u>1,293</u>       | <u>1,249</u>       |
|                              | <u>67,961</u>      | <u>1,249</u>       |

# Wigan and Leigh Carers Centre

## Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

### 15 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £nil towards the assets of the charity in the event of liquidation.

### 16 Related parties

#### Controlling entity

The charity is controlled by the trustees who are all directors of the company.

### 17 Analysis of funds

|                          | At 1 April<br>2013 | Incoming<br>resources | Resources<br>expended | At 31<br>March 2014 |
|--------------------------|--------------------|-----------------------|-----------------------|---------------------|
|                          | £                  | £                     | £                     | £                   |
| <b>General Funds</b>     |                    |                       |                       |                     |
| Unrestricted income fund | <u>72,140</u>      | <u>296,331</u>        | <u>(134,597)</u>      | <u>233,874</u>      |

### 18 Net assets by fund

|  | Unrestricted<br>Funds | Total Funds 31<br>March 2014 | Total Funds 31<br>March 2013 |
|--|-----------------------|------------------------------|------------------------------|
|  | £                     | £                            | £                            |
| Intangible assets                              | 1,541                 | 1,541                        | 1,784                        |
| Tangible assets                                | 1,349                 | 1,349                        | 1,798                        |
| Current assets                                 | 298,945               | 298,945                      | 69,807                       |
| Creditors: Amounts falling due within one year | <u>(67,961)</u>       | <u>(67,961)</u>              | <u>(1,249)</u>               |
| Net assets                                     | <u>233,874</u>        | <u>233,874</u>               | <u>72,140</u>                |

**Wigan and Leigh Carers Centre**  
**Statement of financial activities by fund Year Ended 31 March 2014**

|   | Unrestricted<br>income fund<br>2014 | Unrestricted<br>income fund<br>2013 |
|---|-------------------------------------|-------------------------------------|
|   | £                                   | £                                   |
| <b>Incoming resources</b>                               |                                     |                                     |
| Incoming resources from generated funds                 |                                     |                                     |
| Voluntary income  | 273,353                             | 6,974                               |
| Activities for generating funds                         | 22,919                              | 73,208                              |
| Investment income                                       | 59                                  | 33                                  |
| Total incoming resources                                | <u>296,331</u>                      | <u>80,215</u>                       |
| <b>Resources expended</b>                               |                                     |                                     |
| Costs of generating funds                               |                                     |                                     |
| Costs of generating voluntary income                    | -                                   | 384                                 |
| Fundraising trading: cost of goods sold and other costs | 134,597                             | 103,123                             |
| Investment management costs                             | -                                   | 4                                   |
| Total resources expended                                | <u>134,597</u>                      | <u>103,511</u>                      |
| Net income/(expenditure) before transfers               | 161,734                             | (23,296)                            |
| <b>Transfers</b>  |                                     |                                     |
| Gross transfers between funds                           | <u>-</u>                            | <u>83,125</u>                       |
| Net movements in funds                                  | 161,734                             | 59,829                              |
| <b>Reconciliation of funds</b>                          |                                     |                                     |
| Total funds brought forward                             | 72,140                              | 95,436                              |
| Total funds carried forward                             | <u>233,874</u>                      | <u>155,265</u>                      |

This page does not form part of the statutory financial statements.

**Wigan and Leigh Carers Centre**  
**Statement of financial activities by fund Year Ended 31 March 2014**

..... *continued*

|   | Restricted<br>income fund<br>2014 | Restricted<br>income fund<br>2013 |
|---|-----------------------------------|-----------------------------------|
|   | £                                 | £                                 |
| Net income/(expenditure) before transfers | -                                 | -                                 |
| <b>Transfers</b>                          |                                   |                                   |
| Gross transfers between funds             | -                                 | (83,125)                          |
| Net movements in funds                    | -                                 | (83,125)                          |
| <b>Reconciliation of funds</b>            |                                   |                                   |
| Total funds brought forward               | -                                 | -                                 |
| Total funds carried forward               | -                                 | (83,125)                          |

This page does not form part of the statutory financial statements.