



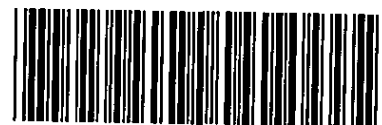
**The South & Vale Carers Centre  
Company Limited by Guarantee**

**Financial Statements**

**31 March 2012**

**Company Registration Number 2989722  
Charity Number 1042708**

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**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

<b>CONTENTS</b>	<b>PAGE</b>
Members of the board and professional advisers	<b>1</b>
Chairman's report	<b>2</b>
Trustees annual report	<b>3 - 9</b>
Independent auditors' report	<b>10 - 12</b>
Statement of financial activities (including summary income and expenditure account)	<b>13</b>
Balance sheet	<b>14</b>
Notes to the financial statements	<b>15 - 23</b>



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

**The Board of Trustees**

R Ely  
Ms M Cumberland  
Mrs L Legge  
Mrs S B Nicholls  
Mrs D A Pinnell  
D Rouane  
C J Williams  
Mrs J E Bradlow

**Company Secretary**

Mrs D A Pinnell

**Registered Office**

5 Lydalls Road  
Didcot  
Oxfordshire  
OX11 7HX

**Auditors**

Ellacotts LLP  
Chartered Accountants and Statutory Auditors  
Countrywide House  
23 West Bar  
Banbury  
Oxfordshire  
OX16 9SA

**Bankers**

HSBC  
186 Broadway  
Didcot  
Oxfordshire  
OX11 8RP

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ



# THE SOUTH AND VALE CARERS CENTRE COMPANY LIMITED BY GUARANTEE

## CHAIRMAN'S REPORT

### YEAR ENDED 31 MARCH 2012

We have now completed our first year since Oxfordshire County Council (OCC) withdrew their grant. As you will be aware, we had to reduce our staff by about fifty percent and limit our activities. The Trustees' Report will tell you what we have done and achieved this year.

By any standards it is a remarkable performance and, in the circumstances, almost miraculous. No praise can be too high for the staff, whose dedication and energies have never flagged and who have worked at more tasks and for longer hours than their contracts stipulated.

The Trustees and Management Committee have also been wonderfully supportive. What is especially noteworthy is that, in an organisation that according to radio, TV and OCC in 2010 was closed or closing down, people are still coming forward to help us. We have one new Trustee, and two people have volunteered to join our Management Committee, thus broadening the experience and expertise available for our guidance. A volunteer group, the Friends of the Centre, has formed and is doing valuable work. Donors are still contributing, clearly being aware not only of our continued existence but of the vital role we play in helping carers. The range of donors is very broad: district councils, town and parish councils, the employees of Didcot Power Station, Rotary, Lions, families and individuals down to children as young as ten. We knew we had always had a very good reputation but these tributes have left us deeply touched and extremely grateful. They have encouraged us immensely in the knowledge that our work really is important.

In all this, prudent management has enabled us to build reserves to help us survive so far. The encouragement and guidance of our auditors and the wisdom and experience of our finance manager have been crucial in this and are greatly appreciated.

But I do not have to remind you that the task ahead is ever harder if we are to carry on. We need to raise very considerable sums, approximately £200,000 per annum. To this end one of our staff is now dedicated to fundraising. We have to tap, in these difficult times, into major funds and charities and any help to do so from our members or clients would be extremely useful. So if you can, please help us to help you, you may have valuable contacts.

For the last two A.G.M.s I have been expressing the hope that we should meet again a year hence. I do so again this year, and our budget suggests this hope will be fulfilled. For this state of affairs I offer my profound personal thanks and those of my colleagues to all who have contributed so notably to the Centre. It continues to be a joy and a privilege to me to be involved with such a magnificent team and enterprise.

**R. Ely**

**Chairman**



# THE SOUTH AND VALE CARERS CENTRE COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT

### YEAR ENDED 31 MARCH 2012

The Trustees, who are also Directors for the purposes of the Companies Act 2006, have pleasure in presenting their report and the audited financial statements of the Charity for the year ended 31 March 2012

#### LEGAL AND ADMINISTRATIVE INFORMATION

The financial statements comply with the current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) ('Charities SORP')

The Charity is constituted as a Company Limited by Guarantee, and is governed by a Memorandum and Articles of Association. The Company number is 2989722 and Charity Number 1042708

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Organisation

The Centre, which during the year employed 9 people, is led by a well-established, effective Board of Trustees and a Management Committee, who have been recruited for their complementary knowledge, skills and experience

The Trustees who served the charity during the period were as follows

Robert Ely - Chairman  
Lesley Legge – Vice-Chairman  
Sophia Nicholls  
John (C J ) Williams  
David Rouane - Treasurer  
Doreen Pinnell – Company Secretary  
Margaret Cumberland  
Jean Bradlow

The Management Committee who served the charity during the period were as follows

Robert Ely (Trustee and Chairman)	Shamima Chowdhury
David Rouane (Trustee and Finance Director)	Sheila Seymour
John (C J ) Williams (Trustee)	Robin Seymour
Lesley Legge (Trustee and Vice-Chairman)	Val Thwaites
Sophia Nicholls (Trustee)	Alison Thomson
Doreen Pinnell (Trustee and Company Secretary)	Jean Bradlow (Trustee)
Margaret Cumberland (Trustee)	Barbara Sexton
Sue Jeffs (Centre Manager)	

Helen Batten serves as Minute Secretary to both Committees



# THE SOUTH AND VALE CARERS CENTRE COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT (CONTINUED)

### YEAR ENDED 31 MARCH 2012

Trustees are recruited according to the Centre's policy which is based on best practice, and appointed following the procedure in our Memorandum and Articles of Association. There is an induction programme for new Trustees and opportunities for training.

Operational management is delegated and the Centre Manager makes monthly reports to the Trustees. Strategic planning, decision making and monitoring are carried out at monthly meetings.

#### **Investment powers and restrictions**

Under the Memorandum & Articles of Association, the Charity has the power to make any investment which the Trustees see fit.

#### **Reserves Policy**

The charity has been accumulating funds over the last few years in anticipation of the loss of funding from Oxfordshire County Council. Following cost cutting measures, current funds are sufficient to maintain services for approximately 18 months. Plans are in place to increase fundraising capacity during this time in order to make the Centre sustainable in the long term.

#### **Risk Assessment**

The Board of Trustees have completed a Risk Assessment Schedule which addresses all major risks likely to affect the Charity's ability to fulfil its role. All necessary procedures and systems are in place to minimise such risks. The Schedule is regularly reviewed.

### **OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT**

The Charity's purposes, as set out in the objects contained in the company's Memorandum of Association, are to

- a) alleviate the conditions of life among people who are caring or have cared for elderly, sick, disabled, handicapped or otherwise infirm persons at home and who are in necessitous circumstances,
- b) to promote the material welfare of such Carers, to relieve and alleviate and to advance, promote, encourage, and assist in the relief or alleviation of all kinds of mental and physical infirmity, sickness, disablement or handicap including mental illness attributable to caring among Carers and those persons for whom they are caring in South Oxfordshire and the Vale of White Horse and the surrounding areas; and
- c) to advance the education of the public about the part that Carers and caring can play generally.

The aims of the Charity are to enable Carers to better manage their caring role through advice, information and support and to identify and raise the profile of Carers and caring. Our aims fully reflect the purposes that the Charity was set up to further.



# THE SOUTH AND VALE CARERS CENTRE COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT (CONTINUED)

**YEAR ENDED 31 MARCH 2012**

### **REVIEW OF DEVELOPMENTS, ACTIVITIES, ACHIEVEMENTS AND PUBLIC BENEFIT**

In planning and carrying out the Charity's activities for the year, in line with its objectives, the Trustees have kept in mind the Charity Commission's guidance on public benefit. The focus of the Charity's activities continues to be the provision of quality advice, information and support to Carers of all ages, which, in the Trustees' view, represents a public benefit.

This year has proved to be one of the most challenging in the Centre's history. Following the loss of Oxfordshire County Council's funding from 1<sup>st</sup> April 2011, and the consequent staff restructuring and reduction in working hours, the first three months of the year were particularly difficult ones. We were fortunate to have funding from the Government's Transition Fund, which enabled us to employ a part-time Receptionist, so that we could continue to provide a quality telephone response service for carers during this time of change. We were also fortunate to receive a Community Grant from Vale of White Horse District Council, which enabled us to continue to offer trips and activities to give carers a break, and which also enabled us to raise our profile with a selection of colourful new leaflets and posters.

We have been greatly heartened by the generous levels of support that we have received throughout the year from large numbers of organisations and individuals, including Oxfordshire Community Foundation, the Brian Murtagh Charitable Trust, Wallingford Beer and Blues Festival, Wallingford Bridge Estate Charity, Town, District and Parish Councils, from local businesses such as Didcot Power Station, and from faith and community organisations, such as Churches, Rotary and Lions Clubs, and the fundraising that has been done on our behalf, for example by the Wallingford Community Choir. We were particularly delighted to have been chosen as one of her two Charities of the Year by Chairman of Vale of White Horse District Council, Alison Thomson. We are also very grateful to SOHA Housing for allowing us the free use of their meeting room.

We were also rather over-whelmed by the generosity of a local family, who not only donated a week's Spring holiday for carers in their Alpine chalet, but also raised over £7,500 by organising and hosting a Favours Auction for the Centre.

Despite the challenges, the Centre has continued to provide a high quality service to unpaid carers across South Oxfordshire and Vale of White Horse throughout the whole year.

We provided independent and confidential advice, information and support to a total of 878 carers of all ages, of whom 537 were new to us. As usual, our support is mainly provided to people in their own homes, which overcomes the access problems of limited public transport in rural areas, and also means that carers do not need to leave the person they care for. We made 570 home visits this year, and over 3,000 phone calls.

One of our major areas of expertise is providing face-to-face intensive help with complex form-filling, especially helping people to claim Disability Living Allowance, Carers' Allowance, and Attendance Allowance. During the year, we helped carers and their families to increase their household incomes by over £568,000 p.a. (an increase of 37% over the previous year, despite reductions in our staffing levels). Nationally, we know that 72% of carers are worse off financially because of their caring responsibilities, so this is a vital area of support needed for carers.



# THE SOUTH AND VALE CARERS CENTRE COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT (CONTINUED)

### YEAR ENDED 31 MARCH 2012

We have also provided a dedicated service to support people to take unsuccessful Benefit claims to Appeal and Tribunal. We have supported 15 carers and their families, and this has generated £51,407 p.a. extra income for those households.

With funding from Vale of White Horse District Council and the Transition Fund, we have also been able to successfully run a wide range of trips and activities to give carers a well-deserved break from their caring responsibilities. Due to our changed financial situation, we have had to introduce a modest charge (£15) for these breaks, in order to cover the costs of administration, transport and staff to accompany the trips. This year, 136 carers have enjoyed day trips to the seaside, a barge trip, Christmas Market, and town, city and garden visits. We are very grateful to the Rotary Club of Abingdon Vesper for again making two free Barge Trips available, one for Young Carers and one for Adult Carers. These days out are particularly popular.

We were very pleased that during the year 14 carers joined our Friends Group, which has met regularly throughout the year. The main aim of the group is to help the Centre with fundraising, encouraging volunteers, and raising the profile of carers in the local community. With the benefit of some funding from the Transition Fund, the Friends Group was also able to hold three Carers Information Lunches at Didcot Cornerstone, covering Benefits (Claire Wormald, SVCC staff member), Powers of Attorney (3 specialists provided by Hedges Solicitors), and 'Gadgets and Gizmos' (Charlotte Thurston, specialist Occupational Therapist).

We have also continued to offer regular monthly trips and activities for Young Carers across our area, with groups divided into two age groups: ages 8 to 12, and ages 13 to 17 years. 129 Young Carers enjoyed various trips and activities during the year. Our contract with Oxfordshire County Council (OCC) for Young Carers ended on 30.9.2011. We chose not to tender for the new OCC Young Carers contract, on the basis that it did not include regular respite breaks and activities for young carers, and also that we felt that the funding was insufficient to provide a quality service for Young Carers across Oxfordshire.

We provided some one-to-one support for young carers during the year, and we helped 44 young carers to access financial help from the OCC Young Carers' Fund, which enabled them to buy a piece of equipment, or participate in learning, sporting or recreational activities to improve their health and well-being.

### FINANCIAL REVIEW

Following the loss of County Council funding, it has become necessary to both cut expenditure and to build from scratch a fundraising capability sufficient to support the work of the Centre as an independent charity. The Trustees made the decision to make strategic use of the reserves, which had been accumulated in anticipation of this loss of funding, to achieve two objectives:

- to invest in fundraising over the next two years in order to build that capacity, and
- to maintain services to carers at an acceptable level whilst this process takes place.

A budget was therefore prepared which, despite cutting expenditure from £389k to £209k, still anticipated a deficit during the current and the forthcoming year.





## THE SOUTH AND VALE CARERS CENTRE COMPANY LIMITED BY GUARANTEE

### TRUSTEES ANNUAL REPORT (CONTINUED)

#### YEAR ENDED 31 MARCH 2012

The deficit of £34,451 on Unrestricted Funds was in fact less than planned due to the greater than anticipated income. Although it is hoped that this success will continue, it will still be necessary to maintain reserves as high as possible in order to guard against fluctuations in income during what is bound to be a volatile period.

There was also a deficit on Restricted Funds, as the last remaining major grant from the County Council, that for young carers, was used up. The Trustees have decided to continue to provide a service to young carers and this will require more funds to be taken from Unrestricted Funds next year to support this service.

The Trustees will continue to act prudently by containing costs within a planned budget, which will maintain sufficient reserves until the growth in fundraising makes it possible to produce a balanced budget.

#### **FUTURE DEVELOPMENTS**

With major reforms of the Welfare Benefit system being implemented in 2013, especially the replacement of Disability Living Allowance with Personal Independence Payments (PIP), we envisage an ever increasing need for our specialist support with complex form-filling and Benefits Applications. As PIP will leave hundreds of disabled people in Oxfordshire without the Benefits that they currently use to fund their care, we envisage an increased need for our help with Appeals and Tribunals, as well as with support for carers, who will inevitably shoulder an even greater burden of care.

We will be ensuring that training is in place for staff, so that we are geared up to help carers and their families as soon as the changes are implemented in our area (probably June 2013).

We continue to focus our work on providing support which is not offered by other carers' support organisations locally, so that there is maximum benefit to carers and limited duplication of services. Carers Oxfordshire do not provide help with complex form-filling and Benefits, they do not support parent carers of disabled children, nor do they support young carers, so we will continue to focus on these areas of support.

The services which we provide are

#### **For adult carers and parent carers**

- Face-to-face, individual advice, information and support, through home visits at a time to suit the carer
- Emotional support
- Help with Benefits checks to make sure that carers, and their families, are getting all the financial help that they are entitled to
- Help with complex form-filling, especially Disability Living Allowance (PIP), Attendance Allowance, Carers' Allowance, and associated Benefits
- Representation at Benefit Tribunals and Appeals
- Day trips and activities to give carers a break

#### **For young carers**

- One-to-one emotional support
- Regular trips and activities to give Young Carers a break



# THE SOUTH AND VALE CARERS CENTRE COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT (CONTINUED)

### YEAR ENDED 31 MARCH 2012

#### We offer

- Home visits at a time to suit the carer
- Office Appointments (we are no longer open just for drop-in)
- Appointments at a venue near to carers' homes, by arrangement

The future of the Centre to support carers of all ages in South Oxfordshire and Vale of White Horse depends entirely on our success with fundraising, and on our prudent use of Reserves. This is a very competitive and difficult time for charities, and we are competing against large national charities as well as smaller local ones for grants and donations.

At our staff and Management Committee Away Day in February, it was decided to employ a part-time dedicated fundraiser. We have developed our fundraising strategy to include a focus on larger Trusts, building on local relationships with our District, Town and Parish Councils, building relations with local community groups and businesses, and encouraging individual, regular giving.

In order to maintain the quality of service that we are able to provide to carers, we also decided at the Away Day to employ a part-time Receptionist (when the funding for this from the Transition Fund ran out on 31/3/2012). This also frees up time for our front-line staff so that we can maximise the face-to-face support that we are able to give to adult carers and young carers.

In order to focus our limited resources on providing as much direct support to carers as possible, we have reduced our administration costs to a bare minimum, and are no longer able to offer a drop-in service at our offices.

We are pro-actively seeking funding both for our core services and for specific projects, such as trips to give carers a break, and for young carers' services. Our annual running costs of £200,000 p.a. present a challenging target for our fundraising, particularly in the current economic climate.

#### **TRUSTEES' RESPONSIBILITIES**

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources, including the net income or expenditure, for the year. In preparing the financial statements the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2012**

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to comply with the requirements of the Companies Act 2006. 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.

We confirm that we have taken all necessary steps to make us aware, as Trustees and directors, of any relevant audit information and to establish that the charity's auditors are aware of that information.

As far as we are aware, there is no relevant information of which the charity's auditors have not been informed.

**AUDITOR**

A resolution to appoint Ellacotts LLP as auditor for the ensuing year will be proposed at the Annual General Meeting.

Approved by the Trustees on 4 Sept 2012 and signed on their behalf by

**RELY**  
Chairman, Director and Trustee



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

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

**YEAR ENDED 31 MARCH 2012**

We have audited the financial statements of The South and Vale Carers Centre Limited for the year ended 31 March 2012 which comprise the Statement of Financial Activities, (including Summary Income and Expenditure Account), the Balance Sheet and the related notes 1 to 14. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity'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**

As explained more fully in the Trustees' Responsibilities Statement on pages 8 and 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
THE SOUTH AND VALE CARERS CENTRE LIMITED (CONTINUED)**

**YEAR ENDED 31 MARCH 2012**

**OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements

- give a true and fair view of the state of the charity's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- have been prepared in accordance with the requirements of the Companies Act 2006

**EMPHASIS OF MATTER - GOING CONCERN**

In forming our opinion on the financial statements, which is not modified, we have considered the adequacy of the disclosure made in note 1a to the financial statements concerning the charity's ability to continue as a going concern. The charity incurred a net deficit of £75,498 during the year ended 31 March 2012, due to the loss of significant funding from Oxfordshire County Council. The charity has reserves of £277,080, which the Trustees believe is sufficient to support the organisation until it reaches a sustainable position, as set out more fully in the Trustees Report and Note 1a to the accounts.

**OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns; or



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
THE SOUTH AND VALE CARERS CENTRE LIMITED (CONTINUED)**

**YEAR ENDED 31 MARCH 2012**

- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

David Stevens  
(Senior Statutory Auditor)

*Ellacotts LLP*

For and on behalf of ELLACOTTS LLP  
Chartered Accountants and Statutory  
Auditors

Countrywide House  
23 West Bar  
Banbury  
Oxfordshire  
OX16 9SA

*4 September 2012*



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING SUMMARY INCOME  
AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2012**

	NOTE	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds</b>					
<i>Voluntary income</i>					
Donations and gifts	2	34,893	40	34,933	11,455
<i>Activities for generating funds</i>					
Investment income	3	1,273	-	1,273	1,218
Membership subscriptions		545	-	545	585
Other Income		5,682	-	5,682	-
<b>Incoming resources from charitable activities:</b>					
Grants receivable	4	21,769	69,205	90,974	399,701
<b>Total Incoming Resources</b>		<b>64,162</b>	<b>69,245</b>	<b>133,407</b>	<b>412,959</b>
<b>Resources Expended</b>					
Charitable Activities	5	91,531	110,292	201,823	379,556
Governance Costs	5	7,082	-	7,082	9,544
<b>Total Resources Expended</b>		<b>98,613</b>	<b>110,292</b>	<b>208,905</b>	<b>389,100</b>
<b>Net incoming resources before other recognised gains and transfers</b>		<b>(34,451)</b>	<b>(41,047)</b>	<b>(75,498)</b>	<b>23,859</b>
<b>Transfers between funds</b>		<b>4,107</b>	<b>(4,107)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds for the year</b>		<b>(30,344)</b>	<b>(45,154)</b>	<b>(75,498)</b>	<b>23,859</b>
Fund balances brought forward at 1 April		292,764	59,814	352,578	328,719
<b>Fund balances carried forward at 31 March</b>	11	<b>262,420</b>	<b>14,660</b>	<b>277,080</b>	<b>352,578</b>

The statement of financial activities includes all gains and losses arising in the year

All incoming resources and resources expended derive from continuing activities

The notes on pages 15 to 23 form part of these financial statements



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**


**31 MARCH 2012**

	NOTE	2012 £	2011 £
<b>FIXED ASSETS</b>			
Tangible assets	8	<u>-</u>	<u>-</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	9	2,285	6,329
Cash at bank and in hand		<u>340,021</u>	<u>398,281</u>
		<u>342,306</u>	<u>404,610</u>
<b>CREDITORS: Amounts falling due within one year</b>	10	<u>65,226</u>	<u>52,032</u>
<b>NET CURRENT ASSETS</b>		<u>277,080</u>	<u>352,578</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><u>277,080</u></u>	<u><u>352,578</u></u>
<b>FUNDS</b>	11		
Restricted funds		14,659	59,814
Designated funds		19,265	25,411
Other Charitable Funds		<u>243,156</u>	<u>267,353</u>
<b>TOTAL FUNDS</b>		<u><u>277,080</u></u>	<u><u>352,578</u></u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The financial statements were approved by the Trustees on 4 September 2012 and were signed on their behalf by

  
R Ely  
Chairman, Director and Trustee

  
D Rouane  
Director and Trustee

Company Registration Number 2989722

The notes on pages 15 to 23 form part of these financial statements





**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

15

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the following accounting policies

**1a. Basis of Accounting**

The financial statements have been prepared under the historic cost convention, in accordance with the Companies Act 2006, the Statement of Recommended Practice "Accounting & Reporting by Charities" (revised 2005) and applicable accounting standards. The company has adapted the Companies Act 2006 format of the financial statements to reflect the special nature of the charity's activities.

The Trustees are of the opinion that the current structure, together with the charity's current reserves will enable the charity to continue to provide carers services for at least the next 12 months. As noted in the Trustees Report however, following the loss of funding from OCC, the current funds are sufficient to maintain services for approximately 18 months. Plans are in place to increase fund raising capacity during this time in order to make the charity sustainable in the long term.

The financial statements have therefore been prepared on a going concern basis, as the Trustees believe the charity has sufficient financial resources available to enable it to continue to meet its charitable objectives and activities for the foreseeable future.

**1b. Cash Flow Statement**

The company has also taken advantage of the exemption in Financial Reporting Standard No 1 "Cash Flow Statements" from the requirement to produce a cash flow statement as it is a small company.

**1c. Company Status**

The company is limited by guarantee with no share capital and is a registered charity. The liability of each member in the event of a winding up of the company is limited to £10. The members of the company are the Trustees as named in the Trustees Report on page 3.

**1d. Fund Accounting**

General Funds are expendable at the discretion of the Trustees in the furtherance of the objectives of the charity and for the overall administration of the charity. Designated Funds are those that have been set aside out of unrestricted funds by the Trustees for the purposes or projects to which the charity are not committed but intend to promote and follow.

Restricted Funds are those upon which restrictions and specific criteria for their use are imposed by the donor. The costs of raising and administering such funds are charged against the specific fund.



# THE SOUTH AND VALE CARERS CENTRE COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

### 1. ACCOUNTING POLICIES (CONTINUED)

#### 1e. Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable by the charity
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts
- Investment income, including interest income, is included when receivable
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where the charity's entitlement is not conditional on the delivery of specific performance, the grant is recognised when the charity becomes unconditionally entitled to the grant

#### 1f. Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category, including all applicable VAT. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and other costs linked to the strategic management of the charity.

#### 1g. Fixed Assets and Depreciation

Tangible fixed assets are recorded at historical cost, less accumulated depreciation.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value over the useful economic life of that asset as follows:

Fixtures & Fittings	15%	per annum
Computer Equipment	33 1/3%	per annum

#### 1h. Pension costs

The charity operates a defined contribution pension scheme for its employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable to the scheme are charged to the statement of financial activities. The pension cost charge represents the contributions payable by the charity to the scheme.



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**1. ACCOUNTING POLICIES (CONTINUED)**

**1i Operating leases**

Rentals payable by the charity applicable to operating leases where substantially all of the risks and benefits of ownership remain with the lessor are charged to the Statement of Financial Activities on a straight line basis over the period of the lease

**2. DONATIONS AND GIFTS**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Donations from Parish and Town Councils	5,306	-	5,306	5,181
Donations from individuals and institutions	29,587	40	29,627	6,274
	<u>34,893</u>	<u>40</u>	<u>34,933</u>	<u>11,455</u>

**3 INVESTMENT INCOME**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Bank Interest Receivable	<u>1,273</u>	<u>-</u>	<u>1,273</u>	<u>1,218</u>

**4 GRANTS RECEIVED**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2012 £</b>	<b>Total 2011 £</b>
General (Oxfordshire CC)	-	-	-	112,740
Time for Carers (Oxfordshire CC)	-	-	-	87,959
Young Carers (Oxfordshire CC)	-	37,306	37,306	78,721
Direct Breaks (Oxfordshire CC)	-	-	-	25,250
GP Surgeries (Oxfordshire CC)	-	-	-	30,690
Volunteer Sitting (Oxfordshire CC)	-	-	-	25,250
General (South Oxfordshire District Council)	21,769	-	21,769	21,769
Vale of White Horse	-	4,289	4,289	-
Transition Fund	-	27,610	27,610	-
Innovation Fund (Princess Royal Trust)	-	-	-	17,322
	<u>21,769</u>	<u>69,205</u>	<u>90,974</u>	<u>399,701</u>



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**5. TOTAL RESOURCES EXPENDED**

**Charitable Activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Staff wages and salaries	64,316	64,641	128,957	253,729
Office expenses	5,923	1,089	7,012	8,439
Carers time	-	-	-	397
Staff training and books	723	1,456	2,179	1,854
Costs of outings and events	9,840	6,416	16,256	23,568
Premises expenses and insurance	3,960	8	3,968	4,593
Telephone and postage	4,178	5,354	9,532	6,838
Advertising and publicity	5,231	5,770	11,001	12,147
Donations	1,281	-	1,281	27,870
Bank charges	205	-	205	262
Overheads allocation	(5,228)	5,228	-	-
Provision for repayment of unspent funds	-	20,274	20,274	39,018
Other expenses	1,102	56	1,158	841
	<u>91,531</u>	<u>110,292</u>	<u>201,823</u>	<u>379,556</u>

**Governance Costs**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Audit	3,050	-	3,050	3,050
Accountancy and bookkeeping	2,602	-	2,602	2,205
Legal fees	-	-	-	2,924
Trustees costs	1,430	-	1,430	1,365
	<u>7,082</u>	<u>-</u>	<u>7,082</u>	<u>9,544</u>
<b>Total Resources expended</b>	<u><b>98,613</b></u>	<u><b>110,292</b></u>	<u><b>208,905</b></u>	<u><b>389,100</b></u>

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



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**6. STAFF COSTS**

The aggregate payroll costs were:

	2012 £	2011 £
Wages and salaries	120,595	233,999
Social security costs	7,670	17,622
Other pension costs	692	2,108
	<u>128,957</u>	<u>253,729</u>

**Pension costs:**

The charity operates a defined contribution scheme for its employees. The assets of the scheme are held separately from those of the charity. The pension cost charge represents contributions payable by the charity to the scheme and amounted to £692 (2011 £2,108) in respect of employees. Contributions totalling £188 (2011 £474) were payable by the charity to the scheme at the year end.

**Particulars of employees:**

The average number of staff employed by the charity during the year were as follows

	2012 No.	2011 No.
Number of administrative staff	2	4
Number of direct charitable workers	<u>7</u>	<u>13</u>
	<u>9</u>	<u>17</u>

There were no higher paid employees in the year (2011 nil)

No remuneration was paid to trustees in the year, other than the reimbursement of certain expenses incurred of £249 (2011 £812) (refer to note 14)

**7. NET INCOMING RESOURCES FOR THE YEAR**

This is stated after charging

	2012 £	2011 £
Staff pension contributions	692	2,108
Auditor's remuneration	3,050	3,050
Operating lease costs - plant and equipment	2,044	2,013
Depreciation of owned fixed assets	-	-
	<u>5,786</u>	<u>7,171</u>



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**8. FIXED ASSETS**

	<b>Computer Equipment £</b>	<b>Fixtures &amp; Fittings £</b>	<b>Total £</b>
<b>Cost</b>			
As at 1 April 2011 and 31 March 2012	<u>5,892</u>	<u>2,495</u>	<u>8,387</u>
<b>Depreciation</b>			
As at 1 April 2011 and 31 March 2012	<u>5,892</u>	<u>2,495</u>	<u>8,387</u>
<b>Net Book Value at 31 March 2012</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Book Value at 31 March 2011</b>	<u>-</u>	<u>-</u>	<u>-</u>

**9. DEBTORS**

	<b>2012 £</b>	<b>2011 £</b>
Other Debtors	2,173	-
Prepayments and accrued income	<u>112</u>	<u>6,329</u>
	<u>2,285</u>	<u>6,329</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2012 £</b>	<b>2011 £</b>
Trade creditors	1,541	3,229
Taxes and social security	106	5,606
Other creditors	188	474
Accruals	4,099	3,705
Provision for repayment of unspent funds	<u>59,292</u>	<u>39,018</u>
	<u>65,226</u>	<u>52,032</u>



# THE SOUTH AND VALE CARERS CENTRE COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

### 11. MOVEMENTS IN FUNDS

	Balance 1 April 2011	Incoming Resources	Outgoing Resources	Transfers	Balance 31 March 2012
<b>Restricted funds:</b>					
A) Time for Carers and Supporting Parent Carers	(176)	-		176	0
B) Computer Fund	216	-		(216)	0
C) Casual Sessional Worker	973	-		(973)	0
D) GP Surgeries	1,654	-	(1,654)		0
E) Carer Training	6,284	-			6,284
F) Working Carers Project	(336)	-		336	0
G) Youth Opportunities	1,490	-		(1,490)	0
H) Modernisation Fund	21	-		(21)	0
I) Innovation Fund	(541)	-		541	0
J) Young Carers Contract	47,769	37,346	(76,740)	0	8,375
K) Carers Guide	541	-		(541)	0
L) New Computer Fund	1,419	-		(1,419)	0
M) Faringdon Support Group	500	-		(500)	0
N) Vale of White Horse		4,289	(4,289)		0
O) Transition Fund		27,610	(27,610)		0
<b>Total restricted funds</b>	<b>59,814</b>	<b>69,245</b>	<b>(110,293)</b>	<b>(4,107)</b>	<b>14,659</b>
<b>Unrestricted funds:</b>					
<b>Designated funds</b>					
P) Young Carers Project	25,411	4,015	(12,624)	2,463	19,265
<b>Total designated funds</b>	<b>25,411</b>	<b>4,015</b>	<b>(12,624)</b>	<b>2,463</b>	<b>19,265</b>
<b>General fund</b>	<b>267,353</b>	<b>60,147</b>	<b>(85,988)</b>	<b>1,644</b>	<b>243,156</b>
<b>Total unrestricted funds</b>	<b>292,764</b>	<b>64,162</b>	<b>(98,612)</b>	<b>4,107</b>	<b>262,421</b>
<b>Total funds</b>	<b>352,578</b>	<b>133,407</b>	<b>(208,905)</b>	<b>0</b>	<b>277,080</b>

#### A) Time for Carers (Restricted)

The charity received a grant in 2010-2011 from Oxfordshire County Council to operate a relief scheme for carers 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 restricted fund.

#### B) Computer Fund (Restricted)

This one off grant was awarded by Oxfordshire County Council to enable the Centre to develop and maintain an IT system to fulfil the Council's monitoring requirements.



**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**11. MOVEMENTS IN FUNDS (CONTINUED)**

**C) Casual Sessional Worker (Restricted)**

A casual sessional worker accompanied the Young Carers on our trips and offered advice and support. The funding was from Oxfordshire County Council Youth Opportunities Grant, the Chill Out Fund and donations from the Lions of Thame and Henley Rotary Club.

**D) GP Outreach (Restricted)**

Again this was an additional grant from Oxfordshire County Council and Oxfordshire Primary Care Trust to work with the health service to ensure "hidden" carers are quickly identified and are able to access advice and support. This fund does not apply this year.

**E) Carer Training**

This was a grant from Oxfordshire County Council funds training courses to enable carers to better manage their caring role. This fund was not applicable this year.

**F) Working Carers Project**

This one off grant from Oxfordshire County Council enabled the centre to collaborate on a needs assessment of carers in work or considering returning to work.

**G) Youth Opportunities**

A one off grant to fund a collaborative project between all three Carers Centres to provide a short break for Young Carers.

**H) Modernisation Fund**

This was funded by CapacityBuilders with the aim of increasing the sustainability of charities through providing consultancy, business planning and developing collaborative structures.

**I) Innovation Fund**

The Fund was managed by the Princess Royal Trust for Carers and it funded a one-year project with the Radcliffe Hospitals to develop a Young Carers' Pack and a Health Professionals guide.

**J) Young Carers Contract**

The Young Carers contract is with Oxfordshire County Council to raise awareness of Young Carers and Young Adult Carers and to help ensure they and their families receive appropriate services, including breaks and monitoring. This contract ended on 30 9 2011.

**K) Carers Guide**

This relates to donations received from the Vale Practice Based Commissioning Consortium and Infineum UK, which enabled the Centre to print 10,000 copies of its Caring for Someone Guide.

**L) New Computer Fund**

This relates to donations from the Brian Murtagh Charitable Trust, which enabled the Centre to purchase new IT equipment.

**M) Faringdon Support Group**

This was a one-off grant from Oxfordshire County Council Community Development Team to support the development of a carers support group in Faringdon.

**N) Vale**

This was a one-off grant from Vale of White Horse District Council to assist with the costs of new publicity and promotional materials, and towards the costs of administering carers' breaks. This enabled breaks to be offered at a more modest cost to carers, as these breaks are no longer funded by Oxfordshire County Council.





**THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**11 MOVEMENTS IN FUNDS (CONTINUED)**

**O) Transition Fund**

This was a one-off grant from the Big Lottery to assist charities which had lost a significant proportion of public funding, to build their capacity to compete in the new working environment.

**P) Young Carers Project (Designated)**

This fund was established by the Trustees and consists of general donations made by individuals or institutions with an emphasis towards Young Carers projects. Now that the Young Carers Contract has ceased, these funds will be utilised to continue the work that the Centre has established in the community over the next few years.

**12. ANALYSIS OF NET ASSETS**

	<b>Tangible Fixed Assets £</b>	<b>Other Net Assets £</b>	<b>Total £</b>
Unrestricted Funds	-	262,421	262,421
Restricted Funds	-	14,659	14,659
	<u>-</u>	<u>277,080</u>	<u>277,080</u>

**13. COMMITMENTS UNDER OPERATING LEASES**

The company had aggregate annual commitments under non-cancellable operating leases as set out below

	<b>2012 £</b>	<b>2011 £</b>
Operating leases which expire.		
- within 1 year	2,044	2,004
- in 2 to 5 years	5,896	5,013
- greater than 5 years	-	-
	<u>7,940</u>	<u>7,017</u>

**14. TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS**

No Trustees received any remuneration during the year (2011 nil), other than the reimbursement of certain expenses incurred of £249 (2011. £812), which were reimbursed to 2 (2011. 2) Trustees. At the year end, £0 was due to C J Williams, a Trustee (2011 £83). No Trustee of the charity had any personal interest in any contract or transaction entered into by the charity during the year (2011 nil).