



**The South & Vale Carers Centre**  
**Company Limited by Guarantee**  
**Financial Statements**  
**31 March 2008**

**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 2008**

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

**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

**The Board of Trustees**

R Ely  
Prof M R Avis  
Mrs S B Nicholls  
C J Williams  
D Rouane  
Mrs D A Pinnell

**Company Secretary**

Mrs D A Pinnell

**Registered Office**

5 Lydalls Road  
Didcot  
Oxfordshire  
OX11 7HX

**Auditors**

Ellacotts LLP  
Chartered Accountants & Registered Auditors  
Beechfield House  
38 West Bar  
Banbury  
Oxfordshire  
OX16 9RX

**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**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2008**

The Trustees, who are also Directors for the purposes of the Companies Act 1985, have pleasure in presenting their report and the financial statements of the Charity for the year ended 31 March 2008

**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

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

**Management Committee**

R Ely (Trustee and Chairman)  
D Rouane (Trustee and Finance Director)  
C J Williams (Trustee)  
Prof M Avis (Trustee)  
Mrs M MacKenzie (Trustee – Retired Oct 2007)  
Mrs S Nicholls (Trustee)  
Mrs D A Pinnell (Trustee – Appointed Oct 2007)  
Mrs S Atkinson  
Miss E Blacklock  
Mrs E Cowan  
Mrs S L Seymour  
R J Seymour  
Ms C Tanner  
Mrs V Thwaites  
Mrs S Chowdhury  
Ms H Batten

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisation**

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

R Ely  
Mrs M Mackenzie (retired October 2007)  
Prof M Avis  
Mrs S Nicholls  
C J Williams  
D Rouane  
Mrs D A Pinnell (appointed 6 October 2007)

The Board of Trustees, who meet monthly with the Centre Manager, administers the Charity. Ad hoc sub-committees are established as necessary, reporting to the Trustees. The Centre Manager is appointed by the Trustees to manage the day-to-day operations of the Charity.

**Investment powers and restrictions**

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



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

**TRUSTEES ANNUAL REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2008**

**Reserves Policy**

Reserves are set at a level to cover possible staff redundancies and to continue to provide support to the local community in the event of a loss of funding

**Risk Assessment**

Although the Centre's work is not at immediate risk from a shortage of money, the search for new sources of funding continues, quite properly, to occupy much of the Charity's time and energy. In addition to the grants from Oxfordshire County Council we have received contributions from South Oxfordshire and the Vale of White Horse District Councils. We hope this funding will be repeated in future years.

In the next two years the contracts for the services provided by the Centre will be put out to tender and we intend to continue to provide good quality, value for money services for the local community.

**OBJECTIVES AND ACTIVITIES**

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

The objectives of the Charity are set out below

- \* To increase access to information, advice and advocacy for Carers
- \* To increase access to support services for Carers in both urban and rural communities
- \* To establish information on a range of services, to provide advice to enable Carers to make an independent assessment of their own needs, and to act as a broker when necessary
- \* To maximize the availability of existing services and facilities through co-operation with service providers
- \* To work towards increasing the range of services available
- \* To provide and increase opportunities for Carers to receive emotional support
- \* To ensure through appropriate channels that local Carers' needs and priorities are represented in Community Care planning process
- \* To provide training and education for local agencies, volunteers, professionals and the general public on Carers' needs and priorities



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

**TRUSTEES ANNUAL REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2008**

**REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS**

The South and Vale Carers Centre had a successful year providing advice, information and support to Carers throughout the South and Vale districts of Oxfordshire

During the year we have continued to support 414 carers already known to us and 755 carers have contacted us for the first time, 1169 in total. There were 6076 contacts or visits made with carers during the year. 100% of respondents to our satisfaction survey would recommend the service to others. 74% reported that their health and stress levels were improved as a result of our help and 55% were better off financially. We helped carers and their families improve their financial situation by at least £770,000 over the year.

The Centre has helped around 50 carers and their families successfully challenge decisions about benefits at tribunals and we have continued to provide general advice about legal matters such as wills, probate and lasting power of attorney.

In consultation with carers we have organised 8 trips over the year so that they can have a break as well as meet other carers. This included a theatre visit to see the Phantom of the Opera in London and a day out for families to Bournemouth. We have also organised 6 training sessions for carers on topics such as First Aid and Depression and Low Moods and promoted other training opportunities.

With the Time for Carers fund from Oxfordshire County Council we have been able to fund 1028 breaks for carers and provide 93 pieces of equipment to make their caring role easier. This funding provides a prompt and flexible service in order to meet carers' needs. Support for carers is a clear priority for the County Council and they were able to almost double this particular fund this year.

We have developed a befriending service where volunteers are able to sit with people who cannot be left on their own in order to give the carer a break. We have also established closer links with GP practices in the districts so that carers can be quickly identified and given prompt information and advice.

We have continued to raise the profile of Young Carers with our development work with schools and other organisations, helping to ensure that Young Carers are recognised and provided with the support they need to fulfil their potential. We have worked closely with other agencies to ensure the young people have appropriate support in challenging circumstances. We have organized 24 outings for Young Carers, including residential trips to events such as the Young Carers' Festival which enable them to have a break.



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

**TRUSTEES ANNUAL REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2008**

**FUTURE DEVELOPMENTS**

In line with the new Carers Strategy we will maintain our outreach service so that carers have access to both comprehensive information and advice so they can make informed decisions. Consultation with the Young Carers has identified a need for more individual support. We also have a group of older Young Carers who are keen to support others in similar situations and we are piloting a mentoring project to meet this need. The continuation of the Time for Carers funding from the County Council will allow us to provide short breaks and equipment when Carers most need it. We have employed a development co-ordinator to work with health care professionals to ensure carers are promptly identified and properly supported, an approach which is promoted in the New Deal for Carers Strategy, recently published by the government. The issue of employment for carers has been a concern for a long time and has now been highlighted in the strategy and we will continue to work closely with other stakeholders to identify the best way of supporting carers who are working or wish to return to employment. We intend to build on the success of the sitting service through recruiting more volunteers to give carers a break.



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

**TRUSTEES ANNUAL REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2008**

**CHAIRMAN'S REPORT**

The year has been eventful and not altogether easy. We have lost our staunch supporter and Trustee, Margaret MacKenzie who died and is very much missed by us all. The funeral service with over 300 people present was a much deserved tribute to a very great lady.

Eleanor Cowan has now completed her first full year as manager and has coped extremely well with the ever changing conditions which beset us. Finella Dean left us, on her husband's transfer, after 10 years of devoted service. A wonderful team player and a great professional she was loved and respected by all. We are very fortunate to have Jackie Chown to replace her as she had already worked for us for three years before her husband was transferred. Two new members of staff have joined us to undertake new projects, Chris Elliott and Sue Jeffs are both very experienced and have fitted in well.

Financially we are fortunate that Oxfordshire County Council was able to maintain the level of our grant and has added new elements. On the other hand they are beset by bureaucracy, some from our government and some from the EU which makes life ever more burdensome without much helping our clients. The chief challenge will be to tender for the services we provide in competition with other possible providers. This risks destroying a valuable team with 12 years continuity. It also involves a great administrative cost which would be better devoted to clients. I feel I have been inveigling against ever increasing bureaucracy ever since I became Chairman and I make no apology for continuing to emphasise the point - it is encouraging to see the Head of our local Thames Valley Police Force saying she will no longer sacrifice good policing to targets and box ticking.

The three Oxfordshire Centres and the Forum are working in ever closer co-operation in coping with common problems and the Forum has had a very positive and supportive response from our local MPs.

Our work continues to expand and it has been very gratifying to receive the most positive feedback from our clients. Not only do they feel we have reduced their stress levels but in a significant number of cases we have been able to ease their financial situation.

I conclude, as I have done so continuously in the past, with the most profound admiration of our staff and my grateful thanks for their skill and loyal dedication to a very difficult task. Equally our Trustees and Management Committee, all volunteers, have brought great professional skills of varying sorts to their contributions. I personally could not fulfil my duties without their wonderful support. It is a marvellous team and I enjoy every moment of my work with them.

Robert Ely  
Chairman





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

**TRUSTEES ANNUAL REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2008**

**FINANCE DIRECTOR'S REPORT**

During the year our income rose from £299,371 to £354,460, an increase of over 18%. This allowed us to increase our expenditure from £277,389 to £280,554. We would like to thank Oxfordshire Social and Community Services, South Oxfordshire District Council, Vale of White Horse District Council, Oxfordshire Youth (Opportunities/Capital) Fund, the many Town and Parish Councils, other community organisations and individuals for their continuing financial support of our work.

The trustees have identified two challenges which they plan to address over the coming year. Firstly, we would like to identify more sources of income in order to reduce our reliance on funding from one large source, Oxfordshire County Council. Secondly, approximately 50% of our income in this year was restricted to specific projects. We would like to increase the amount of funding which we receive which is not restricted in this way in order to increase our flexibility to respond to local needs.

In order to maintain the orderly running of the centre in the event of an unexpected delay or loss of funding, the trustees have determined that they need to maintain a General Fund reserve of between £50,000 and £100,000. The current level of this reserve is at the upper end of this range.

**D Rouane**  
**Finance Director**



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

**TRUSTEES ANNUAL REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2008**

**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 these financial statements, the trustees are required to

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

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 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.

**STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS**

We, the directors of the charity who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that

- there is no relevant audit information of which the charity's auditors are unaware, and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information

**AUDITOR**

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

Registered office  
5 Lydalls Road  
Didcot  
Oxon  
OX11 7HX

Signed on behalf of the Trustees

R ELY  
Chairman, Director & Trustee

Approved by the Trustees on

2<sup>nd</sup> September 2008



**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 2008**

We have audited the financial statements of The South and Vale Carers Centre Limited for the year ended 31 March 2008 which comprise the Statement of Financial Activities, (including Summary Income and Expenditure Account), the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the 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**

The trustees' (who are also the directors of The South and Vale Carers Centre Limited for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

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

**BASIS OF AUDIT OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 the significant estimates and judgements 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.



**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 2008**

We planned and performed our audit so as to obtain all 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, in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charity's affairs as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Trustees' Annual Report is consistent with the financial statements

ELLACOTTS LLP  
Chartered Accountants  
and Registered Auditors

Beechfield House  
38 West Bar  
Banbury  
Oxfordshire  
OX16 9RX

*23 September 2008*



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

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

**YEAR ENDED 31 MARCH 2008**

	NOTE	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds</b>					
<i>Voluntary income</i>					
Donations and gifts	2	17,012	1,525	18,537	20,986
<i>Activities for generating funds</i>					
Investment income	3	10,509	-	10,509	5,817
Membership subscriptions		860	-	860	800
<b>Incoming resources from charitable activities</b>					
Grants receivable	4	134,511	190,043	324,554	271,768
<b>Total Incoming Resources</b>		<u>162,892</u>	<u>191,568</u>	<u>354,460</u>	<u>299,371</u>
<b>Resources Expended</b>					
<b>Charitable Activities</b>	5	136,086	137,410	273,496	267,673
<b>Governance Costs</b>	5	7,058	-	7,058	9,716
<b>Total Resources Expended</b>		<u>143,144</u>	<u>137,410</u>	<u>280,554</u>	<u>277,389</u>
<b>Net incoming resources before other recognised gains</b>		19,748	54,158	73,906	21,982
<b>Fund transfer</b>		-	-	-	-
<b>Net movement in funds for the year</b>		19,748	54,158	73,906	21,982
Fund balances brought forward at 1st April 2007		108,044	13,150	121,194	99,212
Fund balances carried forward at 31st March 2008		<u>127,792</u>	<u>67,308</u>	<u>195,100</u>	<u>121,194</u>

The statement of financial activities includes all gains and losses in the year  
All incoming resources and resources expended derive from continuing activities

The notes on pages 13 to 21 form part of these financial statements



THE SOUTH AND VALE CARERS CENTRE  
COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MARCH 2008

	NOTE	2008 £	2007 £
<b>FIXED ASSETS</b>			
Tangible assets	8	-	73
<b>CURRENT ASSETS</b>			
Debtors and prepayments	9	104	10,745
Cash at bank and in hand		<u>212,605</u>	<u>124,357</u>
		212,709	135,102
<b>CREDITORS</b> . Amounts falling due within one year	10	<u>17,609</u>	<u>13,981</u>
<b>NET CURRENT ASSETS</b>		195,100	121,121
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>195,100</u>	<u>121,194</u>
<b>FUNDS</b>	11		
Restricted funds		67,308	13,150
Designated funds		31,555	30,865
Other Charitable Funds		<u>96,237</u>	<u>77,179</u>
		195,100	121,194

The financial statements were approved by the Trustees on 2 September 2008  
and signed on their behalf by

R Ely  
Director and Trustee

D Rouane  
Director and Trustee

The notes on pages 13 to 21 form part of these financial statements



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

### NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2008

#### 1. ACCOUNTING POLICIES

##### 1a Accounting Conventions

The accounts have been prepared under the historic cost convention and in accordance with the Statements of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2005 and applicable accounting standards

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

##### 1b Company Status

The company is limited by guarantee and is a registered charity  
The members of the company are the trustees named on page 2

##### 1c Fund Accounting

###### Unrestricted funds

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

###### Restricted funds

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

##### 1d 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 grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant

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 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



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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**1e 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. 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 costs linked to the strategic management of the charity.

**1f 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:

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

**1g Pension costs**

The charity operates a defined contribution pension scheme for employees.

The assets of the scheme are held separately from those of the charity.

The annual contributions payable are charged to the statement of financial activities.

The pension cost charge represents contributions payable by the charity to the fund.

**1h Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks 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.





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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**2 DONATIONS AND GIFTS**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
Donations from Parish and Town Councils	10,471	-	10,471	5,600
Donations from individuals and institutions	6,324	-	6,324	8,260
Donations for Casual Sessional Worker (restricted)	-	1,525	1,525	-
Donations for Young Carers Project (designated)	217	-	217	7,126
	<u>17,012</u>	<u>1,525</u>	<u>18,537</u>	<u>20,986</u>

**3 INVESTMENT INCOME**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
Bank Interest Receivable	<u>10,509</u>	<u>-</u>	<u>10,509</u>	<u>5,817</u>

**4 GRANTS RECEIVED**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
Annual grant (Oxfordshire CC)	101,454	-	101,454	101,110
Time for Carers (Oxfordshire CC)	-	84,966	84,966	84,966
Breakfund (Oxfordshire CC)	-	28,000	28,000	28,000
Computer Fund (Oxfordshire CC)	-	-	-	5,126
Young Carers (Oxfordshire CC)	11,680	-	11,680	12,066
Council Assessment Income (Oxfordshire CC)	-	-	-	8,500
Direct Breaks (Oxfordshire CC)	-	25,000	25,000	-
GP Surgeries (Oxfordshire CC)	-	19,000	19,000	-
Volunteer Sitting (Oxfordshire CC)	-	25,000	25,000	-
Casual Sessional Worker (Oxfordshire CC)	-	1,595	1,595	-
Oxfordshire CC Sundry Grants	817	-	817	-
South Oxfordshire District Council	20,560	-	20,560	20,000
Carer Training (Learning and Skill Council))	-	6,482	6,482	-
NHS Charitable Trust	-	-	-	12,000
	<u>134,511</u>	<u>190,043</u>	<u>324,554</u>	<u>271,768</u>



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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**5 TOTAL RESOURCES EXPENDED**

**Charitable Activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
Staff wages and salaries	69,455	70,338	139,793	110,667
Administration salaries	44,334	-	44,334	68,658
Office expenses	6,622	1,342	7,964	8,547
Carers time	-	8,553	8,553	10,353
Staff training and books	630	1,805	2,435	2,077
Costs of outings and events	4,636	19,518	24,154	18,262
Premises expenses and insurance	3,883	-	3,883	6,639
Telephone and postage	5,402	170	5,572	5,047
Advertising and publicity	312	1,236	1,548	8,793
Donations	101	33,863	33,964	27,188
Bank charges	195	-	195	190
Other expenses	516	585	1,101	1,252
	<b>136,086</b>	<b>137,410</b>	<b>273,496</b>	<b>267,673</b>

**Governance Costs**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
Audit	2,300	-	2,300	2,300
Accountancy and bookkeeping	3,714	-	3,714	3,463
Legal fees	30	-	30	1,641
Trustees costs	1,014	-	1,014	2,312
	<b>7,058</b>	<b>-</b>	<b>7,058</b>	<b>9,716</b>
<b>Total Resources expended</b>	<b>143,144</b>	<b>137,410</b>	<b>280,554</b>	<b>277,389</b>

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

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



**THE SOUTH AND VALE CARERS CENTRE  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**6. STAFF COSTS**

The aggregate payroll costs were.

	2008 £	2007 £
Wages and salaries	169,223	165,003
Social security costs	12,514	11,440
Other pension costs	2,390	2,882
	<u>184,127</u>	<u>179,325</u>

There were no higher paid employees in the year

No remuneration was paid to trustees in the year

**Particulars of employees:**

The average number of staff employed by the charity during the financial year amounted to

	2008 No.	2007 No.
Number of administrative staff	4	4
Number of direct charitable workers	11	11
	<u>15</u>	<u>15</u>

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

This is stated after charging

	2008 £	2007 £
Staff pension contributions	2,390	2,882
Depreciation	73	283
Auditor's remuneration	2,300	2,300
Operating lease costs - plant and equipment	2,002	2,002
	<u>6,765</u>	<u>7,467</u>



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**YEAR ENDED 31 MARCH 2008**

**8. FIXED ASSETS**

	<b>Equipment £</b>	<b>Fixtures &amp; Fittings £</b>	<b>Total £</b>
<b>Cost</b>			
As at 1 April 2007			
As at 31 March 2008	<u>5,892</u>	<u>2,495</u>	<u>8,387</u>
<b>Depreciation</b>			
As at 1 April 2007	5,819	2,495	8,314
Charge for year	<u>73</u>	<u>-</u>	<u>73</u>
As at 31 March 2008	<u>5,892</u>	<u>2,495</u>	<u>8,387</u>
<b>Net Book Value at 31 March 2008</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Book Value at 31 March 2007</b>	<u>73</u>	<u>-</u>	<u>73</u>

**9 DEBTORS**

	<b>2008 £</b>	<b>2007 £</b>
Other Debtors	-	8,500
Prepayments	104	2,245
	<u>104</u>	<u>10,745</u>

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

	<b>2008 £</b>	<b>2007 £</b>
Trade creditors	7,727	4,341
Taxes and social security	4,044	3,665
Other creditors	638	641
Accruals	5,200	5,334
	<u>17,609</u>	<u>13,981</u>



**THE SOUTH AND VALE CARERS CENTRE  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**11 MOVEMENTS IN FUNDS**

	Balance 01 04 2007	Incoming Resources	Outgoing Resources	Transfers	Balance 31 03.2008
<b>Restricted funds</b>					
A) Time for Carers and Supporting Parent Carers	-	84,966	(72,263)	-	12,703
B) Breakfund	12,178	28,000	(28,062)	-	12,116
C) Computer Fund	972	-	(756)	-	216
D) Casual Sessional Worker	-	3,120	(868)	-	2,252
E) Direct Breaks	-	25,000	(22,115)	-	2,885
F) GP Surgeries	-	19,000	(5,519)	-	13,481
G) Volunteers Sitting	-	25,000	(6,264)	-	18,736
H) Carer Training	-	6,482	(1,563)	-	4,919
<b>Total restricted funds</b>	<b>13,150</b>	<b>191,568</b>	<b>(137,410)</b>	<b>-</b>	<b>67,308</b>
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
I) Young Carers Project	30,865	11,897	(11,207)	-	31,555
<b>Total designated funds</b>	<b>30,865</b>	<b>11,897</b>	<b>(11,207)</b>	<b>-</b>	<b>31,555</b>
<b>General fund</b>	<b>77,179</b>	<b>150,995</b>	<b>(131,937)</b>	<b>-</b>	<b>96,237</b>
<b>Total unrestricted funds</b>	<b>108,044</b>	<b>162,892</b>	<b>(143,144)</b>	<b>-</b>	<b>127,792</b>
<b>Total funds</b>	<b>121,194</b>	<b>354,460</b>	<b>(280,554)</b>	<b>-</b>	<b>195,100</b>

**A) Time for Carers (Restricted)**

The charity receives a further grant from Oxfordshire County Council to operate a relief scheme for carers in the region to allow them to take a break from their caring role

Whilst the grant can be interpreted as an unrestricted grant as it is in accordance with the overall objectives of the charity, the trustees have decided that for management and accountability purposes, this fund should be classed as a restricted fund

**B) Breakfund (Restricted)**

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



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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

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

**C) 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

**D) Casual Sessional Worker (Restricted)**

The casual sessional worker accompanies the Young Carers on our trips and offers advice and support. The funding is from Oxfordshire County Council Youth Opportunities Grant, The Chill out Fund and donation from the Lions of Thame and Henley Rotary Club

**E) Direct Breaks (Restricted)**

This is an additional grant from Oxfordshire County Council to provide grants of up to £250 to fund breaks and services for carers

**F) GP Outreach (Restricted)**

Again this is an additional grant from Oxfordshire County Council to work with the health service to ensure "hidden" carers are quickly identified and are able to access advice and support

**G) Befriending Sitting Service (Restricted)**

This grant from Oxfordshire County Council enables the Centre to recruit, train and support volunteers who are then able to sit with someone who is unable to be left on their own in order to give the carer a break

**H) Young Carers Project (Designated)**

This fund was established by the trustees and consists of donations made by individuals or institutions with more emphasis towards Young Carers projects. Whilst the donations were general donations for the benefit of the charity as a whole, the trustees have recognised the intention for these funds and have separately identified these funds for future use towards Young Carers projects. Now that the Young Carers Project restricted fund has finished, these funds will be utilised to continue the work that the Centre has established in the community over the next few months



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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**12 ANALYSIS OF NET ASSETS**

	<b>Tangible Fixed Assets £</b>	<b>Other Net Assets £</b>	<b>Total £</b>
Unrestricted Funds	-	127,792	127,792
Restricted Funds	-	67,308	67,308
	<u>-</u>	<u>195,100</u>	<u>195,100</u>

**13 PENSIONS**

The charity operates a defined contribution scheme. The assets of the scheme are held separately from those of the charity in independently administered funds. The pension costs charge represents contributions payable by the company to the funds and amounted to £2,390 (2007 £2,882) in respect of employees. Contributions totalling £Nil (2007 £Nil) were payable by the fund at the year end.

**14. COMMITMENTS UNDER OPERATING LEASES**

At 31 March 2008 the company had aggregate annual commitments under non-cancellable operating leases as set out below

	<b>2008 £</b>	<b>2007 £</b>
Operating leases which expire in 2 to 5 years	2,002	2,002
	<u>2,002</u>	<u>2,002</u>

**15 TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS**

No members of the management committee received any remuneration during the year. Travel and office expenses amounting to £417 (2007 £519) were reimbursed to 2 (2007 3) members of the management committee.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2007 Nil).

**16 COMPANY LIMITED BY GUARANTEE**

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