

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 Period from 1 July 2012 to 31 March 2013

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

THURSDAY



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COMPANIES HOUSE

Wigan and Leigh Carers Centre

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Wigan and Leigh Carers Centre
Reference and Administrative Details

Charity name	Wigan and Leigh Carers Centre
Charity registration number	1138908
Company registration number	07293521
Principal office	3-5 Frederick Street Hindley Wigan WN2 3BD
Registered office	3-5 Frederick Street Hindley Wigan WN2 3BD
Trustees	Mrs M Robinson, Retired Mr M Carney, Retired (Resigned 18 February 2013) Mr K Wheeler, Retired Mr S Dawber, Engineer Mrs A Hough, Retired Miss P Harman, Retired Mrs M Murphy, Retired Mrs M Wareing, Retired Mr P S Walton, Printer Ms A Kiney (Appointed 9 August 2012) Mrs J Mason (Appointed 30 August 2013) Mr B Stubbs, Retired (Appointed 27 August 2013)
Secretary	Mr K Wheeler, Retired
Solicitor	Stephensons Solicitors LLP 1st Floor Sefton House Northgate Close Horwich Bolton BL6 6PQ
Accountant	P A Hull & Co 23 Ladies Lane Hindley Wigan WN2 2QA

Wigan and Leigh Carers Centre

Trustees' Report

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing document

The Wigan and Leigh Carers Centre Charity is governed by its Memorandum and Articles of Association as registered with the Charities Commission and Companies House. The Charity is registered as, and constitutes a company limited by guarantee, as defined by the Companies Act 2006.

Risk management

The Board of Trustees acknowledge their duty to identify and review the risks to which the Centre may be/is exposed, endeavours to ensure any necessary and appropriate controls are in place to provide reasonable assurance against fraud and error. To this end the Board of Trustees have scheduled meetings on a monthly basis and given the charity's internal monitoring and reporting protocols Board members are kept fully informed of any and all developments and arrange ad-hoc meetings as, if, and when required.

The charity retains legal and financial services, in addition to utilising a bespoke financial system for 'real time' accounting purposes and accuracy.

OBJECTIVES, AIMS & ACTIVITIES

Objectives and aims

The objective of the charity is to relieve the charitable needs of adults and young people who are unpaid carers in the borough of Wigan and the surrounding area particularly but not exclusively by the provision of a central hub to provide a place for advice, advocacy, support and friendship.

The ultimate aim of the charity is to be a recognised centre of excellence in the provision of information, training and support for carers to improve the carer's quality of life and give all carers a voice.

Activities

Realisation of the objective is achieved in a variety of ways from provision of personal respite such as Aromatherapy, Reiki and other relaxation methods, to podiatry which is facilitated in-house as well as being outsourced to several locations throughout the borough thus reflecting demand. 'One-to-one' or 'face-to-face' assistance is provided by the bi weekly benefit, legal advice services, counselling and assistance with 'form filling'.

Provision of weekly and/or fortnightly group events such as coffee mornings, book club, exercise sessions, in addition to several education and hobby training courses, facilitates not only in an informal setting for activities but importantly that as requested by the charity's registered carers.

The charity maintains a daily drop-in service offering information, training and support, in addition to provision of a befriending scheme has been implemented with the aim of giving unpaid carers not only companionship but making them more aware of services available to them. This activity is user requested and to date all requests for the service have been met.

OUTCOMES

Carer Registrations

At the time of writing, our current carer registrations numbered 1577. This indicates an increase of 43% on last year total. It is anticipated, and there are no tangible reasons to doubt, because of established systems, that this figure will continue to increase.

Whilst raw statistics are easily quoted, the WLCC gives primacy to the opinions of the users. Annually the charity seeks regular feedback from its users and the latest user survey had a 12% return from a total of 1200 questionnaires distributed. Of the 145 respondents 79% rated the WLCC as 'excellent' whilst 25% rated 'Good' 1% rated the WLCC as 'average' and no returns gave a 'poor' rating.

All the aforementioned services are welcomed by carers, well received and attended. A snapshot of attendance indicates that in 9 months, over 2000 carers benefited from personal respite, organised excursions and group drop-in activities.

Wigan and Leigh Carers Centre

Trustees' Report

MAJOR ACHIEVEMENTS

Quality Assurance

The Charities Evaluation Service (CES) describes the PQASSO Quality Mark as remaining "the only sectoral quality mark that covers the work of charities and other organisations, no other award addresses all the essential areas necessary for the effective management and governance of a charity or other third sector organisation". The description continues with "The PQASSO Quality Mark is widely recognised as providing a comprehensive framework for running an effective organisation. An organisation that has the PQASSO Quality Mark offers a guarantee of being fit for purpose in all areas essential to commissioners".

The charity is pleased to inform that we have attained the PQASSO Quality Standard and is anticipated we will become a Member/Network Partner of the Carers Trust (formerly The Princess Royal Trust for Carers) by the end of 2013 or early 2014.

Small company provisions

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

Approved by the Board on 5 September 2013 and signed on its behalf by



Mr K Wheeler
Trustee

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

I report on the accounts of the company for the period ended 31 March 2013, which are set out on pages 5 to 15

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.

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 Charitieshave 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. H. H. FCA

P A Hull & Co

P A Hull & Co
Chartered Accountants

5 September 2013

23 Ladies Lane
Hindley
Wigan
WN2 2QA

Wigan and Leigh Carers Centre

Statement of Financial Activities (including Income and Expenditure Account) for the Period Ended 31 March 2013

		Unrestricted Funds	Restricted Funds	Total Funds 1 July 2012 to 31 March 2013	Total Funds Year ended 30 June 2012
	Note	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	6,974	-	6,974	5,234
Activities for generating funds	4	73,208	-	73,208	63,269
Investment income	5	33	-	33	30
Total incoming resources		<u>80,215</u>	<u>-</u>	<u>80,215</u>	<u>68,533</u>
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	6	384	-	384	-
Fundraising trading cost of goods sold and other costs	6	103,123	-	103,123	50,730
Investment management costs	6	4	-	4	-
Total resources expended		<u>103,511</u>	<u>-</u>	<u>103,511</u>	<u>50,730</u>
Net (expenditure)/income before transfers		(23,296)	-	(23,296)	17,803
Transfers					
Gross transfers between funds		<u>83,125</u>	<u>(83,125)</u>	<u>-</u>	<u>-</u>
Net movements in funds		59,829	(83,125)	(23,296)	17,803
Reconciliation of funds					
Total funds brought forward		<u>95,436</u>	<u>-</u>	<u>95,436</u>	<u>77,633</u>
Total funds carried forward		<u>155,265</u>	<u>(83,125)</u>	<u>72,140</u>	<u>95,436</u>

The notes on pages 8 to 15 form an integral part of these financial statements

Wigan and Leigh Carers Centre (Registration number: 07293521)

Balance Sheet as at 31 March 2013

		31 March 2013		30 June 2012	
	Note	£	£	£	£
Fixed assets					
Intangible assets	11		1,784		1,946
Tangible assets	12		<u>1,798</u>		<u>829</u>
			3,582		2,775
Current assets					
Debtors	13	300		11,549	
Cash at bank and in hand		<u>69,507</u>		<u>82,312</u>	
		69,807		93,861	
Creditors: Amounts falling due within one year	14	<u>(1,249)</u>		<u>(1,200)</u>	
Net current assets			<u>68,558</u>		<u>92,661</u>
Net assets			<u>72,140</u>		<u>95,436</u>
The funds of the charity:					
Restricted funds in surplus			-		83,125
Restricted funds in deficit					
Restricted income fund			<u>(83,125)</u>		<u>-</u>
Total restricted funds			(83,125)		83,125
Unrestricted funds					
Unrestricted income funds			<u>155,265</u>		<u>12,311</u>
Total charity funds			<u>72,140</u>		<u>95,436</u>

The notes on pages 8 to 15 form an integral part of these financial statements

Wigan and Leigh Carers Centre (Registration number: 07293521)

Balance Sheet as at 31 March 2013

continued

For the financial period ended 31 March 2013, 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 period 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 5 September 2013 and signed on its behalf by



Mr K Wheeler
Trustee

The notes on pages 8 to 15 form an integral part of these financial statements

Wigan and Leigh Carers Centre

Notes to the Financial Statements for the Period Ended 31 March 2013

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

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

Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows

Computer Software	10% straight line
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Wigan and Leigh Carers Centre

Notes to the Financial Statements for the Period Ended 31 March 2013

continued

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows

Plant and machinery	25% reducing balance
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Research and development expenditure

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.

Wigan and Leigh Carers Centre

Notes to the Financial Statements for the Period Ended 31 March 2013

continued

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 1 July 2012 to 31 March 2013 £	Total Funds Year ended 30 June 2012 £
Donations and legacies				
Appeals and donations	3,950	-	3,950	986
Fundraising	3,024	-	3,024	4,029
	<u>6,974</u>	<u>-</u>	<u>6,974</u>	<u>5,015</u>
Grants				
Grants - other agencies	-	-	-	219
	<u>6,974</u>	<u>-</u>	<u>6,974</u>	<u>5,234</u>

3 Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds 1 July 2012 to 31 March 2013 £	Total Funds Year ended 30 June 2012 £
Grants - other agencies	-	-	-	219

4 Activities for generating funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 1 July 2012 to 31 March 2013 £	Total Funds Year ended 30 June 2012 £
Running of the carers centre				
Therapy & podiatry income	70,485	-	70,485	58,899
Room hire	2,723	-	2,723	4,370
	<u>73,208</u>	<u>-</u>	<u>73,208</u>	<u>63,269</u>

Wigan and Leigh Carers Centre

Notes to the Financial Statements for the Period Ended 31 March 2013

continued

5 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 1 July 2012 to 31 March 2013 £	Total Funds Year ended 30 June 2012 £
Interest on cash deposits	<u>33</u>	<u>-</u>	<u>33</u>	<u>30</u>

6 Total resources expended

	Donations and legacies £	Running of the carers centre £	Investment income £	Total £
Direct costs				
Establishment costs	-	365	-	365
Employment costs	-	77,764	-	77,764
Establishment costs	-	552	-	552
Office expenses	-	381	-	381
Subscriptions and donations	384	319	-	703
Sundry and other costs	-	17,986	-	17,986
Advertising and promotion	-	520	-	520
Interest payable	-	-	4	4
	<u>384</u>	<u>97,887</u>	<u>4</u>	<u>98,275</u>
Support costs				
Repairs and maintenance	-	159	-	159
Office expenses	-	2,319	-	2,319
Printing, posting and stationery	-	613	-	613
Accountancy fees	-	1,248	-	1,248
Other finance charges	-	375	-	375
Amortisation of intangible fixed assets	-	162	-	162
Depreciation of tangible fixed assets	-	360	-	360
	<u>-</u>	<u>5,236</u>	<u>-</u>	<u>5,236</u>
	<u>384</u>	<u>103,123</u>	<u>4</u>	<u>103,511</u>

7 Trustees' remuneration and expenses

No trustees received any remuneration during the period

Wigan and Leigh Carers Centre
Notes to the Financial Statements for the Period Ended 31 March 2013

continued

8 Net (expenditure)/income

Net (expenditure)/income is stated after charging

	1 July 2012 to 31 March 2013	Year ended 30 June 2012
	£	£
Depreciation of tangible fixed assets	360	276
Amortisation	162	243
	<u> </u>	<u> </u>

9 Employees' remuneration

The aggregate payroll costs of these persons were as follows

	1 July 2012 to 31 March 2013	Year ended 30 June 2012
	£	£
Wages and salaries	76,657	12,180
	<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 Period Ended 31 March 2013

continued

11 Intangible fixed assets

	Development costs £
Cost	
As at 1 July 2012 and 31 March 2013	<u>2,432</u>
Amortisation	
As at 1 July 2012	486
Charge for the period	<u>162</u>
As at 31 March 2013	<u>648</u>
Net book value	
As at 31 March 2013	<u>1,784</u>
As at 30 June 2012	<u>1,946</u>

12 Tangible fixed assets

	Plant and machinery including motor vehicles £	Fixtures, fittings and equipment £	Total £
Cost			
As at 1 July 2012	1,474	-	1,474
Additions	<u>785</u>	<u>544</u>	<u>1,329</u>
As at 31 March 2013	<u>2,259</u>	<u>544</u>	<u>2,803</u>
Depreciation			
As at 1 July 2012	645	-	645
Charge for the period	<u>269</u>	<u>91</u>	<u>360</u>
As at 31 March 2013	<u>914</u>	<u>91</u>	<u>1,005</u>
Net book value			
As at 31 March 2013	<u>1,345</u>	<u>453</u>	<u>1,798</u>
As at 30 June 2012	<u>829</u>	<u>-</u>	<u>829</u>

Wigan and Leigh Carers Centre

Notes to the Financial Statements for the Period Ended 31 March 2013

continued

13 Debtors

	31 March 2013	30 June 2012
	£	£
Trade debtors	300	300
Prepayments and accrued income	-	11,249
	<u>300</u>	<u>11,549</u>

14 Creditors: Amounts falling due within one year

	31 March 2013	30 June 2012
	£	£
Accruals and deferred income	<u>1,249</u>	<u>1,200</u>

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.

Wigan and Leigh Carers Centre

Notes to the Financial Statements for the Period Ended 31 March 2013

continued

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 July 2012	Incoming resources	Resources expended	Transfers	At 31 March 2013
	£	£	£	£	£
General Funds					
Unrestricted income fund	95,436	80,215	(103,511)	83,125	155,265
Restricted Funds					
Restricted income fund	-	-	-	(83,125)	(83,125)
	<u>95,436</u>	<u>80,215</u>	<u>(103,511)</u>	<u>-</u>	<u>72,140</u>

18 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 31 March 2013	Total Funds 30 June 2012
	£	£	£	£
Intangible assets	1,784	-	1,784	1,946
Tangible assets	1,798	-	1,798	829
Current assets	69,807	-	69,807	93,861
Creditors Amounts falling due within one year	(1,249)	-	(1,249)	(1,200)
Net assets	<u>72,140</u>	<u>-</u>	<u>72,140</u>	<u>95,436</u>

Wigan and Leigh Carers Centre

Statement of financial activities by fund Period Ended 31 March 2013

	Unrestricted income fund 2013	Unrestricted income fund 2012
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	6,974	5,234
Activities for generating funds	73,208	4,370
Investment income	33	30
Total incoming resources	<u>80,215</u>	<u>9,634</u>
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	384	-
Fundraising trading cost of goods sold and other costs	103,123	9,162
Investment management costs	4	-
Total resources expended	<u>103,511</u>	<u>9,162</u>
Net (expenditure)/income before transfers	(23,296)	472
Transfers		
Gross transfers between funds	<u>83,125</u>	<u>-</u>
Net movements in funds	59,829	472
Reconciliation of funds		
Total funds brought forward	<u>95,436</u>	<u>11,839</u>
Total funds carried forward	<u>155,265</u>	<u>12,311</u>

This page does not form part of the statutory financial statements

Wigan and Leigh Carers Centre
Statement of financial activities by fund Period Ended 31 March 2013

continued

	Restricted income fund 2013 £	Restricted income fund 2012 £
Incoming resources		
Incoming resources from generated funds		
Activities for generating funds	-	58,899
Total incoming resources	-	58,899
Resources expended		
Costs of generating funds		
Fundraising trading cost of goods sold and other costs	-	41,568
Total resources expended	-	41,568
Net (expenditure)/income before transfers	-	17,331
Transfers		
Gross transfers between funds	(83,125)	-
Net movements in funds	(83,125)	17,331
Reconciliation of funds		
Total funds brought forward	-	65,794
Total funds carried forward	(83,125)	83,125

This page does not form part of the statutory financial statements