

GATESHEAD CROSSROADS CARING FOR CARERS
(A charitable company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

31 MARCH 2018

Registered company number 3245594
Registered charity number 1059917



JOSEPH MILLER & CO
Chartered Accountants
Newcastle upon Tyne

GATESHEAD CROSSROADS CARING FOR CARERS

REPORT AND FINANCIAL STATEMENTS

31 MARCH 2018

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GATESHEAD CROSSROADS CARING FOR CARERS
REFERENCE AND ADMINISTRATIVE INFORMATION

Board of Trustees

Mr R A Smith	(Chairperson)
Mr G Eggleston	(Treasurer)
Mr M O'Hare	
Mrs A L Hedley	
Mr G Pointer	
Mrs S Pickering	
Mrs V Taylor	
Mrs H Briggs	

Secretary

Miss G Fake

Registered company number	3245594
Registered charity number	1059917

Website	www.carerstrusttw.org.uk
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Chief Executive	Miss P V Steele
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Registered office

The Old School
Smailes Lane
Highfield
Rowlands Gill
NE39 2DB

Auditors

Joseph Miller & Co
Milburn House
Dean Street
Newcastle upon Tyne
NE1 1LE

Bankers

Lloyds Bank plc
PO Box 1000
Andover
BX1 1LT

GATESHEAD CROSSROADS CARING FOR CARERS

'REPORT OF THE BOARD OF TRUSTEES

The Board of Trustees presents its annual report and the audited financial statements for the year ended 31 March 2018 which are also prepared to meet the requirements for a directors' report and financial statements for Companies Act purposes.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102).

Structure, governance and management

Governing document

The charity is a company limited by guarantee, not having a share capital and is also registered with the Charity Commission. It is governed by its memorandum of association (last revised 25 April 2012) and articles of association (last revised 5 November 2014) and in the event of the charity being wound up, the maximum liability of each member is £5.

Appointment of trustees

Members of the Board of Trustees are elected by the Board of Trustees following a recruitment process of application and interview. Trustees are all company directors for the purposes of company law. Members of the Board of Trustees elect from amongst their own number a chair, and treasurer.

Induction and training of trustees

Members of the Board of Trustees receive an induction covering key areas of governance, finance, services, quality and people. Key documents are supplied to each trustee. Ongoing training is offered to support individual trustees as required.

Organisation

The charity is governed by the Board of Trustees who meet approximately six times per annum. The Chief Executive has day to day responsibility for the operations of the charity.

There are sub-committees of trustees and staff which meet as required to review priority areas.

Training and development continue to be a priority. Mandatory training takes place in house for care staff. Nearly all direct care staff have undertaken NVQ 2 and NVQ 3 training, with managers undertaking NVQ 4 and NVQ 5 or specialist training.

The Board of Trustees recognises and values the support of both its staff and volunteers.

The organisation underwent a fundamental review and subsequent restructure of senior staff, resulting in a more streamlined management structure.

Relationships with other charities and organisations

The charity is a network partner of Carers Trust, the largest UK wide carers charity, which works with networks partners across the UK to provide hands on practical support to carers in their communities. The charity works within a national Carers Trust framework of policies, procedures and guidance.

Gateshead Crossroads Caring for Carers (operating as Carers Trust Tyne and Wear) works in partnership with statutory bodies and other grant and trust making bodies such as Gateshead Council and Newcastle Gateshead Clinical Commissioning Group.

GATESHEAD CROSSROADS CARING FOR CARERS

REPORT OF THE BOARD OF TRUSTEES

Structure, governance and management *(continued)*

The charity is also committed to close collaboration with other agencies to provide direct services and to campaign and advocate for continued community development for carers and vulnerable people.

Risk management

The Board of Trustees actively reviews the potential risks faced by the charity and the systems that have been established to mitigate those risks. This includes the establishment of a risk register, which is reviewed on an annual basis by the Board of Trustees. During the year, the charity has continued to examine operational and business risks and CROQUET, Crossroads Quality Evaluation Tool, ensures good practice is achieved and maintained. In October 2017 the charity was assessed and compliant with the ISO9001 quality mark.

Gateshead Crossroads Caring for Carers operates within a quality assurance framework and complies with standards of care described in the National Care Standards Regulations. It is a registered provider with the Care Quality Commission, and in the most recent inspection in July 2017 was assessed as overall "Good" in all five areas that were inspected.

Objectives and activities

Gateshead Crossroads Caring for Carers aims to relieve the stresses experienced by carers and beneficiaries. The area of benefit is the Borough of Gateshead, Tyne & Wear and surrounding areas.

The charity is committed to providing services which are of high quality, by well qualified and managed staff in a manner which is specific to the needs of carers and provided in a responsive, flexible and timely manner. This is achieved through the provision of a Care Service, Young Carers Service and Community Services. A key overall aim is to improve the lives of carers.

In setting the objectives for the year and planning the charity's activities, the Board of Trustees has considered the Charities Commission's guidance on public benefit.

The main areas of activity during the year included the expansion of the charity's services and the further development of the care centre and the residential short break facility of Kites Rise. These activities are described more fully in the achievements and performance section below.

Achievements and performance

Gateshead Crossroads Caring for Carers, continues to work hard to improve the lives of carers. We are constantly looking at new and innovative ideas to achieve this, as well as delivering our already very successful services for carers of all ages.

The Care Service provided 41,713 hours of care in 2017-2018 across a variety of contracts covering a diverse range of age and disability. Care was provided in the home, the local community, at our daybreak facility at The Old School Care Centre and at Kites Rise, our short break house. The day centre ran for 48 sessions providing support to 13 adults with Dementia while their carer enjoyed a break away from their caring role. The service received 171 new referrals, 92 new services started and 79 discontinued for a variety of reasons, including moving in to residential care or moving out of area.

The use of Kites Rise by young adults with learning disabilities has again been a resounding success for the young people, carers, staff and Gateshead Crossroads Caring for Carers. Kites Rise was utilised for 46 nights, by the care service, providing short breaks to 14 young adults with learning disabilities. Bridge the Gap, the summer provision for this client group to support carers during July and August, accessed via direct payments, this year proved financially viable.

GATESHEAD CROSSROADS CARING FOR CARERS

REPORT OF THE BOARD OF TRUSTEES

Achievements and performance *(continued)*

There were 12 sessions delivered over the summer period, which benefited 11 young adults with learning disabilities.

The Young Carers Service supported 962 young carers aged 5 to 25 years during the financial period.

377 young carers benefited from our social activity/education programme which included 32 overnight respite breaks. 136 issue based workshops were delivered which focussed on improving physical and mental health.

The counselling service and 1:1 emotional support services has continued to develop and we are now receiving referrals from schools and social services. 53 young carers were referred for and received 1:1 emotional support and 83 young carers had a series of intensive counselling sessions which is an increase from 57 the year before.

The school drop in scheme continues to support schools involved in the national Young Carers in Schools Programme.

Links have been strengthened with the statutory sector; a 'Carer Awareness' training co-production between Gateshead Crossroads Caring for Carers and NTW continues to increase awareness of the organisation as well as the issues surrounding carers; referrals have increased as a result. Regular presence at meetings which includes the Mental Health & Wellbeing Board, Carer Forum, Service User and Carer reference group has helped to forge closer links with Health and Social care professionals.

The Community Team continue to be been actively involved in shaping the future of mental health services in the area and continues to have a presence on the Board of ReCoCo (Recovery College Collective) which aims to promote mental health recovery in both Newcastle and Gateshead. Links have been forged with both in-patient services and the Crisis Team. The Adult Take a Break service received 767 referrals and delivered 632 funded breaks for carers in 2017-2018.

The service continued partnership work with Age UK Gateshead and Gateshead Advice Partnership to provide valuable benefits advice and support to carers and those they care for throughout the Gateshead area, including support and advice up to appeal tribunal level. 121 new referrals were received and 97% of those reported that they felt more financially secure, 96% had more choices and 94% were more aware of their rights.

Mental health carer support workers continued to support carers who support those who have mental ill health. The team received 64 new referrals with a further 59 returning to use the service again.

The community information and advice service worked in the community to provide support and advice on housing, health, education, training and work related benefits. The service received 62 new referrals as well as supporting existing service users.

Charity Log ensures accountability and that priorities are well managed and work is evidenced to a high standard.

The charity has sought to build capacity through volunteer and community involvement and corporate support during 2017-2018 and this is a growing area of development. Volunteers supported a number of raising awareness and fundraising events throughout the year including during Carers Week 2017.

GATESHEAD CROSSROADS CARING FOR CARERS

REPORT OF THE BOARD OF TRUSTEES

Financial review

The principal funding sources for the charity are contract income and grants from Gateshead Council and Newcastle Gateshead Clinical Commissioning Group.

Overall activity levels were similar to last year and resulted in a deficit for the year of £75,406 (2017: surplus of £121,391). This reflects the more challenging funding position now experienced by the charity and it has had to utilise some of its reserves in order to bridge funding gaps and to pay redundancy costs associated with the restructure referred to below in plans for future periods.

Reserves policy

The Board of Trustees has established a policy whereby the charity holds unrestricted income funds not invested in tangible fixed assets in a General Fund as reserves. The trustees consider that the minimum level of the reserves should be equivalent to two month's operating costs, which is approximately £225,000.

Reserves are needed to fund the charity's working capital requirements, to meet existing financial commitments not covered by future income and to enable the charity to take advantage of development opportunities in advance of available funding.

At the balance sheet date, the level of reserves stood at £105,204 (2017: £185,996). The trustees have reviewed both the reserves policy and the actual level of reserves at 31 March 2018. Although they are satisfied that the reserves are adequate, they recognise that they are constrained by the current operating environment, and will review these again in the future.

Plans for future periods

Following a restructure, we will be implementing a new management structure with an emphasis on creating opportunities for business development and expansion of our current service base, both in geographical terms and in what we will deliver. We will also implement our new three-year business strategy which sets out how we will do this. In this climate of competition and austerity we need to continue to be a leaner more competitive organisation.

We bid for the new carer's contract that was put out to tender in January 2018, with a view to being the lead provider of services to all age carers in Gateshead. We were successful in being awarded new contracts for Gateshead, and so will be bringing in new ways of working in line with the contract, and this will enhance our efforts to reach even more carers. We will also be looking for opportunities to bid for other work that is in line with our ethos and charitable aims, to broaden our income base and to become financially sustainable.

We will also be delivering to carers of all ages services of a high quality, and will strive to reach those carers who do not yet receive any support from us, in order to do this, we will maintain and improve our profile to the external world and will maintain and improve relationships with commissioners and external stakeholders.

GATESHEAD CROSSROADS CARING FOR CARERS

REPORT OF THE BOARD OF TRUSTEES

Responsibilities of the Board of Trustees in relation to the financial statements

The trustees (who are also the directors of Gateshead Crossroads Caring for Carers for the purposes of company law) are responsible for preparing the report of the Board of Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of 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 of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Board of Trustees is required to:

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

The Board of Trustees is responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Companies Act 2006. It is 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.

In so far as the Board of Trustees is aware:

- there is no relevant audit information of which the company's auditors are unaware; and
- the Board of Trustees has taken all the steps that it ought to have taken to make itself aware of any relevant audit information and to establish that the auditors are aware of that information.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the Board of Trustees



Mr R A Smith
Chairperson

1 August 2018

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF GATESHEAD CROSSROADS CARING FOR CARERS

Opinion

We have audited the financial statements of Gateshead Crossroads Caring for Carers for the year ended 31 March 2018 which comprise the statement of financial activities, including the income and expenditure account, the balance sheet, the statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF GATESHEAD CROSSROADS CARING FOR CARERS

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate and proper 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
- 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 6, 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, and for such internal controls as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
GATESHEAD CROSSROADS CARING FOR CARERS**

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of the audit report

This report is made solely to the charitable company'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 charitable company'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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

David Gold BA FCA, Senior Statutory Auditor
For and behalf of Joseph Miller & Co, Statutory Auditors
Floor A, Milburn House, Dean Street, Newcastle upon Tyne, NE1 1LE
1 August 2018

GATESHEAD CROSSROADS CARING FOR CARERS

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

FOR THE YEAR ENDED 31 MARCH 2018

	Note	Unrestricted funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Income from:					
<i>Donations:</i>					
Grants and donations		5,594	43,996	49,590	246,026
<i>Charitable activities:</i>					
Grants and contracts		969,997	258,413	1,228,410	1,262,558
Investments		16	-	16	300
Other income		149	670	819	1,975
Total income	4	975,756	303,079	1,278,835	1,510,859
Expenditure on:					
Raising funds		1,733	26,253	27,986	26,221
Charitable activities		987,596	338,659	1,326,255	1,363,247
Total expenditure	5	989,329	364,912	1,354,241	1,389,468
Net (expenditure) income		(13,573)	(61,833)	(75,406)	121,391
Transfers between funds		8,889	(8,889)	-	-
Net income and net movement in funds		(4,684)	(70,722)	(75,406)	121,391
Reconciliation of funds					
Total funds brought forward		402,147	205,873	608,020	486,629
Total funds carried forward	9	397,463	135,151	532,614	608,020

There were no recognised gains or losses for the year other than those shown above.

The net expenditure for the year is wholly attributable to the continuing operations of the charity.

The notes on pages 13 to 19 form part of these financial statements.

GATESHEAD CROSSROADS CARING FOR CARERS
COMPANY REGISTRATION NUMBER: 3245594

BALANCE SHEET

AS AT 31 MARCH 2018

	Note	£	2018 £	£	2017 £
Tangible fixed assets	6		28,521		41,005
Current assets					
Debtors	7	26,580		70,278	
Cash at bank and in hand		557,166		606,966	
			<u>583,746</u>	<u>677,244</u>	
Creditors: amounts falling due within one year	8	<u>(79,653)</u>		<u>(110,229)</u>	
Net current assets			504,093		567,015
Net assets			<u>532,614</u>		<u>608,020</u>
Funds of the charity					
Unrestricted income funds	9		397,463		402,147
Restricted income funds	9		135,151		205,873
Total charity funds			<u>532,614</u>		<u>608,020</u>

The financial statements were approved by the Board of Trustees on 1 August 2018 and were signed on its behalf by:



Mr R A Smith
Chairperson

The notes on pages 13 to 19 form part of these financial statements.

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2018

	Note	2018 £	2017 £
Net cash (used in) generated from operating activities	a)	<u>(41,999)</u>	<u>167,737</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(7,846)	(5,370)
Proceeds from sale of tangible assets		29	-
Interest income		16	300
		<u>(7,801)</u>	<u>(5,070)</u>
(Decrease) increase in cash		(49,800)	162,667
Cash at 1 April		606,966	444,299
Cash at 31 March	b)	<u>557,166</u>	<u>606,966</u>
a) Reconciliation of net income to net cash flow from operating activity			
Net (expenditure) income		(75,406)	121,391
(Decrease) increase in creditors		(30,576)	26,246
Decrease in debtors		43,698	161
Depreciation		20,209	19,694
Loss on disposal of fixed assets		92	545
Interest income shown in investing activities		(16)	(300)
Net cash (used in) generated from operating activities		<u>(41,999)</u>	<u>167,737</u>
b) Analysis of cash changes during the year			
Cash with Lloyds Bank Plc		494,184	543,837
Cash with Bank of Scotland Plc		62,481	62,510
Petty cash		501	619
		<u>557,166</u>	<u>606,966</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1. Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of it being wound up, the maximum liability of each member is £5.

2. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost unless otherwise stated. They have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Companies Act 2006.

Gateshead Crossroads Caring for Carers meets the definition of a public benefit entity under FRS 102.

(b) Preparation of the accounts on a going concern basis

The charity has reviewed its future budget forecasts and there is a reasonable expectation that it has adequate resources to continue in operational existence for at least the next twelve months and on this basis, the trustees consider the charity to be a going concern.

(c) Fund structure

The charity has a number of sources of restricted income where funds have been given for a specific purpose and further details are provided in note 9 to the financial statements. Expenditure which meets the specific criteria for each fund is charged to that fund.

All other funds are unrestricted income funds.

(d) Income recognition

All income is included in the statement of financial activities when the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Contract funding and grants are treated as deferred income where:

- received in advance of the period in which they must be used; or
- entitlement is subject to specific performance conditions which have not been fulfilled at the balance sheet date.

(e) Expenditure recognition

Expenditure is recognised when a liability is incurred. Resources expended include attributable VAT which can not be recovered.

Costs of expenditure on raising funds comprise the costs incurred in raising income from grants and donations, together with expenditure on fundraising activities.

Governance costs include those costs incurred in connection with compliance with constitutional and statutory requirements and costs associated with the strategic management of the charity.

Support costs include central services and are allocated to cost categories on the basis of staff costs.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

2. Accounting policies (*continued*)

(f) Fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is calculated to write off the cost less estimated residual value of tangible fixed assets over their expected useful lives as follows:

Leasehold property	- straight line over the lease period
Furniture and fittings	- 15% per annum straight line
Office equipment	- 25% per annum straight line

(g) Cash at bank

Cash at bank includes a business account, a call account and a treasurers account, all of which are instant access.

(h) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

(i) Financial instruments

The charity only has financial instruments and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially measured at transaction value and subsequently measured at their settlement value.

(j) Pension costs

Employees of the charity are entitled to join a defined contribution scheme. The charity contribution in the year is disclosed in note 5. The charity has no liability beyond making its contribution and paying across the deductions for employees' contributions.

3. Net expenditure (income)	2018	2017
	£	£
Net (expenditure) income for the year is stated after charging:		
Audit and accountancy services:		
Audit services	3,000	2,880
Accountancy services	6,792	6,120
Depreciation of tangible fixed assets	20,209	19,694

4. Total income	Grants and donations	Grants and contracts	Investment income	Other income	Total 2018	Total 2017
General Fund	5,593	38,331	16	150	44,090	46,040
Care Service	-	979,640	-	-	979,640	1,018,207
Community Service	7	99,025	-	-	99,032	105,189
Young Carers	43,990	111,414	-	669	156,073	341,423
	49,590	1,228,410	16	819	1,278,835	1,510,859

GATESHEAD CROSSROADS CARING FOR CARERS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

5. Total expenditure	Raising funds	Charitable activities	Governance costs	Total 2018	Total 2017
	£	£	£	£	£
Direct costs					
Staff costs	-	708,312	-	708,312	651,224
Travelling expenses	-	38,256	-	38,256	41,001
Activity costs	-	171,570	-	171,570	233,265
Other costs	-	69,487	3,105	72,592	55,627
Depreciation	-	17,894	-	17,894	18,447
Audit fees	-	-	3,000	3,000	2,880
Accountancy fees	-	-	1,512	1,512	1,440
Allocated support costs					
Staff costs	24,128	206,651	15,183	245,962	294,879
Office costs	3,858	81,262	2,428	87,548	84,778
Depreciation	-	2,315	-	2,315	1,247
Accountancy fees	-	5,280	-	5,280	4,680
Total resources expended	27,986	1,301,027	25,228	1,354,241	1,389,468

Governance costs 25,228

Total expenditure on charitable activities 1,326,255

Expenditure on charitable activities:	Direct costs	Support costs	Total 2018	Total 2017
	£	£	£	£
General fund	98,106	36,276	134,382	-
Care Service	708,039	193,234	901,273	933,648
Community Service	61,447	25,232	86,679	105,937
Young Carers	137,927	40,767	178,694	296,170
	<u>1,005,518</u>	<u>295,509</u>	<u>1,301,027</u>	<u>1,335,755</u>

Staff costs:	2018	2017
	£	£
Wages and salaries	851,328	882,644
Social security costs	57,638	59,274
Redundancy costs	41,109	-
Pension contributions	4,199	4,185
	<u>954,274</u>	<u>941,918</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

5. Total expenditure (continued)

The average number of employees for the year, analysed by function was as follows:

	No.	No.
Care Service	34	36
Community Service	6	6
Young Carers	11	12
Project support	5	5
	<u>56</u>	<u>59</u>

The charity considers its key management personnel comprise the Chief Executive, the Corporate Affairs Manager and Operations Manager.

The total employment benefits of the key management personnel were £93,715 (2017: £75,120).

None of the trustees received any emoluments during the year.

The aggregate amount of expenses reimbursed to the trustees during the year was £nil (2017: £nil).

The number of trustees reimbursed for travelling expenses was nil (2017: nil).

No employees received remuneration above £60,000.

6. Tangible fixed assets

	Leasehold property £	Furniture and fittings £	Office equipment £	Total £
Cost				
At 1 April 2017	72,520	36,500	42,065	151,085
Additions	-	1,004	6,842	7,846
Disposals	-	(1,371)	-	(1,371)
At 31 March 2018	<u>72,520</u>	<u>36,133</u>	<u>48,907</u>	<u>157,560</u>
Depreciation				
At 1 April 2017	48,931	27,176	33,973	110,080
Charge for year	12,364	2,944	4,901	20,209
On disposals	-	(1,250)	-	(1,250)
At 31 March 2018	<u>61,295</u>	<u>28,870</u>	<u>38,874</u>	<u>129,039</u>
Net book value				
At 31 March 2018	<u>11,225</u>	<u>7,263</u>	<u>10,033</u>	<u>28,521</u>
At 31 March 2017	<u>23,589</u>	<u>9,324</u>	<u>8,092</u>	<u>41,005</u>

GATESHEAD CROSSROADS CARING FOR CARERS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

7. Debtors	2018	2017
	£	£
Contract income receivable	6,360	28,525
Prepayments	3,542	15,301
Accrued income	15,551	24,906
Other debtors	1,127	1,546
	<hr/>	<hr/>
	26,580	70,278

8. Creditors: amounts falling due within one year	2018	2017
	£	£
Trade creditors	335	804
Other taxation and social security	12,633	14,503
Other creditors	7,650	7,665
Accruals	56,035	67,257
Deferred income	3,000	20,000
	<hr/>	<hr/>
	79,653	110,229

9. Funds

	At 1 April	Movement in funds			At 31 March
	2017	Income	Expenditure	Transfers	2018
	£	£	£	£	£
Restricted funds					
General Fund	29,096	13,788	(21,280)	(5,094)	16,510
Care Service	17,259	34,186	(46,508)	-	4,937
Community Service	23,027	99,032	(91,815)	-	30,244
Young Carers	136,491	156,073	(205,309)	(3,795)	83,460
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	205,873	303,079	(364,912)	(8,889)	135,151
Unrestricted funds					
General Fund	201,734	30,302	(115,263)	(270)	116,503
Care Service	200,413	945,454	(874,066)	9,159	280,960
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	402,147	975,756	(989,329)	8,889	397,463
Total funds	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	608,020	1,278,835	(1,354,241)	-	532,614

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

9. Funds (continued)

Unrestricted funds:

Income for the year includes £360,445 mainstream funding from Gateshead Council for the charity's care service.

Funding of £218,381 was received from various sources in respect of spot purchase.

"Take a Break" services funding received from Newcastle Gateshead Clinical Commissioning Group amounted to £366,726.

Restricted funds:

Income for the year includes the following:

- CQUINN funding of £13,788 from the Newcastle Gateshead Clinical Commissioning Group for innovation and quality

Care Service

- Newcastle Gateshead Clinical Commissioning Group funding of £28,128 for the Crossroads Intensive Support Service
- Newcastle Gateshead Clinical Commissioning Group funding of £6,060 towards an adult mental health service

Community Service

- Newcastle Gateshead Clinical Commissioning Group funding of £80,573 for a primary care worker and towards an adult mental health service
- £18,452 from Gateshead Council for benefits advice

Young Carers

- £70,311 from Newcastle Gateshead Clinical Commissioning Group "Take a Break" services funding
- £20,000 from Ballinger Charitable Trust for an intensive support programme
- £11,103 from Gateshead Council for a Young Carers manager
- £5,000 from Community Foundation Appletree and Dickon Trust Fund for activity breaks for young carers
- £5,000 from LGA Foundation towards core funding costs for young carers
- £2,500 from Sir James Knott Trust for the young carers' summer activity programme
- £1,000 from Tyne and Wear Sport to deliver local sport and physical activity clubs that are designed around the needs of young people
- Grants and donations of £8,204 from various sources towards the Young Carers service

GATESHEAD CROSSROADS CARING FOR CARERS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

10. Analysis of net assets between funds

	Tangible fixed assets £	Net current assets £	Total 2018 £
Restricted funds			
General Fund	7,241	9,269	16,510
Care Service	3	4,934	4,937
Community Service	3,338	26,906	30,244
Young Carers	1,437	82,023	83,460
	<u>12,019</u>	<u>123,132</u>	<u>135,151</u>
Unrestricted funds			
General Fund	11,299	105,204	116,503
Care Service	5,203	275,757	280,960
	<u>16,502</u>	<u>380,961</u>	<u>397,463</u>
Total funds	<u>28,521</u>	<u>504,093</u>	<u>532,614</u>

Analysis of net assets between funds - prior year

	Tangible fixed assets £	Net current assets £	Total 2017 £
Restricted funds			
General Fund	15,869	13,227	29,096
Care Service	3	17,256	17,259
Community Service	4,158	18,869	23,027
Young Carers	1,835	134,656	136,491
	<u>21,865</u>	<u>184,008</u>	<u>205,873</u>
Unrestricted funds			
General Fund	15,738	185,996	201,734
Care Service	3,402	197,011	200,413
	<u>19,140</u>	<u>383,007</u>	<u>402,147</u>
Total funds	<u>41,005</u>	<u>567,015</u>	<u>608,020</u>

11. Operating leases

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2018 £	2017 £
Not later than 1 year	16,865	22,902
Later than 1 year and not later than 5 years	<u>5,171</u>	<u>20,676</u>
	<u>22,036</u>	<u>43,578</u>