FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2011

COMPANY NUMBER: 03731691

CHARITY NUMBER: 1084267

A40 11/11/2011

COMPANIES HOUSE

REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31ST MARCH 2011

1. Reference and Administrative Details of the Charity, Its Directors and Advisers Hammersmith and Fulham Carers Centre are a registered charity number 1084267 and Company limited by guarantee number 03731691 The liability of the directors is limited to $\pounds 1$

Trustees who served during the year to the date of approval of accounts (and as members of the Board of Directors) were:

Trustees

Chair

Kamaljit Kaur Johal (Resigned July 2010) Robert Rodrigues (Appointed July 2010)

Vice Chair

Saeedah Qureshi

Treasurer

Deuan German

Company Secretary

Harbhajan Purewal (Resigned August 2010) Bernadette Dervan (Appointed August 2010)

Members

Lorna Hughes

Registered Address:

1Lyric Square, London W6 0NB

Advisers:

Barclays Bank plc 75 King Street, Hammersmith, London W6 9HY Chartered Accountants Registered Auditors Clive House 12-18 Queens Road Weybridge KT13 9NB Gnanes Murugesu Chartered Manage Accountant Weybridge KT13 9NB

The Trustees who are also Directors for the purpose of the Companies Act, have pleasure in presenting their report and the financial statements of the charitable company for the year ended 31 March 2011. The financial statements comply with the Companies Act 2006 and relevant accounting standards including the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities issued by the Charity Commission in March 2005 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

2. Structure, Governance and Management

- > The Governing document of the charity is the Memorandum and Articles of Association The charity is a Company limited by guarantee
- The Hammersmith & Fulham Carer's Centre is managed by a Board of Trustees referred to as the Management Committee which is ultimately responsible for all aspects of the overall management of the organisation. The Management Committee meets at approximately 6 weekly intervals to conduct the business of the organisation and to review progress.
- > The Management Committee is supported by a Personnel & Finance sub-Committee whose members are appointed by and report to the Management Committee.
- The Trustees who are the members of the Management Committee are elected annually at the Annual General Meeting. In accordance with the Memorandum and Articles of Association one third of the longest serving members retire annually. Decisions relating to the business of the organisation are made at meetings of the Management Committee and are recorded
- ➤ At the end of the financial year 2010 2011 there were 6 Management Committee members. At the close of the year the Management Committee was actively seeking to recruit new members
- > The Trustees do not receive remuneration or derive any other personal benefit from the activities of the charity
- The day to day business of the charity is managed by Harbhajan Purewal, its Manager, who was supported by a full-time Administrator until August 2010.

3. OBJECTIVES AND ACTIVITIES

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the objectives and activities of the charity and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the objectives that have been set.

Objectives

The Charity's objectives are for the relief of persons who are sick, elderly or disabled by the provision of facilities to relieve the stresses experienced by their Carers with information, support, advice and services appropriate to their needs.

Mission Statement

The Charity's Mission is:

"Carers will be empowered to make informed choices in undertaking their caring role".

The Charity seeks to pursue this mission and deliver public benefit through its activities by:

- Acting as a focal point for carers and former carers
- Promoting the development of other services to meet carers' needs
- Assisting carers in the planning and monitoring of services
- Promoting an understanding of the needs of young carers

The Centre seeks to fulfil its objectives by:

- Inviting Carers to events at which they can express their views about what services they want and need, listen carefully to their views and act upon them, or pass them on to other agencies as appropriate.
- > Providing a listening ear at the Centre, or at the end of a telephone line; and provide practical help as appropriate.
- > Organising social events and therapies.
- > Seeking funding for additional staff to meet specialised needs.

Services directly delivered by the charity for all carers include:

- > Information, advice and advocacy
- Group Support
- > Emotional support through one to one support, complementary therapies and counselling
- > Social , leisure and recreational support
- >> Training and Educational opportunities

Specific services delivered by the charity include:

- > Support to carers looking after someone with mental health problems including information, advice, advocacy, one to one and group support
- >> Support to carers looking after someone with learning disability and complex needs including information, advice, advocacy, one to one and group support
- >> Young Carers services provides a range of services activities, advice and practical support for young carers aged 8-19 years old
- > Carers Forum which influences policy and service development, and offers advice on statutory services, and delivers training for carers
- > Ex-Carers group which offers emotional support, social and recreational events and training opportunities. The group raises its own funds, but benefits from the use of our premises and facilities
- > Delivery of the Emergency Care Planning services for carers, ensuring they are issued with Carers Emergency Card.

The Charity does not itself make grants or hold investments.

3. OBJECTIVES AND ACTIVITIES (CONTINUED)

Volunteers

The Charity continues to recruit volunteers including student placements and during the year 9 volunteers supported the work of the charity particularly its Young Carers project, workshops and holiday activities.

4. Achievements and Performance

The charity continued to provide valuable support to Carers including young carers and to monitor its achievements and performance against annual Service Level Agreements for each area of service it offers.

During the year the charity:

- > Received funding from the Department of Health through the EPP Consortium to deliver the national Caring with Confidence programme until July 2010.
- ➤ Has played a part in Carers accessing a grant through the Local Authority's Carers' Small Grant Scheme and the Carers Individual Budget.
- > has successfully established the Carers' Forum and continues to engage carers in the planning and development of services
- > Has successfully secured funding to continue to deliver the Carers Emergency Care Planning service until July 2010
- > Provided support, advice and information to 700 carers registered with the centre
- > Supported 48 young carers through a range of activities, workshops and clubs until July 2010
- > Continued its programme of day and evening support groups for carers of mental health service users until July 2010.
- > Established two monthly day support groups for Carers of people with learning disabilities and complex needs until July 2010.
- Hosted social activities for adult carers including a Christmas lunch and dinner
- > supported carers financially through the local authorities Carers Small Grant(until July 2010), Carers Individual budget and the Princess Royal Trust for Carers grants and other trusts and charities

5. FINANCIAL REVIEW

Total Incoming Resources for the year decreased from £462,413 in 2010 to £127,902 in 2011 of which £86,309 was received subject to specific restrictions (see Note 11). The expenditure for the year has decreased to £168,559 (Note 5). The deficit for the year is £40,656 which was covered with restricted funds brought forward from 31 March 2010 £24,274 and unrestricted funds of £16,382

The Charity receives core funding from Hammersmith & Fulham Community Services Department (H&F CSD) Carers' Grant received was £33,414 to cover salaries and running costs. The Carers' Grant also funded the mental health services, Carers Forum and the Emergency Care Planning project. The learning disability services is funded by a grant from the Learning Disability Development Fund.

The Young Carers Service continued with funding from H&F CSD Carer's Grant, with some contribution from H&F PCT. The project has successfully secured funding from other trusts and charities for workshops and fun activities.

RESERVES POLICY

The purpose of this policy is to ensure that the centre is able to meet its contractual obligation and finance future expansion of the organisation. The level of free reserves (excluding restricted funds) is reviewed annually by the Trustees. The Trustees consider that the most appropriate level of free reserves at $31^{\rm st}$ March 2011 is about £50,000 which is equivalent to three months operating costs. The reserves at $31^{\rm st}$ March 2011 were £50,553.

PLANS FOR FUTURE 2011/2012

Subsequent to the year end, on conclusion of the existing agreement with Hammesmith and Fulham Carers Limited, the London Borough of Hammersmith and Fulham decided to invite tenders for the provision of carers services. Hammersmith and Fulham Carers Centre Limited submitted a tender but in the event the contract has not been awarded. Since the termination of the existing agreement, the Hammersmith and Fulham Carers Centre Limited has ceased to occupy the property in which it conducted its operations as this has reverted to the local authority and the charity was virtually dormant from the end of July 2010. In December 2010 the trustees have secured alternative premises and are in the process of recruiting a part-time advocacy worker to allow the charity to resume delivering the basic services. It remains the Trustees' intention to bid again for the contract with the Local Authority when bids are invited.

The charity's plans for the future are to.

- Make preparations to bid for and secure the new Carers Support service.
- Develop new services in consultation with carers including young carers
- The charity's future plan is to employ two advocacy/support worker with the reserves we currently have, in order to provide advocacy for the current carers who are registered with Carers centre, until such time when the charity secures additional funding to provide services as required by the users.

Approved by the Board and signed on its behalf on the 19th October 2011

Bernadette Dervan (Trustee and Director)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HAMMERSMITH AND FULHAM CARERS CENTRE

We report on the accounts for the year ended 31 March 2011 set out on pages eight to fifteen.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is required.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to.

- examine the accounts under Section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- to state whether any particular matters have come to our attention.

BASIS OF THE INDEPENDENT EXAMINER'S REPORT

Our 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 statements below.

INDEPENDENT EXAMINERS STATEMENT

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in our opinion, attention shou	ıld be drawn ın order to enable a proper
understanding of the accounts to be reac	
Combroke Consulting	
<i>Y</i>	

For and on behalf of Pembroke Consulting Chartered Accountants & Registered Auditors 19 October 2011

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2011

		Unrestricted Funds			
	Notes	General Fund £	Restricted Funds $\stackrel{E}{}$	2011 Total £	2010 Total £
INCOME AND EXPENDITURE Incoming Resources from Generated Funds					
Voluntary Income	2	8,096	4,682	12,778	53,193
Incoming Resources from Charitable Activities Other Income	3 4	33,414 83	81,627	115,041 83	409,119 101
TOTAL INCOMING RESOURCES	_	41,593	86,309	127,902	462,413
RESOURCES EXPENDED Charitable Activities Governance Costs	6 5	48,355 9,620	110,583	158,938 9,620	437,176 11,105
TOTAL RESOURCES EXPENDED	_	57,975	110,583	168,558	448,281
NET INCOMING RESOURCES BALANCE BROUGHT FORWARD		(16,382)	(24,274)	(40,656)	14,132
1 st APRIL 2010	_	66,935	24,274	91,209	77,077
BALANCE CARRIED FORWARD 31st MARCH 2011	_	£50,553	£-	£50,553	£91,209

The Charity has no recognised gains or losses other than those included in the Statement of Financial Activities above and, therefore, no separate Statement of Total Recognised Gains and Losses has been presented.

None of the Charity's activities were acquired or discontinued during the above two financial years

BALANCE SHEET

AS AT 31ST MARCH 2011

	Notes	2011 £	£	2010	£
FIXED ASSET	8	r.	1,957	-	2,609
CURRENT ASSETS					
Debtors	9	1,400		4,541	
Bank and Cash		50,646 52,046		131,615 136,156	
Liabilities: Amounts falling due within one year	10	(3,450)		(47,556)	
NET CURRENT ASSETS			48,956		88,600
NET ASSETS			£50,553	•	£91,209
FUNDS					
Unrestricted Funds. General Fund Restricted Funds			50,553		66,935 24,274
TOTAL FUNDS			£50,553		£91,209

The charitable company is entitled to exemption under section 477 of the Companies Act 2006 for the year ended 31st March 2011

The members have not required the company to obtain an audit of its financial statement for the year ended 31st March 2011 in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibilities for:

- (a)ensuring that the company keeps proper accounting records which comply with section 386 and 387 of the Companies Act 2006 and
- (b)preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small chantable companies and with the Financial Reporting Standard for Smaller Entities(effective April 2008)

Company Number:03731691

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2011

1. ACCOUNTING POLICIES

(a) Basis of Accounting

These financial statements have been prepared under the historical cost convention, in accordance with applicable Accounting Standards and in accordance with the Statement of Recommended Practice (Accounting and Reporting by Charities) issued by the Charity Commissioners in March 2005 and the Companies Act 2006

(b) Tangible Fixed Assets and Depreciation

Fixed assets are valued at historic cost. Provision is made for depreciation on tangible fixed assets, at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life

Furniture and Equipment

25% Reducing Balance

(c) Funds

Unrestricted funds are donations and other incoming resources received or generated and can be used at the discretion of the trustees for charitable purposes.

Designated funds are unrestricted funds earmarked by the board for particular purposes
Restricted funds comprise funds received for specific programmes and activities, as laid down
by the donor Expenditure which meets the relevant criteria is charged to the appropriate
fund

(d) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred

(e) Income

Revenue grants are credited to incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred. Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier of when they are received or become receivable. Depreciation on the related fixed assets is charged against the restricted fund

All other incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable certainty.

(f) Cashflow Statement

The Company has not prepared a cashflow statement for the year as required by Financial Reporting Standard 1 because the Charity has relied on the exemption available for small undertakings

(g) Pensions

The charity contributes to a defined contribution pension scheme and the pension charge represents the amount payable by the charity to the fund, in respect of the year

(h) Allocation of Support Costs

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its members. It includes both costs that can be allocated direct to such activities and those costs of an indirect nature necessary to support them. Support costs have been apportioned on the basis of salary costs.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 2011

1 ACCOUNTING POLICIES (Continued)

(ı) Governance Costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs relating to statutory audit together with an apportionment of overhead and support costs.

2 **DONATIONS**

	Un-		Total	Total
	restricted	Restricted	2011	2010
	£	£	£	£
Princess Royal Trust for Carers	-	1,682	1,682	10,714
Ormsby Trust	-	3,000	3,000	5,000
Donated Facilities – Office				
Accommodation	6,667	-	6,667	20,000
Other	1,429	-	1,429	7,479
Capacity Builders	<u> </u>			10,000
•	£8,096	£4,682	£12,778	£53,193

3 ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS

	Un- restricted £	Restricted £	Total 2011 £	Total 2010 £
London Borough of Hammersmith	_			
and Fulham				
Core Costs	33,414	-	33,414	102,596
Children's Fund	-	9,000	9,000	26,000
Mental Health Carers Development				
Worker	-	9,860	9,860	29,580
Carers Grant	-	16,105	16,105	47,394
Carers Support Worker	-	8,406	8,406	33,000
Carers Development Worker - LDDF	-	, <u>-</u>	· -	16,218
Group Work & Consultancy	-	5,406	5,406	16,218
Emergency Worker - LBHF	-	13,333	13,333	40,000
Caring with confidence	-	19,517	19,517	98,113
3	£33,414	£81,627	£115,041	£409,119
4 OTHER INCOME				
Bank Interest	£83	<u>£-</u>	£83	£101

HAMMERSMITH AND FULHAM CARERS CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 2011

2	RESOURCES EXPENDED	NDED							
		Young Carers	Mental Health f	Caring with Confidence	Caring for Carers	Governance f	Total 2011 f	Total 2010 f	
	Administration of Project	5,903	5,149	6,494	23,897	6,620	51,063	115,899	
	Direct Project costs	4,783	86	3,241	4,905	ı	13,027	48,643	
	Staff Cost	22,306	4,613	29,168	48,382		104,469	283,739	
		£32,992	098'63	£38,903	£77,184	£9,620	£168,559	£448,281	

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2011

6 ANALYSIS OF CHARITABLE ACTIVITIES

	Undertaken Direct £	Support Costs £	2011 £	2010 £
Young Carers	27,089	5,903	32,992	104,718
Mental Health	4,711	5,149	9,860	29,580
Caring with Confidence	32,409	6,494	38,903	78,727
Caring for Carers	53,287	23,897	77,184	224,151
_	£117,496	£41,443	£158,939	£437,176

7 STAFF COSTS

	2011	2010
	£	£
Salaries and Wages	62,507	157,515
Social Security Costs	6,026	16,330
Re-charged Costs	16,959	75,816
Other staff cost	1,962	4,886
	87,454	254,547
Group Worker	2,775	5,068
Sessional Workers	14,240	24,124
	£104,469	£283,739

The average number of staff employed during the year was 9 (2010 9) No employee earned more than £60,000 during the year Two staff members were seconded from the London Borough of Hammersmith and Fulham, the costs being recharged to the Charity

8. FIXED ASSETS

8.	FIXED ASSETS		Furniture and Equipment £
	Cost At 1 st April 2010 Additions		12,075
	Cost at 31 st March 2011 Depreciation		12,075
	At 1 st April 2010		9,466
	Charge for the year		652
	At 31 st March 2011		10,118
	Net Book Value at 31 st March 2011		£1,957
	Net Book Value at 31st March 2010		£2,609
9.	DEBTORS		
		2011 £	2010 £
	Grants Receivable	£ _	4,304
	Taxation and Social Security	•	41
	Rent Deposit	1,400	-
	Prepayments	-,	196
		£1,400	£4,541

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2011

10 C	RED	TTO	RS

	2011	2010
	£	£
Salary Recharge	-	18,956
Other Creditors	3,450	28,600
	£3,450	£47,556

11 RESTRICTED FUNDS

	B/F £	Income £	Staff Costs £	Depreciation £	Expenses £	C/F £
Carers' Grant	-	16,105	11,532	-	4,573	-
Children's Funds	-	9,000	4,886	-	4,114	-
Ormsby	4,887	3,000	5 ,887	•	2,000	_
Mental Health LBH&F-Carer's	· -	9,860	4,613	-	5,247	-
Support Worker LBH&F-Group Work	-	8,406	8,406	-	-	-
& Consultancy LBH&F-Emergency	-	5,406	5,406	-	-	-
Worker Caring with	-	13,333	13,333	-	-	-
Confidence	19,387	19,517	29,168	-	9,736	-
PRTC-Carers' Centre	· · · -	1,682	· •	-	1,682	-
	£24,274	£86,309	£83,231	£-	£27,352	£-

The London Borough of Hammersmith & Fulham Community Services Department through the Carers Grant and Learning Disability Development Funds (LDDF) funds the following.

- Salary of full time Carers Centre Manager and Administrator and core running cost
- Carers Support & Development Worker (Mental Health) and running costs
- Group Work and Consultancy including therapies and counselling
- Carers Support & Development Worker and running costs
- Emergency Care Planning Co-ordinator and running costs
- LDDF funds the Carers Support & Information Worker (LD/complex needs)

The Centre also secured money for Carers through the PRTC Carers Break and Relief Funds and the LBH&F Carers Small Grant.

The Young Carers Service is funded by the following:

- Carers Grant funds part-time Training & Development worker, part-time Support Worker and the running of the after school club
- Childrens Fund for the Service Manager and receives a small contribution from the Carers Grant for on costs
- Young Carers Service is funded by John Lyons, Peabody Trust, Dr Edwards Bishop Kings Charity, Ormsby Trust, and the PRTC for specific workshops and activities

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 2011

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALIGIS OF THE PROPERTY OF TH	Unrestricted Funds £	Restricted Funds £	Total 2011 £
Fixed Assets	1,957	-	1,957
Bank	50,646	-	50,646
Debtors	1,400	•	1,400
Creditors	(3,450)	<u> </u>	(3,450)
	£50,553	£-	£50,553

13 TAXATION

Hammersmith and Fulham Carers Centre is a registered charity and is potentially exempt from taxation in respect of income and capital gains received within the categories covered by Part II of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied to exclusively charitable purposes.

14 NET MOVEMENT IN FUNDS

The net movement in funds for the period is stated after charging

	Total 2011 £	Total 2010 £
Audit Services Current Year - under provision in previous years Depreciation	1,500 - 652	2,820 287 870

15 TRUSTEES' EMOLUMENTS

No Trustee received any remuneration during the current or preceding year.

No trustee was reimbursed expenses during the current or preceding year.

16 INTANGIBLE INCOME

The Charity benefits from the use of the premises which constitute its registered office and principal address, which are provided by the London Borough of Hammersmith and Fulham. Rent on these premises has been waived on condition that the charity continues to provide the services as agreed and the terms and conditions of the lease are complied with. Under the terms of the lease, the cost arising would be £20,000 per annum

Details of other costs borne by the Borough are not known and it is not considered practical to estimate these. Accordingly, no adjustment has been made in these financial statements to reflect such income and related expense.

17. RELATIONSHIPS WITH OTHER ENTITIES

The Charity operates as a member of the Princess Royal Trust for Carers Network — The income arising from the Princess Royal Trust for Carers' is shown in Note 2 to these Financial Statements. The charity also works closely with the London Borough of Hammersmith and Fulham, and benefits from seconded staff and facilities — Income receivable from the Borough is shown in Note 3