

Registered number 5035473

**East Surrey Crossroads Care Attendant Scheme  
Limited**

**Annual Report and Accounts  
For the period ended 31 March 2007**

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# **East Surrey Crossroads Care Attendant Scheme Limited**

## **Legal and administrative information**

### **Status of the Charity**

The full name of the charity is East Surrey Crossroads Care Attendant Scheme Limited, a company limited by guarantee and it is also a registered charity (No 1102407)

The company is governed by its Memorandum and Articles of Association

<b>Registered office</b>	Moorgate House, 7b Station Road West, Oxted, Surrey RH8 9EE
<b>Directors / Trustees</b>	John Bartle - Chairman Chris Upton FCA - Treasurer Tony Burcher (resigned 12 July 2006) Ian Hunt Michael Moss Jan van de Pol Peter Wyeth (resigned 31 July 2006) Elizabeth Raishbrook (appointed 17 May 2006 ) Alan Bishop (appointed 17 May 2006) Linda Halliday
<b>Scheme manager</b>	Marion Hunte
<b>Committee secretary</b>	Linda Halliday
<b>Administrative offices</b>	Oxted Community Hall Church Lane Oxted Surrey RH8 9NB
<b>Bankers</b>	HSBC Bank plc 31 Holborn London EC1N 2HR
<b>Auditors</b>	Frith & Co Moorgate House 7b Station Road West Oxted Surrey RH8 9EE
<b>Solicitors</b>	Harrops 114 Station Road East Oxted Surrey RH8 0QA

# **East Surrey Crossroads Care Attendant Scheme Limited**

## **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2007**

The trustees and directors have pleasure in presenting their annual report together with the accounts of the company for the year ended 31 March 2007

Legal and administrative information is set out on page 1 of this report. The accounts on pages 6 to 12 have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Companies Act 1985 and with the special provisions for small companies under Part VII of that Act and the requirements of Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005)

### **Structure, Governance and Management**

#### **Recruitment and appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law. The trustees are responsible for the management of the Scheme through a Management Committee. There shall be not less than four and not more than twelve Trustees on this committee.

The Trustees who served during the year are listed on page 2 and serve until the next Annual General Meeting, when they are eligible for re-election.

Recruitment of Trustees is carried out to ensure that there are sufficient representatives with a broad range of experience and skills. There are currently eight trustees and there are no plans to increase this number unless it is found that specialist skills are required that are not possessed by existing trustees.

New trustees are invited to attend one or more of the regular staff meetings chaired by the scheme manager. If a trustee requires specialist training then they will be encouraged to attend an appropriate course.

Observers entitled to attend Committee Meetings are  
Barbara Upton (Chairman of Fund-Raising Committee)  
Marion Hunte (Scheme Manager)

The committee has the authority to invite additional people to individual meetings as they see fit.

#### **Governance**

The charity is affiliated to the Crossroads Association of 10 Regent Place, Rugby CV21 2PN. The Association carries out a regular audit of its member schemes' management, systems and procedures. In addition the charity is subject to an annual inspection by the Commission for Social Care Inspection (CSCI).

#### **Risk management**

The Management Committee regularly reviews the major risks to which the charity is exposed. One of the greatest risks is continuity of funding. The scheme is heavily reliant upon funding from local government. It has been announced that Surrey County Council intend to change the way they source care to a system of open tender in the near future and the scheme is discussing this risk with other Crossroads affiliated schemes in Surrey to be able to address this very serious risk. It is likely that a proposal to merge with other schemes in Surrey will be put to the members in the near future.

Other risks inherent to the nature of the activities of the charity are personnel related. Training requirements are regularly reviewed and there is an ongoing programme for care attendants. The administrative function has recently moved to self contained offices and a risk assessment is currently being carried out for the new premises.

The notes on pages 8 to 12 form part of these financial statements

# **East Surrey Crossroads Care Attendant Scheme Limited**

## **Objectives and Activities**

The charity's objects are to provide support to carers of people with physical, mental or sensory impairment by offering a respite service through the provision of community based Care Attendants

## **Achievements and performance**

The main objectives and activities for the year continued to be the provision of short term respite for carers in the home. During the year the charity provided a total of 17,978 care hours (2006 16,590 hours) of which 2,243 hours were caring for children (2006 2540 hours). The increase in care hours was achieved despite the funding from statutory bodies being held to a minimal inflationary increase whilst costs continue to increase at a higher rate.

We have also been able to build on the early success of our luncheon social clubs and have operated these in several locations during the year. This was made possible thanks to a grant of £5,500 from the "One Year Only" local charity. A total of 2,416 hours of care was provided in these clubs (2006 1,330 hours).

A large number of our Care Attendants have undertaken NVQ training courses achieving excellent results with our Scheme Manager obtaining level four and the Registered Manager's award. However the downside has been that the considerable registration and training costs have contributed to some restriction on care hours and general respite care.

The Trustees are grateful for the commitment of the manager and the administration staff, often working under extreme pressure, and of course, for the dedicated work of the Care Attendants. Our thanks also to our many kind donors and to the industrious Fund Raising Committee, who give their time and culinary skills to make their moneymaking functions so enjoyable and so successful.

Operations were based at Oxted Police Station until late 2007 and we are extremely grateful to them for making us feel so welcome over the last four years. We have now moved into our permanent home within the new Oxted Community Hall. We were able to take a long lease at a peppercorn rent on these premises as a result of the generous bequest left to us five years ago by Mr and Mrs Reynolds for the express purpose of providing us with a permanent home. Investing in these premises also meant that the Oxted Community Hall would have sufficient funding to be built, and we are very pleased to be involved in the local community in this way.

## **Financial Review**

### **Investment policy**

When the charity was endowed with the substantial sum of £364,000 by the Reynolds family, it was decided to invest £264,000 in a combination of equities and bonds, managed by the Charities Aid Foundation. This investment has shown capital growth of over £30,240 which is shown as a revaluation reserve, and has also produced a regular income in excess of £10,000 p a. Other long term funds held by the charity are currently kept in money market deposits. As funds are required to finance the charity's share of the new Oxted Community Hall, the balance of investment in these funds will be reviewed.

### **Reserves policy**

The Management Committee decide upon the requirements for reserves in light of the main risks to the organisation. As set out above, the main risk the charity faces is continuity of funding. It was decided to maintain unrestricted reserves at between six and nine months expenditure. Budgeted expenditure for 2007/8 is £322,000, therefore the target reserves are between £161,000 and £241,500. The unrestricted reserves total £228,575 at 31 March 2007. At this level the Management Committee are confident that they would be able to continue the current activities of the charity in the event of a significant drop in funding.

Within this, a sum of £61,638 has been identified as a redundancy reserve.

The notes on pages 8 to 12 form part of these financial statements

# East Surrey Crossroads Care Attendant Scheme Limited

## Future Developments

While the scheme is making every effort to extend its activities, the success of any expansion depends primarily on the finance being obtained. Without the necessary funds, services will have to be curtailed and the Trustees will be looking at the possibility of some form of charging although it must be stressed that nothing has yet been decided. It is hoped that the extended respite scheme may be restored if funds become available.

As mentioned above, discussions are being held with other Surrey Crossroads schemes regarding a merger, to be more competitive in future tenders to Surrey County Council which is by far the largest source of finance for all the Surrey schemes.

## Statement of Directors Responsibilities

Company law requires financial statements to be prepared for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing these financial statements the directors are required to

- Select suitable accounting policies and apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements, and
- Prepare the accounts on a going concern basis.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Auditors

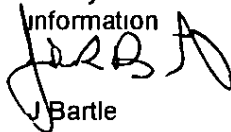
A resolution to reappoint Frith & Co. as auditors will be put to the Annual General Meeting.

The directors confirm, having made enquiries of each person holding office as director of the company as at the date the report is approved, that

- so far as each director is aware, there is no information needed by the company's auditors in connection with preparing their report of which the auditors are unaware, and

- each director has taken all the steps that he ought to have taken as a director to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that

information



J. Bartle

Chairman

# **East Surrey Crossroads Care Attendant Scheme Limited**

## **Auditors' report**

### **to the members of East Surrey Crossroads Care Attendant Scheme Limited**

We have audited the balance sheet of East Surrey Crossroads Care Attendant Scheme Limited and the related profit and loss account and notes for the year ended 31 March 2007 which have been prepared in accordance with the Companies Act 1985 and Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005

The report is made solely to the members of the company in accordance with Section 235 of the Companies Act 1985. Our audit has been undertaken so that we might state to the members those matters we are required to state to them in an auditors 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 company and the company's members for our audit work, for this report, or for the opinions we have formed

### **Respective responsibilities of management committee and auditors**

As described on page 4, the members of the management committee who are directors for the purpose of company law and trustees for the purpose of charity law, are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards. It is our responsibility to audit the accounts 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 accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 1985. We also report to you if, in our opinion, the Directors' Report is consistent with the accounts, if the company 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 directors' remuneration and transactions with the company has not been disclosed

We read the Directors' Report and consider whether it is consistent with the financial statements

### **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 the examination on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts 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 accounts

### **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 company's affairs as at 31 March 2007 and of its surplus for the year then ended

- the accounts have been properly prepared in accordance with the provisions of the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005 and
- the information given in the directors' report is consistent with the financial statements

Frith & Co  
Chartered Accountants and Registered Auditors  
Moorgate House  
7b Station Road West  
Oxted, Surrey, RH8 9EE



The notes on pages 8 to 12 form part of these financial statements

# East Surrey Crossroads Care Attendant Scheme Limited

## Statement of Financial Activities For the year ended 31 March 2007

	Note	Unrestricted Funds	Restricted Funds	Total	2006
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	3	28,308		28,308	29,962
Activities for generating funds		4,815		4,815	5,683
Investment income	4	21,209		21,209	20,019
Incoming resources from charitable activities	5	288,045		288,045	264,122
		<u>342,377</u>	<u>-</u>	<u>342,377</u>	<u>319,786</u>
<b>Resources expended</b>					
Charitable activities	6	236,373	4,666	241,039	241,543
Governance costs	7	75,711		75,711	45,216
		<u>312,084</u>	<u>4,666</u>	<u>316,749</u>	<u>286,759</u>
<b>Net incoming resources before other recognized gains</b>		<b>30,293</b>	<b>(4,666)</b>	<b>25,627</b>	<b>33,027</b>
Gain on revaluation of investments		3,382		3,382	31,395
<b>Net movement in funds</b>		<b>33,675</b>	<b>(4,666)</b>	<b>29,009</b>	<b>64,422</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		194,900	8,862	203,762	139,340
<b>Total funds carried forward</b>		<b>228,575</b>	<b>4,196</b>	<b>232,771</b>	<b>203,762</b>

The notes on pages 8 to 12 form part of these financial statements



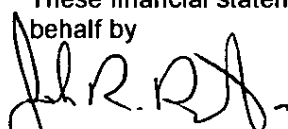
# East Surrey Crossroads Care Attendant Scheme Limited

## Balance Sheet as at 31 March 2007

	Note	2007	2006
<b>Fixed Assets</b>			
Tangible assets			
Property	9	67,704	-
Computers and office equipment	9	2,313	3,109
		70,017	3109
Investments	10	294,420	291,038
		364,437	294,147
<b>Current Assets</b>			
Bank and cash		275,319	310,712
Debtors and prepayments	11	8,187	9,784
		283,506	320,496
Creditors amounts falling due within one year	12	51,173	46,881
<b>Net current assets</b>		<b>232,333</b>	<b>273,615</b>
<b>Total assets less current liabilities</b>		<b>596,771</b>	<b>567,762</b>
<b>Total net assets</b>		<b>596,771</b>	<b>567,762</b>
<b>The funds of the charity</b>			
Endowment funds (Reynolds bequest)		364,000	364,000
Restricted income funds		4,196	8,862
Unrestricted income funds	14	136,517	113,237
Redundancy reserve	14	61,638	54,625
Revaluation reserve	14	30,420	27,038
Total unrestricted funds		228,575	194,900
<b>Total charity funds</b>		<b>596,771</b>	<b>567,762</b>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005

These financial statements were approved by the directors on 30 January 2008 and are signed on their behalf by

  
J. Bartle

The notes on pages 8 to 12 form part of these financial statements

# East Surrey Crossroads Care Attendant Scheme Limited

## Notes to the Accounts for the year ended 31 March 2007

### 1. Accounting Policies

#### Basis of accounting

The financial statements have been prepared under the historical cost convention as modified by the revaluation of investments in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and with the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005

#### Cash flow statement

The directors have taken advantage of the exemption in Financial Reporting Standard No 1 from including a cash flow statement on the grounds that the company qualifies as a small company

#### Incoming resources

Income from subscriptions, interest and grants represents the amount receivable for the period. All other income is recognised as it is received

#### Resources expended

Resources expended are included in the Income and Expenditure Account on an accruals basis, inclusive of VAT which cannot be recovered

Charitable expenditure comprises those costs directly incurred by the charity in the delivery of its activities and services for its beneficiaries. Certain other costs of an indirect nature necessary to support them are also included and apportioned across activities on the basis of an estimate of the time spent by staff on those activities

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

#### Gifts in kind

The charity receives the benefit of work carried out by volunteers. No monetary value is placed on this

#### Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. The cost of fixed assets represents the purchase price of the asset. Assets that have been donated are not attributed any value in the balance sheet. Assets that were transferred to the company as part of the merger are included at depreciated value from the contributing scheme and are depreciated over their estimated remaining useful life. Monies expended on assets under construction are not depreciated until the asset is completed

Other assets are depreciated at the following rates

Office equipment, computers and software

3 years straight line

#### Investments

Investments held as fixed assets are revalued at mid market value at the balance sheet date and the gain or loss is taken to revaluation reserve

#### Fund accounting

Funds held by the charity are classified as follows

Restricted funds – these are funds that can only be used for particular purposes within the objects of the charity

General funds - these are funds that can be used in accordance with the charitable objects of the company at the discretion of the trustees

The notes on pages 8 to 12 form part of these financial statements

# East Surrey Crossroads Care Attendant Scheme Limited

## Going concern

The directors are required to consider whether it is appropriate to prepare financial statements on the basis that the company is a going concern. In considering this the directors have reviewed the budget for the new reporting year. The directors see no reason why the company should not continue in operational existence for the foreseeable future. For this reason the directors have adopted the going concern basis in preparing the company's financial statements.

## 2 Taxation

The company is a registered charity and is therefore not subject to corporation tax on any surplus or gain arising. Irrecoverable VAT is included in the cost of those items to which it relates.

## 3. Voluntary income

	2007	2006
	£	£
Grant for social clubs	5,500	5,000
Donations	22,808	24,692
	<u>28,308</u>	<u>29,692</u>

## 4. Investment Income

	£	£
Interest on bank deposits	10,354	9,586
Income from unit trusts	10,855	10,433
	<u>21,209</u>	<u>20,019</u>

## 5. Activities to further the charity's objects

	General fund	Restricted fund	Total	2006
	£	£	£	£
Grants	226,614		226,614	214,324
Spot purchases and care vouchers	51,430		51,430	49,798
Social club fees	8,757		8,757	
Other	1,244		1,244	
	<u>288,045</u>	<u>-</u>	<u>288,045</u>	<u>264,122</u>

## 6. Costs of charitable activities

	£	£	£	£
Care attendants	159,415	4,666	164,081	155,560
Lunch Club	16,675		16,675	11,418
Care attendants travel	28,573		28,573	23,103
Management	29,893		29,893	43,822
Management travel	1,367		1,367	1,536
Training (net of grants)	450		450	6,104
	<u>236,373</u>	<u>4,666</u>	<u>241,039</u>	<u>241,543</u>

The notes on pages 8 to 12 form part of these financial statements

# East Surrey Crossroads Care Attendant Scheme Limited

## 7 Governance costs

	2007	2006
	£	£
Administrative staff	50,815	24,272
Premises	3,500	3,500
Communications	3,688	3,332
General office costs	9,185	6,619
Affiliation fees	5,025	4,596
Legal and professional	1,308	834
Bank charges	351	119
Depreciation	1,839	1,944
	<u>75,710</u>	<u>45,216</u>

## 8. Employees and staff costs

The average number of employees during the period was 27 (2006 26)

Staff costs were as follows

	£	£
Salaries and wages	236,971	214,317
Employer's national insurance	14,405	12,276
	<u>251,376</u>	<u>226,593</u>

No remuneration or expenses were paid to trustees

## 9. Tangible fixed assets

	Computers and office equipment £	Leasehold property £	Total £
<b>Cost</b>			
At 1 April 2006	6,002	-	6,002
Additions	1,043	67,704	68,747
At 31 March 2007	<u>7,045</u>	<u>67,704</u>	<u>74,749</u>
<b>Depreciation</b>			
At 1 April 2006	2,893	-	2,893
Charge for the period	1,839	-	1,839
At 31 March 2007	<u>4,732</u>	<u>-</u>	<u>4,732</u>
<b>Net book value</b>			
At 1 April 2006	3,109	-	3,109
At 31 March 2007	<u>2,313</u>	<u>67,704</u>	<u>70,017</u>

On 18 October 2006, the company entered into an agreement for the building and lease of part of the new Oxted Community Hall. Once the hall is built, the company will enter into a 99 year lease for accommodation within the building for the administration of the charity. At 31 March 2007 costs of £67,704 had been spent on this project. The agreement commits the company to pay 26.74% of the cost of construction. At 31 March 2007 a further £137,573 was due to be paid on the building contract.

The notes on pages 8 to 12 form part of these financial statements

# East Surrey Crossroads Care Attendant Scheme Limited

## 10 Fixed asset investments

	2007	2006
	£	£
Balance at 1 April 2006	291,038	259,643
Gain on revaluation	3,382	31,395
Balance at 31 March 2007	294,420	291,038

The cost of these investments in 2003 was £264,000

## 11. Debtors

	£	£
Spot purchase invoices receivable	6,918	8,492
Prepayments	916	1,292
Accrued interest income	353	-
	8,187	9,784

## 12 Creditors, amounts falling due within one year

	£	£
Trade creditors	952	1,327
Accruals	17,731	14,120
Grant received for training	1,977	1,977
Wages and PAYE	30,512	21,516
Deferred income – Lunch club		5,000
Deferred income – care vouchers		2,941
	51,173	46,881

## 13. Share capital

The company is limited by guarantee and has no share capital. The members have a liability to contribute a sum not exceeding £1 to the company should it be wound up.

## 14. Movements in funds

	1 April 2006 £	Incoming resources £	Outgoing resources £	Transfers £	31 March 2007 £
<b>Endowment funds</b>	364,000				364,000
<b>Restricted income funds</b>					
For support of carers of children	8,862		(4,666)		4,196
<b>Unrestricted funds</b>					
Revaluation reserve	27,038	3,382			30,420
Redundancy reserve	54,625			7,013	61,638
General funds	113,237	30,293		(7,013)	136,517
<b>Total unrestricted funds</b>	194,900	33,675			228,575
<b>Total funds</b>	567,762	33,675	(4,666)		596,771

The notes on pages 8 to 12 form part of these financial statements

## **East Surrey Crossroads Care Attendant Scheme Limited**

### **14 Movements in funds (continued)**

The endowment fund represents a bequest that is to be used to provide the charity with permanent premises from which to operate

Restricted funds are funds which have been given for particular purposes and projects. The restricted fund must be used to provide support to carers of children

Unrestricted funds are funds which the trustees are free to use in accordance with the charitable objects

The revaluation reserve represents the amount by which fixed asset investments exceed their original cost

The redundancy reserve is calculated on the payroll for the year