

**CARERS OF WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

**DIRECTORS ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31 March 2018**

THURSDAY



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SCT 11/10/2018 #57  
COMPANIES HOUSE

**CARERS OF WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

**Legal and administrative information**

**Directors**

Barbara McKenzie (Chair)  
Mary Jordan (Treasurer)  
Allen Jack  
Ann Pike  
Denise Arbeiter  
Rachel Annand  
Alastair Colquhoun (resigned 9 January 2018)

**Chief Executive**

Mary-Denise McKernan

**Registered Office**

Sycamore House  
Quarrywood Court  
Livingston  
EH54 6AX

**Auditors**

Chiene + Tait LLP  
Chartered Accountants and Statutory Auditor  
61 Dublin Street  
Edinburgh  
EH3 6NL

**Bankers**

Bank of Scotland  
57 East Main Street  
Broxburn  
West Lothian  
EH52 5EE

Santander  
Bridle Road  
Bootle  
Merseyside  
L30 4GB

Scottish Widows Bank  
67 Morrison Street  
Edinburgh  
EH3 8YJ

**Solicitors and Employment Advisers**

Harper Macleod  
The Ca'd'oro  
45 Gordon St  
Glasgow  
G1 3PE

**Charity number:**

SC019628

**Company number:**

SC226434

## **DIRECTORS' REPORT**

The Directors submit their report together with the financial statements for the year ended 31 March 2018.

### **Objectives and Activities**

**As set out in the Memorandum and Articles of Association:** "The Objects of the Company shall be to promote the benefit of carers of West Lothian and its environs without distinction of sex, sexuality, political, religious or other opinions by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance the education, further the health and relieve the poverty and distress of such carers."

These objectives fall within the scope of the protected characteristics of the Equality Act 2010 and the Scottish Government's Equality Evidence Strategy 2014 (age, disability, gender reassignment, race, religion and belief, sex, sexual orientation).

Carers of West Lothian (CoWL) aims to provide support and a voice for carers of all ages and backgrounds across West Lothian. We work towards these aims by:

- Providing services which are responsive to need
- Achieving consistently high standards of practice informed by clear evaluation
- Working in partnership with other agencies to enhance support and services to carers and to assist in policy and service development
- Equality of opportunity and the opposing of discrimination
- Respecting the skills and experience of its staff and volunteers and providing opportunities for continuous learning and improvement
- Being an open and accountable organisation that routinely consults with carers and other stakeholders

This is identified and monitored through our Strategic Plan which is set and reviewed regularly by the Board.

Funding is identified and sourced based on identified area of need. In this financial year the main source of funding is West Lothian Council and NHS Lothian. Outcomes upon which funding has been given, are regularly reviewed and reported back.

### **Activities, Achievements and Performance**

CoWL provides information and support to adult carers of all ages and in all caring situations throughout West Lothian. The organisation also provides individual and group support to young carers between the ages of 8 and 18 years. Carers of West Lothian is the only organisation based in West Lothian providing this service solely to unpaid carers. Over recent years the organisation has seen a marked rise in demand for support for carers and in the complexity of the caring role. At the end of March 2018 Carers of West Lothian was in contact with **5,227** carers an increase of 21.5% on the previous year.

During this period **938** adult carers received support with carer support workers handling **2,253** enquiries relating to these carers. In addition, **148** young carers between the ages of 8 to 18 years old received individual and group support.

Carer feedback in relation to specific support received by them:

**Support Groups** - "new to the area and this helped me meet other carers and find my way around the community" (Walking Group)

"The group has been a god-send to me personally over the last few years. The biggest benefit from the group is being able to share your experiences with others on the same journey" (Dementia Support Group)

**Young Carer Groups** - "I am more self confident, resilient, self aware and I can bounce back more."  
"I have found ways to do things I want to do while still doing my caring jobs."

"I liked that I could do more things and meet new people."

**DIRECTORS' REPORT for the year ended 31 March 2018 (Contd.)**

**Activities, Achievements and Performance (contd.)**

**Information and advice – “Benefits advice – I am now better off financially”**

“I have been able to have informed discussions with social work in terms of my daughter’s care”

“Xcite membership has improved my wellbeing”

**When asked what difference the service made to them?** - “Knowledge, assessment, what I needed, rights as a carer, I looked after myself better and knowing there was support made me feel looked after”

“Hope – I can’t stress enough what that means. I felt I was given a choice at a time when I felt I had no choices. Listening to other carers, some were caring for someone elderly but each carer had the same issues – feeling lost and not having time to think about things. CoWL give hope”

**Time Out Project** - 50 carers received grants averaging £229 in 17/18.

**Case study** - A carer and her husband, who is terminally ill, both had holistic therapy sessions over a period of a few weeks. The carer felt that it benefited them both to have some relaxation and time each to themselves. Her husband slept better and was totally relaxed. The carer also felt more relaxed.

The following results were reported by carers who received a grant during the 16/17 funding year.

89% reported an improvement in their health and wellbeing

56% reported an improvement in their caring role

67% reported an improvement in the balance between caring and time to themselves

50% reported an improvement in the health and wellbeing of the person being cared for

The organisation continued to promote volunteer development with a team of 18 volunteers providing help on a regular basis in all areas of activity including the Board, Young Carer Service, counselling service, newsletter distribution and day-to-day administrative tasks. Through these volunteers we are able to provide an enhanced service and build on our ongoing links with the community.

Individual emotional support, practical information and financial advice are common requests on first contact with CoWL, with carers often engaging in additional activities after receiving initial support. The additional activities, which range from attending peer support groups, training courses and counselling, are tailored to meet carers’ needs and personal outcomes. Keeping carers up-to-date with relevant information and services is carried out through CoWL’s quarterly newsletter and daily social media updates, supporting carers to engage in their local communities.

CoWL is aligning itself with the European Foundation for Quality Management (EFQM) and will use this framework to ensure that we continue to focus on the needs of our service users first, and improve the quality, type and range of services we provide through continuous monitoring, evaluation and review, and regular feedback. The EFQM excellence model is a quality model designed to help organisations recognise areas of strength and identify recommendations for improvement. It is used by organisations across Europe including West Lothian Council and the West Lothian Health and Social Care Partnership

The Carers (Scotland) Act became law in April 2018 and CoWL will continue to work to ensure that carers in West Lothian are aware of the Act, and that they understand the new provisions and what they mean to them in their everyday lives. CoWL will strive to ensure that carers are confident in seeking the support they require to continue in their caring role.

GDPR work was undertaken and concluded within financial year 18/19 to ensure compliance with the new EU regulation. All carers on our database in advance of that date were advised of the new regulations and process was changed to reflect the ongoing requirements.

**DIRECTORS' REPORT for the year ended 31 March 2018 (Contd.)**

**Financial Review**

2017/18 was another successful year for Carers of West Lothian. CoWL's Big Lottery Fund grant of £372,437 awarded during 2016/17 for 3 years has enhanced the level of support available to carers throughout West Lothian, providing added value to existing statutory funded support for carers.

Total income for the year decreased from £596,655 to £568,459. Total expenditure increased from £524,912 to £565,061. The net income for the year was £3,398, compared to £71,743 in the prior year.

The net assets and total reserves of Carers of West Lothian as at 31 March 2018 amounted to £584,934.

The principal source of unrestricted funding is West Lothian Health and Social Care Partnership, who fund core activities on the basis of a contract awarded through a tender process. Restricted funding is received from a number of sources, including the 3 year Big Lottery funding and is applied to specific time limited projects.

The policy of the charity is to plan to hold a General Reserve of at least an amount sufficient to cover 9 months core running expenses in the event of core funding being withdrawn and up until 31 March 2018, this was calculated as £114,845. As at 31 March 2018, unrestricted general reserves amounted to £170,448.

The Board continues to undertake a full review of current and potential future liabilities which would allow Carers of West Lothian to continue to operate for a period of 9 months should funding cease. From 1 April 2018, taking into account the amalgamation of certain restricted and core funds from that date, as well as the new service, the Board has calculated its reserve policy as being £378,790 and anticipates that unrestricted general reserves will exceed this in the coming year.

A Contingency Reserve of £40,000 unrestricted funds is held to cover unexpected financial needs, and £17,415 is held as a Project Contingency to cover restricted fund contractual obligations such as contracts, staff redundancy costs and rent in the event of funding being withdrawn that is not covered by existing reserves. A further amount of £40,000 for IT Development and Upgrades and Property maintenance was designated at 31 March 2017 following an assessment by the directors, part of which is being spent from April 2018 onwards. A further amount of £25,000 was designated in the current year to assist with costs of tender restructuring in respect of the new service. All designated reserves are reviewed annually.

Restricted funds of £302,214 are held covering a range of projects and will be used in accordance with the timeframe of each project.

No funds are in deficit and surplus funds are on deposit with the Bank of Scotland, Santander Business Banking and Scottish Widows Bank.

A full review of risks facing CoWL has been completed. The primary financial risks relate to the receipt of funding being restricted due to the current economic environment. To this end a full review of the reserves was undertaken, as directed by the Board, to ensure that liabilities were fully understood and mitigated against.

**Plans for Future Periods**

In 2017/18, West Lothian Health and Social Care Partnership commissioned a new "Information, Advice and Support Service for Unpaid Carers and for People with Disabilities". CoWL successfully submitted a tender for the new service starting on 1 April 2018. There are many implications for our Board and senior staff to consider, including ongoing and future financial issues and the legal action required to alter our Constitution.

The new Information and Advice Service for all carers and people with a disability started on 1 April 2018. A Transition and Implementation Monitoring Team (TIMT) has been established and is overseeing the implementation of the Implementation and Transition Action Plan. Progress is updated on the Action Plan and brief notes presented to the Board. Actions already agreed include adding people with a disability to CoWL's tagline with a review of name and logo still ongoing and recruiting a potential Board member with a disability. Actions still outstanding include an organisational away day to review and update the Organisation Strategic Plan. The outcomes from the away day will inform any changes to branding and an update of operational plans. CoWL will promote the new service and make contact with appropriate disability organisations.

**DIRECTORS' REPORT for the year ended 31 March 2018 (Contd.)**

**Plans for Future Periods (continued)**

The Big Lottery 3 year funding will come to an end in July 2019. We will be looking for alternative sources of funding to maintain existing services, in addition to identifying new sources of funding to enhance services provided under the scope of our new contract.

A project has been initiated in the 18/19 financial year which has reviewed our current and future IT requirements. A decision has been made to move away from a traditional server to the Cloud and to replace our existing database with a Management Information tool. To support this, we are also going through a computer refresh. Funding for this was identified in the previous accounts however the activity was delayed until the outcome of the tender was known. The project is planned to complete by 31 March 2019.

As previously mentioned CoWL is aligning itself with the European Foundation for Quality Management (EFQM) and will use this framework going forward. In November 2017 we identified our current EFQM position by undertaking a self assessment and scoring facilitated by an accredited EFQM assessor. The resulting score places CoWL in the top quartile of organisations using the excellence model. The assessment will enable us to build on our existing strengths in the coming year, and also to focus on areas for improvement. This in turn will assist us in developing appropriate and effective approaches to support the delivery of our new contract.

**Structure, Governance and Management**

Carers of West Lothian is a Company Limited by Guarantee and not having a share capital. The governing document is the Memorandum and Articles of Association. It is governed by a Board of Directors (Trustees) appointed by the Members at the AGM. On the basis of the new contract an EGM was called for the end of July 2018 to approve the revised Memorandum and Articles of Association which incorporates the new activities Carers of West Lothian are providing.

Policies, procedures and committee remits are fully documented and made available to anyone who asks for access to them. Day to day operations are managed by the Management Team of Carers of West Lothian, but all decisions impacting legal, policy, finance, membership and governance matters are made by the Board.

Carers of West Lothian is a member of the Coalition of Carers in Scotland (COCIS), Health & Social Care Alliance Scotland (The Alliance) and Quality Scotland.

New Directors are identified using a variety of techniques, ranging from use of Social Media to knowledge from existing Board members. Initially, potential Directors are invited to meet with the Chair and CEO to ascertain their interest and suitability. Following on from that, potential Board members will be invited to attend 3 Board meetings as observers, before deciding whether they will be invited to be full members of the Board. New members to the Board will be provided with a copy of the Board Members Handbook, which details amongst other things responsibilities and legal aspects of the role and Board meeting protocol. Training is also available annually through Companies House specifically for first time Directors.

The key management personnel of the charity are considered to be the Directors, the Chief Executive, the Senior Administrator and the Senior Development Worker (Young Carers Service and Adult Service) The remuneration of "Key Management Personnel" is aligned to the Scottish Joint Council (SJC) salary scales with specific sign-off by the Board of where senior personnel sit within these scales.

**Reference and Administrative Details**

Information about the charity is set out on page 1.

**DIRECTORS' REPORT for the year ended 31 March 2018 (Contd.)**

**Statement of Directors' Responsibilities**

The Directors (who are also Trustees of Carers of West Lothian for the purposes of charity law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102);
- 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 charitable company will continue in operation.

The Directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Directors are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Board of Directors on 28/09/2018 and signed on behalf of the Board by:

  
.....  
**Barbara McKenzie**  
**Director, Chair of the Board**

28/09/2018

### **Opinion**

We have audited the financial statements of Carers of West Lothian for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cashflows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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, including its income and expenditure, 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 Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

### **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 Directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Directors 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 Directors are responsible for the other information. The other information comprises the information included in the Directors' Report, other than the financial statements and our auditor's report thereon. 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.



**Opinion 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 Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records 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 Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors 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 Directors' Report and from the requirement to prepare a strategic report.

**Responsibilities of Trustees**

As explained more fully in the Directors' Responsibilities Statement set out on pages 6, the Directors (who are also the Trustees 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 control 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 charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS OF  
CARERS OF WEST LOTHIAN (Contd.)**



**Use of our report**

This report is made exclusively to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the charitable company's members and the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity, its members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Jeremy Chittleburgh CA (Senior Statutory Auditor)**  
**For and on behalf of**  
**CHIENE + TAIT LLP**  
**Chartered Accountants and Statutory Auditor**  
**61 Dublin Street**  
**Edinburgh, EH3 6NL**

8 / 10 / 2018

Chiene + Tait is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**CARERS OF WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

**STATEMENT of FINANCIAL ACTIVITIES**  
**(including Income and Expenditure Account)**

**For the year ended 31 March 2018**

	Notes	Un- Restricted Funds £	Restricted Funds £	Total 2018 £	Un- Restricted Funds £	Restricted Funds £	Total 2017 £
<b>Income from:</b>							
Donations and general grants		4,544	8,306	12,850	1,147	17,032	18,179
Charitable activities	3	152,789	401,847	554,636	151,886	425,220	577,106
Investment Income		973	-	973	1,370	-	1,370
<b>Total income</b>		<b>158,306</b>	<b>410,153</b>	<b>568,459</b>	<b>154,403</b>	<b>442,252</b>	<b>596,655</b>
<b>Expenditure on:</b>							
Charitable activities	4	111,021	454,040	565,061	94,521	430,391	524,912
<b>Total expenditure</b>		<b>111,021</b>	<b>454,040</b>	<b>565,061</b>	<b>94,521</b>	<b>430,391</b>	<b>524,912</b>
<b>Net income/(expenditure)</b>		<b>47,285</b>	<b>(43,887)</b>	<b>3,398</b>	<b>59,882</b>	<b>11,861</b>	<b>71,743</b>
Transfers between funds	11	-	-	-	-	-	-
<b>Net movement in funds</b>		<b>47,285</b>	<b>(43,887)</b>	<b>3,398</b>	<b>59,882</b>	<b>11,861</b>	<b>71,743</b>
<b>Reconciliation of funds</b>							
Fund balances brought forward at 1 April	11,12	235,435	346,101	581,536	175,553	334,240	509,793
Fund balances carried forward at 31 March	11,12	282,720	302,214	584,934	235,435	346,101	581,536
		=====	=====	=====	=====	=====	=====

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

**CARERS OF WEST LOTHIAN**  
(A Company Limited by Guarantee)


**BALANCE SHEET**

**As at 31 March 2018**

	Notes	£	2018 £	£	2017 £
<b>Current assets</b>					
Debtors and prepayments	8	5,791		7,300	
Cash at bank and in hand		673,512		627,089	
		<u>679,303</u>		<u>634,389</u>	
<b>Liabilities:</b> amounts due within one year	9	94,369		52,853	
Net current assets			584,934		581,536
<b>Total assets less current liabilities</b>			584,934		581,536
<b>Net assets</b>			<u>584,934</u>		<u>581,536</u>
			=====		=====
<b>Funds</b>					
Unrestricted funds - general	11	170,448		138,020	
Unrestricted funds – designated	11	112,272		97,415	
		<u>282,720</u>		<u>235,435</u>	
Restricted funds	12		302,214		346,101
			<u>584,934</u>		<u>581,536</u>
			=====		=====

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual financial statements required by the Companies Act 2006 and are for circulation to members of the company.

The financial statements were approved by the Directors on 28/9/2018 and are signed on their behalf by:

  
Mary Jordan  
Director & Treasurer

  
Barbara McKenzie  
Director & Chair

Company No. SC226434

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

**CARERS OF WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

**STATEMENT OF CASHFLOWS**

**For the year ended 31 March 2018**

	<b>Notes</b>	<b>2018 £</b>	<b>2017 £</b>
<b>Cash provided by operating activities</b>	16	45,450	101,377
		-----	-----
<b>Cash flows from investing activities</b>			
Bank interest income		973	1,370
		-----	-----
Cash provided by investing activities		973	1,370
		-----	-----
Increase in cash and cash equivalents in the year		46,423	102,747
<b>Cash and cash equivalents at the beginning of the year</b>		627,089	524,342
		-----	-----
<b>Cash and cash equivalents at the end of the year</b>		673,512	627,089
		=====	=====
 <b>Analysis of cash and cash equivalents</b>			
Cash at bank – current accounts		477,447	431,803
Cash at bank – term deposits		196,065	195,286
		-----	-----
		673,512	627,089
		=====	=====

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

**NOTES to the FINANCIAL STATEMENTS**

**For the year ended 31 March 2018**

**1. Company information**

Carers of West Lothian is a company limited by guarantee incorporated and domiciled in Scotland with registered company number SC226434. The registered office is Sycamore House, Quarrywood Court, Livingston, EH54 6AX. The financial statements have been presented in Pounds Sterling as this is the functional and presentational currency of the company.

**2. Accounting policies**

**Basis of accounting**

The financial statements 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Carers of West Lothian meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

**Going concern**

The financial statements have been prepared on a going concern basis. The Directors have assessed the charitable company's ability to continue as a going concern and have reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus, they continue to adopt the going concern basis of accounting in preparing these financial statements, and are satisfied that no material uncertainty exists as to the charity's going concern status.

**Significant judgements and estimation uncertainty**

In the application of the company's accounting policies, the Directors are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. As the estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant, actual results may differ from these estimates. Any such estimates and underlying assumptions are reviewed on an ongoing basis.

The Directors do not consider that any estimates or assumptions have been made in these financial statements that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

**Taxation**

Carers of West Lothian's charitable activities fall within the exemptions afforded by part 11 of the Corporation Tax Act 2010. Accordingly, there is no Corporation Tax charge in these financial statements.

**Donations, legacies and similar income**

Donations, legacies and similar income are included in the year in which they are receivable, which is when the charity becomes entitled to the income, it is probable that it will be received and the amount can be measured reliably.

**Grants receivable**

Grants received, including capital grants, are reflected in the Statement of Financial Activities when relevant conditions for entitlement have been met, it is probable they will be received, and the amounts can be quantified with sufficient reliability. Where donors specify that grants are for particular purposes, this income is included in incoming resources within restricted funds when receivable. Where grants are specifically made for the performance of charitable activities in a period subsequent to the year-end they are deferred and excluded from the Statement of Financial Activities.

**Investment income**

Income from cash held in deposit bank accounts is included in the year to which it relates.

**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2018**

**2. Accounting policies (Contd.)**

**Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the Statement of Financial Activities, with the exception of support costs which have been allocated to activities on the basis of the estimated usage and application of the relevant cost. Costs of charitable activities consist of those applied by the charity in meeting its charitable objectives. Within support costs are governance costs, which include the costs of general governance of the charity as opposed to direct management inherent in meeting charitable objectives, and are those associated with strategic, constitutional and statutory requirements.

**Operating leases**

Rentals payable under operating leases are charged on a straight-line basis over the term of the lease.

**Tangible fixed assets**

It is the company's policy to write off the entire cost of fixed assets acquired in the year of acquisition. The company's fixed assets are listed in a register of fixed assets and may only be disposed of and removed from the register on the decision of the Directors.

The total value of fixed assets acquired and written off during the period was £nil (2017: £nil).

**Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors**

Creditors are recognised where the company 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

**Financial instruments**

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

**Funds**

Unrestricted general funds are the funds which can be used in accordance with the charitable objects at the discretion of the Directors. Restricted funds are the funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

<b>3. Charitable activities - income</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Support for young carers	-	95,452	95,452	89,295
Support for general carers	152,789	283,661	436,450	465,077
Carer funding for distribution by COWL	-	22,734	22,734	22,734
	<b>152,789</b>	<b>401,847</b>	<b>554,636</b>	<b>577,106</b>
	<b>=====</b>	<b>=====</b>	<b>=====</b>	<b>=====</b>

**CARERS OF WEST LOTHIAN**  
(A Company Limited by Guarantee)

**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2018**

<b>4. Charitable activities - expenditure</b>	<b>Direct Costs £</b>	<b>Support Costs £</b>	<b>Total 2018 £</b>	<b>Total 2017 £</b>
<b>Restricted</b>				
Support for young carers	82,698	19,158	101,856	107,682
Support for general carers	240,021	91,822	331,843	300,561
Carer funding distributed by COWL	20,341	-	20,341	22,148
	<u>343,060</u>	<u>110,980</u>	<u>454,040</u>	<u>430,391</u>
	=====	=====	=====	=====

Included within support for general carers are bursaries and grants as per note 12.

	<b>Direct Costs £</b>	<b>Support Costs £</b>	<b>Total 2018 £</b>	<b>Total 2017 £</b>
<b>Unrestricted</b>				
Support for general carers	51,146	49,732	100,878	94,521
Tendering costs for new funding contract	-	10,143	10,143	-
	<u>51,146</u>	<u>59,875</u>	<u>111,021</u>	<u>94,521</u>
	=====	=====	=====	=====

<b>5. Support Costs</b>	<b>Unrestricted Costs £</b>	<b>Restricted Costs £</b>	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Staff Costs	18,340	38,972	57,312	61,338
Property Costs	14,151	31,570	45,721	48,373
Equipment Costs	3,089	6,696	9,785	12,372
Printing and Stationery	3,991	9,611	13,602	9,434
Postage and Telephone	5,616	11,305	16,921	15,138
Publicity	637	1,353	1,990	2,807
Other supplies and services	555	1,156	1,711	1,334
Accreditation Fee	-	-	-	4,673
Subscriptions	380	1,248	1,628	582
Volunteer Expenses	2,317	5,398	7,715	8,421
Fees and Consultancy	10,179	265	10,444	827
Bank Charges and Interest	59	47	106	41
	<u>59,314</u>	<u>107,621</u>	<u>166,935</u>	<u>165,340</u>
<b>Governance costs</b>				
Audit fees	561	3,359	3,920	3,356
	<u>59,875</u>	<u>110,980</u>	<u>170,855</u>	<u>168,696</u>
	=====	=====	=====	=====

<b>6. Net income</b>	<b>2018 £</b>	<b>2017 £</b>
This is stated after charging:		
Rentals payable in respect of operating leases – land and buildings	31,200	31,200
	=====	=====



**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2018**

**7. Analysis of staff costs and numbers, director remuneration and expenses, and the cost of key management personnel**

	<b>2018</b>	<b>2017</b>
	£	£
Wages and salaries	361,383	341,603
Social security costs	28,422	21,879
Pension costs – annual employer contributions	14,154	13,776
	-----	-----
	403,959	377,258
	=====	=====

No individual employees earned £60,000 or more, excluding employer pension contributions, during the year (2017: £Nil). Out of pocket expenses totalling £Nil (2017: £Nil) were reimbursed during the year in respect of Directors.

The key management personnel of the charitable company comprise the Directors, the Chief Executive, Senior Administrator and the Senior Development worker (Young Carer Service and Adult Service). None of the Directors were remunerated for their duties as Directors during the year. The total employee benefits of the key management personnel of the charitable company during the year were £153,121 (2017: £150,442).

The average number of employees during the period was 15 (2017: 14).

**8. Debtors and prepayments**

	<b>2018</b>	<b>2017</b>
	£	£
Prepayments and other debtors	5,791	7,300
	=====	=====

**9. Creditors: amounts due within one year**

	<b>2018</b>	<b>2017</b>
	£	£
Other creditors and accruals	17,358	7,048
Deferred income (note 10)	69,810	37,476
Other taxes and social security costs	7,201	8,329
	-----	-----
	94,369	52,853
	=====	=====

**10. Deferred income**

Deferred income consists of the following balances, all of which relate specifically to periods subsequent to 31 March 2018:

	<b>2018</b>	<b>2017</b>
	£	£
WLC – Ambition Fund	16,667	-
WLC – Voluntary Organisation Funding	-	30,676
Cray Trust – grants for visit in September 2018	4,800	6,800
Big Lottery Fund	40,343	-
The Robertson Trust	8,000	-
	-----	-----
	69,810	37,476
	=====	=====

**CARERS OF WEST LOTHIAN**  
(A Company Limited by Guarantee)

**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2018**

<b>11. Unrestricted funds</b>	<b>Brought Forward</b> £	<b>Income</b> £	<b>Expend- iture</b> £	<b>Transfer</b> £	<b>Carried Forward</b> £
General reserve unrestricted funds	138,020	158,306	(100,878)	(25,000)	170,448
Designated funds					
- Contingency reserve	40,000	-	-	-	40,000
- Project contingency	17,415	-	-	-	17,415
- IT development and upgrade and property maintenance	40,000	-	-	-	40,000
- Tender restructuring costs	-	-	(10,143)	25,000	14,857
	<u>235,435</u>	<u>158,306</u>	<u>(111,021)</u>	<u>-</u>	<u>282,720</u>

**General reserve unrestricted funds** will be used at the discretion of the Directors for the general support of all charitable activities.

The **Contingency fund** comprises unrestricted funds which the Directors have set aside as a reserve to mitigate unforeseen financial problems. At 31 March 2018 the balance of this fund remained unchanged at £40,000.

The **Project contingency fund** represents amounts set aside for potential winding up costs of selected restricted funds not covered by existing funding.

The **IT development and upgrade and property maintenance fund** represents amounts set aside for Planned IT capacity and technology upgrades, as well as property maintenance commitments. The IT project commenced in April 2018.

Funds were set aside in the year for **Tender restructuring costs** in respect of the new service.

<b>12. Restricted funds</b>	<b>Brought Forward</b> £	<b>Income</b> £	<b>Expenditure</b> £	<b>Transfer of funds</b> £	<b>Carried Forward</b> £
Young Carers Project Fund	56,996	91,006	90,210	-	57,792
Health and Wellbeing	105,215	74,000	80,305	-	98,910
VOCAL	-	2,675	2,675	-	-
Bursaries & Grants	2,939	6,800	9,384	-	355
Time Out Project	6,188	16,479	14,086	-	8,581
Health & Wellbeing	3,602	-	1,325	-	2,277
Carer Support St John's	102,983	74,500	65,437	-	112,046
Dementia Project	13,654	40,000	45,973	-	7,681
Signpost	-	6,255	6,255	-	-
Counselling	13,250	5,938	14,426	-	4,762
Cash for Kids	4,427	3,481	5,526	-	2,382
Siblings Development Fund	480	3,000	1,683	-	1,797
STV Children's Appeal	-	2,000	2,000	-	-
Big Lottery Fund	36,367	80,686	112,318	-	4,735
Ambition Fund	-	3,333	2,437	-	896
	<u>346,101</u>	<u>410,153</u>	<u>454,040</u>	<u>-</u>	<u>302,214</u>

The use of the funds held in each of the restricted funds identified above is limited to the purposes for which the projects were established and for which funding was made available.

**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2018**

**12. Restricted funds (contd.)**

Details of the nature of each fund are noted below:

**Young Carers Project Fund:** Funds provided specifically for the Young Carers Project including £6,876 NHS Lothian core funding, £44,862 NHS Lothian Carer Information Strategy funding, £30,000 Changing Children's Services funding, £1,500 Wessex Fund through Scottish Outdoor Centre, £150 staff contribution, Blast from the Past Project, and £7,368 donations.

**Health & Wellbeing:** Funds provided by West Lothian Council Integrated Joint Board.

**VOCAL:** Funds provided by VOCAL Carers Centre through NHS Lothian Carer Information Strategy funding to provide NHS staff training.

**Bursaries & Grants:** Funds, provided as bursaries & grants for specific carers, which are administered by Carers of West Lothian.

**Time Out Project:** Short Breaks Funding administered through the National Carer Organisations to provide breaks from caring for adult and young carers.

**Health & Wellbeing:** Funds provided for the provision of health & wellbeing activities to carers.

**Carer Support St John's:** Funds provided by NHS Lothian Carer Information Strategy to identify and support unpaid carers prior to the discharge from St John's Hospital of a relative or family member.

**Dementia Project:** Funds provided by West Lothian Council Integrated Joint Board to provide support to carers caring for someone with dementia.

**Signpost:** Funds provided by NHS Lothian Carer Information Strategy to provide advocacy / carer information and support to parent carers caring for a child with additional support needs.

**Counselling:** Funds provided by NHS Lothian Carer Information Strategy (£5,000) and The Robertson Trust (£8,000) deferred to 18/19.

**Cash for Kids:** Funding for young carers activities and residential from Radio Forth charity.

**Siblings Development Fund:** Funding received from West Lothian Council, Children and Families team to develop group work and residential activities for siblings.

**STV Children's Appeal:** Funding received for the purposes of giving relief to children and young persons in Scotland affected by poverty.

**Big Lottery Fund:** Funding to support a three-year project to deliver comprehensive support to approximately 3,000 people with caring responsibilities. Operating throughout West Lothian, the main aim of the project is to provide advice and assistance to adults who have become a carer for the first time, who have experienced a change or an end to their caring role, or if they are caring for an adult with a long-term condition.

**Ambition Fund:** Funding received from West Lothian Council to support a one-year project to develop and strengthen existing links with secondary schools in West Lothian, to increase 'in-school' support for young carers.

**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2018**

	<b>Net Current Assets £</b>	<b>Total £</b>
<b>13. Analysis of net assets between funds</b>		
Unrestricted funds	282,720	282,720
Restricted funds	302,214	302,214
	-----	-----
	584,934	584,934
	=====	=====

**14. Operating lease commitments**

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

	<b>2018 £</b>	<b>2017 £</b>
Within one year	34,524	34,523
Between two and five years	2,810	37,334
	-----	-----
	37,334	71,857
	=====	=====

**15. Related party transactions**

During the year, the charity purchased database design services from KGM Design amounting to £2,600 (2017: £2,600). Kris McKernan, the proprietor of KGM Design, is the son of Mary-Denise McKernan, the Chief Executive. The Directors are satisfied that all transactions were made at normal commercial business rates. There are no other related party transactions as defined by the Financial Reporting Standard 102.

**16. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2018 £</b>	<b>2017 £</b>
Net movement in funds	3,398	71,743
Deduct interest income shown in investing activities	(973)	(1,370)
Decrease/(increase) in debtors	1,509	(3,567)
Increase in creditors	41,516	34,571
	-----	-----
<b>Net cash provided by operating activities</b>	45,450	101,377
	=====	=====