

# **ACTION FOR FAMILY CARERS**

Registered charity number: 1127164

Company registered in England and Wales: 06680960

A Company Limited by Guarantee

## **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013**

WEDNESDAY



\*A2MHYW55\*

A14

04/12/2013

#136

COMPANIES HOUSE

# **ACTION FOR FAMILY CARERS**

## **CONTENTS**

**YEAR ENDED 31 MARCH 2013**

---

	<b>Page</b>
Legal and administrative information	1
Trustees annual report	2 - 13
Independent auditor's report	14 - 15
Statement of financial activities	16
Balance sheet	17
Notes to the financial statements	18 - 21

---

# **ACTION FOR FAMILY CARERS**

## **LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2013**

---

**Company number:** 06680960 (England and Wales)

**Date of incorporation:** 26 August 2008

**Charity number:** 1127164

**Registered office:** Brickhouse Farm Community Centre  
Poulton Close  
Maldon  
Essex  
CM9 6NG

**Auditor:** Larking Gowen  
145 High Street  
Colchester  
Essex  
CO1 1PG

**Bankers:** Lloyds TSB Bank Plc  
68 High Street  
Maldon  
Essex  
CM9 7EP

**Solicitors:** Birkett Long LLP  
Essex House, 42 Crouch Street  
Colchester  
Essex  
CO3 3HH

## **ACTION FOR FAMILY CARERS**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

The Trustees, who are also Directors for the purposes of company law, have pleasure in presenting their Report and the Financial Statements of the Charity for the year ended 31 March 2013. This is also the Directors' Report, as required by s415 of the Companies Act 2006, with all Trustees being Directors.

Legal and administrative information set out on page 1 forms part of this Report. The Financial Statements comply with the current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice, Accounting and Reporting by Charities.

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

#### **THE TRUSTEES**

The Directors of the Charitable Company ("the Charity") are its Trustees for the purposes of Charity law.

The Trustees who served the Charity during the year were as follows:

#### **Managing Director (Chair of Trustees)**

Denise Fielding

#### **Vice Managing Director (Vice Chair of Trustees)**

Judith Spiceley

#### **Elected Treasurer**

Richard Bettinson

#### **Company Secretary**

Colin Philpott

#### **Elected Directors**

Ronald Greygoose	(resigned 24/10/12)
Mark Birchall	(appointed 24/10/12)
Garth Curtis	(resigned 28/02/13)
Thomas Stanford	(resigned 28/02/13)
Geoffrey Myddleton-Evans	
Colin Bennett	
John Evans	(appointed 24/10/12)

#### **Chief Executive Officer**

James Clarke

# ACTION FOR FAMILY CARERS

## TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013

---

### INTRODUCTION

#### 2012 - 13 Building upon Success to Improve Services

There has been a renewed focus on our commitment to being **Carer-centred** - making sure that our services are based on what Carers want and need. In addition to our annual survey, and collecting feedback on all activities we run, in December 2012 we held the first of our Carers' Forums in Maldon. Further Forums have been held in Braintree, Brentwood and Chelmsford. The Chief Executive attended all of these and the Chair of the Board of Trustees all but one. The Forums have been very well received and are an opportunity for Carers to tell us what they think of the services we run, and what we might do differently or better in the future. They have given both the Trustees and the management of the Charity a better understanding of the issues and priorities that Carers have and enabled us to convey these to policy and decision makers across Essex.

We remain committed to involving Carers in our planning processes and continuing the process of listening and responding to Carers directly. The Forums will continue on a quarterly basis so that one is held in every district where we operate at least once a year. The Chief Executive and a Trustee will always attend. We are also keen to involve Carers and former Carers as volunteers, including as Trustees.

There has also been a continued focus on **Quality** with an external evaluation by Maggie Leaver, former Chief Executive of Solihull Carers Centre, and a Health Check by Can Do Communities. This independent review and evaluation of our service ensures we seek improvements in all that we do to benefit Carers.

Maggie said "my overall impression from my visit to Action for Family Carers was of an organisation made up of professional, caring, dedicated and hardworking people who worked together well. The staff are empowered and energised, always a good sign I think in an organisation."

And that "a model of listening to and facilitating service development in partnership with Carers is also apparent. From this a comprehensive range of services to assist Carers to care, and maintain their lifestyles, is offered. There also appears to be a great willingness to embrace change where needed."

Can Do Communities, an independent charitable organisation, facilitated an Organisational Health Check with Action for Family Carers in February 2013 and "found them to be an extremely well run organisation. Our results on the day concluded that Action for Family Carers came in the top 10% in terms of achievement, compliance and planning for the future out of the 100 charitable organisations we have Health Checked to date."

We also recognise the importance of **Partnerships** with others to secure the best for Carers. We will continue our successful work with current partners and collaborate with others to develop a seamless, streamlined, efficient, effective and quality service ensuring Carers are at the centre of all that we do. This vision is a key message from Carers about what they want and need.

## **ACTION FOR FAMILY CARERS**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

We head towards 2014 with confidence gained from such positive feedback, as well as by our success in securing funding for new services and sustaining our existing services. We recognise however that the external environment is extremely challenging. We are prepared and ready for the challenge of making the case for supporting unpaid Carers to new partners and stakeholders, knowing that what we do can and does make a real difference to the quality of life of many Carers and their families.

**Denise Fielding - Chair**

**James Clarke - Chief Executive**

#### **OBJECTS OF THE CHARITY**

The Charity's objects are to promote the relief of persons who are ill, disabled, incapacitated or elderly by the provision of information, education, support, respite care, recreation and advocacy for their Carers.

**Our Mission** - Action for Family Carers makes a positive difference to the lives of all Carers by providing valued, high quality support services in times of need.

**Our Vision** - Our Vision is that by 2015 Action for Family Carers will be the leading provider of Carer support services in Essex.

#### **Our Values**

- **Carer-Centred** - We will engage with Carers at every opportunity, listening to their feedback and input so that our actions and decision making focus on the service, support and benefits for unpaid Carers.
- **Integrity** - We will apply this personally, professionally and in all aspects of the Charity and its business operations.
- **Quality** - We will aim for excellence and do the best that we can do in all that we do at all times.

#### **Our Strategic Aims**

- To maintain and develop high quality services to meet the needs of the whole community of family Carers.
- To ensure the sustainability of the organisation by seeking to maximise efficiency gains, developing and securing additional, alternative income streams and optimising partnership arrangements to benefit unpaid Carers.
- To build upon and promote the reputation of the organisation by securing good or better performance and outcomes in all its activities, assessments, audits and quality accreditation.

# **ACTION FOR FAMILY CARERS**

## **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

### **CHANGES, DEVELOPMENTS AND ACHIEVEMENTS**

#### **The Adult Carers Service**

During 2012-13 the Adult Carers team identified and worked with 677 'new' Carers who had not previously received any help or support in relation to their caring role. This compares to 523 new Carers in the previous year - a 29% increase year on year. Additionally, a further 25% of Carers already known to us received a service by way of telephone support, training, events, home visits and Carer support groups. There are 2060 Carers living across Mid Essex and Brentwood on our database. In addition, hundreds of leaflets were distributed in the community at promotional events and to professionals who may come into contact with Carers.

#### **Adult Carer Support**

Our focus remains to identify previously unknown or unsupported Carers within our local community. We have targeted GP surgeries and other primary care services as these are often cited by Carers as being "missed opportunities" for professionals to identify Carers and signpost them to relevant support services. By year end, 43% of overall referrals were from health services.

#### **Carer Sessions**

Training courses, information days, support groups, wellbeing days and our new Carer Forums were all well attended through the year. Health and wellbeing days always prove to be most popular which indicates to us that Carers are conscious of the importance of maintaining or improving their own physical, mental and emotional health. South West Essex NHS granted us a sum of money to facilitate Carer break-away sessions including training specific to a caring role and a special event in Brentwood.

Socialisation and break-away sessions are vital for Carers to relax and enjoy a break from their caring role. Sessions this year have included a trip to the ballet, pampering and art and craft.

Carer Forums were held in each locality which gave Carers the chance to meet with our Chief Executive and Chair, to feedback their experiences of our services and influence future plans. These sessions were very well attended and provided invaluable as a means of keeping in touch with our client base.

*"The follow up visit by the Support Worker was very important to me as it provided continuity of care"*  
*Mr W, Chelmsford*

#### **Advocacy**

In July 2012 funding for the advocacy service across Essex was cut by over 50% which led to us working differently, yet able to provide a quality service to our client group. We supported 100 Carers with 700 hours given to providing formal advocacy services. 100% of Carers were contacted within 5 working days of referral.

## **ACTION FOR FAMILY CARERS**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

The main issues we assisted with were  
care package and agencies, respite, welfare rights, transport and safeguarding

Other issues we assisted with were self-funded care, short term breaks, equipment, housing,  
hospital discharge, finance and debt

From the 100 Carers supported, 48% went on to receive support from our community team once the  
advocacy issues were resolved

#### **Carer Hospital Liaison Service**

During the period 1st April 2012 - 31st March 2013, this project supported 341 unpaid Carers in the  
acute setting of Broomfield Hospital (Mid Essex Hospital Services NHS Trust), including a small  
number on the inpatients wards at the Crystal Centre (North Essex Mental Health Partnership NHS  
Foundation Trust)

The issues covered were very varied, ranging from mental capacity/best interest decisions to  
signposting to community services as well as emotional support for Carers. Many are referred on to  
other Action for Family Carers' services including Carer support, advocacy, Macmillan, respite and  
Young Carers so that Carers continue to be supported in the community on discharge

The Hospital Liaison worker has been involved with other initiatives within the hospital such as the  
Butterfly Scheme, the Patient Experience Group and helping with stands for Carers' Week, Carer  
Rights Day and World Alzheimer's day

*"I knew almost nothing before Veronica sought me out. I know now of support and help support and  
help for me" Mrs F, Heybridge referring to Hospital support received*

*"At a time when everyone seemed to be saying negative things about the future, the Hospital Liaison  
Worker was a bright star who offered ME help to cope" Mrs F, Heybridge*

#### **The Respite Service**

The Respite Service provided at Brickhouse Farm in Maldon and at our five Outreach venues  
experienced a challenging year due to fluctuations in numbers - there was a short period during  
which a reduced number of referrals was received although this had picked up again by the end of  
the financial year

Our services are used by a variety of people - some have dementia such as Alzheimer's, whilst others  
may be recovering from a stroke or suffer from Parkinson's disease, have mental health problems or  
have experienced clinical depression. However, all our clients have one thing in common - they all  
have a Carer - as it is our primary purpose to provide a break for Carers. Whatever the situation of  
the Cared-For, we strive to provide a safe, stimulating and enjoyable environment which provides  
their Carers with a break from their caring role. Our Cared-For are provided with a sustainable  
healthy lunch and we are pleased and proud to have been awarded '5 star' status for our kitchen



## **ACTION FOR FAMILY CARERS**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

We work closely with the statutory and voluntary services such as Community Mental Health Services, Social Care, the Crystal Centre at Broomfield, the Stroke Association, the Alzheimer's Society, Admiral Nurses and the local Village Agents

#### **Maldon - Brickhouse Farm**

The Day Centre provided a total of 1,901 breaks across the year - that is 1,901 individual days of day care provision for the Cared-For and 1,901 respite breaks for their Carers. This was made up of

21 Private clients - total of 916 breaks

24 Social care clients - a total of 985 breaks

*"My husband comes to the Maldon Day Centre and looks upon it as 'His Club'. He sees it as a good social occasion to make new friends, where he is cared-for, respected and entertained. He also loves the home cooked lunch. He always looks forward to 'His Club' days."*

#### **Chelmsford Respite Services**

Springfield and Great Baddow Respite Services ran on an alternate weekly basis and provided a total of 606 individual days of day care representing 606 breaks for their Carers over the year.

*"I love my days at the day centre - it gets me "out of four walls" and I have made some friends. I felt that I had forgotten how to talk to people."*

#### **Village Outreach Respite Services**

These are held on a weekly basis at Tollesbury and Burnham-on-Crouch and provided a total of 897 individual days of day care representing 897 breaks for their Carers over the year.

*"I look forward to my days at the club - we have a lovely lunch, the staff are very friendly and kind and there are games and quizzes which are great fun."*

#### **West Mersea Respite Service**

The Mersea Respite Service provided a total of 554 individual days of day care representing 554 breaks for their Carers over the year. Carer Support was also provided alongside the Respite provision in the form of both emotional and practical support.

*"Dad is so much happier after a day with you - we are all so pleased. We know that he is safe and happy when he is at the group."*

#### **The Young Carers Service**

Action for Family Carers has been supporting 769 Young People aged 8-24 years across Mid and North Essex, in Chelmsford, Colchester and Maldon since 2006. Between April 2012 and March 2013 our Young Carers Team identified 155 new 'hidden' Young Carers that had not been receiving any support, so enabling us to help them whilst continuing to provide practical, emotional and respite support to our existing clients.

## **ACTION FOR FAMILY CARERS**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

We continue to work in partnership with approximately 28 Secondary Schools in Colchester, Maldon and Chelmsford working with 121 Young Carers aged 11 to 16 plus years, providing 1:1 weekly support across a term, monthly lunchtime drop-ins, and assistance with communication between schools and families. We have offered Training for Teachers to every School, which some have accepted so that we can help develop the staff's knowledge and enable them to recognise the key characteristics of a Young Carer. We have also upon request, provided input at over 100 Personal, Health, Sex Education (PSHE) lessons, Peer Mentoring sessions and Assemblies during this period, raising awareness of Young Carers amongst Young People.

*"I've enjoyed talking to someone who I trust"* **Year 8 Student, Great Baddow High School, Chelmsford**

*"It's nice talking to someone who understands what I'm going through"* **Year 11 Student, Hedingham School, Sible Hedingham**

*"As a result of Action for Family Carers' assemblies, the number of our students prepared to identify themselves as Young Carers grew and grew"* **Hylands School, Chelmsford**

*"We appreciate having the knowledge that there is support out there and people do care"* **Ramsey School, Halstead**

Action for Family Carers has focussed on expanding and developing our Young Carers Team and we succeeded in securing funding for three new projects. We are adding to our current Support and Development Workers by launching a new Young Carers Project in Tiptree. Our new and innovative project is Young Carers Family Liaison, which will provide 1:1 support to our Young Carers in transition through primary to secondary education. It will also pilot an Early Intervention Scheme to help develop and build on relationships and resilience within families before they reach crisis point. Our Young Adult Carers Project that currently runs in the Colchester and Maldon districts will be joined by a 'Sister Project'. We have been funded to provide Young Adult Carers Transitional Support in Chelmsford, with a strong foundation of drop-ins and promotional stands during induction weeks already established at Chelmsford and Writtle Colleges.

Alongside our regular fortnightly Youth Clubs in Maldon, Colchester and Chelmsford, we have managed to provide some fantastic respite opportunities to our young people between April 2012-March 2013, which included an overnight residential to Danbury Outdoors, visits to the West End to see top shows including Matilda, Stomp and Starlight Express, the Harry Potter Studio Tour, Colchester Zoo and on a Duck Tour Team Challenge through London. All of our respite trips are designed around improving self-esteem and confidence whilst developing social skills, teamwork skills and the ability for Young Carers to build relationships between themselves and their peers thus reducing the risk of them becoming socially isolated.

*"I really enjoy coming to club because it gives me time to see my friends and a rest from helping out at home with my brother"* **Young Carer aged 13, Maldon**

## **ACTION FOR FAMILY CARERS**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

*"Now I have lots to tell my mum about when I go home "* **Young Carer aged 10, Colchester**

*"I had the best day out ever and liked being away from home for a day "* **Young Carer aged 8, Maldon**

*"It helps me be a bit more healthy and active, and I get to learn new skills"* **Young Carer aged 14, Colchester**

#### **Young Adult Carers**

Our Young Adult Carers Transitional Project supports 123 Young Adults aged 18-24 years, and has continued to develop and grow over the last financial year. We have developed a new social media page to provide another outlet of support to our young people, offering online links to advice, support and local/national news and events. It's been a great success with over 10 previously inactive Young Adult Carers re-engaging with our service because of this new form of activity and support.

In both areas, Colchester and Maldon, we have been providing regular drop ins and personal support sessions focussing on Young Adult Carers accessing higher education or entry to employment. We have worked very closely with the Carers Trust providing trips including residentials and Radio 1 Hackney Festival. Our Young Adult Carers have taken part in forums, promoting the voice of Young Carers and attending funding workshops helping with the distribution of nationwide grants.

We look forward to a future of working with Colchester Rotary to provide employment and life development workshops, training and residential to ensure our Young Adult Carers are fully equipped through transition into adulthood. A lot of partnership working has taken place this year with further plans for the next year with Carers Trust to assist them in their national campaign, specifically targeting Young Adult Carers called "Time to be Heard".

*"All the staff that work with the Young Adult Carers are always there when you need them no matter what. They support you through everything no matter how big or how small they will help you"*  
**Young Adult Carer aged 17, Colchester**

*"You are always there when we need someone to talk to and you understand what we go through "*  
**Young Adult Carer aged 18, Chelmsford**

## **ACTION FOR FAMILY CARERS**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

#### **The Macmillan Carers Service**

The Macmillan Carers' Project started during the summer of 2011 and is a Partnership Project between Action for Family Carers, Macmillan Cancer Support and NHS Mid Essex Primary Care Trust

The purpose of this Project is to empower Carers of people affected by cancer and other long-term life limiting conditions in Mid Essex to continue in their caring role whilst maintaining their own life, health and wellbeing. In order to achieve this goal, this Project uses intense, short-term interventions to ensure that Carers are emotionally and practically supported throughout the whole Carers' journey

The service operates in Maldon, Chelmsford and Braintree districts and has managed to support 307 Carers during the financial year. Almost half (48%) of these Carers accessed this service through the drop-in clinics, which are offered at various community hospitals and one surgery across Mid Essex

This project aims to empower Carers to have more choice and control in their situation, by providing relevant information, emotional support or appropriate referrals to other organisations

The Macmillan Carers' Project also strives to raise awareness amongst professionals of the issues Carers are facing, so that they may receive better support in the future

Volunteers have played an important role in this project, especially in the drop-ins at Broomfield Hospital and providing telephone support to Carers. During the next year it is planned to use more volunteers in order to expand this service and support even more Carers with cancer and other life limiting conditions in Mid Essex

## **ACTION FOR FAMILY CARERS**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

#### **REVIEW OF FINANCIAL ACTIVITIES**

This has been a year of consolidation after major growth in the previous year. Funding for key services has been retained at a time when other local charities have been less fortunate. This is a good performance in the context of a very difficult economic climate and large scale restructuring in the statutory sector, notably within local authorities and the NHS.

##### **Income**

Income during 2012/13 was maintained at £600k. The focus was on maintaining funding to deliver the core services in a rapidly changing environment.

##### **Expenditure**

Expenditure was £548k. This is £8k above last year, an increase of less than 2% and reflecting tight controls in an uncertain environment and market.

Staff costs remain our primary expense, reflecting the nature of our Charity with its focus on care and service. We benefit from the support of a significant number of volunteers to help us deliver our services.

Expenditure on Advertising increased from £7k to £16k in line with the Charity's intention to ensure services for unpaid Carers are effectively promoted across the community. This included a rebranding process due to the national merger and therefore transition of Action for Family Carers as a member of The Princess Royal Trust for Carers to the new national organisation of Carers Trust requiring new leaflets and signage.

##### **Funds**

Total funds at the end of the year were £246k, which was £52k above last year.

We increased our unrestricted reserves by £16k to £161k in line with the Board of Trustees' policy to maintain a level of reserves sufficient to continue our core services for three to six months in the event of a disaster.

We continued to invest the majority of our unrestricted reserves in fixed rate deposit accounts which have generated a small but welcome amount of interest for investment in the Charity.

#### **RESERVES POLICY**

The Trustees have established various funds and reserves - both designated and undesignated - as a contingency against unforeseen and unexpected future costs. Details of these funds and reserves are presented in note 13 of the financial statement. The Trustees feel that the levels of the funds are sufficient. The levels of the funds in these reserves are reviewed regularly, but often support funding cuts affected with little or no notice. We must continue to act prudently with any surplus funds.

# **ACTION FOR FAMILY CARERS**

## **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

### **Future Funding**

The difficult economic situation will be with us for some years to come, increasing the demands on Unpaid Carers. The Health and Social Care Sector continues to undergo change most notably the transition from Primary Care Trusts to Clinical Commissioning Groups in the NHS.

Action for Family Carers needs to diversify its income base to reduce risk and to invest in its infrastructure and sustainability to maintain services and ensure that it is in a strong and secure position to deliver quality services as well as create and drive forward new opportunities to support more Carers.

We remain a robust organisation in a sound financial position, ready to meet future challenges and maximise opportunities for the benefit of Unpaid Carers. We seek every opportunity to work in partnership with Funders and Providers to ensure this vulnerable group of people receive the support they need and deserve.

### **Our Funders**

We are grateful for the funding we have received from the following organisations, which has enabled us to support a growing number of Unpaid Family Carers.

Advocacy Essex Services  
Chelmsford City Council  
Comic Relief  
Essex County Council  
Macmillan Cancer Support

NHS Mid Essex  
NHS North East Essex  
NHS South West Essex  
William John Cook

And our grateful thanks go to Maldon District Council for the provision of premises at Brickhouse Farm Community Centre and to all those that contributed through donations or fundraising events.

### **RISK REVIEW**

The Board of Trustees have reviewed the major risks to which the charity is exposed and systems have been identified to mitigate those risks. External risks regarding the continuity of voluntary funding have resulted in the current development of a strategic plan which promotes the diversification of funding and activities. Internal risks are minimised by the implementation of financial control and regulation procedures. These procedures are regularly reviewed to ensure that they still meet the needs of the Charity.

### **AUDITORS**

The auditors, Larking Gowen, will be proposed for re-appointment at the forthcoming Annual General Meeting in accordance with section 485 of the Companies Act 2006.

## **ACTION FOR FAMILY CARERS**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2013**

---

#### **RESPONSIBILITIES OF THE TRUSTEES**

The Trustees (who are also the Directors of Action for Family Carers for the purposes of company law) are responsible for preparing the Trustees Annual 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 Trustees 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 Trustees are required to

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

The Trustees are responsible for keeping proper 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 Trustees 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.

This report was approved by the board on 19 September 2013 and signed on its behalf



**D FIELDING**  
Chairman



**R BETTINSON**  
Treasurer

## **ACTION FOR FAMILY CARERS**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ACTION FOR FAMILY CARERS FOR THE YEAR ENDED 31 MARCH 2013**

---

We have audited the financial statements of Action for Family Carers for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and 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).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

As explained more carefully in the Trustees' Responsibilities Statement, the Trustees (who are also Directors of the Charitable Company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed auditors under the Companies Act 2006 and our report is made in accordance with this act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for auditors.

#### **SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

A description of the scope of an audit of financial statements is provided on the Auditing Practices Board's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

#### **OPINION ON FINANCIAL STATEMENTS**

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 2013 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 requirements of the Companies Act 2006.



## **ACTION FOR FAMILY CARERS**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ACTION FOR FAMILY CARERS FOR THE YEAR ENDED 31 MARCH 2013**

---

#### **OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

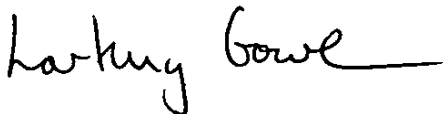
In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements

#### **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of Trustee's remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exception in preparing the Trustees' report

Signed



Luke Morris ACA (Senior Statutory Auditor)

for and on behalf of

**Larking Gowen**

Chartered Accountants and Statutory Auditors

145 High Street  
Colchester  
Essex  
CO1 1PG

Date 30 September 2013

# ACTION FOR FAMILY CARERS

## STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
<b>Incoming resources</b>					
Donations and gifts	4	6,730	4,363	11,093	12,531
Activities to further the Charity's objects Grants, contracts and other income	5	1,498	577,392	578,890	582,811
Activities to generate funds		8,708	-	8,708	4,383
Investment income and interest		978	-	978	404
<b>Total incoming resources</b>		<u>17,914</u>	<u>581,755</u>	<u>599,669</u>	<u>600,129</u>
<b>Resources expended</b>					
Costs of generating funds		3,924	-	3,924	3,318
Activities to further the Charity's objects Charitable expenditure	6	190	542,252	542,442	534,707
Governance costs	7	-	1,830	1,830	1,525
<b>Total resources expended</b>		<u>4,114</u>	<u>544,082</u>	<u>548,196</u>	<u>539,550</u>
<b>Net incoming resources before transfers</b>		13,800	37,673	51,473	60,579
<b>Transfers between funds</b>		2,274	(2,274)	-	-
<b>Net incoming resources</b>		<u>16,074</u>	<u>35,399</u>	<u>51,473</u>	<u>60,579</u>
<b>Funds as at 1 April 2012</b>		144,903	49,046	193,949	133,370
<b>Funds as at 31 March 2013</b>		<u><u>160,977</u></u>	<u><u>84,445</u></u>	<u><u>245,422</u></u>	<u><u>193,949</u></u>

The notes on pages 18 - 21 form part of these financial statements

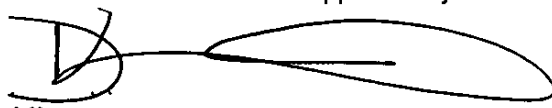
# ACTION FOR FAMILY CARERS

## BALANCE SHEET AS AT 31 MARCH 2013

	Note	Total 2013 £	Total 2012 £
<b>Fixed assets</b>			
Tangible fixed assets	8	5,452	2,129
<b>Current assets</b>			
Debtors	9	81,409	27,697
Cash at bank and in hand		321,433	328,237
		<u>402,842</u>	<u>355,934</u>
<b>Current liabilities</b>			
Creditors amounts falling due within one year	10	162,872	164,114
		<u>239,970</u>	<u>191,820</u>
<b>Net current assets</b>			
		<u>239,970</u>	<u>191,820</u>
<b>Net assets</b>		<u><u>245,422</u></u>	<u><u>193,949</u></u>
<b>Accumulated funds</b>			
Unrestricted funds	12	160,977	144,903
Restricted funds	12	84,445	49,046
		<u><u>245,422</u></u>	<u><u>193,949</u></u>

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

The financial statements were approved by the Trustees on 19 September 2013 and signed on their behalf, by

  
D Fielding

  
R Bettinson

The notes on pages 18 to 21 form part of these financial statements

# ACTION FOR FAMILY CARERS

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

---

### 1. Accounting policies

#### 1.1 Basis of preparation

The financial statements are prepared under the historical cost accounting rules, and in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008 and the Charities Act 2011

#### 1.2 Income and expenditure

##### **Donations, legacies and similar incoming resources**

These are included in the year in which they are receivable. This is when the Charity becomes entitled to the resource

##### **Grants and fees receivable**

This is credited to the Statement Of Financial Activities (SOFA) in the year in which it is receivable. Deferred income represents amounts received for future periods and is released to incoming resources in the period in which it has been applied

##### **Investment income**

Income from investments is included in the SOFA in the year in which it is receivable

##### **Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for the expenditure. All costs have been directed attributed to one of the categories of resources expended in the SOFA. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT

#### 1.3 Tangible fixed assets and depreciation

These are stated at cost less depreciation

Only individual assets costing more than £1,000 are capitalised to the fixed asset register

Depreciation is provided at rates calculated to write off the cost of valuation of assets, less their estimated residual value, over their expected useful lives on the following basis

All assets	Between 10% to 50% reducing balance
------------	-------------------------------------

#### 1.4 Funds

Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the Charitable objects

Restricted funds are funded which have been given for particular purposes

### 2. Income

In this period, all of the Charity's income was derived from charitable activities performed within the UK

### 3. Taxation

The Charity is exempt from tax on income and gains to the extent that such income and gains are applied to its Charitable objectives. No corporation tax charge arises for the year

## ACTION FOR FAMILY CARERS

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

<b>4. Donations and gifts</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2013</b>	<b>Total 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General	6,730	170	6,900	2,545
Respite services	-	1,007	1,007	603
Adult services	-	1,161	1,161	6,268
Young carer services	-	2,025	2,025	3,115
	<b>6,730</b>	<b>4,363</b>	<b>11,093</b>	<b>12,531</b>
<b>5. Grants, contracts and other income</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2013</b>	<b>Total 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General	1,498	3,352	4,850	8,859
Respite services	-	141,214	141,214	155,055
Adult services	-	278,224	278,224	261,632
Young carer services	-	154,602	154,602	157,265
	<b>1,498</b>	<b>577,392</b>	<b>578,890</b>	<b>582,811</b>
<b>6. Charitable expenditure</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2013</b>	<b>Total 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	-	400,255	400,255	384,081
Trustee expenses	-	130	130	129
Staff expenses (travelling, CRB's)	6	29,486	29,492	29,899
Food, transport and direct costs	-	39,421	39,421	41,785
Equipment repairs and renewals	-	5,310	5,310	14,324
Telephone, postage and stationery	-	13,274	13,274	14,866
Rent of halls	-	8,217	8,217	7,481
Bookkeeping and accountancy fees	-	8,676	8,676	11,425
Consultancy	170	7,725	7,895	11,583
Legal and professional fees	14	25	39	289
Insurance	-	1,894	1,894	1,977
Advertising	-	14,121	14,121	6,831
Printing	-	2,887	2,887	2,258
Cleaning	-	6,047	6,047	4,735
Other costs	-	4,784	4,784	3,044
	<b>190</b>	<b>542,252</b>	<b>542,442</b>	<b>534,707</b>
General	190	185	375	7,004
Respite services	-	142,458	142,458	133,617
Adult services	-	251,868	251,868	237,362
Young carer services	-	147,737	147,737	156,724
	<b>190</b>	<b>542,248</b>	<b>542,438</b>	<b>534,707</b>

## ACTION FOR FAMILY CARERS

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

6. Charitable expenditure (continued)	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
<b>Staff costs</b>				
Gross salaries	-	374,393	374,393	360,774
Employers NIC	-	25,862	25,862	23,307
	-	400,255	400,255	384,081

Average number of employees 32 33

No staff member was paid in excess of £60,000 per annum  
During the year no Trustee received any remuneration

7. Governance costs	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Audit fee	-	1,830	1,830	1,525
	-	1,830	1,830	1,525

8. Tangible fixed assets	Computers, equipment & furniture £
<b>Cost</b>	
As at 1 April 2012 & 31 March 2013	2,129
Additions	4,112
	6,241
<b>Depreciation</b>	
As at 1 April 2012 & 31 March 2013	789
<b>Net Book Value</b>	
As at 31 March 2012 & 31 March 2013	5,452

9. Debtors	2013 £	2012 £
Accounts receivable	61,258	22,490
Accrued income	19,897	5,207
Prepayments	254	-
	81,409	27,697

# ACTION FOR FAMILY CARERS

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

10. Creditors: amounts falling due within one year	2013 £	2012 £
Deferred income	156,111	143,993
Taxes and Social Security	-	586
Other creditors and accruals	6,761	19,535
	<b>162,872</b>	<b>164,114</b>

### 11. Gift in kind

The premises occupied by the Charity are kindly provided free of rent and certain overhead costs

12. Reconciliation of funds	As at 01/04/12	Incoming resources	Outgoing resources	Transfers	As at 31/03/13
<b>Unrestricted funds</b>	<b>144,903</b>	<b>17,914</b>	<b>(4,114)</b>	<b>2,274</b>	<b>160,977</b>
<b>Restricted funds</b>					
General	-	3,522	(490)	-	3,032
Respite services	11,481	142,221	(142,767)	1,061	11,996
Adult services	28,641	279,385	(252,722)	2,549	57,853
Young carer services	8,924	156,627	(148,103)	(5,884)	11,564
	<b>49,046</b>	<b>581,755</b>	<b>(544,082)</b>	<b>(2,274)</b>	<b>84,445</b>
<b>Total funds</b>	<b>193,949</b>	<b>599,669</b>	<b>(548,196)</b>	<b>-</b>	<b>245,422</b>

13. Analysis of net assets between funds	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Fixed assets	5,452	-	5,452	2,129
Current assets	5,209	76,200	81,409	27,697
Cash at bank and in hand	157,077	164,356	321,433	328,237
Current liabilities	(6,761)	(156,111)	(162,872)	(164,114)
	<b>160,977</b>	<b>84,445</b>	<b>245,422</b>	<b>193,949</b>

### 14. Company status

The Charity is a company limited by guarantee and has no share capital. Trustees of the Charity may be called to contribute up to £10 each in the event of winding-up of the company.