



for brighton & hove

Charity Registration No. 1015728

Company Registration No. 02758481 (England and Wales)

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)**

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

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| Trustees | Mr V Selvaratnam (Chairperson) Ms V Colwill Ms A Dickinson Mr J Elliott (Treasurer) Ms F Lewis Ms H Smith Mr W Taylor (resigned 20 August 2019) Mr Gregory Borkiewicz (appointed 18 July 2019) Mr James Pike (appointed 18 July 2019) Mr Jeremy Laver (appointed 18 July 2019) |
| Chief Executive Officer & Secretary | Mr T Lambert |
| Charity number | 1015728 |
| Company number | 02758481 |
| Principal Address and Registered office | 18 Bedford Place Brighton East Sussex BN1 2PT |
| Independent Examiners | TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN |
| Bankers | Charities Aid Foundation Bank Ltd Kings Hill West Malling Kent ME19 4TA |

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(LIMITED BY GUARANTEE)
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THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2020.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the Trustees are elected at each Annual General Meeting by the Members of the organisation.

The Members have guaranteed to contribute a maximum of £1 each in the event of the company being wound up. The number of Members at 31 March 2020 was 33 (2019: 36).

The charity is run by a Board of Trustees, who delegates the day to day operation to the Chief Executive Officer and staff. The Board of Trustees meets six times per year to receive operational reports and review and agree policy and procedures, and on one or more occasions for the purposes of strategic planning.

Recruitment and appointment of new trustees

Trustees are recruited by general advertisement in local media, volunteer centre and the organisation's regular newsletter. Interested parties complete a full application form and references are taken up, before being invited to meet the trustees formally.

Induction and training of new trustees

There is a full induction and training programme in place for new trustees.

Risk Review

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. The Financial Management Policy, Risk Management Policy and Reserves Policy were reviewed and updated at the Trustee Board meeting on 25th June 2020. The Carers Centre reviews its five-year Strategic Plan every year. This is regularly reviewed to allow for diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

AIMS & OBJECTIVES OF THE ORGANISATION

Principal Aims

- The principal aim of the company is to preserve and protect the physical and mental health of carers and to reduce the stress factors impacting upon carers and those persons they care for.
- A secondary aim is to advance education concerning caring amongst carers, health professionals and the general public.

Strategic Objectives

- To enable carers to gain greater access to information, practical and emotional support, services and facilities.
- To identify and prioritise the needs of carers and develop appropriate services as resources become available.
- To support carers and ex-carers to have an independent voice to positively and effectively influence the development of relevant local services provided by relevant statutory and voluntary organisations.
- To promote a positive image of carers, generating a deeper understanding and wider recognition of carers' issues.
- To utilise resources within the organisation in the most effective and efficient manner and work towards a recognised quality assurance framework.

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- Carers look after family members, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. Young carers are children and young people aged 17 or under who provide, or intend to provide, care, assistance or support to another family member. They carry out, often on a regular basis, significant or substantial caring tasks and assume a level of responsibility, which would usually be associated with an adult.
- We want all carers in Brighton and Hove to be able to make real choices about their lives and about the care they provide. We believe they should be treated as equal partners by health and social care agencies and other service providers.
- We believe that no-one under 18 should carry caring responsibilities that adversely affect their development; and that statutory services should provide adequate support for families to avoid the need for children to take on a significant caring role.

OUR VISION

To improve the quality of life for carers in Brighton & Hove.

OUR MISSION

To make a positive difference to the lives of carers by encouraging a wider recognition of their caring role; enabling them to fulfil their own needs as individuals and offering them appropriate and suitable support.

OUR VALUES

Putting carers first

Our services will focus on supporting carers; seeing things from their point of view. Many carers need better services for the person they care for. We will therefore take a holistic approach to all our work, considering the needs of carers, and those they care for.

Empowerment

In all our work we will aim to empower individual carers to take control of their lives, play a full part in the local community and to move on from their role when appropriate. We believe that carers themselves are the most powerful force for change, and we aim to give carers a real voice in designing and influencing local services.

Involvement

We are committed to providing services which respond to carers' needs and enable carers and ex-carers to take an active part in our work. Carers are an essential resource to provide support for each other.

Equality

We aim to ensure that all our services are accessible, flexible, adaptable and appropriate to all carers in Brighton & Hove.

Service delivery

We will work in partnership with statutory and voluntary agencies, whilst retaining our independence. In doing so, we will use our resources effectively to provide a responsive and high quality service to carers. We will operate our services with understanding and compassion. Where we have identified needs that are not best met by our organisation, we will work proactively with other organisations to ensure that appropriate and timely services are provided.

Challenging and supportive

We aim to provide a challenging workplace for staff and volunteers, with an open and consultative management style, and to provide the support that staff and volunteers need to do their jobs.

In 2019/20, the Carers Centre employed a total of 18 staff members (5 full-time and 13 part-time), 8 sessional workers and 73 volunteers (54 during 2018-19). The Chief Executive Officer is accountable to the Board of Trustees (10 trustees in 2019/20) and is line-managed by the Chairperson of the Board.

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OUR SERVICES

The Carers Centre provides a wide range of services, which are available to any unpaid carers in Brighton and Hove. By the end of the financial year 2019-20, the Carers Centre were 2 ½ years into delivery of the Carers Hub model which provides a 'front door' access point to all carers' support services in the city. Within the 3-tier system, the Carers Centre holds a dedicated phone line – 01273 977 000 between 9am and 5pm Monday to Friday; and a website – www.carershub.co.uk with online resources and links related to young and adult carers. The Hub is an effective and efficient single entry point for carers to get information, advice, support and services through agreeing a series of pathways with the Adult Social Care Team, Children's Services, the Memory Assessment Service, Alzheimer's Society, Crossroads Care and other voluntary sector organisations.

(I) Our Services for Adult Carers

Our services for adult carers include the provision of emotional support, information, guidance and peer-support activities to a wide range of carers, including carers of people with mental health conditions, learning disabilities, physical or sensory disabilities and life-limiting illnesses.

Between April 2019 and March 2020, 1419 adult carers received information, support and services from the core Adult Carers Team (1452 in 2018-19). 583 of these carers had a variety of support requirements necessitating a carers contact assessment. These assessments established their eligible needs and formed an intervention plan resulting in onward referrals to both internal and external support projects. In addition, over 1400 anonymous clients (1200 in 2018-19) were advised on specific matters which either did not require registration or where the client chose not to register.

The Carers Hub service delivery model has strengthened our approach to offer carers advice, information and the aforementioned carers contact assessments over the phone and/or email. During this financial year, Carers Hub has made over 16,172 contacts in person and by correspondence providing support, information and advice.

There are 3 full time and 3 part time staff members in the Adult Carers Team, 2 of whom also work on the End of Life Project (covered below).

Carers Peer Support (Hangleton & Knoll, Queens Park, Saltdean, London Road and Portslade)

The Carers Centre continues providing locality based monthly carer peer support groups in Hangleton & Knoll, Queens Park, Saltdean, London Road and Portslade. Each carer attending the groups or activities has a keyworker who is responsible for supporting them with their needs. Carers receive support to remain mentally and physically well, both through directed information, and through the impact of shared experience with other carers away from their caring role. During the period, 58 group sessions were organised with 548 carer attendances (401 in 2018-19).

End of Life Project

The End of Life Support & Outreach Work continues to support carers of people with a range of life limiting illnesses through the joint funding agreed by the local authorities. The Project continues to provide one to one sessions (18 recipients during the period), monthly peer support sessions (86 attendances during the period) and one-off workshops or activity events. The Project offers monthly outreach at the Macmillan Cancer Horizon Centre which has proved to be a useful way of providing face-to-face information and support to carers using the Centre on an ad hoc or appointment basis.

The Project also provides 6 months of support for bereaved carers with the addition of signposting to specialist bereavement services within the City.

Carers Reablement Project

The Carers Reablement Project aims to support carers, assisted by volunteers to achieve positive changes in their lives, by setting goals and reaching clearly defined outcomes. The outcomes will aim to improve the

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health and wellbeing of the carer, in line with the Carers Strategy. The project is staffed by 2 part-time workers.

In the past year, 42 carers have been matched with a volunteer. An additional 89 carers have either continued their intervention from the previous financial year or engaged in one-off support such as our monthly health walks or IT drop-in sessions. This totals 131 beneficiaries (87 in 2018-19).

The most popular skill, which accounts for a quarter of all matches is IT skills, with carers interested in how to use their laptop, tablet or smartphone. Other popular skills are having sessions with one of our fully certified life coach volunteers, learning a new art or craft, including painting with watercolours, photography, learning how to use a sewing machine or learning a musical instrument. Learning a new form of fitness has also been a feature with two carers matched with a volunteer to build their skill and confidence swimming, one carer matched with our fully certified Personal Trainer and another attending a community dance group with a volunteer. Other skills carers have been interested in are creative writing, accountancy, photography, cooking, gardening, support with organising paperwork and careers advice.

Memory Assessment Service (MAS) & Dementia Alliance Action (DAA)

During the period, the Memory Assessment Service Carers Support Worker offered support, information, signposting and help with the self-assessment process for carers of those living with dementia.

In addition, the Worker offered support to carers who are caring for someone with a diagnosis of Mild Cognitive Impairment, ensuring that the caring role for someone with a mild memory problem was still acknowledged and carers assessments accessed.

The Worker co-runs, with the Alzheimer's Society, a monthly peer support session for MAS carers and people living with dementia.

During the period 162 carers of those living with dementia were referred to the Centre for advice and support.

Changes Ahead

We were delighted to welcome Changes Ahead to The Carers Centre during the year. A grassroots organisation set up by carers for carers of those living with a mental health condition, Changes Ahead officially became a Carers Centre project on 1st December 2019. With a strong history of providing 1:1 and peer support for this group of carers, the successful integration of the changes Ahead offer has built upon our ability to provide specialist services.

52 carers accessed support from the service in quarter 4 alone. With Changes Ahead staff working alongside their Carers Centre colleagues, we have already seen a holistic package of interventions coming together for mental health carers in Brighton & Hove. We look forward to seeing the service flourish further during the years to come.

Working Carers

To complement our employer advice service, we were able to secure a small grant during the period to develop a peer support group specifically for working carers. This programme began in January 2020 and we have held a consultation event and two regular groups since. A pause on this project has been agreed with the funder due to the Covid-19 pandemic but online support for working carers was being established at the conclusion of the financial year. The plan upon full resumption of the project is to support the group to become carer-run within 3 to 4 months in-line with the original funding bid. Carers Centre staff would remain on hand to provide remote support to volunteer facilitators.

Carer Inclusion Project

Thanks to a generous legacy donation awarded to the organisation during 2018-19, the board resolved to establish a new Inclusion Project for carers with protected characteristics. The donor was a carer from the

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LGBTQ+ community and the project was planned and agreed upon during our annual staff/trustee away day in September 2019. Having successfully recruited a worker to the new role of Carers Inclusion and Development Worker, we are now able to offer additional outreach support to carers from underrepresented groups.

The project commenced in February 2020 and its aims for the forthcoming year are as follows:

- The Inclusion and Development worker will hold a caseload and provide support services for carers aged 16+ from underrepresented groups such as (but not limited to) BAME backgrounds, LGBTQ+ communities and the Traveller/Roma community.
- To develop links with local specialist organisations who already work closely with these communities.
- Look into setting up regular drop-ins and outreach visits to groups to help engage carers from within the identified communities.
- Look at data monitoring and current demographics of known carers. Work with Carer Centre team to improve data monitoring for groups incorporated within the project.
- Look at accessibility of existing Carers Centre/Hub services, particularly written materials and develop/compile appropriate resources in alternative formats e.g. easy read/translated materials.
- To research and apply for funding to extend the pilot project beyond February 2021.

Activities and events

Other activities provided include the following:

- Free legal surgeries (19 sessions) were held during the year, each with a solicitor offering appointments to carers (4 solicitors volunteering during 2019-20). 14 carers accessed the service during the period. Issues covered in the sessions included wills & trusts, mental capacity, community care and Powers of Attorney. From time to time the solicitors also give additional free time to run workshops and information sessions for the Centre.
- 23 carer awareness training sessions were delivered to health and social care professionals in the statutory and voluntary sectors, exceeding our targets for commissioned training.
- 6 workshops were arranged for carers of those living with dementia. This programme formed the basis of a carers centre toolkit created in partnership with Carers Trust as an example of good practice for other carers services to follow.
- 4 additional workshops were delivered around the following themes: Legal Matters, Managing Anxiety, Bone Health and First Aid.

(II) Our Services for Young Carers

The Young Carers Team aims to support children and young people who care for a member of their family who has a physical or mental health support need, substance misuse issue or sensory or learning disability. The Team supports children & young people whose social, emotional or educational development is negatively affected by their caring role.

The Team has two main aims: to reduce the actual caring role and / or to reduce the impact of the caring role. The first thing we do is try to improve the support provided to the family in order to reduce the reliance on children as carers. In particular we engage with Education, Children and Families Social Care, Adult Social Care, Health and Housing services. We also provide activities and run groups, to enable young carers to enjoy a break and develop their peer support network. Furthermore, the team provides one-to-one emotional support work to build the internal resilience of young carers when they face times of particular stress or transition.

During the period, the Young Carers Team received 155 new referrals (131 in 2018-19) for young carers aged 6-17, and offered information, advice and activities to a total number of 271 young carers (231 in 2018-19).

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The Team supported young carers by offering:-

- Casework and support to young carers and their families to improve the caring role and working in partnership with adult and Children & Families Services around the needs of the young carer and their families
- 45 group activities for young carers including the Knockhatch Family Day, sightseeing in London, cookery workshops, environmental awareness activities, swimming and ice skating. This also includes the continuation of our exciting art projects organised in partnership with Create. Areas covered here included drama, video mapping and animation. 188 different young carers accessed these activities, taking up a total of 399 places which averages to more than 2 activities per young carer
- 24 term-time drop-in groups, primarily at the Brighton Young People's Centre – our younger age group moved to St. Nicholas Church in early 2020 due to its popularity and therefore, a need for a larger space. The group rotates week-by-week between primary and secondary school-aged children. 84 young carers accessed these resources (up from 75 the previous year) taking up a total of 275 spaces which averages to over 3 sessions each
- 25 young adult carers received advice and guidance. 4 respite activities were also provided to this group including a 3 day residential break which was attended by 8 young adult carers

Schools work

In the academic year of September 2018 – August 2019 the Schools Worker worked with 22 schools, delivering training and running awareness sessions with pupils or teachers, attending schools conferences and cluster events. The Schools Worker's role includes identifying young carers through partnerships with schools in the city; building knowledge and awareness of young carers issues and needs, and of the support available from the Young Carers Project (YCP); clarifying and supporting expectations around in-school support systems for young carers, including the use of policies and protocols; championing young carers in education settings in the city, and directly delivering PSHE (Personal, Social & Health Education) sessions to schools focused on the role of caring.

- 310 pupils attended a total of 7 PSHE sessions focused on young carers
- 2550 pupils attended 10 school assemblies delivered by the YCP
- 8 training sessions delivered to 120 teachers and school support staff to improve the identification of young carers
- 35 new YCP referrals generated

Following on from the success of focus groups last year, these continued to explore the experiences of young carers in schools, particularly with regards to bullying, using the Safe and Well at School Survey data. Data had revealed Young Carers were twice as likely to report experiences of bullying compared to non-young carers. The views of Young Carers were sought in relation to their experiences of school, both positive and negative, and bullying in general. The views of each group were collated into a 'wish list' of ways they would like to be supported and fed back to their schools. Their views were also shared more generally with other schools as examples of good practice and ways to improve support.

20 pupils attended 4 focus groups during the period. For most schools this was the first time the current cohort of young carers had met and school staff members agreed it was useful to have the opportunity for the young carers to meet up together. This led to some schools setting up their own peer groups, giving young carers an opportunity share their experiences with peer and teaching staff on a regular basis.

Awareness raising

For the 3rd consecutive year, our Young Carers Awareness Day event grew in popularity. Held this time at the Brighthelm venue on 30th January 2020, we welcomed over 100 young carers and family members in addition to professionals representing 20 organisations/teams from the healthcare, education, social care, voluntary and business sectors. 5 schools/colleges nominated one of their student for a young carers champion award and the Young Carers Project also recognised 6 peer-voted award winners. Musical performances and professional presentations rounded out a great celebratory and awareness-raising event.

Other awareness-raising work during the year included a series of informative campaign videos launched on the Young Carers Project YouTube channel, outlining the experiences of and support available to the young carers of Brighton & Hove. These videos were supported by several appearances on BBC Sussex Radio with

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the drive time show host Sarah Gorrell being a particular advocate of our work. We also worked in partnership with the local authority, Young Oasis and others to launch the 'Back on Track' project which seeks to increase the identification of young carers impacted by parental alcohol misuse.

(III) Development Work

Information

Carers News goes out four times a year to carers and professionals. The Centre continues to encourage carers to receive the electronic version of the newsletter in order to save printing and postage costs. The Carers Centre also produces a series of factsheets free to carers on a range of topics including respite, transport, community care, bereavement services and returning to employment. Each of the 10 factsheets is updated annually to provide as much up-to-date information to carers as possible. Carers can also get access to information and advice via Carers Hub phone line (9-5; Monday to Friday) and website – www.carershub.co.uk, which posts regular updates, news and activities relevant to the city's carers. Different social media methods, such as Facebook, Twitter and the Young Carers Project YouTube channel, have been used to stay in touch with and contact more carers in the City.

Primary Care Work

The role of Primary Care Carers Link Worker is a key part of our efforts to raise carer awareness amongst GP practices, pharmacists and other health sector professionals. We have helped to embed a carers hub referral form within the 2 main database systems used by GPs (carer prescriptions) and been a partner in the Goldstone Primary Care Network Multi-Disciplinary Team meetings to advocate for carer awareness and support.

In addition, extensive carer awareness training was delivered during the period. A total of 385 professionals have accessed the training since the launch of the Carers Hub including GPs, nurses, administrators and staff based at mental health inpatient wards. Further to the training, information packs have also been issued to many GP practices and the 21 healthy living pharmacies in the city.

Employment

The Carers Centre works with employers to support their workers who are also unpaid carers. Raising awareness and offering free online resources are the key focus at the initial stage. Further support is available to those seeking to embed good practice. 46 employers have engaged with the support programme during the period, several of whom attended the Carers Week employer training event. Links were also forged with Brighton Chamber, Routes Project and the local authority's transport department to improve support options available to working carers.

(IV) Campaigning

Carers Week June 2019

This year we focused our efforts on one, large-scale celebration of carers in Brighton & Hove. The Carers festival was an event designed to showcase the support on offer for carers in the city and to celebrate their role as unpaid carers, recognising their contribution to the community. We wanted to reach out to those existing carers that we knew about, to new carers and to highlight and raise the awareness of carers in the city. Over 200 carers and 35 stallholders attended the event which featured refreshments, music and mindfulness workshops, musical performances and craft activities. 36 new carers went on to receive carers assessments as a direct result of attending the event which was held at The Open Market. The aforementioned employer training event also took place as part of the festival.

Carers' Rights Day November 2019

This year we held our event at the Brighthelm Centre. 45 carers and representatives from 23 organisations enjoyed refreshments, a craft activity with a Christmas theme and a workshop led by an A&E consultant providing carers with information about the NHS long-term plan and how they could share their feedback about being a carer in the city in relation to the services they use. Alongside this, 29 carers completed a carer friendly city questionnaire which will inform the upcoming Brighton & Hove Carers Strategy review.

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(V) Carers Engagement

Carers are identified who are willing to be consulted as experts as and when required. We have 40 registered Carer Experts, 16 of whom were recruited during the period via outreach work and individual contacts by the Engagement Worker.

- Approx. 3,000 carers engaged with, plus estimated 600+ potential carers or employers at events.
- 4 citywide Council/Clinical Commissioning Group (CCG) consultations delivered on the following themes: 1. Urgent Care Services 2. Disability Care Needs Assessment 3. Review of Recommendations 4. Community / Out of Hospital Care
- 2 Learning Disability Partnership Board consultations delivered: 1. Review of Previous Recommendations 2. Assessment of Current Needs for LD Strategy
- Events: BAME fair at BMECP. BAME 50+ dementia group presentation. LGBTQ+ dementia event. Attendance at Get involved Group (Possability People). Carers Festival. Carers Rights day. What's Out There day (LD/Autism). BAME employment fair. Consultation and promotion with Travellers at St Mary's community space – includes creation of easy read fliers and posters specific to traveller community with advice from FFT. Attending FFT awards for Travellers. Disability Pride stand.

As of 31st March 2020, we had 2,327 followers on Twitter and 809 followers and 626 likes on Facebook. We have a lot of local professionals, organisations and carers using Twitter to connect and promote our work.

(VI) Volunteers

The Carers Centre continues to have a committed team of volunteers. 72 volunteers supported our work during the period in addition to the 10 voluntary members of the Board of Trustees. Our office volunteer works with us regularly to undertake office administrative tasks: updating and maintaining our information library, co-ordinating carer events, producing fact sheets and updating our website. Our office volunteer received 6 supervision sessions during the year. We had 1 social work student on a 70 day placement with the Young Carers Project and 4 volunteers supporting the delivery of Young Carers Project activities.

Reablement Project: We had 27 reablement volunteers during the period having recruited and trained 14 new volunteers this year. We have recruited and trained 14 new volunteers in the past year and had planned to have another training session with another 5 new volunteers, which was postponed due to the Coronavirus pandemic. Our new recruits bring a diverse range of skills to the project, some of which are in demand and were quickly matched.

The skills include languages, a qualified personal trainer, a variety of arts and crafts and an experienced mindfulness practitioner. Our new musical volunteers play and can teach guitar, trombone, euphonium, flute and recorder. We also have a number of volunteers who have IT skills as well as being able to support a carer to attend a new group. We have provided 10 group supervision sessions in the past year. With our volunteers we also hosted celebration events during Volunteers Week in June 2019 and for the Carers Reablement Project's 5th birthday in October 2019.

We have 40 Carer Experts who share their experiences and contribute to the aforementioned Carer Engagement work. Through the process, carers gain peer support and knowledge to sustain their caring role. It is also an empowerment mechanism to build carers' confidence and knowledge to challenge and influence policy and decision makers.

(VII) Representation

In 2019-20, The Carers Centre represented carers at the following partnerships and working groups, with Carer Experts also involved in some of these meetings:

- Carers Strategy Working Group
- Young Carers Strategy Group
- Carers Hub Operational Group
- Safeguarding Children's Board – Participation sub-committee
- ECHO - providing community feedback to the NHS clinical commissioning group
- Local Authority Anti-Bullying Steering Group

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- Triangle of Care Advisory Group - Sussex Partnership Foundation Trust
 - Back on Track Project Steering Group – support for children of alcohol-dependent parents
 - Community Works Voluntary Sector Reps Group

(VIII) Impact of Covid-19 Pandemic

As with all charities, The Carers Centre began to experience the impact of the Covid-19 global pandemic during February and March 2020. By the end of the period, most of our staff and volunteers were transitioning to remote working which was challenging but achieved through positive teamwork and support from our IT partners.

Our major funders recognised the crucial role we would play as a key strategic partner in supporting the unpaid family/friend carers of Brighton & Hove, during the pandemic. As such, the majority of our funding has not been adversely affected to date (although some smaller projects have been paused until in-person contact with service users is able to resume). That said, we may be impacted significantly in the year ahead as statutory funders begin to take stock of the emergency spending they needed to make during the pandemic. To this end, it is well-timed that we have already set up a new Fundraising Sub-Committee (listed below under 'Resources Development') alongside our board of trustees to enable us to plan for this possibility.

Regarding our service response, we identified around 1,200 at-risk households that were registered with us and had begun assertive outreach telephone interventions with them by the end of the period. We worked with the local authority and other voluntary sector agencies to support carers with risk assessments, the organisation of food and personal protective equipment deliveries and safeguarding referrals where necessary. As the majority of this work took place after 31st March 2020, we will provide further detail on this in next year's report.

ACHIEVEMENTS AND PERFORMANCE

Performance can be measured against the Strategic Business Plan 2016-21, as follows:-

- **Resources development:** All objectives have been achieved. A new Fundraising Sub-Committee has been established by the board with a view to developing a new Fundraising Strategy
- **Staff and volunteer development:** All objectives have been achieved. The Carers Centre continues to be a "Living Wage" employer to support the campaign locally and nationally
- **Service development:** Most of these objectives have been achieved. The Carers Centre was accredited Level 2 PQASSO quality mark for the third time by Charities Evaluation Services in 2016. Our work to maintain Level 2 PQASSO (now known as the Trusted Charity mark) standard is ongoing
- **Campaigning:** Carers have been empowered to contribute to the upcoming review of the city-wide Carers Strategy. Interaction with Caroline Lucas, MP (a patron of our charity) has seen issues facing carers raised at a parliamentary level
- **Information, publicity and media strategy:** All objectives have been achieved; our social media presence continues to grow and we overhauled www.thecarerscentre.org during the period to present a more accessible, public-facing website. Our work has been featured several times during the year by media outlets such as BBC Sussex Radio and Latest TV
- **Equality Action plan:** All objectives have been achieved. A new post has been established (Inclusion and Development Worker) as we seek to improve engagement with all communities in the city
- **Monitoring and evaluation:** All objectives have been achieved. We have established a Carer Feedback Working Group to embed service user participation into our daily practice as an organisation

In all areas, including those where initial objectives have been achieved, work is continually monitored and regularly reviewed by staff and the Board of Trustees.

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FINANCIAL REVIEW

RESULTS

There was a surplus for the year of £42,805 (2019: £71,217). This has been added to the funds brought forward, leaving a balance of funds carried forward of £900,467 at 1 April 2020 (2019: £857,662) of which £124,176 (2019: £129,505) has to be used on restricted projects. Unrestricted free reserves now stand at £434,188 (2019: £665,584).

Reserves Policy

The Trustees wish to maintain a level of reserves that would ensure the stability of the organisation in the medium term, whilst maximising the use of the charity's resources towards its charitable objects. In addition to the review of the organisation's financial management policy, the Trustees agreed a prudent reserves and legacy policy at the Trustee Board meeting on 25th June 2020. The Trustees have decided that a level of working reserves should be maintained to cover at least 9 months' running costs (this currently equates to £432,000), which are not committed or invested in tangible fixed assets.

Unrestricted reserves now stand at £434,188 (2019: £665,584) which is in line with the organisation's Reserves Policy outlined above. The Board of Trustees see it is prudent to maintain the current level of reserves alongside the designated funds outlined below to ensure the cash flow of the organisation is funded and that the work of the Carers Centre continues into the future. Securing alternative funding and creating sustainability takes time and resources and it is important that these reserve levels are maintained, particularly in an ever-changing climate.

Designated funds are set aside for the following:

- IT funds £30K (over 3 years from April 2018) set aside to meet future IT investment/commitments (All our IT equipment including the server are more than five years old)
- Building funds £40K (over 3 years from April 2018) to support the maintenance and repair of the leased building
- Young Carers Services £105,000 (over 3 year from April 2020). The board has designated these funds due to this area of work being in deficit during the last year. This was principally due to the conclusion of a significant grant in March 2019 and we feel that these services are important to maintain
- Carer Engagement Work £15,000 (over 1 year from April 2020). The board has designated these funds due to a delay in an expected funding opportunity opening for tender. The board felt that it was important to maintain staff hours in this area until further external funding becomes available
- Closure Contingency Fund £165,000. In the event that closure contingency is needed, this would fund 2 months operating costs, any redundancy payments due to employees, terminating service contracts such as office rent and equipment, accountancy, audit and other professional costs

Should unforeseen reductions in funding occur, our reserves will enable us to respond accordingly and maintain the organisation's offer of vital support and services to carers.

Investment Policy

The Trustees have considered the most appropriate policy for investing funds and are continuing to monitor the placement of funds.

Principal Funding Sources

89% of income in 2019-20 (82% in 2018/19) came from statutory sources (Brighton & Hove City Council and the NHS Brighton & Hove Clinical Commissioning Group). 11% came from charitable trusts and organisations, including Carers Trust, Pebble Trust, National Lottery, Waitrose Community Grants, Alex Roberts-Miller Foundation etc. It is a long term intention to reduce our reliance on statutory funders. Through the formation of a fundraising sub-committee, we are developing a new fundraising strategy which will help us move towards our aim of raising a greater proportion of our funds from charitable sources, and we work hard to maintain a close collaborative relationship with all our funders. The Carers Centre's contract as lead provider of the Carers Hub service continues until September 2021 with the possibility of an extension thereafter.

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED (LIMITED BY GUARANTEE) TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

Both Alzheimer's Society and Crossroads Care Brighton & Hove are sub-contractors of the Carers Hub contract providing specific support and services to carers.

Fundraising performance

Fundraising priorities are set and an annual plan agreed by the Board of Trustees. In 2019-20 19 bids were submitted, for funding ranging from small amounts for one-off events to large ongoing projects, and 15 of these were successful. Due to the current financial climate, fundraising remains an ongoing challenge but The Carers Centre has a good record of securing charitable grants. We are actively reviewing our fundraising strategy and aim to increase our focus on community and corporate fundraising in the future.

Brokerage Grants

The team often applies for financial support for individual carers from charitable trusts. During the financial year we received £4,073.99 from the following:

- BV MacAndrew Trust - £548
- Carers Trust - £1,641
- Brighton Lions Club - £1,884.99

The grants have been used for a variety of purposes according to the specific needs of the carers concerned. Examples include funding for a new domestic appliance, alternative therapies, respite opportunities and bus passes for Young Carers experiencing financial hardship.

Investment performance

We have no investments other than our deposit accounts with CAF Bank, Charity Bank, Shawbrook Bank and Virgin Money which pay standard interest rates on accessible funds (£3,315.18 in 2019-20, £3,179 in 2018-19).

PLANS FOR THE FUTURE

The Carers Centre's current five-year strategic business plan has been implemented since April 2016, following extensive consultation with carers, staff, trustees, funders and other stakeholders, and this is reviewed every year by staff and trustees. A new strategic business plan will be developed during 2020-21 and will be the focus of our annual staff/trustees away day in September 2020. Regular consultation events with carers are held and feedback gathered from all events and activities in order to inform our future plans. We also actively participate in national and local consultation and research into the role of unpaid carers in society.

ON BEHALF OF THE BOARD:



.....
Mr. Thomas Lambert – Company Secretary

Date: 17/07/2020
.....

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
STATEMENT OF TRUSTEES' RESPONSIBILITIES**

FOR THE YEAR ENDED 31 MARCH 2020

The trustees, who are also the directors of The Carers Centre for Brighton & Hove Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard Applicable in the UK and Republic of Ireland'

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

TO THE TRUSTEES OF THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2020 on pages 14-25.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.


I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mr Mark Cummins FCCA

 accounts • tax • legal • financial planning

The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 20/07/2020

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2020

| | | Unrestricted funds £ | Restricted funds £ | Designated funds £ | Total 2020 £ | Total 2019 £ |
|---------------------------------------|--------|----------------------------|--------------------------|--------------------------|--------------------|--------------------|
| Income from: | | | | | | |
| Donations, grants and gifts | 3 | 4,376 | 35,270 | - | 39,646 | 104,535 |
| Charitable activities | 4 | 574,842 | 2,277 | - | 577,119 | 559,240 |
| Investment income - Interest received | | 3,315 | - | - | 3,315 | 3,179 |
| Total income | | 582,533 | 37,547 | - | 620,080 | 666,954 |
| Expenditure on: | 5 | | | | | |
| Charitable activities | | | | | | |
| Activities undertaken directly | | 475,463 | 41,345 | 5,470 | 522,278 | 538,183 |
| Other costs | | 49,988 | 5,009 | - | 54,997 | 57,554 |
| Total expenditure | | 525,451 | 46,354 | 5,470 | 577,275 | 595,737 |
| Net income/(expenditure) | | 57,082 | (8,807) | (5,470) | 42,805 | 71,217 |
| Transfer between funds | 16, 17 | (288,478) | 3,478 | 285,000 | - | - |
| Net movement in funds | | (231,396) | (5,329) | 279,530 | 42,805 | 71,217 |
| Fund balances at 1 April 2019 | | 665,584 | 129,505 | 62,573 | 857,662 | 786,445 |
| Fund balances at 31 March 2020 | | 434,188 | 124,176 | 342,103 | 900,467 | 857,662 |

All activities are classed as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 31 MARCH 2020

| | Notes | £ | 2020 | £ | £ | 2019 | £ |
|---|-----------|-----------------|----------------|---|-----------------|----------------|---|
| Fixed assets | 11 | | | - | | | - |
| Current assets | | | | | | | |
| Debtors | 12 | 20,433 | | | 55,010 | | |
| Cash at bank and in hand | | 904,354 | | | 829,542 | | |
| | | 924,787 | | | 884,552 | | |
| Creditors: amounts falling due within one year | 13 | (24,320) | | | (26,890) | | |
| Net current assets | | 900,467 | | | 857,662 | | |
| Total assets less current liabilities | | | 900,467 | | | 857,662 | |
| Income funds | | | | | | | |
| Restricted funds | 16 | | 124,176 | | | 129,505 | |
| Unrestricted funds | 17 | | 434,188 | | | 665,584 | |
| Designated funds | 17 | | 342,103 | | | 62,573 | |
| | | | 900,467 | | | 857,662 | |

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

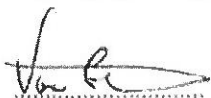
For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Board on 16 July 2020



Mr V Selvaratnam
Trustee

Company Registration No. 02758481

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2020

| | £ | 2020 £ | £ | 2019 £ |
|---|---------|-----------|----------|-----------|
| Net cash used in operating activities | | | | |
| Net income/(expenditure) | 42,805 | | 71,217 | |
| Increase/(decrease) in creditors | (2,570) | | (379) | |
| (Increase)/decrease in debtors | 34,577 | | (36,212) | |
| | | 74,812 | | 34,626 |
| Increase in cash | | 74,812 | | 34,626 |
| Cash and cash equivalents at the beginning of the year | | 829,542 | | 794,916 |
| Cash and cash equivalents at the end of the year | | 904,354 | | 829,542 |

Analysis of net cash:

| | 1 April 2019 £ | Cash flow £ | 31 March 2020 £ |
|--------------------------|-------------------|----------------|--------------------|
| Cash at bank and in hand | 829,542 | 74,812 | 904,354 |

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED (LIMITED BY GUARANTEE) NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Statutory information

The Carers Centre for Brighton & Hove Limited is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the Legal and Administrative Information page.

2 Accounting policies

2.1 Basis of preparation

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 (FRS102) (effective 1 January 2015) – Charities SORP (FRS102) and the Companies Act 2006.

The Carers Centre for Brighton & Hove Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about The Carers Centre for Brighton & Hove Limited's ability as a going concern.

2.2 Income

All income is recognised in the Statement of Financial Activities once the charity has gained entitlement to the income and the amounts can be quantified with sufficient reliability. The following specific policies are applied to particular categories of income:

Donations, grants and gifts are included in full in the Statement of Financial Activities once receivable.

Contract income is recognised as the charity becomes entitled to the contract income (i.e. over the term of the contract).

Investment income is recognised in the financial statements when receivable.

2.3 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is included within the item of expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in pursuit of its charitable objectives. It includes both direct costs and support costs relating to such activities. Support costs, including salaries, are apportioned on the basis of the time involved on the activity.

Governance costs include those costs associated with meeting the statutory requirements of the charity and include its audit fees and costs linked to strategic management of the charity. These costs are included in support costs under the Charities SORP (FRS 102).

**THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2020

Accounting policies (continued)

2.4 Fixed assets

Fixed assets are recognised at historic cost less accumulated depreciation. Depreciation rates are as follows:

| | |
|-----------------------|-------------|
| Fixtures and fittings | 33% on cost |
| Computer equipment | 33% on cost |

2.5 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short and medium term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

2.7 Creditors and provisions

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

2.8 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

2.9 Pensions

Retirement benefits to employees of the entity are provided by a defined contribution scheme. The assets of the scheme are held separately from those of the entity.

The contributions made in relation to the defined contribution scheme are charged in the accounts as they become payable in accordance with the rules of the scheme.

2.10 Fund accounting

Restricted funds are subject to specific conditions by funders as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are available for use at the discretion of the trustees for the specific purposes as set out by the trustees.

2.11 Taxation

The company is a registered charity (number: 1015728). All of the charity's income falls within the exemptions set out in part 11 of the Corporation Tax Act 2010.

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

3 Donations, grants and gifts

| | Unrestricted funds £ | Restricted funds £ | Total 2020 £ | Total 2019 £ |
|-----------|----------------------------|--------------------------|--------------------|--------------------|
| Donations | 4,376 | 3,274 | 7,650 | 7,841 |
| Grants | - | 31,996 | 31,996 | 71,694 |
| Legacies | - | - | - | 25,000 |
| | <u>4,376</u> | <u>32,570</u> | <u>39,646</u> | <u>104,535</u> |

4 Income from charitable activities

| | Unrestricted funds £ | Restricted funds £ | Total 2020 £ | Total 2019 £ |
|-----------------|----------------------------|--------------------------|--------------------|--------------------|
| Contract income | 574,515 | 2,277 | 576,792 | 558,220 |
| Event income | 327 | - | 327 | 1,020 |
| | <u>574,842</u> | <u>2,277</u> | <u>577,119</u> | <u>559,240</u> |

5 Total expenditure

| | Staff costs £ | Other costs £ | Total 2020 £ | Total 2019 £ |
|--------------------------------|---------------------|---------------------|--------------------|--------------------|
| Charitable activities | | | | |
| Activities undertaken directly | 284,901 | 237,377 | 522,278 | 538,183 |
| Other costs (note 6) | 43,420 | 11,577 | 54,997 | 57,554 |
| Total | <u>328,322</u> | <u>248,954</u> | <u>577,275</u> | <u>595,737</u> |

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

6 Other costs

| | Total | Total |
|---------------------------|---------------|---------------|
| | 2020 | 2019 |
| | £ | £ |
| Staff costs | 43,420 | 45,994 |
| Governance costs (Note 7) | 11,577 | 11,560 |
| | 54,997 | 57,554 |

7 Governance costs

| | Total | Total |
|-----------------------------|---------------|---------------|
| | 2020 | 2019 |
| | £ | £ |
| Independent examiners' fee | 3,600 | 3,720 |
| Accountancy | 7,495 | 7,643 |
| AGM expenses | 244 | 70 |
| Companies House filing fees | 13 | 13 |
| Legal and professional fees | - | 114 |
| Other costs | 225 | - |
| | 11,577 | 11,560 |

8 Trustees

During the year, no (2019: none) trustees were reimbursed for expenses. The Charity paid Will Taylor Limited, of which Will Taylor (trustee) is the controlling party, £1,386 (2019: £1,302) for payroll services in the year.

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

9 Statement of financial activities comparative funds – year ended 31 March 2019

| | | Unrestricted funds £ | Restricted funds £ | Designated funds £ | Total 2019 £ | Total 2018 £ |
|---------------------------------------|--------|----------------------------|--------------------------|--------------------------|--------------------|--------------------|
| Income from: | | | | | | |
| Donations, grants and gifts | 3 | 32,655 | 71,880 | - | 104,535 | 141,147 |
| Charitable activities | 4 | 559,240 | - | - | 559,240 | 483,282 |
| Investment income - Interest received | | 3,179 | - | - | 3,179 | 1,316 |
| Total income | | 595,074 | 71,880 | - | 666,954 | 625,745 |
| Expenditure on: | 5 | | | | | |
| Charitable activities | | | | - | | |
| Activities undertaken directly | | 455,948 | 74,808 | 7,427 | 538,183 | 486,029 |
| Other costs | | 40,324 | 17,230 | - | 57,554 | 63,534 |
| Total expenditure | | 496,272 | 92,038 | 7,427 | 595,737 | 549,563 |
| Net income/(expenditure) | | 98,802 | (20,158) | (7,427) | 71,217 | 76,182 |
| Transfer between funds | 16, 17 | (16,341) | 16,341 | - | - | - |
| Net movement in funds | | 82,461 | (3,817) | (7,427) | 71,217 | 76,182 |
| Fund balances at 1 April 2018 | | 583,123 | 133,322 | 70,000 | 786,445 | 710,263 |
| Fund balances at 31 March 2019 | | 665,584 | 129,505 | 62,573 | 857,662 | 786,445 |

10 Employees

Number of employees

The average number of employees during the year was 11 (2019: 12).

| Employment costs | 2019 £ | 2018 £ |
|-----------------------|----------------|----------------|
| Wages and salaries | 302,870 | 311,101 |
| Social security costs | 19,048 | 20,562 |
| Other pension costs | 6,404 | 6,133 |
| | 328,322 | 337,796 |

Total employee benefits for key management personnel of the charity in the year amounted to £43,421 (2019: £45,994).

There were no employees with emoluments above £60,000 during the year (2019: none).

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

| 11 | Fixed Assets | Fixtures and Fittings | Computer Equipment | Total |
|-----------|--|------------------------------|---------------------------|---------------|
| | Cost | | | |
| | At 1 April 2019 and 31 March 2020 | 5,119 | 47,858 | 52,977 |
| | Depreciation | | | |
| | At 1 April 2019 and 31 March 2020 | 5,119 | 47,858 | 52,977 |
| | Net Book Value | | | |
| | At 31 March 2019 and 31 March 2020 | - | - | - |
| 12 | Debtors | | 2020 | 2019 |
| | | | £ | £ |
| | Trade debtors | | 9,998 | 6,425 |
| | Other debtors | | 5,125 | 5,125 |
| | Prepayments and accrued income | | 5,310 | 43,460 |
| | | | 20,433 | 55,010 |
| 13 | Creditors: amounts falling due within one year | | 2020 | 2019 |
| | | | £ | £ |
| | Trade creditors | | 4,900 | 6,965 |
| | Taxes and social security costs | | 6,097 | 4,225 |
| | Other creditors | | 1,183 | 979 |
| | Accruals and deferred income | | 12,140 | 14,721 |
| | | | 24,320 | 26,890 |
| 14 | Pension and other post-retirement benefit commitments | | | |
| | At the balance sheet date £Nil (2019: £Nil) was owed in respect of contributions to schemes. | | | |
| | | | 2020 | 2019 |
| | | | £ | £ |
| | Contributions payable by the charity for the year | | 5,540 | 4,987 |
| 15 | Share capital & control | | | |
| | The Carers Centre for Brighton & Hove Limited is a company limited by guarantee and has no share capital. The charity is controlled by its trustees. No one member has overall control of the charity. | | | |

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

16 Restricted funds

The income funds of the charity include restricted funds comprising the following balances of donations and grants held on trust for specific purposes:

| | Movement in funds | | | | Balance at 31 March 2020 £ |
|------------------|---------------------------------|----------------------------|----------------------------|----------------|-------------------------------------|
| | Balance at 1 April 2019 £ | Incoming resources £ | Resources expended £ | Transfers £ | |
| Young Carers | 8,965 | 27,412 | (38,330) | 1,953 | - |
| Development Work | 21,231 | - | | | 21,231 |
| Adult Carers | 98,555 | 10,135 | (6,499) | | 102,191 |
| Armed Forces | - | - | (1,525) | 1,525 | - |
| Caravan | 754 | - | - | - | 754 |
| | <u>129,505</u> | <u>37,547</u> | <u>(46,354)</u> | <u>3,478</u> | <u>124,176</u> |

Young Carers – This fund provides resources to run group work sessions and activities for Young Carers aged between 6 and 17 years old.

Development Work – This fund provides resources for future development work to support unpaid Carers.

Adult Carers – This fund provides resources to run services for Adult Carers aged 18 years old or above.

Armed Forces – This fund provided resources to support the Carers of Armed Forces personnel. Funds have been transferred from unrestricted funds to cover the deficit.

Caravan – This fund provides resources for the Caravan event which was originally planned to be held in the year ending 31 March 2019 however the project has been put on hold.

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

17 Other funds

| | Movement in funds | | | | Balance at 31 March 2020 £ |
|--|----------------------------|-----------------------|-----------------------|----------------|-------------------------------------|
| | Balance at 1 April 2019 | Incoming resources | Resources expended | Transfers | |
| | £ | £ | £ | | |
| Unrestricted funds | 665,584 | 582,533 | (525,451) | (288,478) | 434,188 |
| Designated fund – Infrastructure | 30,000 | - | (5,056) | - | 24,944 |
| Designated fund - Repairs | 32,573 | - | (414) | - | 32,159 |
| Designated fund – Young Carers Services | - | - | - | 105,000 | 105,000 |
| Designated fund – Carer Engagement Work | - | - | - | 15,000 | 15,000 |
| Designated fund – Closure contingency | - | - | - | 165,000 | 165,000 |
| | <u>728,157</u> | <u>582,533</u> | <u>(530,921)</u> | <u>(3,478)</u> | <u>776,291</u> |

The designated funds for infrastructure and repairs were established enable the charity to fund such expenditure in the future.

The designated funds for Young carer's services, Carer engagement services and closure contingency were all established during the year.

18 Analysis of net assets between funds

| | Unrestricted funds £ | Designated funds £ | Restricted funds £ | Total 2020 £ |
|--|----------------------------|--------------------------|--------------------------|--------------------|
| Fund balances at 31 March 2020 are represented by: | | | | |
| Fixed Assets | - | - | - | - |
| Current assets | 458,508 | 342,103 | 124,176 | 924,787 |
| Creditors: amounts falling due within one year | (24,320) | - | - | (24,320) |
| | <u>434,188</u> | <u>342,103</u> | <u>124,176</u> | <u>900,467</u> |
| | Unrestricted funds £ | Designated funds £ | Restricted funds £ | Total 2019 £ |
| Fund balances at 31 March 2019 are represented by: | | | | |
| Fixed Assets | - | - | - | - |
| Current assets | 692,474 | 62,573 | 129,505 | 884,552 |
| Creditors: amounts falling due within one year | (26,890) | - | - | (26,890) |
| | <u>665,584</u> | <u>62,573</u> | <u>129,505</u> | <u>857,662</u> |

THE CARERS CENTRE FOR BRIGHTON & HOVE LIMITED
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

19 Commitments under operating leases

At 31 March 2020 the company had total commitments under non-cancellable operating leases as follows:

| | Land and buildings | |
|-----------------|---------------------------|-------------|
| | 2020 | 2019 |
| | £ | £ |
| Expiry date: | | |
| Within one year | 20,500 | 20,500 |
| 1-5 years | 10,250 | 30,750 |

| | Other | |
|-----------------|--------------|-------------|
| | 2020 | 2019 |
| | £ | £ |
| Expiry date: | | |
| Within one year | 3,072 | 3,072 |
| 1-5 years | 3,840 | 6,912 |

Included within the Statement of Financial Activities are operating lease payments of £23,714 (2019: £24,040).