

**ENFIELD CARERS CENTRE**  
**(A company limited by guarantee)**

**DIRECTORS AND TRUSTEES REPORT  
AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

**Company No: 07149774**  
**Charity No: 1140089**

**ENFIELD CARERS CENTRE**  
(A company limited by guarantee)

**REPORT AND ACCOUNTS**

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**ENFIELD CARERS CENTRE**  
(A company limited by guarantee)

**DIRECTORS' AND TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2020**

The trustees are pleased to present their annual directors' report together with the financial statements of the Charity for the year ended 31st March 2020, which are also prepared to meet the requirements for a directors' report and Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statements of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OUR PURPOSE AND ACTIVITIES**

The charity's purpose as set out in the objects contained in the Articles of Association is as follows:

To provide benefits to persons suffering from disability arising from age or physical or mental disability by the provision of advice, support and information for those persons caring for persons with such disabilities in the London Borough of Enfield.

At an Extraordinary General Meeting of the charity in February 2020 a resolution was approved to complete a Merger with Carers Trust Lea Valley Crossroads Care Service Ltd and incorporate the following additional objects to the charity's Articles of Association so that it reads:

*"4. The Charity's objects ("Objects") are specifically restricted to the following:*

*4.1 The relief of persons in need by reason of age, physical or mental disability, ill health, financial hardship or other disadvantage by the provision of advice, support and information to such persons and to those caring for such persons, principally but not exclusively in the London Borough of Enfield.*

*4.2 The relief of sickness, the preservation of health and the promotion of well-being, principally but not exclusively among persons residing permanently or temporarily in the London Borough of Enfield.*

*4.3 The assistance of carers in need by raising awareness of issues affecting carers, principally but not exclusively in the London Borough of Enfield."*

**ACHIEVEMENTS AND PERFORMANCE**

During the period April 2019-March 2020:

**Voluntary & Community Sector Re-commissioning**

Enfield Carers Centre continued to successfully deliver carers support services in line with the terms required during the third year of its council contract. The contract term has four additional years to run, subject to delivery and performance.

The Caring Services contract includes counselling, support services, carers' breaks and a training and information programme. ECC's two partners (Carers Trust Lea Valley Crossroads and Alpha Care Specialists) continue to deliver replacement care and emergency respite cover, subject to demand. There is a continuing commitment by ECC to engage other home care agencies thereby allowing for personal preference by carers.

**Carers Benefits Advice Project**

Financial Support from City Bridge Trust's Older Londoners Fund continued during this financial year for an Older Carers Benefits Advice Officer. The project aims to improve the financial position of carers over 65 by helping them maximise their income, reduce isolation and support them to access relevant information and services which aid their caring circumstance.

**GP & Hospital Support Project**

Henry Smith Trust funding for a combined GP and Hospital Liaison Project also continued during this financial year. The fund supports the full-time equivalent of staff who liaise with GP Practices within Enfield and the three local hospitals which support Enfield Residents: North Middlesex Hospital; Chase Farm Royal Free Hospital and Barnet Hospital.

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**DIRECTORS' AND TRUSTEES' REPORT (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**Home From Hospital Project**

ECC continues its partnership working arrangement with Alpha Care Specialists (trading arm of Greek & Greek Cypriot Community of Enfield) by providing a Carers Hospital Discharge Support Officer, working 30 hours each week across the three hospitals mentioned on previous page.

The Home From Hospital Project provides a home care service for patients being discharged from hospital who need assistance but whose needs do not require a full social services package of care. The Discharge Support Officer liaises with staff from the hospital discharge teams to promote the service and encourage referrals. The Officer also visits various hospital wards where they are able to speak directly to patients and carers about the project and the wider services on offer at the Carers Centre.

**Carers Assessments**

Enfield Carers Centre continues to perform its role as Enfield Council's appointed Trusted Assessor for carers' assessments since 2016. In October 2019, Enfield Council issued a new tender specification which combined Carers Assessments with provision of an IAPT Accredited Counselling Service. Enfield Carers Centre was successful in its tender bid and the new services will commence in April 2020.

ECC achieved a total of 447 Assessments and 1049 Reviews. One of the 447 Assessments was a young carer transition assessments and 58 young carers received internal "Carers Star" Assessments conducted by ECC Young Carer staff.

During the year 52 new Direct Payments were awarded to carers. During this financial year, a total of 134 carers were in receipt of Direct Payments and a further 395 carers' needs were met via universal services (accessing services already in existence in the voluntary, statutory or charitable sector).

**Young Carers Project**

BBC Children In Need (CIN) Funding for the ECC's Young Carers Project called EyPIC (Enfield Young People In Caring) continued in this financial year. ECC employs a part-time Young Carers Worker and sessional staff for the fortnightly Young Carers Activity Hubs. The CIN funding also contributes to the cost of quarterly outings and newsletters and allows ECC to provide a dedicated young carers service, where children and young people aged 5 to 18 years can enjoy a break from caring, meet other children and young people in similar circumstances and receive support, training and information about services for their cared for persons.

ECC also provides a weekly homework club (with volunteer tutors) for young carers where they can receive assistance with and encouragement to complete homework assignments.

Our thanks go to local, community minded business Metaswitch whose staff continue to take a keen interest in supporting the future and career development prospects of Enfield's young carers. The Metaswitch Young Carers Fund provides financial support for disadvantaged young carers to assist them with educational or career-related expenses such as: computers, interview clothes, travel costs, textbooks etc.

**Volunteers**

The Charity has been supported in its activities by a group of 23 volunteers. Our volunteer roles vary from admin, IT & digital support, telephone support, young carers' Mentors, hospital information stallholders, homework club Tutors and Student Counsellors.

**Public benefit statement**

In shaping our objectives for the year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance "Public Benefit: Running a Charity (PD2)". The achievements and activities above demonstrate the public benefit arising through the Charity's activities.

**ENFIELD CARERS CENTRE**  
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**DIRECTORS' AND TRUSTEES' REPORT (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**FINANCIAL REVIEW**

The Statement of Financial Activities showed a net surplus of £248,110 (2019 – £186,664) for the year and reserves stand at £937,183 (2019 - £689,073). The financial position at the year revealed by the Balance Sheet on page 9 shows net current assets or working capital of £930,910 (2019 – £679,166). The net book value of fixed assets held, all of which are used directly for charitable purposes, amounted to £6,273 (2019 – £9,907).

**Principal funding sources**

The main funding sources for the Charity are listed on pages 13 and 14 under items 2 and 3 of Notes to the Accounts. The London Borough of Enfield is the Funder of the Charity's main caring contract but the Charity also received substantial funds from private Foundations and Trusts such as City Bridge Trust, Henry Smith Charity, BBC Children in Need.

**FUTURE ACTIVITIES**

ECC intends to continue raising the profile of the Centre and its services to all parts of the borough. A major demonstration of our commitment to bringing services closer to home for carers is the ongoing use of additional venues in Palmers Green, Enfield Highway and Edmonton as well as hosting appointments at the Carers Centre in Enfield Town.

In order to prepare for the future merger and the outcome of future tender bid applications, ECC may reshape its internal management structure slightly to ensure frontline staff are adequately supported and senior management have space and capacity to address strategic issues and focus on securing additional funding for Young Carers services.

**Reserves policy**

The Board has assessed the Charity's requirements in the light of main risks to the organisation. As a result, the Board has approved a policy whereby, unrestricted funds not committed, should be held in reserve and maintained at a level which ensures that ECC's activity can continue during a period of unforeseen difficulty. The target reserve is agreed by Trustees as six months' expenditure and this figure is subject to annual review.

As at the year end accounts showed reserves of £937,183 (2019 - £689,073), of which £168,525 (2019 - £123,884) was restricted. In addition, the Trustees have set aside designated funds totalling £416,930 (2019 - £117,413). The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £345,455 (2019 - £437,869).

Designated funds as agreed by Trustees are outlined as follows:

	£
Service for Young Carers	72,000
Carers Benefits Advice	44,810
Carers GP & Hospital Support	40,000
Development Fund	260,120
	<u>416,930</u>

Trustees are aware the six months' reserve figure is subject to review given that operating expenses for the merged organisation will be significantly higher.

**Investment powers and policy**

Under its Memorandum and Articles of Association, the Charity has the power to invest in any way the trustees think fit for the investment of charitable funds.

**Charitable and political donations**

During the year the company made no political or charitable donations.

**ENFIELD CARERS CENTRE**  
**(A company limited by guarantee)**

**DIRECTORS' AND TRUSTEES' REPORT (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Enfield Carers Centre (ECC) is a charitable company limited by guarantee, incorporated on 8 February 2010 and registered as a charity on 27 January 2011. The charitable company is governed by its Memorandum and Articles of Association. The Trustees are appointed or reappointed annually at the Annual General Meeting. Appointment and retirement of Trustees is in accordance with the Articles of Association. All Trustees give their time voluntarily and receive no benefits from the charity.

The overall management of finance is the responsibility of all the Trustees, acting on the recommendation of the Chairman, Treasurer and the Chief Executive. The Trustees form the management committee and meet regularly to oversee the running of the organisation. The organisation advertises for Trustees or appoints them on recommendation. Trustees with the appropriate skill sets are appointed and training is given to the incoming Trustees.

**Related parties**

The Charity works collaboratively with several other voluntary and not-for-profit organisations in pursuing its charitable activities.

**Risk management**

The Trustees have worked to identify the major risks which impact upon our work and have ranked these by likelihood and impact. The risks include matters relating to key management staff, ensuring that the board has the requisite number of Trustees with the appropriate skill sets and future sustainability of payments. The trustees are confident that adequate procedures are in place to mitigate this.

**Pay policy for senior staff**

The pay structure for senior staff is benchmarked against market values and the nationally agreed NJC pay scale. Increases to pay are not automatic but considered alongside the charity's financial position and agreed by the Board of Trustees.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Company Number:** 7149774

**Charity Number:** 1140089

**Trustees / directors**

T Hellings – Chairman

N Yeomans – Treasurer

J Raines – Resigned 08/06/2020

J Whyte

B Hobbs – Resigned 22/03/2020

C Bernard-Moxey – Resigned 21/12/2019

S Schneider – Resigned 17/07/2019

W Ali – Resigned 01/05/2019

H V Lison – Appointed 21/11/2019

P Odukoya – Appointed 21/11/2019

L Brady – Appointed 20/07/2020

P Learmonth – Appointed 20/07/2020

A Lewington – Appointed 20/07/2020

P Wilson – Appointed 20/07/2020

**Senior Management:** P Burke – Chief Executive

**Registered Office:** Britannia House, 137-143 Baker Street, Enfield EN1 3JL

**Independent Examiner:** David Terry FCA, Ramon Lee Ltd, 93 Tabernacle Street, London EC2A 4BA

**Bankers:** CAF Bank, 25 Kings Hill Avenue, West Malling, Kent ME19 4JQ

**ENFIELD CARERS CENTRE**  
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**DIRECTORS' AND TRUSTEES' REPORT (Cont/d)**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

**Trustees' responsibilities in relation to the financial statements**

The trustees (who are also directors of Enfield Carers Centre 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 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 business.

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. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Preparation of the report**

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

**APPROVAL**

This report was approved by the Board of Trustees and signed on its behalf by:



**T Hellings**  
Chairman

**21<sup>st</sup> September 2020**

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

## ENFIELD CARERS CENTRE (A company limited by guarantee)

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2020.

### Respective responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company 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 Company are not required to be audited for this year 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).

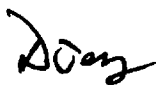
### Independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.



**D TERRY – CHARTERED ACCOUNTANT  
RAMON LEE LTD  
93 TABERNACLE STREET  
LONDON EC2A 4BA**

**21<sup>ST</sup> SEPTEMBER 2020**



**ENFIELD CARERS CENTRE**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31ST MARCH 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
<b>Income</b>					
Grants and donations	2	211,595	-	211,595	216,853
Income from charitable activities	3	348,408	311,528	659,936	659,666
Income from other trading activities	4	-	-	-	1,728
Investment income	5	1,403	-	1,403	580
<b>Total income</b>		<u>561,406</u>	<u>311,528</u>	<u>872,934</u>	<u>878,827</u>
<b>Expenditure</b>					
Costs of generating funds	6	8,593	-	8,593	10,327
Expenditure on charitable activities	6	349,344	266,887	616,231	681,836
<b>Total expenditure</b>		<u>357,937</u>	<u>266,887</u>	<u>624,824</u>	<u>692,163</u>
<b>Net income/(expenditure) and net movement in funds for the year</b>		203,469	44,641	248,110	186,664
<b>Reconciliation of funds</b>					
Total funds, brought forward		565,189	123,884	689,073	502,409
<b>Total funds, carried forward</b>		<u>768,658</u>	<u>168,525</u>	<u>937,183</u>	<u>689,073</u>

**CONTINUING OPERATIONS**

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

**TOTAL RECOGNISED GAINS AND LOSSES**

The company has no recognised gains or losses other than the above movement in funds for the above two financial years.

The notes on pages 11 to 20 form part of these accounts.

**ENFIELD CARERS CENTRE**  
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**BALANCE SHEET AS AT 31ST MARCH 2020**


	Notes	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	11	6,273		9,907	
			6,273		9,907
<b>Current assets</b>					
Debtors	12	52,915		9,670	
Cash at bank and in hand		904,773		735,858	
		957,688		745,528	
<b>Liabilities</b>					
Creditors falling due within one year	13	(26,778)		(66,362)	
<b>Net Current Assets</b>			930,910		679,166
<b>Net assets</b>			937,183		689,073
<b>The funds of the charity:</b>					
Unrestricted funds:					
General	14		351,728		447,776
Designated	14		416,930		117,413
Restricted funds	14		168,525		123,884
<b>Total charity funds</b>			937,183		689,073

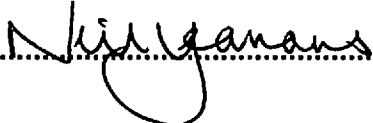
For the financial year ended 31<sup>st</sup> March 2020 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as is applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

These financial statements were approved by the Board of Directors and Trustees on 21<sup>st</sup> September 2020 and were signed on its behalf by:

.....  ..... T Hellings (Chairman)

.....  ..... N Yeomans (Treasurer)

**Company No: 07149774**

The notes on pages 11 to 20 form part of these accounts.

**ENFIELD CARERS CENTRE**  
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**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31ST MARCH 2020**

	<b>2020</b>	<b>2019</b>
	£	£
<b>Net cash generated by operating activities</b>	167,512	211,039
<b>Cash flows from investing activities</b>		
Interest income	1,403	580
Fixed asset investment	-	(13,211)
<b>Cash (used) /provided by Investing activities</b>	<u>1,403</u>	<u>(12,631)</u>
Increase in cash & cash equivalents in the year	<u>168,915</u>	<u>198,408</u>
Cash & cash equivalents at the beginning of the year	735,858	537,450
<b>Total cash &amp; cash equivalents at the end of the year</b>	<u>904,773</u>	<u>735,858</u>

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**Reconciliation of net movement in funds to net cashflow from operating activities:**

	<b>2020</b>	<b>2019</b>
	£	£
Net movement in funds	248,110	186,664
Add back depreciation	3,634	3,634
Deduct interest income shown in investment activities	(1,403)	(580)
Decrease / (increase) in debtors	(43,245)	18,336
Increase / (decrease) in creditors	(39,584)	2,985
<b>Net cash generated by operating activities</b>	<u>167,512</u>	<u>211,039</u>

**ENFIELD CARERS CENTRE**  
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**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of accounts**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charity SORP (FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Enfield Carers Centre meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

**1.2 Preparation of accounts on a going concern basis**

The Charity's Financial Statements show net income of £248,110 for the year and free reserves of £345,455. The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 to 18 months and on this basis the Charity is a going concern.

**1.3 Income recognition**

All income is included in the consolidated SOFA when the charity is legally entitled to it, receipt is probable and the amount can be measured with sufficient reliability.

**Grant income**

Grants are credited to the SOFA when the charity is entitled to the funds. Income is only deferred where there are time constraints imposed by the donor or if the funding is performance related.

Where entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the income is recognised when there is sufficient evidence that conditions will be met.

Grants supporting the core activities of the charity and with no specific restrictions placed upon their use are included within donations and legacies. Grants that have specific restrictions placed upon their use are included within income from charitable activities.

**Donations and legacies**

Donations are recognised in the period in which they are received. Legacy income is recognised when the charity's entitlement is judged to be probable and where the amount can be reliably measured.

**Contract income**

Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.

**Room hire**

Room hire and service charge income are credited to income in the year in which they are receivable.

**Investment income**

Investment income is included when receivable.

**1.4 Volunteers and donated services, facilities and goods**

Donated professional services and donated facilities are recognised as income when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the Charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Charity is not recognised in the main body of the financial accounts but detail is contained in the trustees report.

**ENFIELD CARERS CENTRE**  
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**NOTES TO THE ACCOUNTS (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

On receipt, donated professional services, donated facilities and goods are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**1.5 Expenditure recognition and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- (a) Costs of raising funds comprise the costs of seeking grants and donations and other trading activities that raise funds and their associated support costs.
- (b) Expenditure on charitable activities include expenditure associated with the main objectives of the Charity and include both direct costs and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**1.6 Allocation of support costs**

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, finance and administration personnel, payroll and governance costs which support the Charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 6.

**1.7 Funds structure**

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

**1.8 Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Individual fixed assets costing £500 or more are capitalised at cost.

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

Fixtures, fittings & equipment	25% on cost
--------------------------------	-------------

**1.9 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.

**1.10 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term cash deposits.

**ENFIELD CARERS CENTRE**  
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**NOTES TO THE ACCOUNTS (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**1.11 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.12 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**1.13 Judgement and key sources of estimation uncertainty**

In the application of the Charity's accounting policies, the Charity is required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**1.14 Pension costs**

Contributions are charged to the Statement of Financial Activities in the period in which they are payable. The assets of the defined contribution schemes are held separately from those of the company in independently administered funds. The pension cost charge (note 9) represents contributions payable by the charity to the fund and amounted to £7,133 (2019 - £6,377). Contributions totalling £3,669 (2019 - £2,339) were payable to the fund at the year end and are included in creditors.

**1.15 Taxation**

The Charity is a registered Charity and, therefore, is not liable to Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**2. GRANTS AND DONATIONS**

	<b>Unrestricted Funds £</b>	<b>2020 £</b>	<b>2019 £</b>
L.B. Enfield - Core Carers Grant	175,000	175,000	175,000
L.B. Enfield - CCG Section 75	35,000	35,000	35,000
Donations	1,595	1,595	6,853
	<u>211,595</u>	<u>211,595</u>	<u>216,853</u>

The grants and donations income in 2019 totalling £216,853 was attributed to unrestricted funds.

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**NOTES TO THE ACCOUNTS (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
<i>Grant and contract income:</i>				
L.B of Enfield - Caring Services Contract	341,536	-	341,536	358,985
L.B. Enfield - Carers Assessment Project	-	110,000	110,000	110,000
L.B. Enfield - Replacement care for Ambassadors	-	-	-	1,500
The 29th May 1961 Charitable Trust - EyPIC	-	3,000	3,000	-
Alpha care Specialist - Home from Hospital	-	25,000	25,000	25,000
BBC Children in Need - EyPIC Project	-	31,185	31,185	33,550
Carers Trust - EyPIC Project	-	4,488	4,488	-
City Bridge Trust - Older Carers Benefits & Advice Project	-	37,000	37,000	42,850
The Expat Foundation - EyPIC	-	15,000	15,000	-
The Henry Smith Charity Carers - GP & Hospital Support Project	-	31,500	31,500	56,891
Metaswitch Networks - EyPIC	-	2,000	2,000	-
NHS North Central London CCG - Hospital Discharge Project	-	40,000	40,000	-
Warburtons - EyPIC Project	-	-	-	6,174
Donation - EyPIC Project	-	12,355	12,355	18,861
User contributions and other income	6,872	-	6,872	5,855
	<u>348,408</u>	<u>311,528</u>	<u>659,936</u>	<u>659,666</u>

The income from charitable activities received in 2019 totalling £659,666 was attributed to £364,840 unrestricted funds and £294,826 restricted funds.

**4. INCOME FROM OTHER TRADING ACTIVITIES**

	Unrestricted Funds £	2020 £	2019 £
Letting income	-	-	750
Sundry income	-	-	978
	<u>-</u>	<u>-</u>	<u>1,728</u>

The other trading income in 2019 totalling £1,728 was all attributed to unrestricted funds.

**5. INVESTMENT INCOME**

	Unrestricted Funds £	2020 £	2019 £
Bank deposit interest	1,403	1,403	580
	<u>1,403</u>	<u>1,403</u>	<u>580</u>

The investment income in 2019 totalling £580 was attributed to unrestricted funds.

**ENFIELD CARERS CENTRE**  
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**NOTES TO THE ACCOUNTS (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**6. ANALYSIS OF EXPENDITURE**

	Raising funds £	Carers Support £	2020 £	2019 £
Staff Costs	8,231	399,279	407,510	440,311
Communication and IT costs	-	47,653	47,653	51,541
Premises and equipment costs	-	61,342	61,342	65,199
Other direct costs	-	72,139	72,139	99,906
Fundraising costs	-	-	-	1,830
Support costs (Note 7)	289	28,619	28,908	25,380
Governance costs (Note 7)	73	7,199	7,272	7,996
	<u>8,593</u>	<u>616,231</u>	<u>624,824</u>	<u>692,163</u>

Of the £624,824 expenditure in 2020 (2019 - £692,163), £357,937 was charged to unrestricted funds (2019 - £427,749) and £266,887 to restricted funds (2019 - £264,414).

**7. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS**

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between the Charity's key activities undertaken (see note 6) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of staff time allocated to each activity.

	General support £	Governance function £	2020 £	2019 £
General office staff costs	-	2,977	2,977	2,953
Premises office costs	2,872	-	2,872	3,231
Communication and IT costs	12,213	395	12,608	10,254
Professional expenses	10,906	-	10,906	9,876
Insurance	1,145	-	1,145	1,087
Miscellaneous expenses	1,772	-	1,772	1,332
Trustees expenses	-	300	300	1,043
Independent Examination	-	3,600	3,600	3,600
	<u>28,908</u>	<u>7,272</u>	<u>36,180</u>	<u>33,376</u>

**8. NET INCOME/(EXPENDITURE) FOR THE YEAR**

This is stated after charging:

	2020 £	2019 £
Independent examination	3,600	3,600
Depreciation	<u>3,634</u>	<u>3,634</u>



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**NOTES TO THE ACCOUNTS (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**9. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND COST OF KEY MANAGEMENT PERSONNEL**

<b>STAFF COSTS</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Salaries	367,719	394,228
National Insurance	29,445	32,808
Pension	7,133	6,377
	<u>404,297</u>	<u>433,413</u>

There were no employees whose annual emoluments were £60,000 or more.

None of the Trustees received any remuneration during the year (2019 – £nil) and no expenses were reimbursed (2019 – £nil).

The key management personnel of the charity comprise the Chief Executive Officer. The total employee benefits of the key management personnel of the charity, consisting of wages were £59,545 (2019 - £59,053).

**10. STAFF NUMBERS**

The average weekly equivalent full time number of staff employed by the Charity during the period was as follows:

	<b>2020</b>	<b>2019</b>
Direct charitable work	14	14
	<u>14</u>	<u>14</u>

The average monthly number of persons employed by the charity during the year was 16 (2019 – 17).

**11. TANGIBLE FIXED ASSETS**

<b>NET BOOK VALUES</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Fixtures & fittings	-	-
Computer equipment	6,273	9,907
	<u>6,273</u>	<u>9,907</u>

**MOVEMENTS IN YEAR**

<u>Cost</u>	<b>Opening Balances</b>	<b>Additions</b>	<b>Disposals</b>	<b>Closing Balances</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixtures & fittings	11,537	-	-	11,537
Computer equipment	48,277	-	-	48,277
	<u>59,814</u>	<u>-</u>	<u>-</u>	<u>59,814</u>
<u>Depreciation</u>	<b>Opening Balances</b>	<b>Charge For Year</b>	<b>Disposals</b>	<b>Closing Balances</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixtures & fittings	11,537	-	-	11,537
Computer equipment	38,370	3,634	-	42,004
	<u>49,907</u>	<u>3,634</u>	<u>-</u>	<u>53,541</u>

**ENFIELD CARERS CENTRE**  
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**NOTES TO THE ACCOUNTS (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**12. DEBTORS**

	2020 £	2019 £
Trade debtors	40,708	2,958
Other debtors	2,419	-
Prepayments	9,788	6,712
	<b>52,915</b>	<b>9,670</b>

**13. CREDITORS: amounts falling due within one year**

	2020 £	2019 £
Trade creditors	2,406	4,334
Taxation and social security	-	19,374
Other creditors	3,669	2,339
Accruals	13,203	32,815
Deferred income (note 16)	7,500	7,500
	<b>26,778</b>	<b>66,362</b>

**14. ANALYSIS OF CHARITABLE FUNDS**

	Balance at 01.04.19 £	Income £	Expenditure £	Transfers £	Balance at 31.03.20 £
<b>Restricted Funds:</b>					
Carers Assessment Project	26,237	110,000	100,487	-	35,750
EyPIC - Young Carers Project	-	68,028	66,227	-	1,801
Carers Fire Prevention Project	8,867	-	-	-	8,867
CEPN Safer Discharge Project	46,252	40,000	14,008	-	72,244
Carers GP & Hospital Support Project	32,830	31,500	25,378	-	38,952
Older Carers Benefits & Advice Project	8,198	37,000	35,672	-	9,526
Replacement care for Ambassadors	1,500	-	115	-	1,385
Home From Hospital Project	-	25,000	25,000	-	-
<b>Total restricted funds</b>	<b>123,884</b>	<b>311,528</b>	<b>266,887</b>	<b>-</b>	<b>168,525</b>
<b>Unrestricted funds:</b>					
<b>Designated funds:</b>					
Development Fund	60,120	-	-	200,000	260,120
Services for Young Carers	57,293	-	57,293	72,000	72,000
Carers Benefits Advice	-	-	-	44,810	44,810
Carers GP & Hospital Support	-	-	-	40,000	40,000
	<b>117,413</b>	<b>-</b>	<b>57,293</b>	<b>356,810</b>	<b>416,930</b>
<b>General funds:</b>	<b>447,776</b>	<b>561,406</b>	<b>300,644</b>	<b>(356,810)</b>	<b>351,728</b>
<b>Total unrestricted funds</b>	<b>565,189</b>	<b>561,406</b>	<b>357,937</b>	<b>-</b>	<b>768,658</b>
<b>Total funds:</b>	<b>689,073</b>	<b>872,934</b>	<b>624,824</b>	<b>-</b>	<b>937,183</b>

**ENFIELD CARERS CENTRE**  
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**NOTES TO THE ACCOUNTS (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**14. ANALYSIS OF CHARITABLE FUNDS (CONTINUED)**

**Analysis of movements in funds - previous year**

	Balance at 01.04.18 £	Income £	Expenditure £	Transfers £	Balance at 31.03.19 £
<b>Restricted Funds:</b>					
Carers Assessment Project	8,777	110,000	92,540	-	26,237
EyPIC - Young Carers Project	10,306	58,585	68,891	-	-
Carers Fire Prevention Project	8,867	-	-	-	8,867
Dementia / Active Ageing Project	4,900	-	4,900	-	-
CEPN Safer Discharge Project	60,622	-	14,370	-	46,252
Carers GP & Hospital Support Project	-	56,891	24,061	-	32,830
Older Carers Benefits & Advice Project	-	42,850	34,652	-	8,198
Replacement care for Ambassadors	-	1,500	-	-	1,500
Hospital Discharge Project	-	25,000	25,000	-	-
<b>Total restricted funds</b>	<b>93,472</b>	<b>294,826</b>	<b>264,414</b>	<b>-</b>	<b>123,884</b>
<b>Unrestricted funds:</b>					
<b>Designated funds:</b>					
Development Fund	-	-	-	60,120	60,120
Services for Young Carers	-	-	-	57,293	57,293
	-	-	-	117,413	117,413
<b>General funds:</b>	<b>408,937</b>	<b>584,001</b>	<b>427,749</b>	<b>(117,413)</b>	<b>447,776</b>
<b>Total unrestricted funds</b>	<b>408,937</b>	<b>584,001</b>	<b>427,749</b>	<b>-</b>	<b>565,189</b>
<b>Total funds:</b>	<b>502,409</b>	<b>878,827</b>	<b>692,163</b>	<b>-</b>	<b>689,073</b>

**Description, nature and purpose of restricted funds:**

**Carers Assessment Project** – This funding is for the Appointed Trusted Assessor for Enfield Council. It is for the provision of stand-alone (carer only) assessment and processing of carers' direct payments where appropriate.

**EyPIC – Young Carers Project** – This project is funded by both grants and donations. The project involves working closely with local schools delivering assemblies and teacher training to raise awareness about YCs and YACs aimed at:

- a) identifying hidden carers and adopting a Schools 'Young Carers' Protocol;
- b) referring them to ECC for ongoing support;
- c) reducing absenteeism;
- d) improving educational attainment and their future prospects.

**Carers Fire Prevention Project** – This funding is from London Fire Brigade for identifying carers and cared for persons with mobility or sensory impairment in need of fire prevention equipment or services (e.g. smoke alarms, flame retardant bedding, etc)

**Dementia / Active Ageing Project** – This funding from Awards for All for work in respect of the Dementia / Active Ageing Project.

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**NOTES TO THE ACCOUNTS (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**14. ANALYSIS OF CHARITABLE FUNDS (CONTINUED)**

**CEPN Safer Discharge Project** – This funding from CEPN NHS England aimed at reducing hospital re-admissions and promoting the involvement of carers in smoother, faster, safer discharges from hospital. Also the production of 2 videos: one aimed at hospital staff – improving carer awareness and promoting the advantages of including carers in discharge planning. The second video is aimed at family / unpaid carers and explains the discharge process; the need for carer involvement and the importance of planning for the discharge date. The project also provides a post-discharge training programme for carers covering topics such as medication management, signs of infection, dehydration and pressure sores, etc.

**Carers GP & Hospital Support Project** – This funding from The Henry Smith Charity to identify and support carers at GP practices and hospitals at an earlier stage and establish improved support for Carers. To support practice and hospital staff with carer awareness training and increase signposting to Enfield Carers Centre.

**Older Carers Benefits & Advice Project** – This funding from City Bridge Trust for the support of carers aged 65+ to maximise their income by ensuring that they receive full financial and welfare benefit entitlements and do not experience financial hardships.

**Replacement Care for Ambassadors** – ECC has assisted Enfield Council in recruiting six Carers Ambassadors who will represent carers of specific disability areas at Carers Partnership Board and other meetings. The Ambassadors are provided with direct payment from the Council as reimbursement for expenses. The £1500 funding allocated to ECC is restricted for the purpose of reimbursing Ambassadors for replacement care expenses.

**Alpha Care Ltd “Home From Hospital Project”** – ECC is a formal partner on this project. ECC provides a Hospital Discharge Liaison Officer working over three hospitals: Chase Farm; North Middx. and Barnet. The Officer works closely with the multi-disciplinary discharge teams and supports Carers to be involved in discharge planning as well as promoting referrals to the Home From Hospital services.

**Description, nature and purpose of unrestricted funds:**

**Development Fund** – to support the charity's merger proposals and subsequent expansion of services in the home care field. To evaluate and undertake the promotion and development of new services which will generate unrestricted income, build future sustainability and effectively meet service user needs through areas of work appropriate for the charity to undertake.

**Services for Young Carers** – to ensure that the charity continues to operate and meet the needs of vulnerable young carers.

**Carers Benefits Advise** - To allow the Charity to continue supporting carers of all ages to maximise their income by ensuring that they receive full financial and welfare benefit entitlements and do not experience financial hardship.

**Carers GP & Hospital Support** – To ensure the Charity's presence in healthcare settings and meet its aim of identifying and supporting carers at GP practices and hospitals at an earlier stage and establish improved support for Carers. To support practice and hospital staff with carer awareness training and increase signposting to Enfield Carers Centre.

**General Funds:** General Funds represents the balance of the unrestricted funds available to be applied as the trustees in their discretion think fit towards attaining the charitable objects and purposes of the charity.

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**NOTES TO THE ACCOUNTS (Cont/d)**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	General Funds £	Designated Funds £	Restricted Funds £	Total 2020 £
Tangible fixed assets	6,273	-	-	6,273
Net current assets	345,455	416,930	168,525	930,910
	<u>351,728</u>	<u>416,930</u>	<u>168,525</u>	<u>937,183</u>

**Analysis of net assets between funds - previous year**

	General Funds £	Designated Funds £	Restricted Funds £	Total 2019 £
Tangible fixed assets	9,907	-	-	9,907
Net current assets	437,869	117,413	123,884	679,166
	<u>447,776</u>	<u>117,413</u>	<u>123,884</u>	<u>689,073</u>

**16. DEFERRED INCOME**

	2020 £	2019 £
Balance as at 1st April	7,500	49,931
Amount released to income in the year	-	(49,931)
Amount deferred in the year	-	7,500
Balance as at 31st March	<u>7,500</u>	<u>7,500</u>

Deferred income represents funding received from London Borough of Enfield towards cost of carers assessments for carer assistants, to be carried out in future years.

**17. SHARE CAPITAL**

The company is limited by guarantee and does not have a share capital divided by shares.

**18. RELATED PARTY TRANSACTIONS**

No related party transactions took place in the year.

**19. POST BALANCE SHEET EVENTS**

Enfield Carers Centre and Carers Trust Lea Valley Crossroads (CTLVC) announce their intention to merge.

Discussions between the Boards of Trustees of both charities have taken place during the past few months and the decision to merge is by mutual agreement. The completed merger is expected to be complete by 1<sup>st</sup> November 2020.