Flexicare (Oxford and Abingdon)

UK Charitable Incorporated Organisation number: 1172635
UK Company Number: CE010086

Report and Financial Statements
For the year ended 31 August 2020

(Formerly UK Registered Charity number 291844)

Contents

Report of the Trustees for the year ending 31 August 2020

Reference and Administrative Information

Charitable Incorporated Organisation (CIO) Name:	Flexicare (Oxford and Abingdon)
CIO number:	1172635
Registered Office and operating address:	61 St Gabriel's Wantage Oxon, OX12 8FL
Website	www.flexicare.org
The Trustees for the relevant year	Mr James Ross (Chairman)
	Mr Ben Stagg (Treasurer)
	Mrs Elizabeth Ballard
	Mrs Harriet Bretherton
	Mrs Tracy Strain
	Mr Tom Velickovic
Senior Coordinator	Katherine Boyce
Bankers	CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

Structure, Governance and Management

Governing Document

Flexicare was originally constituted by a Deed of Trust dated 25th April 1985. During 2017 the Trustees decided, in the best interests of the children and families it supports and its trustees and staff, to change the status of Flexicare (Oxford and Abingdon) to that of a Charitable Incorporated Organisation (CIO). Flexicare (Oxford and Abingdon) (CIO) was formally registered with the Charity Commission on 19th April 2017 (registration number 1172635) taking over the assets, liabilities, contracts and activities of Flexicare (Oxford and Abingdon). At the same time Flexicare (Oxford and Abingdon) (registration number 291844) closed and was removed from the Charity commission register on 22nd February 2018.

Flexicare was required to re-register with The Care Quality Commission (CQC) as a new Domiciliary Care Agency. Registration was completed in October 2018. The Responsible Individual is the Chairman of Trustees and the Registered Manager is Katherine Boyce.

Organisational Structure

Flexicare (Oxford and Abingdon) has a Board of Trustees who meet at least four times a year and are responsible for the strategic direction and policy of the CIO. Day-to-day responsibility for the provision of the services rests with the Senior Coordinator.

Recruitment and Appointment of Trustees

Each member of the Board of Trustees is selected on the basis of their skills, ensuring that the board has diverse and relevant skills. In the event of particular skills being lost due to retirements, it is the responsibility of the remaining trustees to recruit appropriate replacements. The Constitution specifies that there should be a minimum of three trustees and a maximum of twelve. There is no maximum period of service.

Induction and training for new Trustees

New Trustees are given the main documents that set out the operational framework for the CIO including the Constitution and a summary of the work of the CIO. They also receive the guidance of the Charity Commission on the responsibilities of Charity trustees.

Risk Management

The Trustees have reviewed the major risks to which the CIO is exposed. Internal financial risks are minimised by the requirement that all cheques and external bank payments have to be authorised by two people, one of whom has to be a trustee. The CIO follows written policies regarding safeguarding children, moving and handling, equality, health and safety and administration of medications guidance. All carers are offered regular updates in First Aid, Moving and Handling, Safeguarding and individual training for the administration of medication, undertaking feeds and other requirements of the Oxfordshire Children's Community Nursing Team Delegation Healthcare of Tasks Protocol. The CIO is inspected by the CQC and is currently graded as "Good". The last inspection took place in October 2018.

Due to coronavirus, Flexicare stopped sitting between the 24 March 2020 and 15 June 2020. Sits restarted when all necessary safety measures had been put in place and the trustees were assured that Flexicare could undertake sits safely for both families and sitters. Each sit will continue to be risk assessed until the pandemic is controlled sufficiently.

Objectives and Activities

The CIO's objects and principal activities are "to improve the quality of life for children resident in the Oxford and Abingdon areas who have challenging or complex care needs as a result of severe physical or mental disability by the provision of occasional care attendants who will assist their families or carers with their care".

The CIO continues to provide a totally flexible service determined by the requests of the families. It offers sitting in/care at home for families in the Oxford, Abingdon, Grove and Wantage area who have young children up to the age of 18 years with mental and/or physical

disabilities. The service relies on volunteers who are supported by 1.5 full-time-equivalent paid staff at present.

The Trustees confirm that they have complied with their duty under section 4 of The Charities Act 2006 to have regard to public benefit guidance published by the Charity Commission. The Trustees believe that all of the activities of Flexicare (Oxford and Abingdon) further its charitable purposes for the public benefit.

Achievements and Performance

Flexicare (Oxford and Abingdon) continues to provide a totally flexible, family-led sitting service for families living within an eight-mile radius of the centre of Oxford, Grove and Wantage who have a child or children with a severe disability. The time that the sitter spends with the family allows the parents/carers and/or siblings to go out and do things that most families take for granted, or to catch up on some much-needed sleep. Siblings under 14 may also be looked after by the sitter or sitters, as we are more than happy to put in more than one sitter where required.

During the year there were 44 families with 48 children with disabilities registered to use the service. Two bereaved families continue to receive support, whilst a number of bereaved families continue to receive support from former co-ordinators.

Care and support was provided by 18 volunteers and 4 paid staff.

The number of requests for sits this year was considerably reduced due to Covid-19: 262 compared to 384. 207 of the 262 were from September 2019 to February 2020. Between March and August 2019 Flexicare undertook 194 sits, a reduction of 67% in sit numbers in the last six months of the year. Including the hours spent visiting and registering a total of 792 hours (2019: 1,233) was spent with families, 624 in the first half of the year.

14 (2019: 32) families were referred to the service during the year and 4 were offered registration. Of those not offered registration, two were out of our area, one we could not contact, and one was not within our remit. Three families were still on the waiting list at the end of the year, awaiting registration assessment visits and three were signposted to other services, as they needed immediate care.

Staff

The service is run on a day-to-day basis by Katherine Boyce, assisted by Mrs Lynn Ross, Mrs Jane Castle and Mrs Anna Hinton-Lowe.

Remuneration & Related Party Transactions of the Board of Trustees

No members of the Board of Trustees received any remuneration from the CIO during the year. Travel costs and expenses of trustees amounted to £nil (2019: £nil).

Lynn Ross, a member of staff, is the wife of James Ross, the Chair of the CIO. All trustees are satisfied with this arrangement and the Charity Commission confirmed on registration that they had no concerns either.

Katherine Boyce, the senior co-ordinator, is also a trustee of Helen and Douglas House, who provide training for Flexicare volunteers in practical moving and handling.

No other members of the Board of Trustees or other persons related to the CIO had any personal interest in any contract or transaction entered into by the CIO during the year.

Financial Review

The total income for the year to 31st August 2020 amounted to £55,000 (2019: 105,000) and expenditure to £66,000 (2019: £65000). The decrease in income was due to fundraising and events impacted by COVID19.

Nearly a fifth of the annual income derived from a contract with Oxfordshire Social Services £16,050 (2019: £18,900) to provide care to children. The County Council Grant grants a contracted amount of £21,400 per year (from 1 April 2019). Only three instalments were received in the year.

During the year, a number of fundraising events organised directly by the CIO or by the Flexicare Supporters Club generated income. These included:

Classical concert (£2,857)

Supporters Bridge drive (£1,740)

We have also received generous donations from the following sources:

Caldarium Motorcycle Club
Cranston Trust
Cumnor Mayors Fund
Collecting boxes
Donations from supporters
Waitrose Abingdon
Upholstery coffee

VOWH Adult Social Care, Abingdon
the Good Gift Guide,
Infinieum Smile,
Abbey Quilters
Five Star Events
Horti's Christmas sale
Duplicate Bridge Club

Plans for Future Periods

The CIO plans to continue the activities outlined above subject to satisfactory funding arrangements as a CIO.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the CIO's funds are to be spent in the short term so there are no funds for long-term investment. It is the Trustees' policy to retain the bulk of its funds in an interest-earning deposit account. In the current circumstances of negligible interest rates even this is hardly significant, but the CAF Gold Fund is considered to give as good a return as any.

Ben's Fund is held in a 60-day notice account to gain slightly better interest. As this is a supporter provided fund its use is planned and does not form part of the day-to-day finances of the charity.

Reserves Policy

The Trustees have examined the CIO's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed should amount to a minimum of 9–12 months of running costs. The reserves are needed to meet the working capital requirements of the CIO and the Trustees are confident that at this level they would have the necessary flexibility to wind down the activities of the CIO in an orderly manner in the event of a significant drop in funding.

Based on actual expenditure for 2020 the reserves target for general funds should be broadly between £50,000 and £66,000. The level of unrestricted reserves at 31st August 2020 was £63,000, which is regarded by the Trustees as satisfactory. They will aim to continue to manage the activities of the CIO within the limits of the funds available and with prudent planning.

There is a restricted fund known as Ben's Memorial Fund, which was set up by a family in memory of their son who was cared for by the service until his death. The fund was established to provide or increase care to families, appropriate to their needs, where this would be over and above the care that Flexicare could normally offer. This fund spent £369 on families this year.

The following grant has been provided during the year:

- £2,000 for core costs from The Masonic Charitable Foundation, for each of the preceding, current and following years.

Declaration by the Trustees

Members of the Board of Trustees who served during the year and up to the date of this report are set out on page 1.
The Trustees certify that:
• so far as we are aware, there is no relevant audit information of which the CIO's independent examiner is unaware; and
• we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the CIO's independent examiner is aware of that information.

Examination of the Accounts

Because the income of the CIO is over £25,000, there is a requirement for an independent examination. The Trustees express their gratitude to Ms Ros Avery for carrying out this important task.

Approved by the Board of Trustees on 21/1/21 and signed on its behalf by:

Mr James Ross (Chair)

Independent Examiner's Report to the Trustees of
Flexicare (Oxford and Abingdon)
for the year ended 31 August 2020

I report to the Trustees on the accounts of Flexicare (Oxford and Abingdon) (UK Registered Charitable Incorporation number 1172635) for the year ended 31 August 2020 which are set out on page 7.

Respective Responsibilities of trustees and examiner

The CIO's trustees are responsible for the preparation of the accounts. The CIO's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act. and
- to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the CIO a comparison of those accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations form the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit; and consequently no opinion is given as to whether or not the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records.

I 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.

R Avery. 21/1/21.

Ros Avery FCA
115 Mill Street, Kidlington, Oxon, OX5 2EE

Flexicare (Oxford and Abingdon)

Receipts and payments account for the year to 31 August 2020

	year to 31 August 2020 Unrestricted Funds £	year to 31 August 2020 Ben's Fund £	year to 31 August 2020 Other restricted Fund £	year to 31 August 2020 Total Funds £	year to 31 August 2019 Total Funds £
Receipts:					
Oxfordshire County Council Social Services grant	16,050	–	–	16,050	18,900
Fundraising events	2,965	–	–	2,965	9,732
Income from supporters group	1,740	–	–	1,740	3,750
Job retention grant	3,903	–	–	3,903	
Other grants and donations	27,907	–	2,000	29,907	72,403
Investment income	111	99	–	210	120
Total Receipts	52,676	99	2,000	54,775	104,905
Payments:					
Staff costs	47,903	–	3,920	51,823	54,726
Travel costs for staff and volunteers	3,387	–	–	3,387	4,273
Training costs for volunteers	843	–	–	843	601
Telephone costs	299	–	–	299	302
Registration and insurance costs	1,725	–	–	1,725	1,785
IT and database costs	605	–	3,755	4,360	411
Fundraising costs	1,438	–	–	1,438	2,130
Children & family activities	–	–	–	–	369
Other administrative costs	1,950	–	–	1,950	762
Total Payments	58,150	–	7,675	65,825	65,359
Net of receipts/ (payments)	(5,474)	99	(5,675)	(11,050)	39,546
Cash funds at 31 August 2019	68,235	11,974	20,875	101,084	61,538
Cash funds at 31 August 2020	62,761	12,073	15,200	90,034	101,084

During the year to 31 August 2019 £27,000 of income was restricted and £6,494 of expenditure was restricted.

Statement of assets and liabilities as at 31 August 2020

	31 August 2020 Unrestricted Funds £	31 August 2020 Ben's Fund £	31 August 2020 Other restricted Funds £	31 August 2020 Total Funds £	31 August 2019 Total Funds £
Total Funds	62,761	12,073	15,200	90,034	101,084

Approved by the Board of Trustees on 21/1/21 and signed on its behalf by:

Mr James Ross (Chair)