

**WORCESTERSHIRE PARENT AND CARERS' COMMUNITY**

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

# WORCESTERSHIRE PARENT AND CARERS' COMMUNITY

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## WORCESTERSHIRE PARENT AND CARERS' COMMUNITY TRUSTEE AND ADMINISTRATIVE DETAILS

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<b>Trustees</b>	Anne Duddington Sue Jarvis Belinda Morgan Stephen Hewitt Dr Lesley Ann Smallman Simon de Garis	Chairperson Vice chairperson Treasurer (resigned 2 December 2019)
<b>Charity number</b>	1122583	
<b>Principal address</b>	Crossroads Care Weir Lane Worcester WR2 4AY	
<b>Independent examiner</b>	E D Needham ACA ATII Kendall Wadley LLP Chartered Accountants Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS	
<b>Bankers</b>	HSBC 6 Broad Street Worcester WR1 2EJ	

# **WORCESTERSHIRE PARENT AND CARERS' COMMUNITY TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020**

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Worcestershire Parent and Carers' Community is registered with the Charity Commission and governed by a constitution dated 30 January 2007. It is an association with 570 registered members including 156 member families and with wider social media reach. The Charity's registered number, trustees and principal address are detailed on page 1. New trustees are selected and appointed by the trustees from within and outside the membership.

The trustees confirm that in undertaking their work they have complied with the duty within section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

## **Objects of the Charity**

The objects of the charity set out in the constitution are the provision of relief to people with a disability; in particular by providing help and support to them, their families and dependents and by assisting with the planning and development of services locally in Worcestershire.

The charity focuses on supporting the parents and carers of disabled children and their families and bringing them out of isolation. It provides opportunities for social contact, specialist family inclusive activities, practical and emotional support and signposting to relevant support organisations.

## **Summary of the main activities and achievements**

During the year to 31 March 2020, we continued our work supporting parents and carers and helping them to support themselves and each other. Following the disruption to family and carer social events caused by the covid-19 pandemic, we moved our focus to increased online support and contact, providing weekly newsletters packed with useful links to online activities and support and hosting online video coffee mornings and chats.

Our activities have included the following:

- For the parent carers -coffee mornings, information sessions, workshops, yoga sessions and two lunches, at which parents and carers can relax and gather information, meet others facing the same challenges and build support networks.
- a range of family inclusive activities enabling the whole family to enjoy a break in the company of other member families and providing opportunities for friendship. The year's activities included visits to a wetland centre and a care farm, a craft and activity day, trips to a museum and a pantomime, zorbing, boating, climbing, a Safari park outing and Christmas party.
- a youth group for our members aged 13 years and over, with monthly activities in the Wychavon area and quarterly group outings including a residential trip to an outdoor centre. We aim to help our youngsters develop the independence and social skills necessary to grow into confident adults with fulfilling lives
- providing access to a family worker, to provide practical support and signposting advice to families in distress.
- Increasing our social media presence and replacing our website. Updating our information packs including leaflets and newsletters. This has become a particular focus following the covid-19 pandemic with newsletters and online contacts increasing to replace face to face social activities
- providing a welcoming base in Worcester
- assisting in the implementation and monitoring of Worcestershire's Carers' Strategy through the Health and Wellbeing Board.
- continuing to engage with Worcestershire County Council, Carers Action Worcestershire, Young Solutions Worcestershire, Healthwatch Worcestershire, University of Worcester and Worcestershire Health and Care NHS Trust in the development of services for people with a disability, particularly families including disabled children.
- maintaining policies and procedures commensurate with high standards of data protection and safeguarding, including providing safeguarding training within the organisation.

## **WORCESTERSHIRE PARENT AND CARERS' COMMUNITY TRUSTEES' REPORT CONTINUED FOR THE YEAR ENDED 31 MARCH 2020**

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Financial sustainability remains a principal challenge. We are dependent on grants and donations for our continued operation and we are tremendously grateful to the organisations and individuals who have supported us this year, enabling us to continue our work including those who have devoted time and effort to fundraising internally.

### **Reserves Policy**

The trustees' policy is to hold reserves representing at least three months operating expenditure to ensure that we can continue to deliver services and meet our financial obligations despite fluctuations in income. Our free reserves at 31 March 2020 are £50,778 (2019 £35,919).

### **The trustees would like to thank the following for their financial support:**

Coop Local Community Fund  
Eveson Charitable Trust  
Worcestershire County Council  
Truemark Trust  
Sanctuary Group  
Masonic Charitable Foundation  
Edward Gostling Foundation  
Edward Cadbury Charitable Trust  
The Misses Barrie Charitable Trust  
Worcestershire County Councillors- Bob Banks, Brandon Clayton, Marcus Hart, Matt Jenkins, Jane Potter.,

Mary Hill Trust, Baron Davenport's Charity, The Rotary Club of Worcester, The Monday Night Group, Worcester Play Council, Waitrose Limited, Margaret Westwood Memorial Charity, Worcester Lions, Young Solutions Worcestershire.

The trustees would also like to extend their thanks to members, parents, carers and other individuals who have made donations and contributed time and practical support to our activities.



**Anne Duddington**  
**Chairperson**

14 July 2020



# **WORCESTERSHIRE PARENT AND CARERS' COMMUNITY INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

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I report on the accounts of the charity for the year ended 31 March 2020 which are set out on pages 5 to 6.

## **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

## **Basis of independent examiner's report**

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 charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 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**

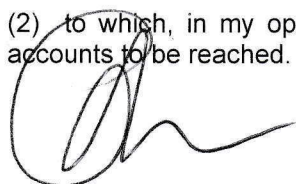
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**E D Needham ACA ATII**

**Kendall Wadley LLP**  
Chartered Accountants  
Granta Lodge  
71 Graham Road  
Malvern  
Worcestershire

21 September 2020

**WORCESTERSHIRE PARENT AND CARERS' COMMUNITY  
RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2020**

	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>Total £</b>	<b>Total 2019 £</b>
<b>Receipts</b>				
<b>Grants and donations:</b>				
Coop Local Community Fund		8,245	8,245	-
Eveson Charitable Trust		7,500	7,500	7,500
Truemark Trust		5,000	5,000	-
Worcestershire County Council Wychavon	6,756	-	6,756	4,453
Masonic Charitable Foundation		2,900	2,900	-
Sanctuary Group		2,478	2,478	-
Worcestershire County Councillors		2,000	2,000	5,870
Edward Cadbury Charitable Trust		2,000	2,000	-
Edward Gostling Foundation		1,900	1,900	-
Misses Barrie Charitable Trust		1,000	1,000	-
Other grants and donations		15,794	15,794	22,262
	<u>6,756</u>	<u>48,817</u>	<u>55,573</u>	<u>40,085</u>
Fundraising activities and collections		1,647	1,647	2,295
Member contributions for activities		3,535	3,535	3,171
Bank interest		15	15	12
	<u>6,756</u>	<u>54,014</u>	<u>60,770</u>	<u>45,563</u>
<b>Payments</b>				
<b>Direct costs of charitable activities</b>				
Activities and events	2,473	9,647	12,120	10,119
Direct salary cost	1,086	20,343	21,429	20,261
Support work	2,932	-	2,932	3,176
Communications, social media and website		2,360	2,360	1,614
Fundraising and volunteer coordination		1,483	1,483	218
Equipment and supplies		-	-	1,550
Other	104	56	160	108
	<u>6,595</u>	<u>33,889</u>	<u>40,484</u>	<u>37,046</u>
<b>Overheads and administration costs</b>				
Salary cost for administration		2,260	2,260	3,384
Office, telephone and insurance	400	2,245	2,645	1,920
Professional fees & DBS checks		356	356	425
Sundries		166	166	117
	<u>400</u>	<u>5,027</u>	<u>5,427</u>	<u>5,846</u>
<b>Total payments</b>	<u>6,995</u>	<u>38,916</u>	<u>45,911</u>	<u>42,892</u>
<b>Net income (deficit) for the year</b>	(239)	15,098	14,859	2,671
<b>Transfer</b>	239	(239)	-	-
<b>Net movement in funds</b>	-	14,859	14,859	2,671
<b>Fund balances at start of year</b>	-	35,919	35,919	33,248
<b>Fund balances at end of year</b>	-	<u>50,778</u>	<u>50,778</u>	<u>35,919</u>

**WORCESTERSHIRE PARENT AND CARERS' COMMUNITY  
STATEMENT OF ASSETS AND LIABILITIES  
AT 31 MARCH 2020**

	Restricted Funds £	Unrestricted Funds £	Total £	2019 £
<b>ASSETS</b>				
<b>Accounts at HSBC</b>				
Current account	-	43,341	43,341	28,496
Savings account	-	7,437	7,437	7,423
	<u>-</u>	<u>50,778</u>	<u>50,778</u>	<u>35,919</u>

These accounts have been approved by the Trustees on 14th July 2020 and signed on their behalf by:

*Anne Duddington*

**Anne Duddington  
Chairperson**



**WORCESTERSHIRE PARENT AND CARERS' COMMUNITY**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

**1 Accounting policies**

**Basis of preparation**

These accounts have been prepared on a receipts and payments basis under section 133 of the Charities Act 2011 following the guidance for accounting issued by the Charity Commission.

**2 Restricted funds**

	At 1 April 2019 £	Amounts received £	Funds Expended £	Transfer from unrestricted £	At 31 March 2020 £
Wychavon youth group	-	6,756	(6,995)	239	-

The Wychavon grant is restricted to expenditure on youth group activities specified in the grant agreement and is subject to monitoring.

**3 Trustees' remuneration and expenses**

There was none.

**4 Related party transactions**

One of the individuals employed by the charity is connected to a trustee of the charity. The trustees manage potential conflicts of interest.

**5. Expenses incurred but not paid at the year end**

There were no amounts due but not paid at the year end.

As a result of covid-19 event cancellations, the charity held £762.50 at the year end which is refundable to members on request.