Company registration number 04203210 (England and Wales)

# ST HELENS CARERS CENTRE LIMITED ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023





#### **LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees** G F Almond

T A Butler D M Charnock E J Dearden MBE DL

J B Sheffield A E Sisson

Chief Executive A Ashton

Secretary A E Sisson

Charity number 1089663

Company number 04203210

Registered office 31-35 Baldwin Street

St Helens Merseyside WA10 2RS

Auditor Xeinadin Audit Limited

2 Hilliards Court

Chester Business Park

Chester Cheshire CH4 9QP

Bankers Bardays Bank Plc

Solicitors Tickle Hall Cross Solicitors

25 Hardshaw Street

St Helens Merseyside WA10 1RP

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# TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's [governing document], the Companies Act 2006 and "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).

#### Objectives and activities

#### Principal activities and objects of the Charity - Benefit to the Public

The principal activity of the charity in the year under review was that of the provision of relief and support for Carers of people who are ill, disabled or elderly.

The Charity's objectives are to support Carers living in St Helens and adjoining areas so that they do not reach crisis point. To do this the Charity employs a team of paid staff based at a centrally located 'one stop' Carers centre. Paid employees provide information, advice, emotional support and a range of practical support including the provision of Carers Assessments, Respite Breaks, Benefits Advice and Training.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

#### Achievements and performance

#### General

The 22/23 year has been our first full normal year following the pandemic and our planning to make sure all services returned to include a face-to-face method of working proved correct as the number of Carers seeking support has increase significantly and many wanted a return to normal service.

The Chair, on behalf of the board would like to acknowledge the dedication and commitment from the staff who continued to work with ever increasing number of Carers coming forward for support and an increase in the complexity of cases which have been exacerbated by the cost-of-living crisis making it more difficult to ensure we are able to serve the needs of all local Carers.

The Trustees are also extremely grateful to our funders and those who have given donations which allowed us to exercise our charitable objectives.

# TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

#### **Adult Carers**

Our support to Adult Carers continued to increase through the year and we also experienced an increase in more complex cases with more Carers requiring support around mental health and financial support due to the cost-of-living crisis.

- The Charity identified and started to deliver services to a further 961 Adult Carers and as of 31st March 2023, a total of 13,927 Adult Carers were actively receiving ongoing support.
- The number of active Adult Carers receiving services at the year-end represents 61.9% of the total estimated number of Carers in the borough of St Helens. In comparison, the average percentage of Carers identified across the northwest of England within the Carers Trust network stood at only 27%.
- The amount of work undertaken with each Adult Carer was considerable, with pre-existing registered
  Carers continuing to return to the service for support. A total of 5,673 individual Carers received one to
  one support through 21,116 separate support contacts with the remaining 8,254 receiving information
  through newsletters and email updates.
- Face to face training, social groups and events at our Carer Clubhouse had fully reopened and a total of 476 Carers accessed peer support groups, socials, and training with 4,122 attendances giving a total number of 9,275 free respite hours delivered.
- Our Online Chat facility, continued to be popular but fell slightly by 10% as Carers resumed face to face contact. A total of 1,110 Carers accessing our services this way throughout the year.
- From the work we undertook with Carers, a total of 1,495 had full benefit checks of which 772 Carers were not in receipt of the correct benefits and we made claims on their behalf which equated to £4,255,823. The average Carer was better off by £106 per week because of this service.
- We issued a total of £91,000 in personal budget payments as a result of Statutory Carers Assessments we
  undertook during the year to a total of 446 Carers allowing them to access personalised support of their
  choice.

#### Young Carers

- By 31st March 2023, a total of 769 Young Carers were receiving support, 181 of which were new during the year.
- Our Young Carer support staff provided 7,743 support contacts to Young Carers throughout the year in addition to respite sessions.
- We organised 131 respite sessions throughout the year and 3 residential breaks. These sessions allowed a total of 154 Young Carers to access a total of 6,577 hours of respite from their caring role.
- We undertook 235 Statutory Young Carers Assessments and awarded £14,775 in personal budgets to Young Carers.

#### Financial review

The end of the year saw a deficit of £10,692 (2022 - £125,654 surplus).

The principal funding sources were:

- · St Helens Council/ St Helens CCG
- · The Big Lottery

The Trustees are extremely grateful to all those who have provided funding either directly or via donations.

The Charity is only able to provide excellent support to Carers thanks to the funding it receives.

At the end of the year, the charity had restricted funds of £12,844 (2022 - £12,774).

The freely available reserves of the Charity increased by £14,272 (2022 - £91,008) and totalled £529,667 (2022 - £515,495).

#### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

#### Reserves policy

The Trustees have established a policy that the Charity should aim to retain unrestricted reserves that will cover between three to six months of annual expenditure. The unrestricted reserves as at 31 March 2023 were £581,233 (2022 - £591,995) against unrestricted expenditure of £880,536 (2022 - £824,201). The Charity's free reserves as at 31 March 2023 were £529,667 (2022 - £515,495), as shown in note 21 of the audited accounts, and cover over three months of direct charitable expenditure.

Reserves are held to cover any delay in receiving funding income whilst allowing the normal business operation of the Charity to continue. In addition the Charity retains reserves to cover possible redundancy payments should the Charity have to reduce the size of operation.

#### Investment policy

The Trustees whilst retaining their cautious approach to investments have authorised that any surplus funds can be deposited in a suitable interest bearing bank or building society. This approach is revisited at least annually to ensure that maximum returns are being achieved for the Charity.

#### Risk management

The Trustees have a risk management strategy in place and have established systems and procedures designed to reduce or eliminate any risks identified.

On an annual basis the Trustees assess the risks to which the Charity is exposed, in particular those related to the operations and finance of the organisation.

#### Plans for future periods

#### The Trustees have Identified the following plans for the coming year:

- To ensure our service remains accessible to all Carers throughout St Helens and ensure the service we
  provide reflects the needs of local Carers.
- To re-introduce a trial of free Holistic Therapy sessions for some Carers as additional respite opportunities.
- To investigate securing our own buildings and reduce our rental expenditure.
- To continue to protect and diversify our funding base and develop plans for the post pandemic era.

#### Structure, governance and management

The Charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The company was registered as a charity by the Charity Commission for all purposes on 5 December 2001 (Certificate number: 1089663).

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

G F Almond

T A Butler

D M Charnock

E J Dearden MBE DL

J B Sheffield

A E Sisson

S Whalley

(Resigned 28 June 2022)

# TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

#### **Appointment of Trustees**

The Trustee Board is made up of between three and nine members. They are elected from members at the Annual General Meeting held each year. The Trustees may at any time co-opt any person duly qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee, but a co-opted Trustee holds office only until the next AGM.

One third (or the number nearest to one third) of the Trustees must retire each year, those longest in the office retiring first and the choice between and of equal service being made by drawing lots. Those who retire are eligible for re-election at the next Annual General Meeting.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

#### Organisational structure

The Charitable Company is governed by its Memorandum and Articles of Association, and the Board of Trustees administers the Charity. The full Board meets monthly.

The Charity is required to provide monitoring information to its funders including St Helens Council and other grant making bodies. This information comprises fiscal, quality and service standards monitoring information.

The Board employ paid staff including the Chief Executive who is responsible for the day to day management of the Charity and reports direct to the Board of Trustees.

#### Key management remuneration

The trustees appoint four members to an executive panel - this panel reviews the pay and remuneration of all staff and makes recommendations to the full Board of Trustees. When deciding remuneration of key management, Trustees consider:

- · the purpose, aims and values of the Charity and its beneficiaries' needs
- how this affects pay policies for all employees, and for the senior staff in particular, including whether a lower rate of pay compared to similar roles in other sectors is appropriate
- how pay is linked to the skills, experience and competencies that the Charity needs from its senior staff and the scope of their roles
- the Charity's current business plan and how implementing it may affect the number of senior staff the Charity needs to employ or recruit, and the nature of those roles
- . the Charity's ability to pay, including the benefit to the Charity that such positions will bring

#### **Fundraising Strategies**

The Trustees are committed to using best practise in fundraising for the organisation and monitor all fundraising to ensure this takes place. The Trustees do not use external fundraising organisations or individuals for fundraising.

#### Relationship with The Carers Trust

The Charity is a Network Member of the Carers Trust throughout a network agreement. The Carers Trust provide national and regional information, advise, support and publicity. The Charity retains its own identity with regard to policies, procedures, contracts and responsibility for generating income, governance and management.

#### Auditor

In accordance with the company's articles, a resolution proposing that Xeinadin Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

# TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

#### Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' report was approved by the Board of Trustees.

G F Almond

Trustee

Date: 16.12.23

E J Dearden MBE DL

Trustee

# STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are also the directors of St Helens Carers Centre Limited for the purpose of company law, are responsible for preparing the Trustees' 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 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 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; and
- prepare the financial statements 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 financial statements 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.

#### INDEPENDENT AUDITOR'S REPORT

#### TO THE MEMBERS OF ST HELENS CARERS CENTRE LIMITED

#### Opinion

We have audited the financial statements of St Helens Carers Centre Limited (the 'Charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended:
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
   and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the Trustees' report has been prepared in accordance with applicable legal requirements.

# INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ST HELENS CARERS CENTRE LIMITED

#### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees' report.

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

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

#### Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

# INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ST HELENS CARERS CENTRE LIMITED

#### Extent to which the audit was considered capable of detecting irregularies, including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with trustees and other management, and from our knowledge and experience of charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, including the Companies Act 2006, Charities Act 2011, data protection, anti-bribery, employment and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making
  enquiries of management team and inspecting legal correspondence; and identified laws and regulations
  were communicated within the audit team regularly and the team remained alert to instances of noncompliance throughout the audit.

We assessed the susceptibility of the group's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management team as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- · performed analytical procedures to identify any unusual or unexpected relationships;
- · tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- · investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- · agreeing financial statement disclosures to underlying supporting documentation;
- · enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC and relevant regulators.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

# INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ST HELENS CARERS CENTRE LIMITED

#### Use of our report

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

Helen Furlong FCCA (Senior Statutory Auditor) for and on behalf of Xeinadin Audit Limited

18:12 - 23

Accountants
Statutory Auditor

2 Hilliards Court Chester Business Park Chester Cheshire CH4 9QP

# STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

#### FOR THE YEAR ENDED 31 MARCH 2023

	U	nrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
		2023	2023	2023	2022	2022	2022
	Notes	£	£	£	£	£	£
Income and endowmen	its from:						
Donations and legacies	3	16,684	53,427	70,111	165,265	34,536	199,801
Charitable activities	4	840,124	344,283	1,184,407	757,700	375,706	1,133,406
Other trading activities	5	10,044	-	10,0 <b>44</b>	10,609	-	10,609
Investments	6	247	-	247	109	-	109
Other income	7		<u>-</u>	-	-	1,073	1,073
Total income		867,099	397,710	1,264,809	933,683	411,315	1,344,998
Expenditure on:						<u></u>	
Raising funds	8	5,529	2,500	8,029	7,308	594	7,902
Charitable activities	9	875,007	392,465	1,267,472	816,893	393,476	1,210,369
Other expenditure	13			-	-	1,073	1,073
Total expenditure		880,536	394,965	1,275,501	824,201	395,143	1,219,344
Net income/(expenditu	re)	(13,437)	2,745	(10,692)	109,482	16,172	125,654
Transfers between							
funds		2,675	(2,675)		9,526	(9,526)	
Net movement in funds		(10,762)	70	(10,692)	119,008	6,646	125,654
Reconcillation of funds	<b>;</b>						
Fund balances at 1 April	2022	591,995	12,774	604,769	472,987	6,128	479,115
Fund balances at 31 Ma 2023	arch	581,233	12,844	594,077	591,995	12,774	604,769

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

### **BALANCE SHEET**

#### **AS AT 31 MARCH 2023**

		2023		2022	
	Notes	£	£	£	£
Current assets					
Debtors	16	111,949		42,232	
Cash at bank and in hand		587,262		616,058	
		699,211		658,290	
Creditors: amounts falling due within one year	17	105,134		53,521	
Net current assets			594,077 		604,769
The funds of the Charlty					
Restricted income funds	20		12,844		12,774
Unrestricted funds			581,233		591,995
			594,077		604,769

The financial statements were approved by the Trustees on .15.12.23

E J Dearden MBE DL

Trustee

Company registration number 04203210 (England and Wales)

# STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2023

		2023		2022	
	Notes	£	£	£	£
Cash flows from operating activities Cash (absorbed by)/generated from operations	25		(29,043)		157,009
Investing activities Investment income received		247		109	
Net cash generated from investing activities			247		109
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cas equivalents	h		(28,796)		157,118
Cash and cash equivalents at beginning of	year		616,058		458,940
Cash and cash equivalents at end of year	ar		587,262		616,058
			<u> </u>		

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

#### 1 Accounting policies

#### **Charity information**

St Helens Carers Centre Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 31-35 Baldwin Street, St Helens, Merseyside, WA10 2RS.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The Charity is a Public Benefit Entity as defined by 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 financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1,2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Local government covid-19 related grants are recognised on receipt.

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

#### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities, events and non-charitable activities.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs are those that that assist the work of the charity but are not directly attributable to the charitable activities. Support costs include office costs, administrative payroll costs and governance costs which support the charity's activities. Where the support costs cannot be attributable to a direct activity they have been allocated to the costs of raising funds and charitable activities on a pro-rata basis.

Governance costs represent costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment

20% straightline

Computers

33% straightline

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

#### 1 Accounting policies

(Continued)

#### 1.8 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial llabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

#### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

#### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, 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.

#### 3 Donations and legacies

	Unrestricted funds general	Restricted funds	Total	Unrestricted funds general	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Donations	14,969	20,472	35,441	7,049	19,640	26,689
Grants receivable	-	-	<del>-</del> .	156,824	-	156,824
Fundraising	1,715	32,955	34,670	1,392	14,896	16,288
	16,684	53,427	70,111	165,265	34,536	199,801
Grants receivable for core activities St Helens Council			<u>-</u>	156,824	<u> </u>	156,824 

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

	Adult Carers	Young Carers	Personal Budgets & Breaks	Total
	2023	2023	2023	2023
	£	£	£	£
Performance related grants	857,406 ———	219,009	107,992	1,184,407
Analysis by fund				
Jnrestricted funds - general	840,124	-		840,124
testricted funds	17,282	219,009	107,992	344,283
	857, <b>4</b> 06	219,009	107,992	1,184,407
Performance related grants				
he Big Lottery	-	100,975	-	100,975
t Helens Council	840,124	93,498	107,992	1,041,614
teve Morgan Foundation Department of Education	- 17,282	4,536	-	4,536 17,282
epartment of Education				=-
	857, <b>4</b> 06	219,009 ———	107,992	1,184,407
For the year ended 31 March 2022				
	Adult Carers	Young Carers	Personal Budgets & Breaks	Total
	2022	2022	2022	2022
	£	£	£	£
erformance related grants	833,304 ————	238,090	81,920 ———	1,153,314
Analysis by fund				
Inrestricted funds - general	818,301	-	-	818,304
Inrestricted funds - general	818,301 15,000	238,090	81,920	818,304 335,010
Unrestricted funds - general		238,090	81,920 81,920	335,010
Unrestricted funds - general Restricted funds	15,000	<del></del>		335,010
Unrestricted funds - general Restricted funds  Performance related grants The Big Lottery	15,000 	238,090	81,920	335,010 1,153,314 96,187
Unrestricted funds - general Restricted funds  Performance related grants The Big Lottery St Helens Council	15,000	238,090 ———————————————————————————————————		335,010 1,153,314 96,187 968,120
Unrestricted funds - general Restricted funds  Performance related grants The Big Lottery St Helens Council Children in Need	15,000 	238,090 96,187 67,896 40,323	81,920	335,010 1,153,314 96,187 968,120 40,323
Prestricted funds - general Restricted funds  Performance related grants The Big Lottery The Helens Council Children in Need Steve Morgan Foundation	15,000 833,304 ————————————————————————————————————	238,090 ———————————————————————————————————	81,920	96,187 968,120 40,323 33,684
Analysis by fund Unrestricted funds - general Restricted funds  Performance related grants The Big Lottery St Helens Council Children in Need Steve Morgan Foundation Department of Education	15,000 	238,090 96,187 67,896 40,323	81,920	335,010 1,153,314

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

5	Income from other tradi	ing activities					
					l	Jnrestricted funds 2023 £	Unrestricted funds 2022 £
	Lottery income					10,044	10,609
6	Income from investmen	ts					
					ι	Jnrestricted funds 2023 £	Unrestricted funds 2022 £
	Interest receivable					247 ——	109
7	Other income						
						Restricted funds 2023 £	Restricted funds 2022 £
	CJRS income					-	1,073
8	Raising funds						
		Unrestricted funds general	Restricted funds	Total	Unrestricted funds general	Restricted funds	
		2023 £	2023 £	2023 £	2022 £	2022 £	
	Fundraising and publicity Lottery costs and prize						
	money Fundraising costs	5,365 164	2,500	5,365 2,664	5,590 1,718	- 594	5,590 2,312
		5,529	2,500	8,029	7,308	594 ———	

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

#### 9 Charitable activities

	Adult Carers	Young Carers	Personal Budgets & Breaks	Total
	2023	2023	2023	2023
	£	£	£	£
Staff costs	605,499	192,445	-	797,944
Motor and travel costs	886	478	-	1,364
Premises costs	55,491	15,610	_	71,101
General and administrative costs	135,350	33,047	107,492	275,889
	797,226	241,580	107,492	1,146,298
Share of support costs (see note 10)	86,962	27,018		113,980
Share of support costs (see note 10) Share of governance costs (see note 10)	5,476	1,718	-	7,194
Share of governance costs (see note 10)	<del></del>	1,710		
	889,664	270,316	107,492	1,267,472
Analysis by fund				
Unrestricted funds - general	875,007	-	-	875,007
Restricted funds	14,657	270,316	107,492	392,465
	889,664	270,316	107,492	1,267,472
For the year ended 31 March 2022				
	Adult Carers	Young Carers	Personal Budgets & Breaks	Total
	2022	2022	2022	2022
	£	£	£	£
Staff costs	501,302	143,639	-	644,941
Motor and travel costs	311	451	-	762
Premises costs	45,235	13,589	-	58,824
General and administrative costs	111,116	100,703	81,569	293,388
	657,964	258,382	81,569	997,915
Share of support costs (see note 10)	94,677	20,702	-	115,379
Share of governance costs (see note 10)	4,977	1,323	<del>-</del>	6,300
	757,618 —————	280,407	81,569	1,119,594
Analysis by fund				
Unrestricted funds - general	749,973	-	<u>.</u>	749,973
Restricted funds	7,645 ————	280,407	81,569 ———	369,621
	757,618	270,316	81,569	1,119,594

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

10	Support costs						
		Support Go	vernance	2023	Support Go	vernance	2022
		costs	costs		costs	costs	
		£	£	£	£	£	£
	Staff costs	94,611	-	94,611	103,628	-	103,628
	Staff training	375	-	375	244	-	244
	Travel and subsistence	162	-	162	120	-	120
	Rent	5,692	-	5,692	6,820	-	6,820
	Light, heat and power	1,516	-	1,516	1,252	-	1,252
	Premises cleaning	452	-	452	670	-	670
	Premises insurance	10 <del>6</del>	-	106	292	-	292
	Premises repairs and						
	maintenance	664	-	664	1,134	-	1,134
	Equipment expensed	567	-	567	2,520	-	2,520
	General insurances	397	-	397	415	-	415
	Postage and couriers	1,370	-	1,370	1,325	-	1,325
	Software, IT support and						
	related costs	2,081	-	2,081	2,751	-	2,751
	Stationary and printing	2,873	-	2,873	2,699	-	2,699
	Subscriptions	602	-	602	528	-	528
	Sundry expenses	45 <del>4</del>	-	454	300	-	300
	Telephone, fax and						
	broadband	2,058	-	2,058	2,758	-	2,758
	Audit fees		7,194	7,194	-	6,455	6,455
		113,980	7,194	121,174	127,456	6,455	133,911

Governance costs includes payments to the auditors of £6,455 (2022- £6,300) for audit fees.

#### 11 Trustees

There were no trustees' remuneration paid or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

There were reimbursed travel expenses paid for the year ended 31 March 2023 totalling £64.80. There were no reimbursed expenses for the year ended 31 March 2022.

#### 12 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Management	4	4
Office and administration	1	1
Support workers	24	24
Total	29	29

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

12	Employees		(Continued)
	Employment costs	2023 £	2022 £
	Wages and salaries Social security costs Other pension costs	804,989 69,914 17,652 — 892,555	740,170 60,000 15,795 ————————————————————————————————————
	The number of employees whose annual remuneration was more than £60,000 is as follows:	2023 Number	2022 Number
	£60,001 - £70,000	1	1

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

The key management personnel of the charity comprise the Chief Executive, Finance Manager, Operations Manager and the Head of Adult Carer Support whose gross salary, social security and pension cost total £185,296 (2021: £179,989).

#### 13 Other

	Total	Restricted funds
	£	
	2023	2022
CJRS Expenditure	-	1,073

#### 14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

15	Tangible fixed assets	Plant and equipment	Computers	Total
		±	£	£
	Cost	_	_	-
	At 1 April 2022	199	1,764	1,963
	At 31 March 2023	199	1,764	1,963
	Depreciation and impairment			
	At 1 April 2022	199	1,764	1,963
	At 31 March 2023	199	1,764	1,963
	Carrying amount	<del></del>		
	At 31 March 2023	-	-	-
	At 31 March 2022			
			<del></del>	
16	Debtors			
	Amarina falling due within and		2023	2022
	Amounts falling due within one year:		£	£
	Prepayments and accrued income		111,949	42,232
17	Creditors: amounts falling due within one year			
		<b></b> .	2023	2022
		Notes	£	£
	Other taxation and social security		17,029	14,620
	Deferred income	18	40,772	-
	Trade creditors		28,913	18,603
	Other creditors		11,105	12,912
	Accruals and deferred income		7,315	7,386
			105,134	53,521

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

18	Deferred income		
		2023	2022
		£	£
	Other deferred income	40,772	-
	Deferred income is included in the financial statements as follows:		
		2023	2022
		£	£
	Deferred income is included within:		
	Current liabilities	40,772	-
	Movements in the year:		
	Deferred income at 1 April 2022	-	-
	Resources deferred in the year	40,772	-
		<del></del>	
	Deferred income at 31 March 2023	40,772	-

#### 19 Retirement benefit schemes

#### **Defined contribution schemes**

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £15,795 (2021 - £14,784)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

#### 20 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Movement in funds				
	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers Balance at 31 March 2023	
	£	£	£	£	£
Young Carers Service	8,488	272,435	(272,816)	-	8,107
Carer Breaks	2,516	107,993	(107,492)	-	3,017
Parent Participation	1,770	17,282	(14,657)	(2,675)	1,720
	12,774	397,710	(394,965)	(2,675)	12,844

Comparatives for the previous year

	Movement in funds				
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers 3'	Balance at I March 2022
	£	£	£	£	£
Young Carers Service	5,888	277,255	(280,452)	-	2,691
Carer Breaks	605	81,920	(81,569)	-	956
Parent Participation	2,691	15,000	(7,645)	(7,566)	2,481
Other	-	27,118	(27,118)	-	-
	9,185	401,293	(396,784)	(7,566)	6,128
	<del></del>				====

Purposes and restrictions in relation to the restricted funds:

#### Young Carers Service

Young Carers Service is a dedicated young carers centre which offers support, advice and leisure opportunities to young carers between the ages of 8 and 18 to support them in their caring role.

#### Carer Breaks

The Carer Breaks Fund allows for carers to take a personalised break through a direct payment. The break is usually in the range of £50 to £250 and is awarded based on the impact of the caring role on the carer. The Carer Breaks Fund also allows for group breaks organised by the centre for those carers not eligible for an individual break fund payment.

#### **Parent Participation**

Parent Participation funding is received from the Department of Education to give parent carers a voice in the development of services for disabled children locally. The funding is available for the development of a parent carer forum and training to enable and encourage parent carer to become involved at all levels of decision making.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

#### 21 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
Covid related expenditure	10,000	-	(3,570)	-	6,430
Cloud-based client database					
system	10,000	-	(9,114)	(886)	_
Refurbishment	8,500	-	(8,942)	<del>44</del> 2	-
Carer events	20,000	-	(9,864)	-	10,136
One year Young Carer post	28,000	-	-	(28,000)	-
Holistic therapies	_	-	_	35,000	35,000
General funds	515,495 ————	867,099	(849,046)	(3,881)	529,667 ———
	591,995	867,099	(880,536)	2,675	581,233
			-		=
Previous year:	At 1 April 2021	Incoming resources	Resources expended	Transfers	At 31 March 2022
	£	£	£	£	£
Covid related expenditure Cloud-based client database	10,000	-	-	-	10,000
system	10,000	-	_	_	10,000
Refurbishment	8,500	_	_	_	8,500
Carer events	20,000	-	_	_	20,000
One year Young Carer post		_	_	28,000	28,000
General unrestricted funds	424,487	933,683	(824,201)	(18,474)	515,495
	472.097	933,683	(924.201)	9,526	591,995
	472,987	933,003	(824,201)	9,320	331,333

Purposes and restrictions in relation to the designated funds:

Covid related expenditure - to ensure the service can continue working safely.

Cloud-based client database system - to enable further home working arrangements when necessary.

Refurbishment - to update our client reception and signage.

Carer events - to hold carer events that were postponed in the 2020/21 year.

Holistic therapies - to enable the charity to provide a trial of free respite sessions to unpaid carers.

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:						
Current assets/(liabilities)	581,233	12,844	594,077	591,995	12,774	604,769
		<del></del>				
	581,233 ————	12,844 ======	594,077 ======	591,995 ———	12,774 ———	604,769

#### 23 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023	2022
	£	£
Within one year	53,700	53,700
Between two and five years	151,200	182,400
In over five years	-	22,500
	204,900	258,600
	<del></del>	====

#### 24 Related party transactions

There were no disclosable related party transactions during the year (2022 - £400 relating to carers grants awarded to trustees).

25	Cash generated from operations	2023 £	2022 £
	(Deficit)/surpus for the year	(10,692)	125,654
	Adjustments for: Investment income recognised in statement of financial activities	(247)	(109)
	Movements in working capital:		
	(Increase)/decrease in debtors	(69,717)	31,667
	Increase/(decrease) in creditors	10,841	(203)
	Increase in deferred income	40,772	· -
	Cash (absorbed by)/generated from operations	(29,043)	157,009

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

#### 26 Analysis of changes in net funds

The Charity had no material debt during the year.

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