

**WORCESTERSHIRE PARENT AND CARERS' COMMUNITY**

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2018**

# WORCESTERSHIRE PARENT AND CARERS' COMMUNITY

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	Page
<b>CONTENTS</b>	
Trustee and administrative details	1
Trustees' report	2 - 3
Independent examiner's report	4
Receipts and payments account	5
Statement of assets and liabilities	6
Notes to the accounts	6

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

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<b>Trustees</b>	Anne Duddington Sue Jarvis Belinda Morgan Stephen Hewitt Lesley Ann Smallman Simon Sanders Lesley Smith	Chairperson Vice chairperson Treasurer  (appointed 9 May 2017) (resigned 15 May 2017)
<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 2018**

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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 200 member families. 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 2018 we have continued our work supporting parents and carers and helping them to support themselves and each other. Our activities have included:

- coffee mornings, workshops, health and wellbeing sessions, two lunches and a visit to the Mayor's Parlour through which parents and carers can 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 a family fun day, music workshop, museum and gardens trips, rock climbing, zorbing event, safari park outing, fireworks event and Christmas party.
- a youth group for our 14+ members, with monthly youth group activities in the Wychavon area and group outings which this year included bowling, a residential trip to an outdoor centre, wheelchair basketball and canoeing. 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.
- maintaining our website and social media groups and a welcoming base in Worcester.
- continuing to engage with Worcestershire County Council, Carers Action Worcestershire, Young Solutions, Healthwatch Worcestershire and Worcestershire NHS Health and Care Trust in the development of services for people with a disability, particularly families including disabled children.
- maintaining policies and procedures commensurate with a high standard of safeguarding, including providing safeguarding training within the organisation.

Financial sustainability remains our 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. We continue to devote time and effort to fundraising internally.

# **WORCESTERSHIRE PARENT AND CARERS' COMMUNITY TRUSTEES' REPORT CONTINUED FOR THE YEAR ENDED 31 MARCH 2018**

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## **Reserves Policy**

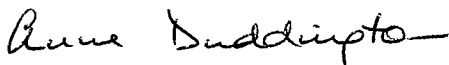
The trustees' policy is to hold reserves representing at least three months operating expenditure to ensure that we can continue to deliver services and meet our financial obligations despite fluctuations in income. Our free reserves at 31 March 2018 are £33,248 (2017 £23,614).

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

The Eveson Charitable Trust  
Worcestershire County Council  
Santander  
Lasletts (Hinton) Charity  
The William A Cadbury Charitable Trust  
The Mary Hill Trust  
Sainsbury's, Malvern  
Waitrose Limited  
Malvern Catenians  
The Margaret Westwood Memorial Charity  
Worcestershire County Councillors

Members, parents, carers and other individuals who have made donations and contributed towards events and activities.

The trustees would also like to thank everyone who provides time and practical support to our activities.



**Anne Duddington  
Chairperson**

19<sup>th</sup> June 2018

# **WORCESTERSHIRE PARENTS 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 2018 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**

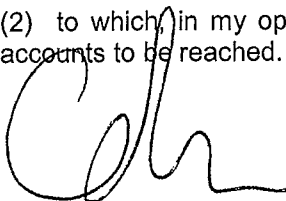
In connection with my examination, no matter has come to my attention:

(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

30 June 2018

**WORCESTERSHIRE PARENTS AND CARERS' COMMUNITY  
RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2018**

	Restricted Funds £	Unrestricted Funds £	Total £	Total 2017 £
<b>Receipts</b>				
<b>Grants and donations:</b>				
The Eveson Charitable Trust		7,500	7,500	7,500
Worcestershire County Wychavon 14+ Project	5,020	-	5,020	7,660
Santander		5,000	5,000	
Worcestershire County Councillors		3,600	3,600	3,500
Laslett's (Hinton) Charitable Foundation		2,500	2,500	3,000
William A Cadbury Charitable Trust		1,000	1,000	1,000
Other (under £1,000/anonymous by request)		14,440	14,440	1,931
	<u>5,020</u>	<u>34,040</u>	<u>39,060</u>	<u>26,220</u>
Fundraising activities and sponsorship		2,341	2,341	4,752
Parent carer contributions for activities		2,619	2,619	2,942
Bank interest		3	3	5
	<u>5,020</u>	<u>39,003</u>	<u>44,023</u>	<u>33,919</u>
<b>Payments</b>				
<b>Direct costs of charitable activities</b>				
Activities and events	2,304	6,980	9,284	9,240
Direct salary cost	919	13,804	14,723	12,604
Support work	3,071	-	3,071	2,202
Communication and advertising		442	442	1,015
Fundraising		789	789	4,570
Equipment and supplies	532	682	1,214	1,080
Other	82		82	46
	<u>6,908</u>	<u>22,697</u>	<u>29,605</u>	<u>30,767</u>
<b>Overheads and administration costs</b>				
Salary for administration		3,203	3,203	1,257
Office, telephone and insurance		1,483	1,483	1,423
Professional fees & DBS checks		474	474	439
Sundries		156	156	160
		<u>5,316</u>	<u>5,316</u>	<u>3,279</u>
<b>Total payments</b>	<u>6,908</u>	<u>28,013</u>	<u>34,921</u>	<u>34,046</u>
<b>Net income (deficit) for the year</b>	(1,888)	10,990	9,102	(127)
<b>Transfer</b>	1,356	(1,356)	-	-
<b>Net movement in funds</b>	(532)	9,634	9,102	(127)
<b>Fund balances at start of year</b>	532	23,614	24,146	24,273
<b>Fund balances at end of year</b>	<u>-</u>	<u>33,248</u>	<u>33,248</u>	<u>24,146</u>

**WORCESTERSHIRE PARENTS AND CARERS' COMMUNITY**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AT 31 MARCH 2018**

	Restricted Funds £	Unrestricted Funds £	Total £	2017 £
<b>ASSETS</b>				
<b>Accounts at HSBC</b>				
Current account	-	25,837	25,837	16,738
Savings account	-	7,411	7,411	7,408
		<u>33,248</u>	<u>33,248</u>	<u>24,146</u>

There were no expenses incurred but not paid at the year end.

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**1 Accounting policies**

**Basis of preparation**

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

**2 Restricted funds**

	At 1 April 2017 £	Amounts received £	Funds Expended £	Transfer from unrestricted £	At 31 March 2018 £
Npower capital grant	532	-	(532)	-	-
Wychavon short breaks 14+	-	5,020	(6,376)	1,356	-
	<u>532</u>	<u>5,020</u>	<u>(6,908)</u>	<u>1,356</u>	<u>-</u>

The Npower capital grant was made to fund expenditure on capital items. The Wychavon grant is restricted to expenditure on youth group activities strictly specified in the grant agreement and is subject to monitoring.

**3 Trustees' remuneration and expenses**

None of the trustees or persons knowingly connected with them received any remuneration.