



Flexicare (Oxford and Abingdon)

UK Charitable Incorporated Organisation number 1172635

**Report and Financial Statements
For the 14 months ended 31 August 2018**

(Formerly UK Registered Charity number 291844)

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Report of the Trustees for the 14 months ending 31 August 2018

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 period	Mr James Ross (Chairman) Appointed 4 th July 2017
	Mr Ben Stagg (Treasurer from 4 th July 2017) Appointed 19 th October 2017
	Mr Tom Velickovic (Treasurer until 4 th July 2017) Appointed 4 th July 2017
	Mrs Elizabeth Ballard Appointed 4 th July 2017
	Mrs Harriet Bretherton Appointed 4 th July 2017
	Mrs Alexandra Vincent Appointed 4 th July 2017 Resigned 11 th January 2018
Senior Coordinator / Registered Manager	Katherine Boyce
Bankers	CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

Structure, Governance and Management

Governing Document and Change in legal status

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). The assets, liabilities, contracts and activities of Flexicare (Oxford and Abingdon) were transferred to the CIO with effect from midnight on 4th July 2017. At the same time Flexicare (Oxford and Abingdon) (registration number 291844) closed and was removed from the Charity commission register on 22nd February 2018.

The organisation was originally constituted by a Deed of Trust dated 25th April 1985.

Upon becoming a CIO, Flexicare was required to re-register with The Care Quality Commission (CQC) as a new Domiciliary Care Agency. Registration was completed in October 2017. 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 Registered Manager.

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 Shared Care Protocol. The CIO is inspected by the CQC and is currently graded as "Good". An announced inspection on 48 hours notice took place at the end of July 2017 with the report received at the end of August 2017.

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 2.4 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 period under review there were 49 families with 54 children with disabilities registered to use the service. Six bereaved families continue to receive support.

Care and support was provided by 21 volunteers and 4 paid staff (3 for the majority of the period).

The number of requests for sits this year has stayed pretty static: 407 in Year 32 to 415 in Year 33. Including the hours spent visiting and registering a total of 1,297 hours was spent with the families.

22 families were referred to the service during the period; 2 offered registration did not return their forms. Of those not offered registration, 4 were too able, 2 we couldn't contact, 1 refused the referral and 2 were too old.

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.

Trustees

The trustees of the Flexicare charity resigned on closure and were appointed to Flexicare CIO the following day.

Remuneration & Related Party Transactions of the Board of Trustees

No members of the Board of Trustees received any remuneration from the CIO during the period. Travel costs and expenses of trustees amounted to £nil (2016: £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. 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 period.

Financial Review

The total income for the 14 months to 31st August 2018 amounted to £78,000 and expenditure to £73,000.

Nearly a third of our annual income derived from a contract with Oxfordshire Social Services (£25,500) to provide care to children. The County Council Grant grants a contracted amount of £21,400 per year. This year we received an increase of £5,000 to the grant, the first increase in nearly 10 years.

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

Annual sponsored walk (£7,117)	Eynsham Toll Bridge bucket collections
One off concert (£2,368)	(£2,273)
	Supporters Bridge drive and Golf day (£3,340)

We have also received generous donations from the following sources:

Caldarium Motor Cycle Club	Trinity College Garden opening
Cranston Trust	Boshier-Hinton Foundation
Cumnor Mayors Fund	the Good Gift Guide,
Collecting boxes	Infinieum Smile,
Donations from several supporters	Abbey Quilters
Blowingstone and Harlequin Hack	The Feoffees of St Michael's and All Saints'
Audaxes	Charities
Upholstery coffee and fabric and chair sale	A number of In Memory donations
Abingdon Bridge Club	Horti's Christmas sale
Persimmon Homes	St Andrews Folk Dance 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.

A decision was made by the Trustees to move Ben's Fund into 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 2018 the reserves target for general funds should be broadly between £55,000 and £73,000. The level of unrestricted reserves at 31st August 2018 was £49,000, which is less than the target but regarded by the Trustees as satisfactory. They will aim to expand 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 £419 on families this period.

The following grants have been provided during the year:

- £1,000 by the Doris Field Charitable Trust for a new laptop.
- £1,698 by Tescos Bag for Life to cover the costs of the Annual Fundraising Walk.
- £720 by Boshier-Hinton Foundation for Makaton training for staff and volunteers.

Declaration by the Trustees

Members of the Board of Trustees who served during the period 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 31/1/19 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'J Ross', written over a horizontal line.

Mr James Ross (Chair)

**Independent Examiner's Report to the Trustees of
Flexicare (Oxford and Abingdon)
for the 14 months ended 31 August 2018**

I report to the Trustees on the accounts of Flexicare (Oxford and Abingdon) (UK Registered Charity number 291844) for the 14 months ended 31 August 2018 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 from 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.



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

Flexicare (Oxford and Abingdon)

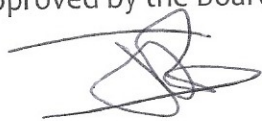
Receipts and payments account for the 14 months to 31 August 2018

	14 months to 31 August 2018 Unrestricted Funds £	14 months to 31 August 2018 Ben's Fund £	14 months to 31 August 2018 Other restricted Fund £	14 months to 31 August 2018 Total Funds £
Receipts:				
Oxfordshire County Council Social Services grant	25,500	—	—	25,500
Fundraising events	10,929	—	—	10,929
Income from supporters group	3,440	—	—	3,440
Other grants and donations	32,543	2,500	3,418	38,461
Investment income	44	—	—	44
Total Receipts	72,456	2,500	3,418	78,374
Payments:				
Staff costs	57,026	—	1,268	58,294
Travel costs for staff and volunteers	6,214	—	—	6,214
Training costs for volunteers	646	—	720	1,366
Telephone costs	361	—	—	361
Registration and insurance costs	3,331	—	—	3,331
IT and database costs	40	—	301	341
Fundraising costs	666	—	250	916
Capital items	—	—	699	699
Other administrative costs	1,162	419	180	1,761
Total Payments	69,446	419	3,418	73,283
Net of receipts/(payments)	3,010	2,081	—	5,091
Cash funds at 3 July 2017	—	—	—	—
Funds received on conversion from charity to CIO	46,185	10,262	—	56,447
Cash funds at 31 August 2018	49,195	12,343	—	61,538

Statement of assets and liabilities as at 31 August 2018

	31 August 2018 Unrestricted Funds £	31 August 2018 Ben's Fund £	31 August 2018 Total Funds £
Total Funds	49,195	12,343	61,538

Approved by the Board of Trustees on 31/11/19 and signed on its behalf by:



Mr James Ross (Chair)

For information: This page does not form part of the accounts.

This extract is taken from the Flexicare accounts for 10 months to 3 July 2017 (registered as charity number 291844).

Flexicare (Oxford and Abingdon)

Receipts and payments account for the 10 months to 3 July 2017

	10 months to 3 Jul 2017 Unrestricted Funds £	10 months to 3 Jul 2017 Ben's Fund £	10 months to 3 Jul 2017 Total Funds £	year to 31 Aug 2016 Total Funds £
Receipts:				
Oxfordshire County Council Social				
Services grant	20,781	—	20,781	8,200
Fundraising events	9,621	—	9,621	3,816
Income from supporters group	1,600	—	1,600	3,992
Other grants and donations	25,824	—	25,824	32,390
Investment income	31	—	31	60
Total Receipts	57,857	—	57,857	48,458
Payments:				
Staff costs	37,408	—	37,408	45,872
Travel costs for staff and volunteers	1,661	1,400	3,061	3,278
Training costs for volunteers	2,732	—	2,732	126
Telephone costs	293	—	293	1,021
Registration and insurance costs	3,533	—	3,533	2,697
IT and database costs	134	—	134	100
Fundraising costs	842	—	842	1,150
Other administrative costs	554	40	594	2,079
Total Payments	47,157	1,440	48,597	56,323
Net of receipts/(payments)	10,700	(1,440)	9,260	(7,865)
Cash funds at 31 August 2016	35,485	11,702	47,187	55,052
Cash funds at 3 July 2017	46,185	10,262	56,447	47,187

Statement of assets and liabilities as at 3 July 2017

	3 Jul 2017 Unrestricted Funds £	3 Jul 2017 Ben's Fund £	3 Jul 2017 Total Funds £	31 Aug 2016 Total Funds £
Total Funds	46,185	10,262	56,447	47,187