

Charity number 1136245
Company number 6972805

SUPPORTING CARERS AND FAMILIES TOGETHER

(SCAFT)

REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD

1ST APRIL 2018 TO 31ST MARCH 2019

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

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SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

CHARITY INFORMATION

Directors and Trustees:	J R Lumley A Ashley D Barnes M Hughes P Mitchell (resigned 21.03.2019)
Secretary:	P Mitchell (resigned 21.03.2019)
Charity registration number:	1136245
Company registration number:	6972805
Registered Office:	140A High Street Rayleigh Essex SS6 7BU

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

DIRECTORS AND TRUSTEES REPORT FOR THE PERIOD 1ST APRIL 2018 TO 31ST MARCH 2019

Structure, governance and management

The organisation is a charitable Company limited by guarantee, incorporated on 25th July 2009 and registered as a charity on 8th June 2010. The Company was established under a Memorandum of Association which established the objects and powers of the charitable Company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The day to day running and management of the Charity is undertaken by the Directors, who are also Charity Trustees for the purposes of Charity law. The Directors are appointed by the members of the Charity. The membership of the board has changed slightly over the past year, and there are now 4 appointed Directors. They continue to be open to adding to this where a valid contribution can be made.

The Directors are responsible for identifying and appointing staff members, to whom some aspects of the company's charitable work are delegated.

The Directors undertake regular risk assessment reviews covering the charity's operational, strategic, legal, financial, insurance and employment risks where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Objectives and Activities

The object of the company is to relieve the social, emotional, mental, physical and educational needs of carers and families in the county of Essex, through the provision of support, person and group centred interventions, advice, guidance and signposting to other services as appropriate.

Financial Review

The financial statements in this report cover activity for the period 1st April 2018 to the 31st March 2019 for Young Carers and Adult Carers. During this period the company has acquired supportive grants and donations and sundry income of £ 111,304.82 and employs 8 part-time staff, with a whole time equivalent of 3.

The accounts for the Company at this time have stabilised, with significant commitments of funding received, primarily from the Big Lottery Fund's Reaching Communities programme, BBC's Children in Need and Comic Relief. The ongoing policy of the Company is to provide "core" services through a tightly managed financial facility allowing service projections to function through ring fenced accounts. At the year-end "ring fenced" projects retained balances that will allow them to progress and develop as planned, as always additional funds are constantly sought.

Funding applications are currently in progress to a range of grant making bodies. SCAFT remains reasonably successful in attracting funding for specific aspects of the project and new developments, and although replacing Essex County Councils' grant contribution to core costs has proven challenging, substantial progress has been made, with contributions for the next period being received from the Sobell Foundation, Essex Community Foundation and a number of other small funders.

Reserves policy – The Charity has recently reviewed its reserves policy to ensure that it is compliant with all necessary legislation. After a thorough review it was agreed that the Charity should hold a minimum of £20,000 in unrestricted funds in order to meet its obligations for four months staff salaries, redundancy provisions and other financial commitments. This will remain under regular review to ensure these conditions are met.

Operating Environment

After a period of change SCAFT's operating environment has also stabilised. The introduction of Essex County Council's in-house Young Carers project, as of April 2018, has shown there to be no overlap in services, with ECC providing top-tier support for those most in need, primarily complex multi-agency cases. Cooperation between SCAFT and the new service has been good, with referrals moving in both directions between services.

There is currently no all-Essex Young Adult Carers Service for 16-25 year olds, which ended with the implementation of the new ECC service, with 18-25 year olds now expected to access adult support services, whilst 16-18 year olds remain within the Young Carers services remit.

The Staff and Trustees have been closely involved in monitoring and assessing the impact of these changes both on service users generally, their wider families, on the organisation, and wide local services. SCAFT remains confident that given the scope of ECC's intended new project that there will not be an overlap with our own services and that they should complement each other, providing more targeted support for the most in need.

Achievements and Performance

Young Carers – The register contained 146 young people over this period and overall referrals have remained steady. This is a slight reduction over the previous period due to a number of families being unresponsive to attempts to renew consents in light of GDPR related changes to the data held by SCAFT.

A total of 78 group sessions were run, split between the two age groups and two venues, with an average attendance of 14. Attendance at the Rochford Primary group has continued to grow, whilst the Secondary group has remained stable. Rayleigh Primary group has also continued to make good growth in attendance, while Rayleigh Secondary group has stabilised. Both Rayleigh groups remain under review since the enforced change of venue and the consequent loss of facilities; with potential alternative venues being explored as they arise.

The reach of the One2One schools support program has continued to grow. The addition of provision in Primary Schools has proved very effective; as has the intensive work with Secondary Schools to support them in achieving Young Carers in Schools Awards

Holiday activities provided for Young Carers have included Laser Tag, Outdoor activities, family BBQ, with an average attendance of 20-25 young people. A group were able to attend the annual 3 day Young Carers Festival, and a further group attended a residential trip aimed at developing peer support skills amongst the older Young Carers as a follow-up to a previous residential trip in the last period.

Young Carers and their families have been offered information on a range of issues from holiday activity opportunities, benefits information, other local services, drug and alcohol awareness, changes in legislation, education and employment. SCAFT has also distributed donated food parcels, toys and games to families. SCAFT is a voucher holder for the local food bank and is able to assist families in need.

Adult Carers – A GDPR related review led to a significant drop in the Adult Carers remaining on the register, which has fallen to 12.

SCAFT provides Café sessions in both Rochford and Rayleigh with between 1 and 7 Carers at each session. Through these cafes Carers are offered a range of services and activities, including advice and information, creative and relaxation activities such as Chairfit, art and craft, as well as the opportunity to offer each other peer support and develop their support networks. With the departure of the previous Adult Carers Coordinator these sessions have been provided by the Service Delivery Manager in very much a caretaking role, with additional support from the Office Manager, a situation that is far from ideal. Recruiting to this post remains a priority, albeit one that is proving difficult to achieve, mostly as securing adequate funding is proving very difficult.

Overall

In line with previous plans a full organisational review was conducted by a third party, resulting in the prioritising of a number of issues. A full team away-day was held with Staff, Volunteers and Trustees attending to review the outcomes and develop an action plan to meet these needs. All participants reported on the day being very productive and providing a useful insight into the views and challenges faced by those at all levels within the organisation.

Plans for Future Periods

SCAFT remains optimistic that the organisation will continue to be able to deliver a growing range of quality services to those it aims to help, with extensions to existing services and new projects planned for the coming year.

- The 'One to One' school support service continues to grow as mentioned previously and will be developed further. With the project reaching capacity in terms of numbers of young people able to be seen within available resources there are already plans to extend the staff hours available to it when funds become available.

Further consultation exercises have been undertaken with the Carers to gain a deeper understanding of their general needs, which highlighted some gaps in service provision. Funding is being sought for a variety of projects.

On behalf of the Directors and Trustees



**J R LUMLEY
CHAIRMAN**

1st November 2019

Date

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD 1ST APRIL 2018 TO 31ST MARCH 2019

Note	Unrestricted Funds £	Restricted Funds £	01.04.2018 To 31.03.19 Total Funds £	01.04.2017 To 31.03.18 Total Funds £
Incoming Resources				
Donations and Grants	88437.49	22859.75	111297.24	89,999.55
Sundry Income	7.58	0	7.58	11.10
Total Incoming Resources	88,445.07	22,859.75	111304.82	90,010.65
Resources Expended				
Charitable Expenditures	79,976.95	22,769.53	102,746.48	87,768.57
Net Incoming Resources	8,468.12	90.22	8,558.34	2,242.08

The Charity has no other recognised gains or losses for the above year other than those accounted for in the Statement of Financial Activities.

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

BALANCE SHEET FOR THE PERIOD 1ST APRIL 2018 TO 31ST MARCH 2019

Note	Unrestricted Funds £	Restricted Funds £	Total Funds 31.03.19 £	Total Funds 31.03.18 £
Current assets				
Cash at bank and in hand	47,115.44	1,578.25	48,693.69	40,135.35
Creditors amounts falling due within one year	-	-		
Net current assets	47,115.44	1,578.25	48,693.69	40,135.35
Funds	47,115.44	1,578.25	48,693.69	40,135.35

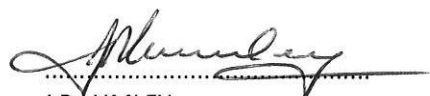
For the financial year ended 31st March 2019, the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006; and no notice has been deposited with the charity under section 476 of that Act requiring an audit to be carried out.

The Directors and Trustees acknowledge their responsibilities for

- ensuring the company keeps accounting records which comply with section 386 CA 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the charity at the end of the financial year and of its incoming resources and applications of resources for that year, in accordance with the requirements of section 394 and 395 CA 2006, and which otherwise comply with the requirements of that Act relating to accounts so far as they are applicable to the charity.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Directors and Trustees for issue on1st November 2019.....



J R LUMLEY
Director / Trustee
Chairman



Director / Trustee

Company Registration No. 6972805

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST APRIL 2018 TO 31ST MARCH 2019

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

(b) Fund accounting

- Unrestricted funds are available for use at the discretion of the Directors and Trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST APRIL 2018 TO 31ST MARCH 2019

d) Resources Expended

Expenditure is recognized on a cash book basis.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in Note 3.

2. Donations and Grants

	Unrestricted Funds £	Restricted Funds £	01.04.17 to 31.03.18 Total £	01.04.16 to 31.03.17 Total £
Big Lottery Fund	65177	0	65177	36,218
Essex Community Foundation	0	8915	8915	6,000
Essex County Council (Young Carers)	0	0	0	15,000
Essex County Council (Y/C Trip)	6500	0	6500	1,750
BBC Children In Need	0	6029.75	6029.75	5,065.55
Rochford District Council	0	0	0	1,000
Sobell Foundation	10000	0	10000	10,000
Mrs Smith & Mount Trust	0	0	0	5,000
Pears Foundation	0	0	0	5,000
Comic Relief Core Strength Local Communities Fund	0	7915	7915	0
Souter Charitable Trust	3000	0	3000	0
Rayleigh Town Council	650	0	650	1,400
Rochford Housing – Sanctuary	800	0	800	650
Alchemy Foundation	1000	0	1000	0
Lions Club of Rayleigh	550	0	550	450
Hockley & Hawkwell Methodist	243.50	0	243.50	242
Individual Donations + sponsorship	422.99	0	422.99	466
Gatherwell – Essex Lottery	94	0	94	58
ROSCA Trust	0	0	0	1,500
Rayleigh Horticultural Society	0	0	0	200
	88,437.49	22,859.75	111,297.24	89,999.55

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST APRIL 2018 TO 31ST MARCH 2019

3. Total resources expended

	Unrestricted Funds £	Restricted Funds £	01.04.18 to 31.03.19 Total £	01.04.17 to 31.03.18 Total £
Charitable expenditure				
Donations and Grants				
Young Carers / Adult Carers	7,228.32	0	7,228.32	8,437.15
Transport Costs	4,082.68	0	4,082.68	2,855.44
Costs of Activities				
Staff Costs	46,365.31	22,396.11	68,761.42	51,188.58
Travel Expenses	822.44	373.42	1,195.86	1,054.03
Premises Costs	8,623.16	0	8,623.16	8,343.26
Postage, printing and Stationery	6,595.38	0	6,595.38	3,910.79
Sundry Expenses	705.01	0	705.01	536.70
Legal and Professional, and Consultancy Costs	5,554.65	0	5,554.65	11,442.62
	79,976.95	22,769.53	102,746.48	87,768.57

Directors and Trustees Remuneration & Related Party Transactions

None of the Directors and Trustees received any remuneration during the period.

No Director and Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the period.

Taxation

As a charity, Supporting Carers and Families Together (SCAFT) is exempt from tax on income and gains falling within section 505 of Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to is charitable objects. No tax charges have arisen in the Charity.

SUPPORTING CARERS AND FAMILIES TOGETHER (SCAFT)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST APRIL 2018 TO 31ST MARCH 2019

6.	Creditors: amounts falling due within one year	Unrestricted Fund	Restricted Fund	31.03.19 Total	31.03.18 Total
	Accrued expenses	n/a	n/a	n/a	n/a

7.	Movement in funds	Unrestricted Fund	Restricted Fund	01.04.18 to 31.03.19 Total	01.04.17 to 31.03.18 Total
		£	£	£	£
	As at 31 st March 2018	38,647.32	1,488.03	40,135.35	37,893.27
	Excess of income over expenditure	8,468.12	90.22	8,558.34	2,242.08
	Redesignation of Funds	-	-	-	-
	As at 31 st March 2019	47,115.44	1,578.25	48,693.69	40,135.35

Funds balances are:	
Core Funds / Cash held	£ 28,693.69
Designated Reserve	£ 20,000.00
Total	£48,693.69

Supporting Carers and Families Together

(S.C.A.F.T.) Registered Charity No: 1136245

External Examiners Report April 2018 – March 2019

Introduction

This report covers the audit check for the year 1st April 2018 to 31st March 2019

Accounting Procedures

The Charity reports on a cash accounting basis using a manual book keeping system. Separate accounts are kept for income and expenditure and petty cash. My review showed that all the transactions were supported by the relevant paperwork and could be traced through the charities financial system and bank account.

Books of Account / Final Accounts

I examined the receipts and expenditure ledgers for the year under review. All transactions had been properly recorded and broken down between specific headings with a clear audit trail available for examination. All ledgers had been properly totalled and reconciled to the figures recorded in the final accounts.

The format of the accounts was on a receipt and payment basis using cash accounting.

Financial Regulations

Financial records are kept in line with the financial regulations and all transactions are supported by invoices or other appropriate paperwork. Invoices had been paid promptly and were properly recorded and accounted for.

Bank Reconciliation

All bank statements had been checked and reconciled on a regular basis and reported. All transactions were well supported with relevant receipts and the invoices could be traced through the accounting records and the bank accounts.

Where possible payments have been set up for regular bills via direct debits.

Online banking (Fast Pay) is now used on a regular basis which reduces the number of cheques being issued and helps accounts being paid promptly.

Expenditure

All accounts were paid within the suppliers stated payment terms and cheques were correctly authorised and signed.

I checked all of the invoices processed as part of my review.

All invoices checked had been properly processed and authorised for payment and were correctly recorded in the ledgers.

Salaries

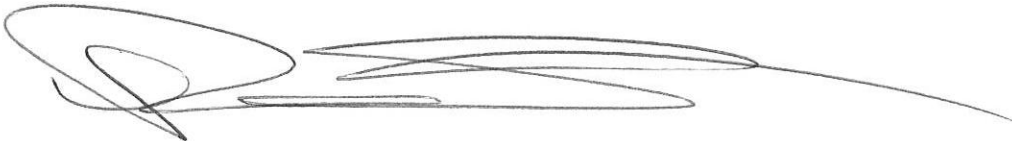
Salaries are paid on a monthly basis by BACS payment.

These have been checked and reconciled to the audit trail and bank statements.

Summary

My examination of the ledgers and supporting documentation for **“Supporting Carers and Families Together” (S.C.A.F.T.)** for the year April 2018 to March 2019 confirms that they are meeting the set requirements.

Once again, the standard of record keeping is excellent with all transactions being properly documented and accounted for in a professional manner.

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a series of horizontal, wavy lines that extend to the right.

Mr Roger Fagence

External Examiner 27th July 2019