

PERSONALISATION SUPPORT IN CAMDEN

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

Company number: 09075447

Registered Charity number: 1157537

PERSONALISATION SUPPORT IN CAMDEN
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

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PERSONALISATION SUPPORT IN CAMDEN

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2019

Formation

On 6 June 2014, Personalisation Support in Camden (PSiC) was established as a Company Limited by Guarantee, and on 19 June 2014 it was registered by the Charity Commission. Age Concern Camden (trading as Age UK Camden) is the sole subscriber to the Memorandum and Articles of Association. The subsidiary charity was established by Age UK Camden in order to run an under 65s Direct Payments Support Service (the Service) under contract to Camden Council, following the insolvency of a local disability charity. 2014-15 was therefore the first (and a part year) of trading and delivery for PSiC, with 2018-19 the fifth year of the Charity.

Reference Details

Status	The organisation is a charitable company limited by guarantee, incorporated on 6 June 2014 and registered as a charity on 19 June 2014.
Governing document	The charitable 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.
Company number	9075447
Charity number	1157537
Objects	".....the relief of people who are disabled or elderly in any manner which is or may be deemed to be charitable within the London Borough of Camden and the surrounding areas by the provision of support, advice and information to such persons and their families and carers."
Registered office	Tavis House, 1-6 Tavistock Square, London WC1H 9NA
Operational base	58 Phoenix Road, London, NW1 1ES
Company Secretary	Nikki Morris
Operational Manager	Patrick Stack
Bankers	Charities Aid Foundation Bank, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ
Solicitors	Edwards Duthie, Bank House, 269-275 Cranbrook Road, Ilford, Essex, IG1 4TG

PERSONALISATION SUPPORT IN CAMDEN

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YEAR ENDED 31 MARCH 2019

Auditors Haysmacintyre LLP, 10 Queen Street Place, London EC4R 1AG

Trustees Gill Arnold

Janet Guthrie

Frances Hasler

Barbara Hughes

David Mitchell

Dr. Oyindamola Stephanie Kayode (appointed May 2018)

Dr. Ossie Stuart (resigned May 2018)

PERSONALISATION SUPPORT IN CAMDEN

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TRUSTEES' REPORT

The Trustees present their report and the audited financial statements for the year ended 31 March 2019.

Reference and administrative information set out above forms part of this report. The financial statements below comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Structure, Governance and Management

Mission Statement "Improving the lives of disabled people"

Organisation and Human Resources Policies

The charity is organised so that the directors/trustees meet regularly to manage its affairs. Board meetings are now normally held bi-monthly, with additional meetings if required. There is one full time Manager Patrick Stack who manages the day-to-day administration of the charity and advises trustees of progress. The Manager is supported by Age UK Camden back office and service management personnel.

The remaining 2 full time staff and 5 part time staff are employed by PSIC to run particular service activities and support (finance, payroll) functions.

PSIC trustees have agreed that Age UK Camden's Human Resources policies and procedures should apply to PSIC staff i.e. there is a Charity Group approach. This applies for instance to remuneration of PSIC staff, where the postholders are paid under NJC scales and in line with Age UK Camden benchmarks.

The key management personnel of PSIC are the Subsidiary Manager and the 0.1 FTE Group Chief Executive Officer. The Board is responsible for deciding the remuneration of the key management; the provision of other remuneration increases is considered by the board of Trustees as part of budget approval process and suitable parameters are established for the setting of individual pay levels.

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Risk Management

The trustees have a risk management strategy which comprises:

- The annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan; and
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

Trustees have identified three inter-related main risks affecting PSIC, which are summarised here including the *actions and approach* taken to mitigate:

- PSIC's objects are wider than its parent charity in that most work is with younger disabled people, so the latter cannot substantively subsidise the former – *PSIC delivered financial surpluses for 2015-16, 2016-17 and 2017-18 and a small deficit in 2018-19;*
- Income – the charity is dependent on maintaining and growing its client base to ensure sufficient income. Ongoing relationships are nurtured with all stakeholders. Processes are being reviewed to ensure the charity has the most effective working practices in place,
- Value Added Tax (VAT) might at some point be applicable when the turnover of the Charity's payroll service increases, and/or HMRC's contention that other activities are not VAT-exempt is reviewed – *professional advice has been sought and VAT is kept under view by PSIC and Age UK Camden.*

PERSONALISATION SUPPORT IN CAMDEN

REPORT AND FINANCIAL STATEMENTS

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2019

Objectives and Activities

The Objects of the Charity are the relief of people who are disabled within the London Borough of Camden by the provision of support, advice and information to such persons and their families and carers.

The strategies employed to achieve the charity's objectives are:

- Providing support to all those residents of Camden between the ages of 18 and 65 who receive or are interested in receiving Direct Payments whether from social care or through Personal Health Budgets;
- Providing support to parents of disabled children in Camden who receive or are interested in receiving Direct Payments whether from social care or through Personal Health Budgets;
- Offering a Personal Assistants payroll service; and
- To provide other services (e.g. advocacy) where appropriate within the objects.

Public Benefit

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's general guidance on public benefit. All our activities are charitable and aimed at improving the lives of disabled people in Camden and its immediate environs.

Achievements and Performance

The trustees are pleased with the performance of the Charity this period, with the major achievements outlined below.

Role and breadth of service

In the last financial year 522 (2018: 453) services users were supported. Many were seen more than once.

Up until 13th November 2017 the service was designed to support all those disabled people under 65 who receive Direct Payments from Camden. From that date going forward following a merger with the AUC Direct Payments team the service supports ALL Direct Payments service users irrespective of age.

Direct Payments are monies given by Adult Social Care for any disabled person who is entitled to a care package, and who also chooses to have cash to organise their own care rather than have the local authority provided it for them.

For many service users this is a popular option as they find it gives them much greater choice and control over their care environment and therefore their everyday lives.

Some choose to use this money to purchase their care from a care agency, but the majority opt to employ their own carers (PAs).

They choose this option, because it tends to give greater flexibility, reliability, and control over who you have in your home than most agencies allow.

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TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2019

However when they go for that option they take on all the responsibilities of being an employer. They need to have in place the following:

- Contract of employment
- Job Description
- Payroll arrangements (to ensure all tax NI responsibilities are met)
- Employers' liability Insurance
- Offer a pension where appropriate

A budget to work out how much of the Direct Payment must be put aside for admin, holiday pay and contingencies. In addition the team now also have to assist clients with setting up pension arrangements for their PAs.

PA recruitment

Some people employ people they already know; friends or family members or staff they've met through having agency care, but many will not know anyone and will have to recruit.

This will typically involve drawing up and placing adverts, shortlisting and interviewing. When all of the above is completed; service users are entitled to ongoing support, for example if they need to recruit new carers or their budget runs in to trouble or difficulties develop with their staff or agency worker. The support service helps with all the above.

The service case load involves all adults with physical disabilities, sensory impairments, learning disabilities, and mental health service users. We also provide a service to parents of disabled children.

Personal Health Budgets

Until relatively recently Direct Payments were only available to service users receiving social care packages. This has now been extended to the area of health care. In the main this has involved people receiving Continuing Health Care. In many cases this has involved people who had formerly received a social care package, but who due to their condition now fall under the responsibility of Health. The huge advantage for these clients being that they can maintain their existing care personnel, whereas in the past this wouldn't have been possible.

In many ways the process is the same, though there may be new training needs for the staff. In addition the service been involved in a project specifically designed for Mental Health Service Users receiving a personal health budget.

Payroll

The Payroll service continues to grow. Unlike our support service we do charge for it. Although we do all the normal tasks that a payroll service would be expected to, there are frequent additional tasks given the nature of some of the client base who may have cognitive issues, or who have very little English. This requires our payroll service developing empathetic skills, great patience, and a willingness to go the extra mile.

This service aims to be self-financing and has expanded considerably over the last year and now has just over 400 customers on payroll. One full time and one part time (0.6 FTE) staff members work exclusively on the payroll service.

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TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2019

Direct Payments is an ever changing process and many challenges lie ahead, but the Trustees are confident we can meet the challenges and changes and continue to deliver a service of the highest quality, thanks to having put together a great delivery team, and thanks to support from Age UK Camden.

FINANCIAL REVIEW

Income for the period was £338,020 (2018 : £319,457) in the form of funding from Camden Council (Adult Social Care and Children, Schools and Families departments), income from payroll fees and bank deposit interest. Expenditure was mostly staff costs, followed by service running costs (including rent) and support costs via Age UK Camden. A deficit of £3,429 (2018: £2,417 surplus) was made. PSIC is starting the 2019-20 year with a balanced budget.

Going Concern Statement

Having been successful in the tender, and having a 2- 3 year pipeline of contract funding, PSIC's trustees consider that there are no material uncertainties about Personalisation Support In Camden's ability to continue as a going concern. See also plans for future periods (below.)

Reserves

The £40,868 reserves as at 31 March 2019 offer a modest cushion given PSIC's break even budget for 2019-20, and the risks identified by trustees outlined above. The trustees have set a target reserves level equivalent to three months expenditure of £85,000. Current reserves are equivalent to 1.5 months expenditure.

Plans for Future Periods

PSIC was set up as an intended medium life charity until the Camden Centre for Independent Living (CiL) based at Greenwood Place, NW5 was established and/or a new user led disability organisation was formed, at which point the Direct Payments Support Service would be transferred. The new user led disability organisation is Camden Disability Action (CDA) and CDA is the facilitator of the CiL. CDA has moved to Greenwood Place, and PSIC may move too (subject to commercial consideration and suitable space being available). CDA and PSIC have agreed in principle to merge at a later stage, subject to due diligence, Charity Commission and funder permission.

Fundraising policy

The Charity does not actively solicit donations from individuals. Donations are received from time to time from individuals and these are gratefully received. We do not sub-contract any fundraising activities to a third party and whilst we are not registered with the Fundraising Regulator, we will be guided by the code of Fundraising Practice in any fundraising activity. We have received no complaints about our fundraising activity.

PERSONALISATION SUPPORT IN CAMDEN

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YEAR ENDED 31 MARCH 2019

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also directors of Personalisation Support In Camden for the purposes 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 period which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable for that period. 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 charitable company will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees have complied with the guidance of the Charities Act 2011 to have due regard to the public benefit.

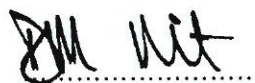
So far as each of the Trustees is aware at the time the report is approved:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The financial statements were approved and authorised for issue by the Trustees on 16 August 2019 and signed on their behalf by:



Janet Guthrie
Chair



David Mitchell
Trustee

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PERSONALISATION SUPPORT IN CAMDEN

Opinion

We have audited the financial statements of Personalisation Support in Camden for the year ended 31 March 2019 which comprise the Statement of Financial Activities, Balance Sheets, the Cash Flow Statement and notes to the financial statements, including a summary of 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 2019 and of the charitable company's net movement in funds, including the 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.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 8, the trustees (who are also the directors of the charitable company for the purposes 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 charitable company'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.

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

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 the audit:

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

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (which incorporates the directors' 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 by the charitable company; or
- the charitable company 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.

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.



Kathryn Burton (Senior Statutory Auditor)

For and on behalf of Haysmacintyre LLP, Statutory Auditors

Date: 13th September 2019

10 Queen Street Place

London

EC4R 1AG

PERSONALISATION SUPPORT IN CAMDEN
STATEMENT OF FINANCIAL ACTIVITIES (incorporating an income and expenditure accounts)
FOR THE YEAR ENDED 31st March 2019

	Note	Restricted £	Unrestricted £	2019 £	2018 £
INCOME FROM:					
Investments		-	727	727	377
Incoming from charitable activities					
Direct Payments Support	2	15,340	321,953	337,293	319,080
Total income		<u>15,340</u>	<u>322,680</u>	<u>338,020</u>	<u>319,457</u>
EXPENDITURE ON:					
Charitable activities					
Direct Payments Support		-	341,449	341,449	317,040
Total expenditure	3	<u>-</u>	<u>341,449</u>	<u>341,449</u>	<u>317,040</u>
Net (expenditure) / income before transfers		<u>15,340</u>	<u>(18,769)</u>	<u>(3,429)</u>	<u>2,417</u>
Transfer between funds	12	(15,340)	15,340	-	-
Net (expenditure) / income		<u>-</u>	<u>(3,429)</u>	<u>(3,429)</u>	<u>2,417</u>
Funds at the start of the year		-	44,297	44,297	41,880
Funds at the end of the year		<u>-</u>	<u>40,868</u>	<u>40,868</u>	<u>44,297</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 12 to the financial statements.

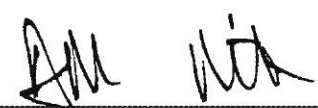
PERSONALISATION SUPPORT IN CAMDEN
BALANCE SHEET
AS AT 31 MARCH 2019

Company number: 09075447

	Note	2019 £	2018 £
FIXED ASSETS			
Tangible fixed assets	7	-	-
CURRENT ASSETS			
Debtors	9	8,333	15,635
Cash at bank and in hand		1,342,240	1,009,965
Total		1,350,573	1,025,600
CREDITORS: amounts falling due within one year	10	1,309,704	981,303
NET CURRENT ASSETS		40,869	44,297
NET ASSETS	11	40,869	44,297
FUNDS			
Restricted funds	12	-	-
Unrestricted funds	12	40,868	44,297
TOTAL FUNDS		40,868	44,297

The financial statements were approved and authorised for issue by the trustees on 16 august 2019 and were signed below on its behalf by:


Janet Guthrie
Chair


David Mitchell
Trustee

The notes on pages 15 to 25 form an integral part of these accounts

PERSONALISATION SUPPORT IN CAMDEN
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2019

	Note	2019 £	2018 £
Cash provided by (used in) operating activities	a	<u>331,547</u>	<u>237,240</u>
Cash flows from investing activities			
Interest income		727	377
Cash provided by (used in) investing activities		<u>332,274</u>	<u>237,617</u>
Increase in cash and cash equivalents in the year		332,274	237,617
Cash and cash equivalents at the beginning of the year		1,009,965	772,348
Total cash and cash equivalents at the end of the year		<u>1,342,239</u>	<u>1,009,965</u>
Notes		2018	2018
a Reconciliation of net movement in funds to net cash flow from operating activities			
Net movement in funds		-3,429	2,417
Add back depreciation charge		0	0
Deduct interest income shown in investing activities		-727	-377
Decrease in debtors		7,302	3,606
Increase in creditors		328,401	231,594
Net cash provided by operating activities		<u>331,547</u>	<u>237,240</u>
Cash in hand		37,914	64,939
Notice deposits (less than 3 months)		1,304,326	945,026
Total cash and cash equivalents		<u>1,342,240</u>	<u>1,009,965</u>

1. ACCOUNTING POLICIES

(a) Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with 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) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Personalisation Support In Camden meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The trustees consider that there are no material uncertainties about the Personalisation Support In Camden's ability to continue as a going concern. The most significant issue is that PSIC's contract with London Borough of Camden coming to an end, at which point the substantive services and staff would be transferred to another service provider under Transfer of Undertakings, Protection of Employment (TUPE). The earliest this could happen is 30 April 2021. The other challenge is that the Charity could make a small operating deficit in the next year, but with unrestricted reserves this would not affect viability.

(b) Critical accounting judgements and estimates

In preparing these financial statements, management has made judgements, estimates and assumptions that affect the application of the charities accounting policies and the reported assets, liabilities, income and expenditure and the disclosures made in the financial statements. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(c) Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

(d) Fund Accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are grants and donations which the funder/ donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

PERSONALISATION SUPPORT IN CAMDEN
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

(e) Expenditure and irrecoverable VAT

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

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of staff time spent on each activity.

(g) Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

	Rate	Expected useful life
Equipment	33.33%	3 years

Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

(h) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(i) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(k) Pensions

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charity to the fund.

PERSONALISATION SUPPORT IN CAMDEN
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

(l) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

(m) Employee benefits

· Short term benefits

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Full time staff may carry over up to 5 days of annual leave into the next leave year, subject to the agreement of their line manager on the grounds of:

- exceptional workload demands making it difficult to take leave within the current year;
- special personal circumstances.

These provisions apply pro-rata to part-time employees. All leave carried over in this way must be taken before the end of April of the holiday year immediately following that to which it relates, unless the Chief Executive Officer approves a further carry over.

· Employee termination benefits

Termination benefits are accounted for on an accrual basis and in line with FRS 102.

On termination of employment for whatever reason employees will be paid for holidays accrued but not taken. In the event that holidays have been taken in excess of entitlement, then payment for those days will be deducted from any final payment.

· Employee termination benefits

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

· Pensions

PSIC has a defined contributions pension scheme through The Pensions Trust. It is open to all employees, and PSIC makes a 6% employer's contribution provided that the employee pays a minimum 6%.

PERSONALISATION SUPPORT IN CAMDEN
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

2. INCOME FROM CHARITABLE ACTIVITIES

	Restricted £	Unrestricted £	2019 £
Direct Payments Support			
London Borough of Camden	15,340	223,682	239,022
Age UK Camden	-	13,000	13,000
Camden CCG	-	-	-
Camden Disability action	-	9,908	9,908
User charge income	-	73,267	73,267
Other income	-	2,096	2,096
	<u>15,340</u>	<u>321,953</u>	<u>337,293</u>

2b Comparative income from charitable activities for the year ended 31st March 2018

	Restricted £	Unrestricted £	2018 £
Direct Payments Support			
London Borough of Camden	17,995	188,587	206,582
Age UK Camden	-	26,000	26,000
Camden CCG	-	5,109	5,109
Camden Disability action	-	10,448	10,448
User charge income	-	70,941	70,941
	<u>17,995</u>	<u>301,085</u>	<u>319,080</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

3. TOTAL EXPENDITURE

	Direct Payments Support £	Support costs £	2019 £
Staff costs	215,012	22,847	237,859
Staff costs - governance	-	6,959	6,959
Total (note 5)	215,012	29,806	244,818
Other staff costs	885	-	885
Premises costs	28,570	7,143	35,713
Transport	-	-	-
Project cost	502	-	502
Supplies and services	24,171	32,000	56,171
Supplies and services - governance	-	3,360	3,360
Depreciation	-	-	-
	269,140	72,309	341,449
Allocation of support costs	72,309	(72,309)	-
	341,449	-	341,449

3b Comparative total expenditure for the year ended 31st March 2018

	Direct Payments Support £	Support costs £	2019 £
Staff costs	183,276	19,271 ✓	202,547
Staff costs - governance	-	6,818 ✓	6,818
Total (note 6)	183,276 ✓	26,089 ✓	209,365
Other staff costs	145	2,525 ✓	2,670
Premises costs	32,366	8,092 ✓	40,458
Transport	-	- ✓	-
Project cost	474	- ✓	474
Supplies and services	28,805	32,000 ✓	60,805
Supplies and services - governance	-	3,268 ✓	3,268
Depreciation	-	- ✓	-
	245,066 ✓	71,974 ✓	317,040
Allocation of support costs	71,974	(71,974) ✓	-
	317,040	-	317,040

PERSONALISATION SUPPORT IN CAMDEN
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 MARCH 2019

Analysis of governance costs

	2019 £	2018 £
Staff Costs	6,959	6,818
Audit Fee	3,360	3,268
	<u>10,319</u>	<u>10,086</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

4. INCOME FOR THE YEAR

This is stated after charging:

	2019 £	2018 £
Auditors' remuneration: audit fees	3,360	3,268

5. STAFF COSTS AND NUMBERS

Staff costs were as follows:

	2019 £	2018 £
Salaries and wages	216,519	186,081
Social security costs	17,305	14,395
Pension costs	10,994	8,889
	<u>244,818</u>	<u>209,365</u>

Cognisant of its responsibilities for charitable and public money, Personalisation Support in Camden pays only statutory redundancy but occasionally enhances settlements with e.g. pay in lieu of notice.

Under company law and accountancy regulations, disclosure is required on staff earning over £60,000 in bands of £10,000. It is confirmed that no employee of the Charity earned more than £60,000 during the year (2018: none).

The Charity trustees were not paid or received any other benefits from employment with the Charity in the year (2018: £nil). They did not have any expenses to be reimbursed during the year (2018: £nil). No charity trustee received payment for professional or other services supplied to the charity (2018: £nil)

The key management personnel of PSIC are the Subsidiary Manager and the CEO of the parent charity whose salaries and wages total in the year were £46,000 (2018: £44,778). Total employer NIC contributions were £5,058 (2018: £4,941) and total employer pension contributions for the key management personnel of PSIC were £2,702 (2018: £2,640).

The average monthly head count and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	Headcount		Full-Time Equivalent	
	2019 No.	2018 No.	2019 No.	2018 No.
Direct Payments Support	7	7	5.23	5.23
Support Costs	1	1	0.60	0.60
	<u>8</u>	<u>8</u>	<u>5.83</u>	<u>5.83</u>

6. TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

PERSONALISATION SUPPORT IN CAMDEN
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

7. TANGIBLE FIXED ASSETS

	Note	Equipment £	Total £
Cost			
At the start of the year		7,133	7,133
At the end of the year		7,133	7,133
Depreciation			
At the start of the year		7,133	7,133
At the end of the year		7,133	7,133
Net book value			
At the end of the year		-	-
At the start of the year		-	-

8. FINANCIAL INSTRUMENTS

	2019 £	2018 £
Cash	1,342,240	1,009,965
Financial assets measured at amortised cost (a)	2,432	14,835
Financial liabilities measured at amortised cost (b)	33,540	93,995

(a) Financial assets measured at amortised cost include: short term deposits and cash in hand, trade debtors, other debtors, and accrued income.

(b) Financial liabilities measured at amortised cost include: trade creditors, other creditors, and deferred income.

9. DEBTORS

	2019 £	2018 £
Accrued income	-	-
Trade debtors	2,432	8,335
Prepayments	5,900	-
Intercompany debtors	-	7,300
	8,332	15,635

PERSONALISATION SUPPORT IN CAMDEN
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

10. CREDITORS: amounts due within 1 year

	2019 £	2018 £
Trade Creditors	33,540	64,980
Client Funds (see below)	1,260,544	874,831
Intercompany Creditors	2,667	5,799
Other Taxes and Social Security	6,745	7,763
Accruals	6,208	5,415
Deferred income	-	22,515
	<u>1,309,704</u>	<u>981,303</u>

Client funds are funds held on behalf of the users which are used to pay for their carer and agencies on behalf of them and a full payroll service is provided. A database is kept to maintain each client's funds, which is reconciled to the total funds held.

Deferred income movement

Deferred income comprises grants and service level agreement income received for services which have not been delivered as at 31st March 2019.

	2019 £	2018 £
Opening balance	22,515	-
Amount released to income earned from charitable activities	(22,515)	-
Amount deferred in year		22,515
Closing balance	<u>-</u>	<u>22,515</u>

PERSONALISATION SUPPORT IN CAMDEN
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS AS AT 31 MARCH 2019

	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	-	-	-
Current assets	-	1,350,573	1,350,573
Current liabilities	-	(1,309,704)	(1,309,704)
Net assets at the end of the year	-	40,869	40,869

Analysis of net assets between funds as at 31 March 2018

	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	-	-	-
Current assets	-	1,025,600	1,025,600
Current liabilities	-	(981,303)	(981,303)
Net assets at the end of the year	-	44,297	44,297

12. MOVEMENTS IN FUNDS

	At the start of the year £	Income £	Expenditure £	Transfers £	At the end of the year £
Restricted funds:					
Direct Payments Support	-	15,340	-	(15,340)	-
Total restricted funds	-	15,340	-	(15,340)	-
Unrestricted funds:					
General funds	44,297	322,680	(341,449)	15,340	40,868
Total unrestricted funds	44,297	322,680	(341,449)	15,340	40,868
Total funds	44,297	338,020	(341,449)	-	40,868

Transfers between funds

Represent the transfer of rental expenditure to the restricted Direct Payments Support fund to match against the Transitional Rent Relief grant received.

PERSONALISATION SUPPORT IN CAMDEN
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

12b Comparative movements in funds as at 31st March 2018

	At the start of the year £	Income £	Expenditure £	Transfers £	At the end of the year £
<i>Restricted funds:</i>					
<i>Direct Payments Support</i>	1,349	17,995	-	(19,344)	-
<i>Total restricted funds</i>	-	17,995	-	(19,344)	-
<i>Unrestricted funds:</i>					
<i>General funds</i>	40,531	301,462	(317,040)	19,344	44,297
<i>Total unrestricted funds</i>	40,531	301,462	(317,040)	19,344	44,297
<i>Total funds</i>	40,531	319,457	(317,040)	-	44,297

13. RELATED PARTY TRANSACTIONS

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2018: £nil).

Expenses paid to the trustees in the year totalled £nil (2018: £nil)

Trustees are also eligible to claim travel expenses but none did so.

In 2019 the following transactions took place between the Charity and its parent charity Age Concern Camden:

- Subcontracting income received from Age Concern Camden of £13,000 (2018: £26,000);
- Central management costs of £32,000 (2018: £32,042), which include charges for CEO, HR manager, finance support and also software usage;
- Away day costs of £nil (2018: £500);
- Repair costs of £nil (2018: £466);
- Staff training costs of £200 (2018: £nil);
- Companies House filing fees of £77 (2018: £nil).

The outstanding balances with Age Concern Camden at the year end were:

- Amounts owed by PSIC to Age Concern Camden £2,667 (2018: £2,667);
- Amounts owed to PSIC by Age Concern Camden £nil (2018: £7,300);

