

1004055
31-MAR-10

ACCOUNTS No 4
12 AUG 2010 P7
COMPTON ACCOUNTS

**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

**STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2010**

ASHDOWN HURREY

**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

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FOR THE YEAR ENDED 31 MARCH 2010**

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**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

**Theaklen Drive
Ponswood Industrial Estate
St Leonards-on-Sea
East: Sussex
TN38 9AZ**

Registered as a Charity – Number 1004055

Management Committee:

Evelyn Grimstead – Chair
Pauline Heppel – Treasurer
Douglas Withers
Jenny Allen
Lesley Hunter
Michael Porter
Pat Mitchell
Richard Kent
Rosemary Dee
Rosemary Kent

Bankers:

Lloyds TSB plc
Wellington Place
Hastings
East Sussex
TN34 1NX

Independent Examiner:

S R Sampson FCA
Ashdown Hurrey
Chartered Accountants & Business Advisers
28 Wilton Road
Bexhill-on-Sea
East Sussex
TN40 1EZ

ASSOCIATION OF CARERS HASTINGS AND ROTHER

Report of the Trustees For the year ended 31 March 2010

The trustees present their report for the year ended 31st March 2010. This report is prepared in accordance with part VI of the Charities Act 1993.

Governing Document

The organisation is a registered charity No. 1004055. The organisation was established under the governing document submitted to the charities commission on the 1st August 1991.

Recruitment and Appointment of the Executive Committee

The trustees serving during the year are as follows:

Jenny Allen	Lesley Hunter
Rosemary Dee	Richard and Rosemary Kent
Eve Grimstead	Pat Mitchell
Pauline Heppel	Doug Withers

Trustees are invited and encouraged to attend training sessions on the roles and responsibilities of trustees and other training relevant to their anticipated roles on the Executive Committee. The Committee meets every 2 months and a minimum of 5 trustees need to be present to be quorate. There is no age limit applicable and trustees may stand for re-election at the Annual General Meeting annually.

Objectives and Activities

The charity provides a free sitting service for Carers living in Hastings, St. Leonards, Rye and neighbouring areas. This informal service is provided by volunteers who often become friends of the dependant over several months or even years.. The County Council and Health Authority fund the Association to a certain level and the remainder is raised by fundraising, donations, etc. During this year funding was obtained to put in place a pilot scheme to reach Young Carers and assist them.

Structure and Governance

Trustee's Responsibilities:

The Charities act requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of its results for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accountancy policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent;

Prepare financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue to exist.

ASSOCIATION OF CARERS HASTINGS AND ROTHER

Report of the Trustees – Continued For the year ended 31 March 2010

The trustees are responsible for the keeping of proper accounting records which disclose with reasonable accuracy at any time the financial position of the organisation and which enable them to ensure that the financial statements are compliant with the Charities Act.

They are also responsible for safeguarding the assets of the charity and therefore for taking reasonable steps to ensure the prevention and detection of fraud and other irregularities.

The Use of Volunteers

The charity makes use of volunteers in order to carry out a number of its functions.

Financial Position and Review of Performance

The Statement of Financial Activities shows an overall surplus for the year of £9,287 (2009: Surplus £10,625). Reserves at 31 March 2010 were £70,547 of which £4,708 was restricted funds and £7,500 was designated funds. The unrestricted fund reserves stand at £58,339 (2009:£52,894).

The principal funding of the charity continues to be by way of grants from various statutory bodies, with the remainder being made up of donations and fundraising.

The trustees are mindful to keep resources in reserve to manage the risks mentioned above and that those reserves should be available to cover at least three months of the total annual expenditure should the need arise.

Risk Management

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to those risks. The immediate risks are the annual difficulties in obtaining grant funding, delays in receiving grants, cuts in grants after budgets have been agreed by the Management Committee and redundancies, and the difficulties in covering staff holidays, sick leave etc. The principal means of managing major risks is to have funds in reserve which can be utilised when needed.

Objectives and Activities

The aims of the scheme are to:-

- To provide respite care breaks, to enable carers to take a break from the caring role, to continue or access employment or to pursue social or leisure activities
- To enable the person with care needs to remain in their own home
- To raise the community's awareness of Carers issues

The charity provides a free sitting service for Carers living in Hastings, St. Leonards, Bexhill, Rye and the whole of Rother.

**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

**Report of the Trustees - Continued
For the year ended 31 March 2010**

This informal service is provided by volunteers who often become friends of the cared for person over several months or even years. The Charity has been providing this service since 1987.

The County Council and Health Authority fund the Association to a certain level and the remainder is raised by fundraising, donations, etc. During this year funding was obtained to put in place a pilot scheme to reach Young Carers and assist them.

At the end of this financial year we were giving weekly respite breaks to 35 carers. We worked in partnership with other agencies throughout this year these agencies included the Primary care trust, East Sussex County Council, Crossroads, care for the carers, Age UK and the Alzheimer's society.

**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

**Independent Examiner's Report to the Trustees of Association of Carers
Hastings and Rother**

I report on the accounts of the Trust for the year ended 31 March 2010, which are set out on pages 7 to 13.

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- to 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 Directors 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 by an audit, and consequently I do not express an opinion on the view given by the accounts.

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 41 of the 1993 Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act;

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.

S R Sampson FCA
Ashdown Hurrey
Chartered Accountants & Business Advisers
28 Wilton Road
Bexhill-on-Sea
East Sussex
TN40 1EZ

Date: 10 August 2010

**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

**Statement of Financial Activities
For the year ended 31 March 2010**

		Unrestricted Funds	Restricted Funds	Total Funds 2010	Total Funds 2009
		£	£	£	£
Incoming resources					
Donations		10,086	-	10,086	5,081
Activities to further the Charity's Objects:					
Grants	2	62,525	14,098	76,623	71,000
Activities to generate funds:					
Fundraising	3	7,848	-	7,848	8,472
Investment income:					
Interest		-	-	-	3
Total Incoming Resources		80,459	14,098	94,557	84,556
Resources expended					
Costs of generating funds:					
Fundraising	4	9,578	-	9,578	7,865
Direct charitable expenditure	5/5a	62,539	10,256	72,795	63,225
Management & administration	6	2,897	-	2,897	2,841
Total Resources Expended		75,014	10,256	85,270	73,931
Net Income Resources					
Net Income for the Year		5,445	3,842	9,287	10,625
Total Funds Brought Forward At 1 April 2009		52,894	866	53,760	43,135
Total Funds at 31 March 2010		58,339	4,708	63,047	53,760

The notes on pages 9 to 12 form part of these accounts.

**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

**Balance Sheet
As at 31 March 2010**

	Notes	Total		Total	
		£	£	£	£
Fixed Assets					
Tangible assets	7		1		1
Current Assets					
Debtors & prepayments		1,084		652	
Cash at bank & in hand		67,005		56,075	
Cash on deposit		2,782		4,857	
		70,871		61,584	
Creditors: Amounts falling due Within One Year		325		325	
Net Current Assets			70,546		61,259
Total Net Assets			70,547		61,260
Funds:					
Unrestricted	8		58,339		52,894
Restricted	9		4,708		866
Designated Funds:	10				
Lease			4,000		4,000
Building maintenance/Redundancy			3,500		3,500
			70,547		61,260

Approved by Trustees on 3 August 2010 and signed on its behalf

Chair FG Mansfield

The notes on pages 9 to 12 form part of these accounts.

**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

**Notes to the Accounts
For the year ended 31 March 2010**

1. Accounting Policies

1.1 Basis of preparation of accounts.

The accounts are prepared under the historical convention and include the results of the Charity's operations all of which are continuing.

1.2 Tangible fixed assets and depreciation

Tangible assets are stated at cost less depreciation.

Depreciation is provided to write off the cost of the assets over their expected lives on the following basis.

Office furniture and equipment 20%

	2010	2009
	£	£
2. Restricted Income		
Seedcorn Grant (Rother)	9,000	5,000
Young Carers Grant	4,598	-
Small Grants	<u>500</u>	<u>-</u>
	14,098	5,000
	<u><u> </u></u>	<u><u> </u></u>

3. Fundraising Income

This included donations from the following Sources:

The Henry Smith Charity	1,500	1,500
The Sobell Foundation	3,000	-

4. Fundraising Costs

Salaries & NIC	8,709	7,295
Other costs	869	570
	<u> </u>	<u> </u>
	9,578	7,865
	<u><u> </u></u>	<u><u> </u></u>

**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

**Notes to the Accounts
For the year ended 31 March 2010**

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
5. Direct Charitable Expenditure				
Staff salaries	33,697	-	33,697	34,158
Office costs & services	14,927	-	14,927	14,203
Staff travel & training	1,022	-	1,022	784
Volunteers travel & training	4,860	-	4,860	2,857
Carers & volunteers events & outings	2,435	-	2,435	2,369
Publicity & promotion	5,598	-	5,598	4,720
Rye project	-	7,667	7,667	4,134
Young Carers project	-	2,589	2,589	-
	62,539	10,256	72,795	63,225

5a. Office Costs and Services

Rent & water rates	7,143	-	7,143	7,261
Light & heat	1,461	-	1,461	885
Insurances	441	-	441	502
Telephone & postage	1,423	-	1,423	1,092
Printing & stationery	2,524	-	2,524	1,359
Sundry expenses	1,250	-	1,250	602
I.T. & computing	685	-	685	2,502
	14,927	-	14,927	14,203

6. Management & Administration

Staff salary	2,359	-	2,359	2,298
Insurances	308	-	308	308
Legal & professional	230	-	230	235
Annual General Meeting	-	-	-	-
	2,897	-	2,897	2,841

**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

**Notes to the Accounts
For the year ended 31 March 2010**

7. Tangible Fixed Assets	2010	2009
	£	£
Office Equipment & Furniture: Cost as at 1 April 2009	8,225	8,225
Cost as at 31 March 2010	8,225	8,225
Depreciation: Brought forward at 1 April 2009	8,224	8,224
Provided in year	-	-
Carried Forward as at 31 March 2010	8,224	8,224
Net Book Value as at 31 March 2010	£1	£1
Net Book Value as at 31 March 2009	£1	£1
8. Movement on Unrestricted Funds	2010	2009
	£	£
Balance brought forward 1 April 2009	52,894	43,135
Surplus for the year	5,445	9,759
Balance carried forward 31 March 2010	58,339	52,894

**ASSOCIATION OF CARERS
HASTINGS AND ROTHER**

**Notes to the Accounts
For the year ended 31 March 2010**

9. Movement on Restricted Funds	2010	2009
	£	£
Balance brought forward 1 April 2009	866	-
Surplus for the year	3,842	866
	<hr/>	<hr/>
Balance carried forward 31 March 2010	4,708	866
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10. Movement on Designated Funds

During the year there was no movement of either of the designated funds for both Lease and Building maintenance/Redundancy.

**ASSOCIATION OF CARERS
HASTINGS AND ORTHER**

**Detailed Income and Expenditure Account
For the year 31 March 2010**

	2010		2009	
	£	£	£	£
Income				
Grants: E.S.C.C.		22,693		27,140
Hastings & Rother P.C.T.		39,832		38,860
E.S.C.C. (Rother)		9,000		5,000
Young Carers Grant		4,598		-
Small Grants		500		-
		<hr/>		<hr/>
		76,623		71,000
Interest from Building Societies		-		3
Fundraising		12,348		8,472
Donations & Gift Aid		5,586		5,081
		<hr/>		<hr/>
		94,557		84,556
 Less Expenditure				
Staff salaries	44,765		43,751	
Staff travel & training	1,022		784	
Rent & water rates	7,143		7,261	
Insurances	749		810	
Light & heat	1,461		885	
Repairs & redecorations	-		-	
Telephone & postage	1,423		1,092	
Printing & stationery	2,524		1,359	
I.T. – computing	685		2,502	
Publicity & promotions	5,598		4,720	
Volunteers expenses & training	4,860		2,857	
Volunteers & carers events	2,435		2,369	
Fundraising costs	869		570	
Accountancy	230		235	
Miscellaneous expenses	1,250		602	
Young Carers Project	2,589		-	
Rye Project	7,667		4,134	
		<hr/>		<hr/>
		85,270		73,931
		<hr/>		<hr/>
Excess for the Year		9,287		10,625
		<hr/> <hr/>		<hr/> <hr/>