

**ESSEX RESPITE & CARE ASSOCIATION**

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2021**

**COMPANY NUMBER : 3088636**

**REGISTERED CHARITY NUMBER : 1051589**

**N S O Associates LLP  
Chartered Certified Accountants  
75 Springfield Road  
Chelmsford  
Essex  
CM2 6JB**

**ESSEX RESPITE & CARE ASSOCIATION**

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## **ESSEX RESPITE & CARE ASSOCIATION**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

The charity is registered and is a company limited by guarantee governed by its Memorandum and Articles of Association. Charity No. 1051589. Company No. 3088636.

### **DIRECTORS AND TRUSTEES**

The Directors during the year under review were:

Mrs H M Ruane (Chairperson)  
Mr L Conquer  
Mr E Smart  
Dr S Acharyya  
Professor C Barry (Resigned July 2020)  
Mr G Page

### **SECRETARY**

Ms L. Dey

### **REGISTERED OFFICE**

Suite 2  
Rochester House Business Centre  
275 Baddow Road  
Chelmsford  
Essex  
CM2 7QA

### **INDEPENDENT EXAMINER**

Ms E Oddie  
Chartered Certified Accountant  
N S O Associates LLP  
75 Springfield Road  
Chelmsford  
Essex  
CM2 6JB

### **BANKERS**

The Co-operative Bank plc  
P O Box 101  
1 Balloon Street  
Manchester  
M60 4EP

Scottish Widows Bank plc  
P O Box 12757  
67 Morrison Street  
Edinburgh  
EH3 8YJ

### **SOLICITORS**

Gepp & Sons  
58 New London Road  
Chelmsford  
Essex  
CM2 0PA

### **HUMAN RESOURCES ADVISORS**

Avensure Limited  
South Central  
11 Peter Street  
Manchester  
M2 5QR

## **ESSEX RESPITE & CARE ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2021. These comply with current statutory requirements and with the governing document. This report also serves as a Directors' report as required by the Companies Act 2006.

The Essex Respite & Care Association (ERCA) was incorporated in August 1995, under the name of Mid Essex Respite Care Association, as a company limited by guarantee. It is registered with the Charity Commissioners.

#### **OBJECTIVES**

The Company's Memorandum and Articles of Association state its objects to be the support of individuals living with mental illness and to provide respite for their carers.

#### **ACTIVITIES**

The principal activity undertaken is the employment of trained Support Workers who provide respite, information and support for carers and care-receivers. This occurs for a few hours per week and is arranged with the agreement of all concerned. It can involve any reasonable assistance or activity that meets the needs of the carer and/or care-receiver and could include assisting with the day-to-day needs of the care-receiver or allowing the carer to have a short break from the caring role.

The assigned Support Worker may provide assistance in the carer's home environment or in the wider community where the care-receiver may engage in a wide range of activities in the company of the Support Worker. These activities may include swimming, bowling, yoga, visits to the cinema, snooker, cycling, shopping or visiting sites of local interest amongst others. The service aims to complement and assist work undertaken by both the Health Authorities and the County Council with whom close contact is maintained. Carers need information as well as respite and with this in mind much information is held in the office and can be accessed by contacting one of the Managers.

#### **PUBLIC BENEFIT**

The service is a public benefit available for the use of all care-receivers and carers of people aged 18 years and over with mental health needs in the area.

#### **ORGANISATION**

Responsibility under the Company's Memorandum and Articles of Association for controlling its management and administration lies with a Management Board made up of the Trustees, who are also Directors of the Company. The Management Board is appointed by the membership at the Annual General Meeting. At each Annual General Meeting all current Board members are required to retire from office though all such members are eligible for re-election. The minimum number of Board members is three and the maximum is currently twelve. The Board itself may appoint any person to be a Board member either to fill a casual vacancy or as an addition to the existing members. New appointees are identified in a number of ways: through personal contacts of the existing members; as a result of volunteers putting themselves forward at the Annual General Meeting; through voluntary sector recruitment agencies; and through articles and advertising in the press.

All Board members are volunteers and they currently meet monthly to receive reports and to monitor progress. The Chairperson normally deals with any urgent issues arising between meetings and takes decisions when necessary. Committee meetings composed of Board members occur when required - for example, to deal with fundraising. They report their findings back to the Board. Board members are also often involved in assisting the running of the organization in a variety of ways. The present Board includes members with expertise in mental health issues.

The Trustees comply with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission in deciding what activities are to be undertaken. Details of Trustees who served on the Board during the year are shown on page 3.

The Company employs two Managers, both on a part-time basis, who report to the Management Board and who are responsible for the delivery of the service. The Managers are assisted by a specialised Client Liaison Manager who is also employed on a part-time basis as well as two part-time Area Supervisors and a part-time Administrative Assistant. Support Workers are employed to visit carers' and care-receivers' homes and provide support and respite.

## **ESSEX RESPITE & CARE ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 – continued**

#### **REVIEW OF PROGRESS AND ACHIEVEMENTS**

An average of 129 care hours per week were provided during the year to 31 March 2021 which was a small reduction from the previous year when an average of 132 hours per week were provided. This reduction of 2% was far less than that seen in the previous year when the average number of hours provided per week fell from 157 in 2018/19 to 132 – a decrease of 16%. The number of clients was also relatively stable – reducing marginally from 33 in April 2020 to 32 in March 2021. Indications are though that 2021/22 will initially see a greater demand for the service.

The year started shortly after the first lockdown due to the Covid-19 pandemic was implemented and these or alternative restrictions were in place for the entire year. There was, however, a determination to continue to provide a quality service when other support networks used by clients were sometimes no longer readily available leading to a realisation that some clients were now more vulnerable. Adhering to central government guidelines necessitated changes to the method of service delivery and Support Workers did not enter the property of clients unless there was an issue of extreme vulnerability with no other support networks available and only after additional risk reviews. Support continued to be provided with the Support Worker usually staying outside the property and with social distancing in mind during all visits. Support Workers were often unable to accompany clients in their usual activities such as shopping or having a meal but instead engaged in encouraging exercise with, for example, walking, cycling or exercises in the garden. Support Workers were generally unable to transport clients in their cars but exceptions were made for important medical appointments or other urgent business. If shopping or medical supplies were required then the Support Worker could collect these without the client. The circumstances were at times difficult with several Support Workers either on sick leave or self-isolating at the same time but all clients were continually supported.

Despite the pressures of operating in the Covid-19 pandemic it was decided to continue with the modernisation of IT systems and a contract was signed with Care Software Solutions Ltd for an electronic care system named ZURI. There are a number of advantages in moving from the current manual system to ZURI including enhanced access by Support Workers to client data, better communication between Support Workers and with management, and a facility to manage and keep client data secure. Implementation of ZURI commenced during the year and when fully operational it is envisaged that there will be an improved service to clients.

Finally, August 2020 saw the 25<sup>th</sup> Anniversary of the inauguration of the Company. Owing to the Covid-19 pandemic this anniversary passed quietly though a press release did lead to an article in the Essex Chronicle which stressed the importance of the work undertaken particularly during the Covid-19 pandemic. Also in December 2020 Chelmsford Community Radio broadcast a one-hour programme in recognition of the Anniversary.

Thanks are due to a number of people and organisations for their help and assistance during the year and in previous years:

- Staff employed by Essex County Council Adults, Health & Community Wellbeing and NHS Mid Essex for their support and guidance.
- Trinity Methodist Church for its continuing support in providing accommodation for meetings, training sessions and fundraising events.
- The charitable organisations and individuals who continue to support us and assist in the funding of the organisation (see below).

The Management Board was very pleased to receive donations during the year from Chelmsford City Council, the Edward Gostling Foundation, the Souter Charitable Trust, Awards for All, the Childwick Trust, Comic Relief, the 29 May 1961 Charitable Trust, the Albert Hunt Trust, the J H Currie Trust, FSJ Charities, the Charles S French Trust, Essex Community Foundation, Essex County Council, the Sobell Foundation and the Walter Farthing Trust along with several individuals. The Management Board is grateful to all the donors.

Finally, thanks are due to the Management, Support Workers, volunteers and members of the Management Board. Without the efforts of all the aforementioned people ERCA would not be held in such high regard.

## **ESSEX RESPITE & CARE ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 - continued**

#### **FINANCES**

The overall financial effect of the year's activities was a surplus with net incoming resources of £24,437 compared with net outgoing resources of £8,819 in the previous financial year. This increased total funds at 31 March 2021 to £97,933 (2020 - £73,496). Apart from the Unrestricted or General Fund there were two Restricted Funds during the year which were both opened after receiving monies specifically for the employment of support staff (£22,599) and for Covid-19 infection control from Essex County Council (£14,778). Nearly all resources accrued at 31 March 2021 related to the Unrestricted Fund (£96,466) whilst the Restricted Fund for Support Staff Employment showed a zero balance at year end and the Restricted Fund for Infection Control showed a balance of £1,467.

The largest source of income during the year for the Company was from client fees with £144,975 received which represented 64% of total Company income (2020 - 74%). Income from membership and donations was £82,567 (36% of total Company income) of which 69% was generated by professional fundraisers. The majority of the balance from membership and donations was raised by direct applications for financial contributions provided for the support of companies during the Covid-19 pandemic through Essex County Council and Chelmsford City Council. Small sums were also received from bank interest (£6) and other income (£734).

Concerning expenditure staff salaries and wages plus associated costs amounted to £146,610 (2020 - £143,150). The other main item of expenditure was again travel and subsistence which totalled £19,177 (2020 - £24,280).

The financial surplus of £24,437 in 2020/21 was a noticeable improvement on the two previous financial years when there were losses of £8,819 (2019/20) and £21,034 (2018/19). The major reason for this improvement was an increase in the level of donations received from £47,995 in 2019/20 to £82,495 in 2020/21. Whilst some of the monies received were specifically for extraordinary expenditure items incurred during the Covid-19 pandemic there was a noticeable increase in the level of general donations to the Unrestricted Fund and the Management Board is very grateful to all individuals and organisations who contributed. Maintaining this level of donations in the 2021/22 financial year though is likely to be a tough challenge. The size of the financial surplus in 2020/21 was also the result of necessary changes to service delivery caused by the Covid-19 pandemic with less expenditure on Travel and Subsistence (reduced by 21% from 2019/20) and Client Activities (reduced by 51% from 2019/20).

The Management Board determined that due to the circumstances of the ongoing Covid-19 pandemic that there would be no fee increase during the financial year and the hourly charge thereby remained at £19 for the entire twelve months. During the year an increase of £1 to £20 from April 2021 was planned but it was decided to defer this until October 2021 by which time it was anticipated that a full service would have resumed. As the number of support hours provided in 2020/21 was relatively static when compared with the previous financial year the level of fee income thereby remained fairly close to that of 2019/20 at £144,975 – the small increase of 5% in 2020/21 largely reflecting the ongoing effect of the increase in hourly fees introduced in October 2019. As the cost per hour for provision of the service rose by 5% from 2019/20 to 2020/21, due largely to increased employment costs, the importance of donations received was again underlined.

The accounts have been examined by N S O Associates LLP having regard to the requirements of current legislation and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **FUTURE PLANS**

A consequence to the Covid-19 pandemic was that little attention was given to future plans for expansion in 2020/21 though it remains an aim to expand the service delivery area beyond the current base in Mid and West Essex. In financial year 2016/17 a grant was successfully applied for from Awards for All for expansion into the Basildon area and it is still planned to expand both to the north and the south of the current area of operation.

It is planned to complete the implementation of the electronic care system, ZURI, during the 2021/22 financial year and to review the current level of IT with a view to further modernising systems if appropriate.

The amount of training undertaken by Support Workers was reduced during 2020/21 owing to difficulties associated with the Covid-19 pandemic and it is intended for these members of staff to receive training in several key areas in 2021/22 with planned subjects including the Mental Capacity Act, Deprivation of Liberty Safeguards, Mental Health First-Aid and Diabetes Awareness. This training will be undertaken by specialist external providers.

## **ESSEX RESPITE & CARE ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 - continued**

#### **PROVISION OF SERVICES**

With the withdrawal of direct funding from Essex County Council and the then Mid Essex PCT from 31 March 2012 there are now no contractually agreed minimum service requirements.

#### **QUALITY MANAGEMENT**

Work is continuing to ensure that the Company has in place a basic set of documented procedures to ensure that quality standards are met and maintained in order that it can undertake its activities in a professional manner and in compliance with all employment and health and safety at work legislation and with relevant professional codes of conduct.

#### **STAFF MANAGEMENT**

An appraisal scheme for all staff is now actively operated.

#### **RESERVES POLICY**

The Management Board has reconsidered its policy as regards the minimum level of reserves to be maintained and has set a target of one month's expenditure at budgeted levels of activity plus an amount to cover redundancy payments in the event of adverse contingencies. The sum required to achieve this at 31 March 2021 is approximately £38,000, compared with net current assets at that date of £95,765.

#### **INVESTMENT POLICY**

At the present time the Company deposits monies that are not immediately required in bank accounts held with the Co-operative Bank plc and the Scottish Widows Bank plc. Whilst the Company's Memorandum of Association permits investing such monies in a wide variety of ways, there are currently no plans to use these powers. All such monies will continue to be held in "risk-free" bank accounts.

#### **RISK REVIEW**

It is the stated policy of the Management Board to conduct an annual assessment of the risks affecting the Company and to prepare and keep updated a risk register. The likelihood and impact of the identified risks are considered as are the controls in place and possible further steps to mitigate them to reduce the residual risk to the organisation. The Trustees can confirm that the major risks to which the Company is exposed have been reviewed and systems have been established to mitigate those risks.

On behalf of the Trustees

*H. M. Ruane .*

Hazel Ruane  
Chairperson

Date: 25/10/21

## **ESSEX RESPITE & CARE ASSOCIATION**

### **Independent Examiner's Report to the Trustees of Essex Respite & Care Association**

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Essex Respite & Care Association ('the charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

### **Responsibilities and basis of report**

As the trustees of the charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a true and fair view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and 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 financial statements to be reached.

*Elaine*

Elaine Oddie OBE MA FCA FCCA  
Chartered Certified Accountant  
N S O Associates LLP  
75 Springfield Road  
Chelmsford CM2 6JB

Date: 25 October 2021



# ESSEX RESPITE & CARE ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Fund	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£
<b>Income and Endowments from:</b>					
Voluntary income:					
Donations & Legacies		45,190	37,377	82,567	48,103
Investments		6	0	6	5
Charitable Activities:					
Fees for Services		144,975	0	144,975	138,511
Other		734	0	734	488
<b>Total Income and Endowments</b>		<b>£190,905</b>	<b>£37,377</b>	<b>£228,282</b>	<b>£187,107</b>
<b>Expenditure on:</b>					
Charitable Activities	2	162,760	32,520	195,280	189,313
Raising Funds		5,175	3,390	8,565	6,613
<b>Total Expenditure</b>	3	<b>£167,935</b>	<b>£35,910</b>	<b>£203,845</b>	<b>£195,926</b>
<b>Net Income</b>		<b>22,970</b>	<b>1,467</b>	<b>24,437</b>	<b>(8,819)</b>
Balances brought forward at 1 April 2020		73,496	0	73,496	82,315
<b>Balances carried forward at 31 March 2021</b>		<b>£96,466</b>	<b>£1,467</b>	<b>£97,933</b>	<b>£73,496</b>

The net incoming (outgoing) resources before transfers are also the net income (expenditure) for the year.  
The notes on pages 11 to 14 form part of these accounts

**BALANCE SHEET AT 31 MARCH 2021**

	Note	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible fixed assets	5	2,168	296
<b>Current Assets</b>			
Debtors	6	13,107	16,957
Cash at bank and in hand		106,799	76,522
		119,906	93,479
<b>Liabilities</b>			
Creditors: Amounts falling due within one year	7	24,141	20,279
<b>Net Current Assets</b>		95,765	73,200
<b>Net Assets</b>		£97,933	£73,496
<b>Funds</b>			
Unrestricted		96,466	£73,496
Restricted		1,467	0
		£97,933	£73,496

For the period ended 31 March 2021, the Charitable Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

Trustees responsibilities:

- The Trustees have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Trustees

*H. M. Ruane*

H Ruane  
Chairperson

Date: 25/10/21

The notes on pages 11 to 14 form part of these accounts

## **ESSEX RESPITE & CARE ASSOCIATION**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

#### **1. ACCOUNTING POLICIES**

##### **Accounting Convention**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

##### **Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc.	- 25% on reducing balance
Information technology equipment	- 50% on reducing balance

##### **Investment Income**

Interest receivable is included gross.

##### **Pensions**

Since February 2017 all staff have had the option to join a defined contribution pension scheme which complies with the Pensions Act 2008.

##### **Rent and Rates**

Payments under the licence agreement for office premises are charged in the Statement of Financial Activities on a monthly basis.

##### **Incoming Resources**

Donations, gifts and receipts from fundraising are accounted for in the financial year of receipt.

##### **Resources Expended**

All liabilities are accounted for in the financial year to which they relate. Apportionments of expenditure have been made on the basis of staff time and salaries and wages where applicable or by specific identification of attributable costs.

# ESSEX RESPITE & CARE ASSOCIATION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 - continued

### 2. CHARITABLE ACTIVITIES

	Unrestricted Fund £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Direct Costs</b>				
Wages, National Insurance, Pension	73,334	22,787	96,121	95,473
Travel and Subsistence	18,750	0	18,750	23,466
Care Receiver Activities	2,663	0	2,663	5,401
Personal Protective Equipment	419	8,028	8,447	0
	<u>£95,166</u>	<u>£30,815</u>	<u>£125,981</u>	<u>£124,340</u>
<b>Support Costs</b>				
Wages, National Insurance, Pension	50,489	0	50,489	47,677
Staff Training	72	60	132	882
Telephones	1,897	0	1,897	2,465
Printing, Postage and Stationery	1,221	214	1,435	1,167
Rent and Rates	6,588	0	6,588	6,540
Insurances	739	0	739	731
Travel and Subsistence	427	0	427	814
Payroll Processing Charges	1,080	0	1,080	1,134
Independent Examination Fee	960	0	960	920
Computer Costs	1,654	72	1,726	121
Support Worker Overheads	0	0	0	378
Advertising of Service	0	0	0	100
HR & Procedures	1,656	0	1,656	1,656
Depreciation	459	1,287	1,746	132
Sundry Expenses	352	72	424	256
	<u>£67,594</u>	<u>£1,705</u>	<u>£69,299</u>	<u>£64,973</u>
<b>Total Charitable Activities</b>	<u>£162,760</u>	<u>£32,520</u>	<u>£195,280</u>	<u>£189,313</u>

### 3. EXPENDITURE ON

	Staff Costs £	Depreciation £	Other Costs £	Total 2021 £	Total 2020 £
<b>Charitable Activities:</b>					
Direct Costs	96,121	0	29,860	125,981	124,340
Support Costs	50,489	1,746	17,064	69,299	64,973
Raising Funds	0	0	8,565	8,565	6,613
	<u>£146,610</u>	<u>£1,746</u>	<u>£55,489</u>	<u>£203,845</u>	<u>£195,926</u>

### 4. EMPLOYEES AND TRUSTEES

	2021 £	2020 £
<b>Staff Costs:</b>		
Wages and Salaries	140,473	136,015
Ex-Gratia Payments	390	0
National Insurance	2,113	3,595
Pension Costs	3,634	3,540
	<u>£146,610</u>	<u>£143,150</u>

## ESSEX RESPITE & CARE ASSOCIATION

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 - continued

#### 4. EMPLOYEES AND TRUSTEES (CONTD)

Average Number of Paid Employees (Full time equivalents)	2021	2020
Management and Supervision	1.3	1.3
Administration	0.1	0.1
Support Workers	5.0	5.3
	<u>6.4</u>	<u>6.7</u>

No employee earned £60,000 or more during the year.

Ex-Gratia Payments totalling £390 were paid to staff during the year in lieu of an annual meal usually held in November.

None of the Trustees received any remuneration or claimed any expenses during the year ended 31 March 2021.

#### 5. TANGIBLE FIXED ASSETS

	Equipment £
<b>Cost:</b>	
At 1 April 2020	2,778
Additions	3,618
Retirements	(285)
At 31 March 2021	<u>£6,111</u>
<b>Depreciation:</b>	
At 1 April 2020	2,482
Charge	1,746
Retirements	(285)
At 31 March 2021	<u>£3,943</u>
<b>Net book value:</b>	
At 31 March 2021	<u>£2,168</u>
At 31 March 2020	<u>£296</u>

#### 6. DEBTORS: Amount falling due within one year

	2021 £	2020 £
Licence Deposit	1,000	1,000
Prepayments and Accrued Income	12,107	15,957
	<u>£13,107</u>	<u>£16,957</u>

#### 7. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Trade Creditors	5,187	968
Other Creditors	18,954	19,311
	<u>£24,141</u>	<u>£20,279</u>

**ESSEX RESPITE & CARE ASSOCIATION****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 - continued****8. ANALYSIS OF FUNDS**

	Balance 1 April 2020 £	Income £	Expenditure £	Balance 31 March 2021 £
Unrestricted Fund	73,496	190,905	167,935	96,466
Restricted Funds:-				
Support Staff (1)	0	22,599	22,599	0
Infection Control (2)	0	14,778	13,311	1,467
Total Restricted Funds	0	37,377	35,910	1,467
Total Funds	£73,496	£228,282	£203,845	£97,933

(1) Donations received specifically for the employment of support staff.

(2) A Donation received specifically for purchases needed to operate during the Covid-19 pandemic.

**9. ANALYSIS OF NET ASSETS AT 31 MARCH 2021**

	Tangible Fixed Assets £	Net Current Assets £	Total £
Unrestricted Fund	701	95,765	96,466
Restricted Funds	1,467	0	1,467
Total Funds	£2,168	£95,765	£97,933

**10. LIMITED LIABILITY**

The Company's liability is limited by guarantee.

**11. ULTIMATE CONTROLLING PARTY**

The Company is controlled by its Directors and Trustees and, as such, has no ultimate controlling party.

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021**15