

ESSEX RESPITE & CARE ASSOCIATION

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2024

COMPANY NUMBER : 3088636

REGISTERED CHARITY NUMBER : 1051589

**LB Group Advisory Ltd
Swift House
Ground Floor
18 Hoffmans Way
Chelmsford
Essex
CM1 1GU**

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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

Dr S Acharyya
Mr G S Page
Mr I D King
Ms N J Jones (Resigned 7 September 2023)
Mr K M Davies (Chairperson)
Mr R R Taylor
Ms K L Mead-Farmer (Appointed 30 January 2024)
Ms R M Salvage (Appointed 3 June 2024)
Mr R W Barclay (Appointed 11 November 2024)

SECRETARY

Mr K M Davies

SPECIALIST ADVISERS

Ms M Leach
Ms Z Smalley

REGISTERED OFFICE

Suite One
Well Lane
Danbury
Essex
CM3 4AB

INDEPENDENT EXAMINER

Mr M. Philpott BFP FCA
LB Group Advisory Ltd
Swift House
Ground Floor
18 Hoffmans Way
Chelmsford
Essex
CM1 1GU

BANKERS

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

Aldermore Bank PLC
Apex Plaza
Forbury Road
Reading
RG1 1AX

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 2024

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2024. 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 organisation in a variety of ways. The present Board possesses 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 Officer who is also employed on a part-time basis and two part-time Administrative Assistants. 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 2024 – continued

REVIEW OF PROGRESS AND ACHIEVEMENTS

During the year to 31 March 2024 an average of 171 support hours per week were provided to clients which equalled that of the previous year. The number of clients in March 2024 was 42 which equalled the number receiving the service in March 2023. During the year ending 31 March 2024 a total of 50 different clients received a service in at least one month of the year which was an increase from 47 for the year ending 31 March 2023.

Thanks in large measure to monies received from The Fore Trust the year saw the Company able to employ a second part-time administrator who undertook some of the duties previously undertaken by management and was also able to provide a resource for other items of work. This allowed the managers to prioritise the marketing of the service and to make progress in other areas of work. A Communication Plan was subsequently approved by the Management Board in September 2023 for the period to September 2024 which aimed at raising awareness of the Company and the service provided. An increased level of networking was undertaken with meetings and events attended at community, voluntary and professional support groups. The Communication Plan also underlined the need to become involved with social media and a Company Facebook account was created and input about available services was put on other Facebook pages. An active policy of distributing leaflets to Doctors' surgeries was undertaken. A part of the Communication Plan included making improvements to the Company website which had become dated and not fully operational. Work was subsequently undertaken to improve the website and this now includes more information on services provided and client feedback.

The issue of updating written procedure documents was given priority during the year and one of the trustees undertook to lead the work. A proposal was agreed by the Management Board to separate out strategic and operational policies with the latter being reviewed and agreed by the managers leaving the Management Board to concentrate on the strategic documents. It was considered that this approach would allow more policies to be effectively covered in any one year. As in the previous year written procedures provided by QCS Limited were used as a framework and much work was undertaken in ensuring that they reflected Company operations with particular emphasis being given to Safeguarding, Whistleblowing, Complaints, Data Protection and Confidentiality policies.

It was decided during the year to progress the development of an on-line Care Management System usable by both management and support workers. The Company already had access to Zuri which is operated by Care Software Solutions Limited and after researching a couple of other systems it was decided that Zuri best met the needs of the service with regards to care planning, rostering and financial management. Resources were committed to the input of all necessary client data and roll-out commenced in January 2024. A few difficulties were experienced though it is planned to be fully operational during 2024/25.

Efforts were made during the year to strengthen the Management Board and the Company was pleased to welcome Ms K. Mead-Farmer who as a former support worker brought experience of the care profession to the Board. Also, the Board was pleased to welcome Ms M. Leach who is a carer and Ms Z. Smalley a former support worker as Specialist Advisers. The year also saw the departure of Lena Day who had been a manager for five years and the Company was pleased to recruit Ms Gemma Baines who has worked for other organisations which provide care for vulnerable individuals living in the community.

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

- The Company's landlord, E. J. Coombs Solicitors, for providing accommodation for meetings, business advice and IT infrastructure.
- Administrative and other volunteers who gave their time to the Charity during the year.
- 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 The Tudwick Foundation, The Sobell Foundation, The Tula Trust, the former Aedile Lodge 3281, The Edward Gostling Foundation, Essex Community Foundation (from the Diana Tinson Fund), Fowler Smith & Jones Charitable Trust, Mrs Smith & Mount Trust, The Inman Charity, The Fore Trust, Marsh Charitable Trust and Tesco PLC 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 the Charity would not be held in such high regard.

ESSEX RESPITE & CARE ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024 - continued

FINANCES

The overall financial effect of the year's activities on the Unrestricted and the four Restricted Funds that operated during the financial year was a loss with net outgoing resources of £9,074 compared with net incoming resources of £4,610 in the previous financial year. This decreased the total of these Funds at 31 March 2024 to £70,920 (2023 - £79,994). The four Restricted Funds which operated during the financial year receiving monies, or carrying forward monies from previous years, were specifically for the employment of support staff (expenditure of £15,000), for infection control (expenditure of £188 which related to the depreciation of assets purchased in 2020/21), for Information Technology (expenditure of £2,104) and for Activities undertaken by clients (expenditure of £5,512). Nearly all accrued resources pertaining to these Funds at 31 March 2024 related to the Unrestricted Fund which had a balance in hand of £67,612 whilst the Restricted Funds collectively showed balances in hand of £3,308.

In addition to the above funds the Company was exceedingly grateful to receive an endowment during March 2024 from the Edward Gostling Foundation in the sum of £75,000. The Edward Gostling Endowment Fund provides the Management Board with greater certainty and flexibility relating to income. The Fund is to be held for five years, following which it may be used for any purpose that furthers the Charity's objectives. However, in the interim the capital and interest of the Fund may be used to bolster reserves if they have fallen to an unacceptable level at the end of the accounting year subject to reserves not exceeding four months operating costs. At 31 March 2024, following receipt of investment income of £124 which when added to the capital sum resulted in a balance for The Edward Gostling Endowment Fund of £75,124 at that date.

The largest source of income for the Company during the year was from client fees with £230,254 received which represented 84% of total Company income (2023 - 78%) excluding the Endowment sum. Income from membership, activities for generating funds and donations was £42,197 (15% of total income excluding the Endowment sum) of which the largest donation was £10,000 received from The Fore Trust. Three other notable sums of £5,000 each were received via the Essex Community Foundation (from the Diana Tinson Fund), from The Sobell Foundation and from The Inman Charity. Small sums were also accrued from bank interest (£1,628) and miscellaneous income (£1,147).

Concerning expenditure staff salaries and wages plus associated costs amounted to £224,543 (2023 - £206,758). The other main item of expenditure was travel which totalled £26,250 (2023 - £29,284). This saving of £3,034 compared to the previous financial year was largely due to lower fuel prices which reduced the mileage rates for staff reimbursement by nearly 10%.

The financial deficit of £9,074 in 2023/24 on the combined Unrestricted and Restricted Funds was a disappointment after the surplus of £4,610 in 2022/23. A noticeable factor in this was the reduction in income from donations which fell from £61,706 in 2022/23 to £42,113 in 2023/24. This unpredictability in donation and grant income underlines the value of The Edward Gostling Endowment Fund as an additional source of support, in extremis. In previous years the emphasis has fallen on increasing client fees to meet a deficit. Whilst fees were increased by 6.4% in August 2023 to £25 per hour the Management Board took the view that any further increases might impact negatively on demand for the service.

The accounts have been examined by LB Group Advisory Ltd 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 2019).

FUTURE PLANS

The Board remains committed to the goal, as identified in the Future Plans section of the Report of the Trustees for the year ended 31 March 2023, of increasing the number of hours of weekly service delivery and reducing reliance on grants.

As identified elsewhere in this report the Charity has, in the past year, undertaken a number of initiatives that should allow an increase in the number of hours of service-delivery moving forward. These include the implementation of the Zuri Care Management System to streamline administration around the provision of Support Workers, recruitment of additional staff and greater use of volunteers to focus on back-office duties, with the aim of allowing the managers to focus on networking and the promotion and marketing of services. It is hoped to start to see the return on this investment with higher client numbers and fee income in 2024/25 resulting in a reduction in reliance on grants.

ESSEX RESPITE & CARE ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024 - continued

PROVISION OF SERVICES

There are now no contractually agreed minimum service requirements.

QUALITY MANAGEMENT

The Company has in place a set of quality standards with documented procedures to ensure that activities are undertaken in a professional manner and in compliance with all employment and health and safety at work legislation and with relevant professional codes of conduct. These quality standards are continually under review.

STAFF MANAGEMENT

An appraisal scheme for all staff is actively operated.

RESERVES POLICY

The Management Board has set an objective of maintaining a financial reserve sufficient for an orderly closure of the business, including an amount to cover redundancy payments, in the event of adverse contingencies. The sum required to achieve this at 31 March 2024 is approximately £44,000 compared with Unrestricted Fund net current assets at that date of £67,462.

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 Aldermore 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 where possible.

On behalf of the Trustees

Geoff Page

Geoff Page.
Trustee and Treasurer.

Date: 17 December 2024

ESSEX RESPITE & CARE ASSOCIATION

Independent Examiner's Report to the Trustees of Essex Respite & Care Association ('the Company')

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 2024 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.

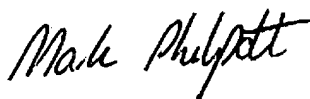
An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the Independent Examiner's statement.

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.



Mark Philpott BFP FCA
LB Group Advisory Ltd
Swift House,
Ground Floor,
18 Hoffmans Way
Chelmsford CM1 1GU

Date:

ESSEX RESPITE & CARE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted Fund	Restricted Funds	Endowment Fund	Total Funds 2024	Total Funds 2023
		£	£	£	£	£
Income and Endowments from:						
Donations & Legacies	3	21,697	0	75,000	96,697	61,796
Charitable Activities	4	230,254	20,500	0	250,754	218,494
Investment Income	5	1,434	70	124	1,628	311
Other		1,147	0	0	1,147	1,175
Total Income and Endowments		£254,532	£20,570	£75,124	£350,226	£281,776
Expenditure on:						
Charitable Activities	6	261,072	22,054	0	283,126	274,691
Raising Funds		300	750	0	1,050	2,475
Total Expenditure	7	£261,372	£22,804	£0	£284,176	£277,166
Net (Expenditure)/ Income		(6,840)	(2,234)	75,124	66,050	4,610
Balances brought forward at 1 April 2023		74,452	5,542	0	79,994	75,384
Balances carried forward at 31 March 2024		£67,612	£3,308	£75,124	£146,044	£79,994

Continuing Operations

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 11 to 16 form part of these accounts.

BALANCE SHEET AT 31 MARCH 2024

	Note	2024 £	2023 £
Fixed Assets			
Tangible fixed assets	9	1,027	1,907
Current Assets			
Debtors	10	21,139	24,501
Cash at bank and in hand		150,535	83,393
		171,674	107,894
Liabilities			
Creditors: Amounts falling due within one year	11	26,657	29,807
Net Current Assets		145,017	78,087
Net Assets		£146,044	£79,994
Funds			
Unrestricted		67,612	74,452
Restricted		3,308	5,542
Endowment		75,124	0
		£146,044	£79,994

For the period ended 31 March 2024, the Charitable Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

Neither the Members nor the Trustees have required the Company to obtain an audit of its financial statements for the year in question in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- ensuring that the Charitable Company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of the state of affairs of the Charitable Company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Charitable Company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 17 December 2024 and were signed on its behalf by:

Geoff Page

Geoff Page.
Trustee and Treasurer.

Date: 17 December 2024

The notes on pages 11 to 16 form part of these financial statements.

ESSEX RESPITE & CARE ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

1. Essex Respite & Care Association is a private company limited by guarantee incorporated in England and Wales. The registered office is Suite One, Well Lane, Danbury, Essex, CM3 4AB.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention and are 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) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £1.

Legal Status of the Charity

The Charity is a private company limited by guarantee incorporated in England and Wales and has no share capital. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

Going concern

At the time of approving the financial statements the Trustees have a reasonable expectation that that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees have adopted the going concern basis for the preparation of the financial statements.

Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the 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. The aim and purpose of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds of the Charity which are subject to specific conditions from the donor as to how they may be used. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds are funds of the Charity which are to be used for specific purposes dependent on the operative provisions of each Deed of Gift. The provisions and use of each endowment fund are set out in the notes to the financial statements.

Income

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

Cash donations, grants and gifts are recognised on receipt. Other donations, grants and gifts are recognised once the Charity has been notified of the donation unless performance conditions require deferral of the amount. Income from Gift Aid tax reclaims is recognised for any donations with relevant Gift Aid certificates as income in the year of receipt of the donation with any amounts of Gift Aid not received at year-end accounted for in debtors as accrued income.

Gross interest on deposit funds held is included when receivable.

Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

ESSEX RESPITE & CARE ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 - continued

Expenditure

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. All expenditure is accounted for on an accruals basis and is classified under headings that aggregate all costs related to the category.

Expenditure on raising funds comprises fundraising costs incurred in seeking donations, grants and legacies.

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the Charity and include financial and office costs.

Tangible fixed assets

Tangible fixed assets costing more than £100 are capitalised at their historical cost when purchased and subsequently measured at cost or valuation net of depreciation and any impairment losses.

Depreciation is provided to write off the cost or revaluated amount, less an estimated residual value, of all fixed assets over their expected economic useful lives on the following bases:

Fixtures and fittings	- 25% on reducing balance
Information technology equipment	- 50% on reducing balance

The need for any impairment of a fixed asset write-down is considered if there is concern over the carrying value of an asset and is assessed by comparing that carrying value against the value in use or realisable value of the asset when appropriate.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in net income/(expenditure) for the year.

Debtors

Accrued income is included at the best estimate of the amounts receivable at the balance sheet date.

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.

Creditors

Creditors 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.

Pension contributions

The Charity operates a defined contribution pension plan which complies with the Pensions Act 2008 and to which all employees are entitled to join. The Charity pays fixed contributions into a separate entity and there are no further payment obligations with the assets of the plan being held separately from the Charity in independently administered funds.

The contributions are recognised as an expense in the Statement of Financial Activities when they fall due. Any amounts not paid at the end of the financial year are shown in accruals as a liability in the balance sheet.

Taxation

The Charity is exempt from corporation tax on its charitable activities.

Critical accounting estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors including expectations of future events. The Charity makes estimates and assumptions concerning the future. The resulting accounting estimate and assumptions will, by definition, seldom equal the related actual results.

The key assumptions concerning the future and key sources of estimation of uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year notably includes the estimation of the useful economic life of IT equipment.

ESSEX RESPITE & CARE ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 - continued

3. VOLUNTARY INCOME

	2024	2023
	£	£
Donations & Legacies		
Donations from Charitable Trusts	94,200	61,070
Donations from Organisations	1,535	407
Sponsorship of Fun Walk	796	0
In Memoriam	0	86
Membership Subscriptions	84	90
Personal Donations	82	143
	<u>£96,697</u>	<u>£61,796</u>

4. CHARITABLE ACTIVITIES

	2024	2023
	£	£
Fees for Services	230,254	218,494
Grants Received	20,500	0
	<u>£250,754</u>	<u>£218,494</u>

5. INVESTMENT INCOME

	2024	2023
	£	£
Interest Receivable	1,628	311
	<u>£1,628</u>	<u>£311</u>

6. CHARITABLE ACTIVITIES

	Unrestricted Fund	Restricted Funds	Endowment Fund	Total Funds 2024	Total Funds 2023
	£	£	£	£	£
Direct Costs					
Wages, National Insurance, Pension	141,319	14,250	0	155,569	145,426
Travel and Subsistence	21,781	3,826	0	25,607	31,420
Care Receiver Activities	4,544	1,686	0	6,230	6,790
	<u>£167,644</u>	<u>£19,762</u>	<u>£0</u>	<u>£187,406</u>	<u>£183,636</u>
Support Costs					
Wages, National Insurance, Pension	68,314	660	0	68,974	61,332
Staff Training Courses	2,099	0	0	2,099	2,181
Telephones	2,755	0	0	2,755	2,356
Printing, Postage and Stationery	1,824	0	0	1,824	1,909
Rent and Rates	7,200	0	0	7,200	7,132
Insurances	1,016	0	0	1,016	974
Travel and Subsistence	643	0	0	643	1,383
Payroll Processing Charges	1,485	0	0	1,485	1,270
Computer Costs	1,217	829	0	2,046	3,355
Support Worker Overheads	602	0	0	602	353
Recruitment	50	0	0	50	0
HR & Procedures	4,535	0	0	4,535	4,535
Depreciation	77	803	0	880	1,786
Office Move	0	0	0	0	571
Sundry Expenses	469	0	0	469	868
	<u>£92,286</u>	<u>£2,292</u>	<u>£0</u>	<u>£94,578</u>	<u>£90,005</u>
Governance Costs					
Independent Examination Fee	£1,142	£0	£0	£1,142	£1,050
Total Charitable Activities	<u>£261,072</u>	<u>£22,054</u>	<u>£0</u>	<u>£283,126</u>	<u>£274,691</u>

ESSEX RESPITE & CARE ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 - continued

7. EXPENDITURE ON

	Staff Costs £	Depreciation £	Other Costs £	Total 2024 £	Total 2023 £
Charitable Activities:					
Direct Costs	155,569	0	31,837	187,406	183,636
Support Costs	68,974	880	24,724	94,578	90,005
Governance Costs	0	0	1,142	1,142	1,050
Raising Funds	0	0	1,050	1,050	2,475
	<u>£224,543</u>	<u>£880</u>	<u>£58,753</u>	<u>£284,176</u>	<u>£277,166</u>

8. EMPLOYEES AND TRUSTEES

	2024 £	2023 £
Staff Costs:		
Wages and Salaries	214,386	196,002
National Insurance	4,984	5,407
Pension Costs	5,173	5,349
	<u>£224,543</u>	<u>£206,758</u>

	2024 Actual Number	2024 Full Time Equivalent	2023 Actual Number	2023 Full Time Equivalent
Average Monthly Number of Employees during the Year:				
Management and Supervision	3	1	3	1
Administration	2	1	1	0
Support Workers	13	7	12	7
	<u>18</u>	<u>9</u>	<u>16</u>	<u>8</u>

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

None of the Trustees received any remuneration or claimed any expenses during the year ended 31 March 2024.

9. TANGIBLE FIXED ASSETS

	Equipment £
Cost:	
At 1 April 2023	7,475
Additions	0
Retirements	(105)
At 31 March 2024	<u>£7,370</u>
Depreciation:	
At 1 April 2023	5,568
Charge	880
Retirements	(105)
At 31 March 2024	<u>£6,343</u>
Net book value:	
At 31 March 2024	<u>£1,027</u>
At 31 March 2023	<u>£1,907</u>

ESSEX RESPITE & CARE ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 - continued

10. DEBTORS: Amount falling due within one year

	2024	2023
	£	£
Trade Debtors	20,075	23,707
Prepayments and Accrued Income	1,064	794
	<u>£21,139</u>	<u>£24,501</u>

11. CREDITORS: Amounts falling due within one year

	2024	2023
	£	£
Trade Creditors	374	522
Other Creditors	26,283	29,285
	<u>£26,657</u>	<u>£29,807</u>

12. ANALYSIS OF FUNDS

	Balance 1 April 2023 £	Income £	Expenditure £	Balance 31 March 2024 £
Unrestricted Fund	74,452	254,532	261,372	67,612
Restricted Funds:-				
(1) Support Staff	0	15,000	15,000	0
(2) Infection Control	952	10	188	774
(3) Information Technology	4,590	48	2,104	2,534
(4) Activities	0	5,512	5,512	0
Total Restricted Funds	<u>5,542</u>	<u>20,570</u>	<u>22,804</u>	<u>3,308</u>
Endowment Fund	0	75,124	0	75,124
Total Funds	<u>£79,994</u>	<u>£350,226</u>	<u>£284,176</u>	<u>£146,044</u>

For description of Restricted Funds and Endowment Fund see under Note 13.

13. COMPARATIVES FOR THE ANALYSIS OF FUNDS

	Balance 1 April 2022 £	Income £	Expenditure £	Balance 31 March 2023 £
Unrestricted Fund	74,084	255,542	255,174	74,452
Restricted Funds:-				
(1) Support Staff	0	18,000	18,000	0
(2) Infection Control	1,300	2	350	952
(3) Information Technology	0	8,232	3,642	4,590
(4) Activities	0	0	0	0
Total Restricted Funds	<u>1,300</u>	<u>26,234</u>	<u>21,992</u>	<u>5,542</u>
Endowment Fund	0	0	0	0
Total Funds	<u>£75,384</u>	<u>£281,776</u>	<u>£277,166</u>	<u>£79,994</u>

ESSEX RESPITE & CARE ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 - continued

13. COMPARATIVES FOR THE ANALYSIS OF FUNDS (CONTD)

FUND DESCRIPTIONS:

RESTRICTED FUNDS:-

- (1) Income specifically received for the employment of support staff.
- (2) Income specifically received for purchases needed to operate during a pandemic.
- (3) Income specifically received for expenditure on computers and computer systems.
- (4) Income specifically received for taking clients into the wider community.

ENDOWMENT FUND:-

All monies relate to the capital of and income accruing to The Edward Gostling Fund. The Fund's capital was received in March 2024 and is to be held for five years following which it may be used for any purpose which furthers the Charity's objectives. However, in the interim the capital and interest of The Edward Gostling Fund may be used to bolster the Charity's reserves if they have fallen to an unacceptable level at the end of an accounting year subject to reserves not exceeding four months operating costs.

14. ANALYSIS OF NET ASSETS AT 31 MARCH 2024

	Tangible Fixed Assets	Net Current Assets	Total
	£	£	£
Unrestricted Fund	150	67,462	67,612
Restricted Funds	877	2,431	3,308
Endowment Fund	0	75,124	75,124
Total Funds	<u>£1,027</u>	<u>£145,017</u>	<u>£146,044</u>

15. LIMITED LIABILITY

The Company's liability is limited by guarantee.

16. ULTIMATE CONTROLLING PARTY

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

ESSEX RESPITE & CARE ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

31 March 2023

31 March 2024

£	£		Unrestricted £	Restricted £	Endowment £	Total £
		Income:				
	218,494	Service Fees	230,254			
	90	Membership Fees	84			
	61,706	Other Donations	21,613	20,500	75,000	
	1,175	Other	1,147			
			253,098	20,500	75,000	
281,465						348,598
		Other Income:				
	311	Deposit Account Interest	1,434	70	124	1,628
281,776						350,226
		Expenditure:				
	196,002	Wages	200,161	14,225		
	5,407	National Insurance	4,657	327		
	5,349	Pensions	4,815	358		
	2,181	External Training Courses	2,099			
	2,356	Telephone	2,755			
	1,909	Printing, Postage & Stationery	1,824			
	7,132	Rent and Rates	7,200			
	974	Insurances	1,016			
	32,803	Travel & Subsistence	22,424	3,826		
	6,790	Care Receiver Activities	4,544	1,686		
	1,270	Payroll Processing Charges	1,485			
		Independent Examiner's				
	1,050	Remuneration	1,142			
	2,475	Fundraising	300	750		
	3,355	Computer & IT Costs	1,217	829		
	353	Support Worker Equipment	184			
	0	Recruitment	50			
	4,535	HR & Procedures	4,535			
	194	Disclosure & Barring Service	418			
	571	Office Move	0			
	674	Sundry Expenses	469			
			261,295	22,001		
275,380						283,296
6,396						66,930
		Depreciation:				
	1,608	Computer Equipment	40	765		
	178	Fixtures & Fittings	37	38		
			77	803		
1,786						880
		NET INCOME (EXPENDITURE)	£(6,840)	£(2,234)	£75,124	£66,050