

Charity Number
1051879

Carers Together in Hampshire

Report and Accounts

For the Year ended

31 March 2022

Munro's
Accountants & Business Advisors
Scots House
Scots Lane
Salisbury
Wiltshire
SP1 3TR

**Carers Together in Hampshire
Charity Information**

Charity number

1051879

Registered office

9 Love Lane
Romsey
Hampshire
SO51 8DE

Trustees and members

Ms S Thomas
Mrs J Chierchia
Mr D Crocker
Mr S Fitzgerald
Mrs A Meader
Mr K Meader
Ms M Ward

Secretary

Mrs A Meader

Accountants

Munro's
Accountants & Business Advisors
Scots House
Scots Lane
Salisbury
Wiltshire

Bank

Lloyds Bank Plc
The Square
Bishops Waltham
Hampshire
SO32 1GS

National Westminster
27 Market Place
Romsey
Hampshire
SO51 8ZH

**Carers Together in Hampshire
Trustees' report
For the year ended 31 March 2022**

The Trustees present their report and accounts for the year ended 31 March 2022.

GOVERNING DOCUMENTS

Carers Together is a registered charity number 1051879. It was established in 1993, constituted by its trust deed in 1994 and registered with the Charity Commissioners in 1995. It is governed under its constitution, which was adopted on the 10th November 1995 and amended at a special general meeting on 21 November 1997.

RECRUITMENT AND APPOINTMENT OF TRUSTEES

The Trustees are elected at the Annual General Meeting. All Trustees relinquish their positions every year and are eligible for re-election at the Annual General Meeting.

Any carer or former carer may be elected to be a Trustee, excluding paid members of staff of the organisation. It is our aim to have members from different areas of Hampshire, Portsmouth and Southampton, with a range of skills to enhance the work of the organisation. In the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to the management committee.

TRUSTEE INDUCTION AND TRAINING

Most prospective Trustees are already familiar with the work of the Charity, however, they are normally invited to attend a minimum of one Trustee Committee meeting as observers before agreeing to be co-opted to the committee and/or standing for election at the AGM.

All new Trustees are invited, encouraged and supported to attend a comprehensive induction programme. A Trustee Induction Pack is distributed to all new Trustees along with a copy of the Constitution and the Essential Trustee, a guide published by the Charity Commission. Feedback from new Trustees is sought and changes to the programme may be made in the light of that feedback.

ORGANISATION

The Board of Trustees meets five times a year and is responsible for the overall governance of the organisation. Decisions on the day-to-day operation of the Charity are taken by the Secretary and the Finance Sub-Committee, which meets two monthly.

This Sub-Committee carries out assessment of the financial position of the Charity and monitoring of its resources. Specific responsibilities of the Committee include the management of the assets and liabilities of the Charity, the agreement and monitoring of the annual budget, management of the investment portfolio, ensuring the charity meets high and consistent levels of quality and approving levels of delegation to the operational management.

The Trustees have delegated the day-to-day management of the operation to the Charity's Secretary. The Board receives a report quarterly from the Project Managers on operational matters and from the Treasurer on financial performance. Decisions with significant implications for the organisation are brought to the Board of Trustees.

These include:

- Organisational priorities;
- All matters of risk to the organisation - in particular resources and reputation;
- Significant organisational change;
- Major initiatives;
- Policy formation and development;
- Appointment of senior posts.

The operation's structure is robust with a full complement of committed Trustees. An experienced team of Project Workers provides the drive and hands-on approach to implementing the organisation's vision to an exceptionally high standard.

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Trustees' report
For the year ended 31 March 2022

INTERNAL CONTROL

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems of internal control across the entire organisation.

The Charity has set up a Quality Assurance Sub-Committee which meets at least twice a year and reports to the Board of Trustees. It is responsible for providing:

- Assurance to the Trustees that the Charity operates sound systems of internal control;
- Comfort and transparency to donors and beneficiaries that there are appropriate systems in place to ensure that the resources of the Charity are effectively allocated and utilised;
- An internal audit system which conducts an ongoing programme is being introduced as part of work towards Quality Mark;
- A strategic plan and an annual budget for approval by the Trustees;
- Regular consideration by the Trustees of financial results, variances from budgets, forecasts and performance indicators;
- Delegation of authority and segregation of duties;
- Identification and management of risk.

RISK

The Trustees have in place a formal risk management process to assess risks and implement risk management strategies. This process includes review by Trustees and other charity staff. The process identifies the types of risks the Charity faces, prioritises them in terms of likelihood of occurrence and potential impact and identifies the means of mitigating these risks. Risk management is embedded in the day-to-day processes of the Charity.

OBJECTIVES, ACTIVITIES AND ACHIEVEMENTS

The Trustees have complied with the duty set out in S.4 of the Charities Act 2006 to have regard to the public benefit guidance published by the Charity Commission.

The Charity's primary object is to relieve the stresses experienced by carers, as defined in The Carers (Recognition and Services) Act 1995, of people with physical, mental, or sensory impairment or illness, particularly by representatives of voluntary organisations and statutory authorities within the area of benefit.

Specific activities, which confirm the public benefit that the charity produces by its existence, are set out below, within the sub-heading Current Projects.

CURRENT PROJECTS

Involving Service Users and Carers - a core aim of Carers Together

Involvement of carers is one of the main aims of Carers Together and is reflected in both overall strategy and specific project work. The involvement has several strands, which are constantly changing to reflect the changing needs of carers and to reflect current government policy and local initiatives, as follows: -

- Involving carers/service users at all levels and in all possible ways with Carers Together so that it remains an organisation run by carers for carers;
- Encouraging carers/service recipients at all levels and in all possible ways to work with statutory/voluntary organisations countywide and in each locality to ensure their voice is heard;
- Ensuring carers/service recipients are involved at all levels and in all possible ways in coproduction on service changes/development to ensure carers' views are given effective
- Involving carers/service recipients at all levels and in all possible ways with training/awareness of professionals, volunteers and members of the public;
- Involving carers/service recipients in different individual ways to ensure they have informed choice/support to ensure their wishes are taken into account.

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Information, signposting and referral - a core project of Carers Together

This project aims to provide accurate information and effective signposting for all carers/service recipients and professionals who contact the office.

- The organisation fully utilises the office premises at 9 Love Lane, Romsey, by making the premises available for use by other groups and organisations whilst providing a carers support group, community information point, an Internet Café, training sessions for carers and others, benefits advice and a dementia drop-in centre;
- The office in Romsey is open to the public from 9.30am to 2pm daily and is a source of information for informal carers, the people they care for and professionals;
- Staff and volunteers deal with members of the public who call in for general information. They support people and inform them about services that may be of assistance and refer them to services provided elsewhere;
- A regular e-news bulletin is an integral part of this process and is welcomed by both carers and professionals;
- A wide range of information is made available to carers including a person-centred information pack with information about services provided by Carers Together and other groups;

Carers Network - a core project of Carers Together

This is a network of carers/carer-led groups from Hampshire, Portsmouth and Southampton who want to meet together to communicate, share news, views, ideas and good practice, link to other carers and groups, learn from each other and tap into the knowledge and information widely available but not always easy to access locally. It usually meets twice a year but this has been difficult due to the current Covid-19 restrictions.

Hampshire Carers Partnership

This project, working with carers and partnership organisations across Hampshire, started in 2020. It is growing, with several sub-groups and Task and Finish Groups working to achieve the priorities identified by carers to improve services for carers.

URBIE - a core project of Carers Together

A mobile information resource, URBIE, is in the form of an adapted minibus, in which is kept all the equipment needed to do a presentation, a display, provide information and support, or training sessions anywhere in the county. This has not been used during 2021/22 due to the Covid 19 restrictions.

Carers Computer Café - a core project of Carers Together

This project, based in the Romsey area, provides support to carers and older people who wish to improve their internet and e-mail skills in a friendly informal atmosphere. It is supported by a member of staff and volunteers, who are available to help carers to access the web, provide initial training and ongoing telephone support, and also the set up and use of laptops and mobile phones. It has been restricted during the year due to the Covid 19 restrictions.

Website, Email Support and Social Media - a core project of Carers Together

This project provides a comprehensive website for carers to use as well as a facility to ask questions and receive responses by email.

- This project is constantly adjusting to meet changing usage. New and existing users are encouraged to use the CT website for information and support and to link to the organisation by email.
- In order for carers to keep in contact with the charity and with each other we have also set up a page on Facebook and a Twitter account. Other social media is being investigated.

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Volunteers

The volunteer policy supports Carers Together to recruit volunteers to help the organisation with a wide range of tasks and services. This is currently funded from Carers Together core funds. A voluntary peer advocacy service is available.

Carers Together has a number of volunteers who support carers and carers groups. They are an invaluable asset to the organisation and make an enormous contribution. People with caring knowledge and experience may be invited to volunteer as Trustees. In order to "give something back" some volunteers work as peer experts to carers in the community. In total approximately 30 volunteers give their time to the organisation. Many staff also gave some of their free time to further the aims of the charity and to raise funds.

Your Choice Your Support (YCYS) - take-a-break service

The charity runs a support service for people living at home in the community. It offers short term breaks for people caring for relatives or friends. The service also supports people who live alone and may need a "little bit of support" to help them stay independent and cope with simple everyday tasks or just need someone to take them out. The service has been restricted during the year due to the impact of Covid-19.

Carers Advocacy and Support - a core project of Carers Together

Carers Advocacy and Support is the main support provided for carers across the county. Staff are based in Romsey but employed to work across the county. They provide a range of support services, including; advocacy, information, action planning, emergency planning, administration, training and awareness, and support to take a break. We have four Carers Centres based in our charity shops to provide support in those localities. New services develop in response to carer requests, consultations and joint project work. This service has been restricted due to the impact of Covid-19.

Support Planning and Direct Payments Support

Carers Together works with a number of other partners in a Support Planning Service which supports people in receipt of direct payments and other self-funders. The partnership provides Direct Payments advice and support to carers and service users.

Carers Together offers a payroll service to those people who employ staff.

Carers Active Listening Line (CALL) - a core project of Carers Together

This is a free phone service developed in January 2005, available 365 days per year, from 10am - 8pm on Monday to Friday, and from 10.00am to 4.00pm at weekends and bank holidays. This is a volunteer manned service, which provides a listening service for carers enabling them to offload stress. The Listeners also access a wide range of information about support available for carers enabling them to signpost carers to appropriate services.

Training and Awareness Programme

This programme:-

- Provides staff, trustees and volunteers training to run awareness sessions, for carers across the county.
- Supports trustees and staff to deliver training and awareness to professionals.
- Provides training on carers issues to staff of other statutory and voluntary organisations.
- Provides end-of-life care-planning and preparation.

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- Provides Parent-carer information courses around the county to provide up-to-date information to parents of children and young people aged 14 years and over about transition from Children to Adult Services.

ONGOING ACTIVITIES

Carers Groups are run or supported successfully across Hampshire. Each group is unique and is led by the people who attend, so that the group can be a social occasion or a learning opportunity with a wide variety of topics and speakers. Carers have an opportunity to access a wider range of information and support, which they would not have previously known about. These groups have faced continuing restrictions during the current Covid-19 situation.

Presentations within the community continue to be popular, with talks delivered to older people's groups, professionals, other groups and organisations.

The information, training and outreach services receive many new referrals each year and has done since 1998. The value of the service to carers is enormous and funding is continually being sought to ensure its continuation.

Training and educational sessions for carers are regular events and are well attended.

All events have been restricted due to closures during the year and other restrictions due to Covid-19, but remain well attended.

2021/22 ACHIEVEMENTS

- Provided quality information and a website to help carers to find information they need;
- The YCYS service continues to provide support and is becoming more essential, as health and social care departments reduce both their services and financial provision, and people need to be better prepared to do more for themselves.
- The mobile information resource at UHS which links to other services at the hospital and in the community has not been active this year as a result of difficulties in gaining access to the hospital for the volunteers to work there.
- Provided a successful planning and contingency planning service that continues to be developed and expanded;
- Maintaining a database of useful information that continues to grow;
- Maintaining an increasing carer membership framework;
- Working successfully with Say in Once, taking forward coproduction, culture change and information sharing;
- Working successfully with Hampshire Neurological Alliance taking forward co-production, culture change and information sharing;
- Working as an alternative office for the Department of Work and Pensions supporting people to take up relevant benefits and to be made aware of changes to the benefit system.
- We were pleased to complete the carers grant programme that was such a positive project helping carers to meet their individual needs

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THE IMPACT OF CARERS TOGETHER

Through the provision of information and support, carers are better informed about how to obtain a diagnosis, treatment, medication, funding, benefits and available services.

Carers Together works closely with health and social care commissioners and providers to raise issues that need addressing and, by doing this in partnership, is able to make a difference.

We have supported the Hampshire Joint Carers Partnership since 2020 and this is developing and growing with excellent carer involvement and input from health, social care and voluntary sector colleagues

Family carers are supported by others in a similar situation and this also helps to avoid isolation and a feeling of helplessness.

The CALL line is much appreciated by the carers and older people who use it.

The Take-a-Break service allows carers to take a break from caring, knowing the person they care for is being looked after. Through the provision of this Carers Support service, carers maintain a degree of independence and in many cases can continue caring. Their quality of life is enhanced by one-to-one association with a trained Support Worker, who encourages them to maintain hobbies and other enjoyable activities.

Carers Together/Say It Once provide carers with a range of practical support including legal, financial and end of life caring.

Carers Groups and other cafes and drop-ins are a valuable resource and are a much needed support for carers.

The Carers Peer advocacy service enables carers to access services and better understand the system.

Carers Together is committed to raising the awareness of carers' needs and supporting carers to have a voice in the changing agenda of self-directed support and personalisation.

The website has continued to develop and receive a lot of good feedback from carers, older people and professionals.

Carers and the people they care for appreciate the support provided to assist them to find their way through the health and social care systems.

The end of life care project helps carers to be prepared for the end of the life of the person they care for and helps to ensure that there are more positive outcomes from the process.

The payroll service helps people to take up direct payments by assisting in their statutory obligations as employers.

2022/23 PRIORITY OBJECTIVES

- To provide advocacy, support and advice for carers.
- To run training courses, including End of Life Care courses for carers.
- To support carers with Direct Payments and Personal Health Budgets, to understand, run and manage their Direct Payments.
- To work with Southern Health to provide support for carers and training for staff on carers issues.
- To expand the number and range of training and awareness opportunities for carers across Hampshire.
- To source ongoing funding for the Carers Active Listening Line.
- To produce a quality planning process for carers and older people that will make a difference to their long term plans and care – Say It Once.
- To work with older people and carers to increase the number who make personal plans and put in place legal plans for the future.
- To organise and work towards a high quality service across all projects.

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- To ensure that Carers Together services are understood and marketed by raising awareness of the organisation throughout the community.
- To establish a database for advertising publicity material and ensure timely distribution of information.
- To use social media including Facebook and Twitter to reach carers who otherwise may be isolated and unrecognised.
- To produce imaginative and appropriate materials to maintain the image of and to promote Carers Together.
- To work with the media to increase awareness, aiming for monthly press publicity.
- To organise and deliver a programme of public talks and presentations.
- To develop Carers Week activities and other national opportunities as major awareness raising events.
- To continue and develop our programme of activities across the area including improving end of life care.
- To continue to develop Say it Once and to influence culture change in health and social care.
- To continue to work with carers and older people to hear their voice and take forward actions and activities to improve their lives

PLANS FOR THE FUTURE - 2022/23

- To secure long term funding arrangements for all our existing projects but in particular realistic levels of funding for single issue advocacy.
- To develop improved systems with the help of quality assurance experts to assist in developing the charity's procedures as part of the development of a quality process.
- To produce a service specification for carers cafes and other proposed activities.
- To monitor the demand and impact of personalisation and to make such changes to the organisation's systems that are necessary to secure maximum benefit to carers.
- To develop new services for carers based on identified gaps and needs. Including, for example, improved end of life care, better information and partnership working in localities using the Community Café Project and Local Community Information Points to support this.
- The Carers Together Business Plan provides comprehensive details of the organisations aims and objectives.
- Developing the Hampshire Carers Partnership as an active coproduction group.

FINANCIAL REVIEW AND RESERVES

The principal sources of funding for projects are the Carers Together charity shops, Hampshire County Council, Test Valley Borough Council and the Hampshire Neurological Alliance. Local organisations also continue to provide support. As previously reported the Charity has hived off its trading operations into a separate wholly owned company (Carers Together Trading Limited) but continues to receive significant donations from them, as shown in note 2.

During the 12 months under review, income levels recovered to its previous levels, not least because of the support given by National and local government to the charity sector during the covid-19 pandemic. Total income exceeded expenditure by £75,799 (2021 - £87,565). However, charitable expenditure and staff costs will be monitored in the face of anticipated decreasing revenue streams next year. General reserves, at £124,997 (2021 - £97,497) are, in the opinion of the trustees, adequate to allow for an orderly wind down of the charity should that become necessary.

It is intended to continue with the core services using some of the accumulated reserves of the organisation together with additional funding as it is generated for the 2022/23 year. A small deficit is budgeted for the forthcoming year.

Carers Together in Hampshire

Trustees' report

For the year ended 31 March 2022

The charity aims to maintain a stable financial position at all times to avoid any risk to the organisation's solvency and with due consideration of the needs of current and future beneficiaries of the charity. It, therefore, retains reserves for the long-term benefit and protection of its beneficiaries. The general reserves created during previous years will cover any shortfall for the forthcoming year and will be utilised to continue the charity's core service provision in the future. Future expenditures out of reserves will be monitored closely by the trustees to ensure that steps are taken to protect core services should the need arise.

Risks and issues considered by the Finance Sub Committee in making its judgement about the levels of unrestricted reserves include:

- Over-dependence on any single source of income;
- Likelihood of a downturn in income streams;
- Period of time required to re-establish income streams;
- Period of time required to downsize the Charity's operations;
- Whether there is adequate control over budgets;
- Requirement to maintain a reasonable level of working capital.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Law applicable to charities in England requires the trustees to prepare accounts for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing those accounts, the trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose, with reasonable accuracy, the financial position of the charity, and which enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) 2008 Regulations and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT OF DISCLOSURE OF INFORMATION TO INDEPENDENT EXAMINER.

We, the trustees of the charity who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant accounting information of which the company's reporting accountants are unaware; and
- we have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant information and to establish that the Charity's reporting accountants are aware of that information.

REPORTING ACCOUNTANTS

Munro's were appointed as reporting accountants for the year 2021/22. They have indicated their willingness to continue in office for the forthcoming year.

This report was approved by the trustees and signed on their behalf by:



Anne Meader
Honorary Secretary

Date: 11th January 2023

Carers Together in Hampshire

Independent examiners' report to the members of Carers Together in Hampshire

We report on the accounts for the charity for the year ended 31st March 2022, set out on pages 12 to 18.

Respective responsibilities of trustees and the independent 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 S144 Charities Act 2011) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to an audit and is eligible for an independent examination, it is our responsibility to:

- examine the accounts (under S145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under S145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

Basis of Independent Examiners opinion

We conducted our examination in accordance with the General Directions given by the Charity Commissioners for England and Wales. An examination includes a detailed review of the accounting records kept by the charity and a comparison of the accounts presented to those accounting records.

It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from your committee concerning such matters.


The procedures undertaken do not provide all the evidence that would be required for an audit and consequently we do not express an opinion as to whether the accounts present a "true and fair view".

Independent Examiners Statement

In connection with our examination, no matter has come to our attention:

- 1) Which gives us reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with S130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records, comply with accounting requirements of the Act;have not been met; or
- 2) to which, in our opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

12 / 1 / 2022
Date


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Scots House
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Wiltshire
SP1 3TR

Carers Together in Hampshire
Statement of Financial Activities (including summary income and expenditure account)
For the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Funds 2022 £	Funds 2021 £
Incoming resources					
Donations, grants and legacies	2	93,599	134,211	227,810	229,603
Charitable activities	3	30,145	-	30,145	27,175
Investment income	4	1	-	1	4
Total		123,745	134,211	257,956	256,782
Expenditure on:					
Raising funds	5	35,247	-	35,247	35,035
Charitable activities	6	60,998	85,912	146,910	134,182
Total		96,245	85,912	182,157	169,217
Net income (expenditure)		27,500	48,299	75,799	87,565
Gross transfers between funds		-	-	-	-
Net movement in funds		27,500	48,299	75,799	87,565
Balances brought forward		97,497	31,610	129,107	41,542
Balance carried forward		124,997	79,909	204,906	129,107

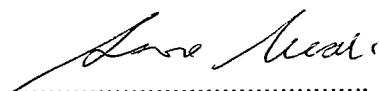
All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

Carers Together in Hampshire
Balance Sheet
As at 31 March 2022

	Notes	£	2022 £	£	2021 £
Fixed assets					
Tangible assets	8		7,684		5,995
Current assets					
Debtors	9	39,966		43,680	
Cash at bank and in hand		169,802		94,621	
		<u>209,768</u>		<u>138,301</u>	
Creditors: amounts falling due within one year	10	(12,546)		(15,189)	
Net current assets			<u>197,222</u>		<u>123,112</u>
Net assets			<u>204,906</u>		<u>129,107</u>
Funds of the charity					
Unrestricted	11		124,997		97,497
Restricted	12		79,909		31,610
			<u>204,906</u>		<u>129,107</u>

The Financial Statements have been prepared in accordance with Statement of Recommended Practice applicable to charities preparing accounts in accordance with the FRS 102 published in 2015.

Approved by the trustees and signed on their behalf by:-



Mrs A Meader
Honorary Secretary

Date: 11th January 2023

Carers Together in Hampshire
Notes to the Accounts
For the year ended 31 March 2022

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards and the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in 2015, and the Charities Act 2011.

Incoming resources

Incoming resources are accounted for on a receivable basis. Where specific grants and donations are received in respect of projects that require known expenditure to be incurred over more than one accounting period the proportion that remains unspent is carried forward as a creditor in the accounts. Where restricted fund amounts are received to cover an extended period of service provision but the expenditure timing and amount are not quantified such sums are carried forward in restricted reserves. Under the terms of various contracts to provide services, the funding organisations provide a grant in respect of the future provision of the service and, in addition, reimburse the charity for staff and other services provided in support of those services against invoices provided by the charity in arrears. The reimbursement of such costs is shown as part of the unrestricted income as fees receivable. In addition where it is agreed that the service is being provided by members of the charity as volunteers an amount equating to the value of the volunteers time and support costs is invoiced as a separate fee and is treated as an unrestricted resource.

Resources expended

Expenditure is accounted for on an accruals basis. Expenditure is analysed into such categories so as to enable the user to gain an insight into the activities undertaken by the charity and the expenditure allocated to these in relation to the benefit they provide.

Costs of generating voluntary income include the costs of providing the offices in Romsey which, as well as providing a base from which the various core projects of the organisation are based, also provides income streams, from the rental of its meeting rooms, facilities and sub-offices.

Charitable activities costs include the costs of providing and staffing the charity's offices in Southampton and its outreach centres. Such costs include all premises costs, stationery, telephone and incidental costs of providing those facilities. It also includes all staff costs relating to the provision of services.

Tangible fixed assets and depreciation

Tangible fixed assets are those assets purchased and owned by the charity for its own use or for onward loan to service users. The assets are shown in the charity's balance sheet at cost less any accumulated depreciation. Fully depreciated assets are written out of the accounts in the year after they become fully depreciated.

Depreciation has been provided at the following rates in order to write off the assets over their estimated

Office equipment	25% straight line
Computers	33.33% straight line
Motor Vehicles	25% straight line

Volunteers costs

The charity provides a number of its services with the help of volunteers who provide their services free of charge, other than for the reimbursement of incidental direct costs incurred. Expenses are reimbursed at the same rates as apply to employees of the organisation.

Funds

Unrestricted funds are those grants and other income received or generated for the objectives of the charity without a specified purpose and can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Expenditure which meets these criteria is charged to the fund. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Carers Together in Hampshire
Notes to the Accounts
For the year ended 31 March 2022

2 Donations, grants and legacies	Unrestricted	Restricted	2022	2021
	£	£	£	£
Local authority grants	15,523	51,211	66,734	151,201
Donations - charity shops	66,360	-	66,360	47,385
Covid grants	8,421	83,000	91,421	27,367
Donations - Other	535	-	535	-
Contract income	2,760	-	2,760	3,650
	<u>93,599</u>	<u>134,211</u>	<u>227,810</u>	<u>229,603</u>
3 Charitable activities	Unrestricted	Restricted	2022	2021
	£	£	£	£
Rents and other services provided	25,120	-	25,120	23,277
Client fees	5,025	-	5,025	3,898
	<u>30,145</u>	<u>-</u>	<u>30,145</u>	<u>27,175</u>
4 Investment income	Unrestricted	Restricted	2022	2021
	£	£	£	£
Bank interest received	1	-	1	4
	<u>1</u>	<u>-</u>	<u>1</u>	<u>4</u>
5 Costs of raising funds	Unrestricted	Restricted	2022	2021
	£	£	£	£
Head Office costs	35,247	-	35,247	35,035
	<u>35,247</u>	<u>-</u>	<u>35,247</u>	<u>35,035</u>
6 Cost of charitable activities	Unrestricted	Restricted	2022	2021
	£	£	£	£
Information and advice	3,937	200	4,137	6,687
Project staffing and on costs	44,025	26,493	70,518	67,466
Project support costs	7,478	7,827	15,305	12,281
Depreciation	4,178	-	4,178	3,028
Grants disbursed	-	51,392	51,392	43,390
Accountancy	1,380	-	1,380	1,330
Other professional fees	-	-	-	-
	<u>60,998</u>	<u>85,912</u>	<u>146,910</u>	<u>134,182</u>

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7 Employment costs	2022	2021
(included in Project staffing and on costs)	£	£
Staff Salaries	69,037	66,219
Employers National Insurance costs	-	-
Employers pension costs	1,441	1,247
Recruitment	40	-
	<u>70,518</u>	<u>67,466</u>

The average number of employees during the year and their full time equivalents was as follows: -

	2022	2021
Total staff	16	16
Full time equivalent	4	4

No member of staff was paid more than £60,000

8 Tangible fixed assets

	Motor vehicle	Equipment	Total
	£	£	£
Cost			
At 1 April 2021	29,982	48,322	78,304
Additions	-	5,974	5,974
Disposals	-	(143)	(143)
At 31 March 2022	<u>29,982</u>	<u>54,153</u>	<u>84,135</u>
Depreciation			
At 1 April 2021	29,982	42,327	72,309
Charge for the year	-	4,178	4,178
On disposals	-	(36)	(36)
At 31 March 2022	<u>29,982</u>	<u>46,469</u>	<u>76,451</u>
Net book value			
At 31 March 2022	<u>-</u>	<u>7,684</u>	<u>7,684</u>
At 31 March 2021	<u>-</u>	<u>5,995</u>	<u>5,995</u>

9 Debtors	2022	2021
	£	£
Trade debtors	18,682	3,941
Amounts owed by group undertakings and undertakings in which the company has a participating interest	20,375	37,458
Prepayments & accrued income	476	2,281
Other debtors	433	-
	<u>39,966</u>	<u>43,680</u>

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10 Creditors: amounts falling due within one year	2022	2021
	£	£
Trade creditors	3,977	1,430
Other taxes and social security costs	318	469
Accruals	2,963	4,128
Other creditors	5,288	9,162
	<u>12,546</u>	<u>15,189</u>

11 Unrestricted funds	Balance as at 1 April 2021	Income	Expenditure	Balance as at 31 March 2022
	£	£	£	£
Charitable funds - Undesignated	97,497	123,745	(96,245)	124,997
	<u>97,497</u>	<u>123,745</u>	<u>(96,245)</u>	<u>124,997</u>

12 Restricted funds	Balance as at 1 April 2021	Income	Expenditure	Balance as at 31 March 2022
	£	£	£	£
Restricted income sources	31,610	134,211	(85,912)	79,909
	<u>31,610</u>	<u>134,211</u>	<u>(85,912)</u>	<u>79,909</u>

13 Allocation of Funds	Restricted £	Unrestricted £
The funds of the organisation are represented as follows: -		
Fixed assets	-	7,684
Net current assets	79,909	117,313
	<u>79,909</u>	<u>124,997</u>

14 Transactions with the trustees

No trustees received reimbursement of expenses during the year (2021 - 3) and the aggregate amount of expenses reimbursed amounted to £nil (2021 - £1,317). No trustee was paid any remuneration in either this or the previous year. During the year no trustees were in receipt of honoraria.