

THE CARE FORUM

England & Wales · Charity number 1053817

Details

Other names	CARE FORUM, T C F
Status	Registered
Legal form	Charitable company
Company number	03170666
Registered	1996-03-15
Register	View on the Charity Commission register

Contact

Address	The Vassall Centre Gill Avenue Fishponds Bristol BS16 2QQ
Phone	01179654444
Email	kevinpm@thecareforum.org.uk
Website	www.thecareforum.org

Activities

Objects: (1) TO PROMOTE, PROTECT AND PRESERVE THE HEALTH AND SOCIAL WELFARE OF ALL PEOPLE PRINCIPALLY BUT NOT EXCLUSIVELY WITHIN THE SOUTH WEST REGION.(2) TO BUILD THE CAPACITY OF HEALTH AND SOCIAL CARE GROUPS AND ORGANISATIONS AND TO PROVIDE THEM WITH THE SUPPORT, INFORMATION AND SERVICES TO PARTICIPATE IN THE DEVELOPMENT AND PLANNING OF LOCAL HEALTH, SOCIAL AND COMMUNITY SERVICES.(3) TO SUPPORT INDIVIDUALS TO ACCESS SERVICES PROMOTING HEALTH AND WELLBEING, BY THE PROVISION OF INFORMATION, ADVOCACY, BROKERAGE AND SIMILAR ACTIVITIES.(4) TO PROMOTE, ORGANISE AND FACILITATE CO-OPERATION AND PARTNERSHIP WORKING BETWEEN THE SOCIAL SECTOR, STATUTORY AND OTHER RELEVANT BODIES IN THE ACHIEVEMENT OF THE ABOVE PURPOSES WITHIN THE AREA OF BENEFIT.(5) FOR THE PURPOSE OF CLAUSE 4 (A) 'ALL PEOPLE' MEANS EVERYONE IN A COMMUNITY REGARDLESS OF DISABILITY, RACE RELIGION OR BELIEF, GENDER, AGE, SEXUAL ORIENTATION OR SOCIO-ECONOMIC STATUS, (B) 'SOCIAL SECTOR' MEANS CHARITIES, VOLUNTARY ORGANISATIONS, SOCIAL ENTERPRISES AND NOT FOR PROFIT ORGANISATIONS.

Activities: A VCS organisation, we promote communication, consultation, networking and partnership working with the voluntary and community sector. We empower adults and young people to voice issues about local social care services. We provide information and advice about voluntary and statutory health and wellbeing services. We are hosts for local involvement networks in West of England

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, Disability, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** BATH, NORTH EAST SOMERSET, BRISTOL, NORTH SOMERSET, SOUTH GLOUCESTERSHIRE
- Bath And North East Somerset
- Bristol City
- North Somerset
- Somerset
- South Gloucestershire
- Swindon

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,348,154	£1,171,345	£743,109	29
2024-03-31	£749,113	£837,117	£566,300	23
2023-03-31	£730,121	£634,486	£654,364	22
2022-03-31	£594,058	£571,267	£558,729	16
2021-03-31	£717,162	£814,686	£535,938	21

Trustees

Name	Role	Appointed
Jenny Allen	Chair	2016-11-23
Dr Catherine Elizabeth Marshall		2026-02-01
George Stephen Barnes		2018-09-26
Robin Richard Butcher		2016-09-21
Sarah Okoro		2025-03-01

THE CARE FORUM

England & Wales - Charity number 1053817

Accounts

THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

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**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2025**

Trustees D Cottam (resigned 30 July 2024)
J Allen
G Barnes
R Butcher
S Okoro (appointed 1 January 2025)

Company registered number 03170666

Charity registered number 1053817

Registered office The Vassall Centre
Gill Avenue
Bristol
BS16 2QQ

Company secretary Kevin Peltonen-Messenger

Independent auditors Bishop Fleming Audit Limited
Chartered Accountants
10 Temple Back
Bristol
BS1 6FL

Bankers CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Solicitors Quality Solicitors Burroughs Day
18-21 Queen Square
Bristol
BS1 5PT

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2025**

The Chair presents her statement for the year.

This past year has been one of continued success for TCF, strengthening our bond with both evolving communities and existing partners.

Our innovative and practical approach to supporting recently displaced refugees continues to be widely praised both strategically and by the people we support. I would like to thank the volunteers from across the communities we work with who have supported us with cooking, crafts and wellbeing courses. We can't thank you enough.

Additionally, we are thrilled to celebrate our success in winning multiple Healthwatch contracts across the South West of England. These tenders highlight our continued ability to represent and amplify community voices in health and social care decision-making, ensuring that the needs and experiences of local populations are at the forefront of service delivery.


Our collaboration with Bristol City Council to support the understanding and implementation of Therapeutic Communities has been another key milestone this year. This initiative is driving a deeper awareness of the importance of lived experience and therapeutic approaches as a model of care. Furthermore, we are proud to have supported the development of Domestic Abuse Lived Experience Panels, ensuring the voices of survivors are central to shaping and improving domestic abuse services.

This year, TCF has created a range of lived experience and student placement opportunities, enriching our insight and strategic contributions. We are incredibly proud and grateful for the volunteers, students, and individuals with lived experience who amplify our communities' voices and aspirations. Their input has been instrumental in areas such as substance misuse services, domestic abuse support for women, our Ageing Well panels, and our growing collaborations with academic institutions across the region.

Despite the continued financial challenges, we have managed to retain key contracts and secure several new or restructured delivery contracts, ensuring a degree of financial stability.

Our Senior Leadership team have worked hard to create a compassionate high-performing staff base. It is because of our staff and our volunteers that we continue to grow our delivery portfolio whilst remaining true to our core values.

As I reflect on the past year's achievements, I must also acknowledge the great loss of our former Chair, David Cottam. David was a passionate leader whose dedication to social inclusion made a lasting impact on TCF and the community we serve. I am grateful for his leadership and commitment over the years. As we move forward, I hope we can honour his legacy by building on the dedication he brought to our work.

Signed by:

1FE8A193DA2249D...
J Allen
Chair of Trustees

Date: 13 March 2026 | 16:31 GMT

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025**

The Trustees present their Annual Report together with the audited financial statements of the Charity for the year to 31 March 2025. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, Governance and Management

The Care Forum is a charitable company limited by guarantee and governed by its Memorandum and Articles of Association. The Board of Trustees has ultimate responsibility for governance, strategy, and ensuring that the charity's resources are applied solely to further its charitable objectives.

Trustees are appointed through open recruitment, bringing a wide range of experience from the voluntary, health, academic and public sectors. All trustees receive a full induction covering governance, safeguarding, and equality, diversity and inclusion (EDI).

The Board meets regularly with agendas that ensure areas of governance such as finance and risk are given time to report and inform. Day-to-day operations are delegated to the Chief Executive and Senior Leadership Team, who manage service delivery, partnerships and staff across the South West.

As part of governance audit cycle, the board undertook a review of its governance and the development of a new strategic plan. This work is expected to complete during 2025/26.

Decision-making and Delegation

The Board reserves strategic decisions, including approval of strategy, budget, risk appetite and major contracts. Operational decisions are delegated to the Chief Executive within a scheme of delegation approved annually.

Pay and Remuneration of Key Management Personnel

Pay for key management personnel is set by the Board using sector benchmarks, internal relativities and affordability parameters within the annual budget and remuneration policy.

Objectives and Activities

The Care Forum exists to promote health, wellbeing and equality by strengthening the voice of individuals and communities, especially those who experience exclusion or disadvantage in accessing health and care.

We achieve this through four main areas of work:

- Voice and Influence: enabling citizens and communities to shape health and care services.
- Support and Development: strengthening the voluntary, community and social enterprise (VCSE) sector through advice, networking and collaboration.
- Inclusion and Lived Experience: delivering training and engagement to improve understanding of stigma, trauma and inequality.
- Creative Health: Working with communities who are often overlooked by services to engage them in creative workshops.

All of our work is guided by our values of partnership, inclusion, respect and empowerment.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

Achievements and Performance

Healthwatch and Citizen Voice

During 2024/25, our Healthwatch services across Bristol, North Somerset and South Gloucestershire, Gloucestershire, Wiltshire, Swindon and Bath and North East Somerset continued to be a vital bridge between communities and health and care systems.

- Over 100,000 people accessed Healthwatch information, advice, and support.
- We gathered extensive public insight on access to GPs, urgent care, dentistry, and mental health services, producing reports that directly informed Integrated Care Board (ICB) priorities.
- Healthwatch volunteers and community researchers played a key role in ensuring seldom-heard voices are represented in decision-making.

Well Aware and Community Support

The Well Aware information and signposting service supported over 30,000 individuals, many living with multiple disabilities or long-term health conditions.

- We provided accessible, personalised information through our website, helpline and outreach work.
- Many users faced barriers such as social isolation, digital exclusion and limited access to transport issues addressed through tailored signposting and collaboration with local partners.

Refugee Resettlement and Inclusion Work

Working in partnership with local authorities and community organisations, we successfully rehomed two refugee families in Bath and North East Somerset.

- We supported families with safe housing, healthcare registration, school access and community integration.
- The work reflects The Care Forum's continued commitment to inclusion, compassion and trauma-informed practice, ensuring those arriving in our region are welcomed and supported to thrive.

Our work with displaced communities continues to deliver high engagement and positive outcomes for communities based in South Gloucestershire. Our weekly hubs are regularly attended by high numbers of people seeking support and community cohesion.

Research and National Engagement

We continued our active role in the National Institute for Health and Care Research (NIHR) Stigma Research Engagement Programme, building networks of people with lived experience to shape national research priorities.

- Engagement focused on understanding and addressing stigma related to mental health, substance use and homelessness.
- Our approach has been recognised nationally for ethical, inclusive engagement that amplifies lived experience in research design.
- This work reached 400 vulnerable people never consulted with before.

Broader Organisational Impact

- Expanded the Lived Experience training offer, supporting professionals to work more inclusively with communities facing disadvantage.
- Enhanced our digital engagement capacity, launching a live Power BI dashboard to visualise citizen voice data and equality metrics for system partners.

**THE CARE FORUM
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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

Volunteers and placements

We have over 100 volunteers and student placements who support our projects and the individuals who use our services. From our Hong Kong community leaders to our Healthwatch Volunteers, we are proud and thankful for the support, tenacity and compassion our volunteers bring to TCF.

Over the past 12 months we were awarded Placement of the Year by Bath University with our more recent volunteer from Bath University winner a commendation from Bath University for her placement work.

Our student placements come from 7 different educational institutions across the country bring expertise, insight and support project delivery with reporting and insight development work.

During 24/25 we undertook our Investing in Volunteers assessment which will be completed by 25/26 and took steps to ensure the way we collect, use and present the impact of our volunteers is more robust.

Public Benefit Statement

The Trustees confirm they have had regard to the Charity Commission's guidance on public benefit when planning and delivering activities.

Risk Management

The Board maintains a comprehensive risk register reviewed at least every six months. Key risks include funding concentration, information governance and sector restructuring. Mitigations include income diversification, Cyber Essentials compliance and proactive engagement with commissioners.

Going Concern

The Trustees have considered the current and projected financial position, cash flows, reserves and principal risks. Unrestricted reserves remain within the 4–6 month policy range. Trustees have a reasonable expectation that TCF has adequate resources to continue in operational existence for the foreseeable future and therefore adopt the going concern basis in preparing the financial statements.

Plans for Future Periods

Launch and working pathways with the Military, the Police and the emerging Hospital Groups; expand Lived Experience training; strengthen digital platforms; influence ICS collaboration; complete governance review and implement new strategic plan.

Financial Review

Total income for the year ended 31 March 2025 was £1,348,154 with total expenditure of £1,171,345, resulting in a net movement in funds of £176,809.

The charity remains financially stable, with sustained funding from local authorities, NHS bodies, and charitable grants.

Key funding streams included:

- Healthwatch
- Research and insight
- Inclusion and lived experience engagement

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

Reserves Policy

Purpose of Reserves

TCF recognises the importance of maintaining an appropriate level of unrestricted reserves to ensure financial sustainability, manage unforeseen risks, and allow for strategic decision-making. Reserves provide a financial buffer to protect the organisation against disruption to income, unexpected expenditure, or delays in funding. They also ensure TCF can continue operating core services while adapting to changing circumstances or delivering planned organisational development.

Target Level of Reserves

TCF will aim to maintain unrestricted reserves equivalent to three to six months of annual operational expenditure.

- Based on annual operational costs for the year 2025/2026, the target range is:
 - Minimum reserves (3 months): £350,000
 - Maximum reserves (6 months): £600,000

The reserves target will be recalculated annually to reflect changes in operational expenditure. The Finance Lead will provide updated financial projections to the Board each year so that the reserve levels can be accurately indexed to current costs.

Components and Calculation of Reserves

For clarity and transparency:

- Unrestricted reserves are defined as funds freely available for general use and not subject to externally imposed restrictions.
- Designated funds, fixed asset values, or restricted income streams will not be counted as part of the organisation's free reserves.
- The calculation of target reserves will be based on the organisation's budgeted recurring costs, including:
 - Staffing
 - Premises and utilities
 - IT systems and licences
 - Insurance
 - Core organisational overheads

Extraordinary or one-off project costs will not normally be included in the calculation.

Monitoring and Review

Reserves will be reviewed by the Board of Trustees at least twice per year, or more frequently if circumstances require—such as major service changes, significant shifts in income, or emerging organisational risks.

Each review will include:

- Current reserve level
- Variance against the target range
- Forecasted reserves for the next 12–24 months
- Assessment of financial risks that might require drawing down reserves

Any movement outside the established target range must be reported to the Board with a clear explanation and recommendations for action.

**THE CARE FORUM
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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

Use of Reserves

Decisions relating to the use or replenishment of reserves will be informed by TCF's Risk Assessment and Risk Management Plan.

Reserves may be used to:

- Maintain continuity of services during income interruption or unexpected financial pressures
- Cover unanticipated essential expenditure critical to operational delivery
- Invest in organisational development, digital improvements, or transformation activities where these strengthen long-term sustainability
- Support planned strategic initiatives with Board approval

Use of reserves must be authorised by the Board of Trustees and accompanied by a plan for returning reserves to the minimum target level within a reasonable timeframe, normally within 12–24 months.

Risk Management

The Board maintains a comprehensive risk register reviewed six monthly in line with out policy Key risks include funding concentration, data protection, and workforce wellbeing. Mitigations include:

- Diversification of income sources
- Enhanced staff support and wellbeing initiatives
- Trustee recruitment

The financial statements have been prepared in accordance with support from Bishop Fleming and have been independently audited.

Plans for Future Periods

Looking ahead to 2025/26, The Care Forum will:

- Launch and evaluate the Social Prescribing for Cancer Support Project in Swindon and Wiltshire's Core20 neighbourhoods.
- Further expand the Lived Experience Working training and peer network regionally.
- Strengthen digital platforms to enhance citizen feedback, transparency and inclusion.
- Continue to influence system-level collaboration across Integrated Care Systems (ICSs)

Approved by order of the members of the Board of Trustees and signed on their behalf by:

Signed by:

1FE8A193DA2249D...
J Allen
Chair of Trustees

Date: 13 March 2026 | 16:31 GMT

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2025**

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CARE FORUM

OPINION

We have audited the financial statements of The Care Forum (the 'charity') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

OTHER INFORMATION

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CARE FORUM (CONTINUED)

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CARE FORUM (CONTINUED)

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- We have considered the nature of the sector, control environment, and financial procedures;
- We have considered the results of enquiries with management and trustees, in relation to their own identification and assessment of the risks of irregularities within the entity;
- We have reviewed the documentation of key processes and controls and supplemented our assessment with walkthroughs of transactions.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the organisation for fraud and identified the highest area of risk to be in relation to revenue recognition, with a particular risk in relation to year-end cut-off. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override of controls.

We have also obtained an understanding of the legal and regulatory frameworks that the company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the UK Companies Act, FRS 102 and UK tax legislation. In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Company's ability to operate or avoid a material penalty. These included data protection legislation, health and safety regulations, and employment law.

Our procedures to respond to risks identified included the following:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Enquiring of management in relation to actual and potential claims or litigation;
- Performing analytical procedures to identify unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reviewing board meeting minutes;
- Performing audit testing in relation to revenue with a particular focus around the year-end cut off; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgments made in accounting estimates are indicative of potential bias; and, if applicable;
- Evaluating the business rationale of significant transactions that are unusual or outside the normal course of business.

We also communicated identified laws and regulations and potential fraud risks to all team members involved in the engagement team and remained alert to possible indicators of fraud or non-compliance with laws and regulations throughout the audit.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions

**THE CARE FORUM
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CARE FORUM (CONTINUED)

reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

DocuSigned by:

2FF09F28CEF8484...

David Butler FCA DChA (Senior statutory auditor)

for and on behalf of

Bishop Fleming Audit Limited

Chartered Accountants

Statutory Auditors

10 Temple Back

Bristol

BS1 6FL

Date: 17 March 2026 | 04:24 PDT

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025**

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from:					
Donations and legacies	3	746	-	746	102
Charitable activities	4	124,978	1,215,567	1,340,545	743,259
Investments	5	6,863	-	6,863	5,752
Total income		132,587	1,215,567	1,348,154	749,113
Expenditure on:					
Charitable activities	6	177,885	993,460	1,171,345	837,177
Total expenditure		177,885	993,460	1,171,345	837,177
Net (expenditure)/income		(45,298)	222,107	176,809	(88,064)
Transfers between funds	15	61,294	(61,294)	-	-
Net movement in funds		15,996	160,813	176,809	(88,064)
Reconciliation of funds:					
Total funds brought forward		463,366	102,934	566,300	654,364
Net movement in funds		15,996	160,813	176,809	(88,064)
Total funds carried forward		479,362	263,747	743,109	566,300

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

The notes on pages 16 to 28 form part of these financial statements.

THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:03170666

BALANCE SHEET
AS AT 31 MARCH 2025

	Note	2025 £	2024 £
Fixed assets			
Intangible assets	11	3,881	-
Tangible assets	12	6,533	-
		<u>10,414</u>	<u>-</u>
Current assets			
Debtors	13	182,420	215,999
Cash at bank and in hand		597,409	387,559
		<u>779,829</u>	<u>603,558</u>
Current liabilities			
Creditors: amounts falling due within one year	14	(47,134)	(37,258)
		<u>732,695</u>	<u>566,300</u>
Net current assets		<u>732,695</u>	<u>566,300</u>
Total assets less current liabilities		<u>743,109</u>	<u>566,300</u>
Total net assets		<u><u>743,109</u></u>	<u><u>566,300</u></u>
Charity funds			
Restricted funds	15	263,747	102,934
Unrestricted funds	15	479,362	463,366
Total funds		<u><u>743,109</u></u>	<u><u>566,300</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

Signed by:

 1FE8A193DA2249D...

J Allen
 (Chair of Trustees)

Date: 13 March 2026 | 16:31 GMT

The notes on pages 16 to 28 form part of these financial statements.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2025**

	2025	2024
	£	£
Cash flows from operating activities		
Net cash used in operating activities	214,503	(261,057)
Cash flows from investing activities		
Purchase of intangible assets	(4,050)	-
Purchase of tangible fixed assets	(7,466)	-
Bank interest received	6,863	5,752
Net cash (used in)/provided by investing activities	(4,653)	5,752
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	209,850	(255,305)
Cash and cash equivalents at the beginning of the year	387,559	642,864
Cash and cash equivalents at the end of the year	597,409	387,559

The notes on pages 16 to 28 form part of these financial statements

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

1. GENERAL INFORMATION

The Care Forum is a company limited by guarantee and a charity, registered at the Charity Commission in England and Wales. The principal office is The Vassall Centre, Gill Avenue, Bristol, BS16 2QQ.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

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

The Care Forum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 GOING CONCERN

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

After making appropriate enquiries, the Board of Trustees has a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

2.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

2. ACCOUNTING POLICIES (continued)

2.5 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 INTANGIBLE ASSETS AND AMORTISATION

Intangible assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable, and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Computer software	-	10 %
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2.7 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	25%
Office equipment	-	25%
Computer equipment	-	25%

2.8 DEBTORS

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

2.9 CASH AT BANK AND IN HAND

Cash at bank and 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.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

2. ACCOUNTING POLICIES (continued)

2.10 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.11 PENSIONS

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.12 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

3. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Donations	746	746	102
	<u>746</u>	<u>746</u>	<u>102</u>
TOTAL 2024	<u>102</u>	<u>102</u>	

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Grants receivable	66,637	158,556	225,193	45,914
Service level agreements	57,343	1,057,011	1,114,354	630,190
Members subscriptions	998	-	998	1,655
Additional commissioned services	-	-	-	65,500
	<u>124,978</u>	<u>1,215,567</u>	<u>1,340,545</u>	<u>743,259</u>
TOTAL 2024	<u>1,655</u>	<u>741,604</u>	<u>743,259</u>	

5. INVESTMENT INCOME

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Interest received	6,863	6,863	5,752
	<u>6,863</u>	<u>6,863</u>	<u>5,752</u>

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

Summary by fund type

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Total 2024 £
Central Costs	59,141	-	59,141	103,589
Voluntary Sector Services	3,639	-	3,639	111,481
Advocacy Services	12,474	-	12,474	23,026
Ways to Wellbeing	49,276	-	49,276	84,006
Healthwatch	-	727,604	727,604	263,043
Well Aware	-	78,994	78,994	92,219
Bath & North East Somerset Resettlement	-	10,654	10,654	-
Small Projects	53,355	52,182	105,537	35,634
Homes for Ukraine	-	124,026	124,026	124,179
	<u>177,885</u>	<u>993,460</u>	<u>1,171,345</u>	<u>837,177</u>
TOTAL 2024	<u>103,589</u>	<u>733,588</u>	<u>837,177</u>	

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2025 £	Support costs 2025 £	Total funds 2025 £	Total funds 2024 £
Central Costs	16,790	42,351	59,141	103,589
Voluntary Sector Services	2,530	1,109	3,639	111,481
Advocacy Services	10,327	2,147	12,474	23,026
Ways to Wellbeing	45,658	3,618	49,276	84,006
Healthwatch	584,916	142,688	727,604	263,043
Well Aware	60,909	18,085	78,994	92,219
Bath & North East Somerset Resettlement	2,212	8,442	10,654	-
Small Projects	83,615	21,922	105,537	35,634
Homes for Ukraine	103,376	20,650	124,026	124,179
	<u>910,333</u>	<u>261,012</u>	<u>1,171,345</u>	<u>837,177</u>
TOTAL 2024	<u>627,489</u>	<u>209,688</u>	<u>837,177</u>	

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

8. AUDITORS' REMUNERATION

	2025 £	2024 £
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	13,000	-
Fees payable to the Charity's independent examiner in respect of: The independent examination of the Charity's annual accounts	-	5,340
	<u>13,000</u>	<u>5,340</u>

9. STAFF COSTS

	2025 £	2024 £
Wages and salaries	764,525	561,390
Social security costs	60,884	40,590
Contribution to defined contribution pension schemes	37,951	30,677
	<u>863,360</u>	<u>632,657</u>

The average number of persons employed by the Charity during the year was as follows:

	2025 No.	2024 No.
Administrative staff	4	5
Management and direct service delivery staff	25	18
	<u>29</u>	<u>23</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2025 No.	2024 No.
In the band £60,001 - £70,000	1	1

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel. Total remuneration in respect of senior employees is £110,028 (2024: £119,960).

10. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 March 2025, expenses totalling £NIL were reimbursed or paid directly to Trustees (2024 - £10 to 4 Trustees). The expenses in 2024 related to membership expenses.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

11. INTANGIBLE ASSETS

	Computer software £
COST	
Additions	4,050
At 31 March 2025	<u>4,050</u>
AMORTISATION	
Charge for the year	169
At 31 March 2025	<u>169</u>
NET BOOK VALUE	
At 31 March 2025	<u><u>3,881</u></u>
At 31 March 2024	<u><u>-</u></u>

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

12. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
COST OR VALUATION				
At 1 April 2024	1,156	8,190	6,323	15,669
Additions	-	-	7,466	7,466
Disposals	(1,156)	(8,190)	(6,323)	(15,669)
At 31 March 2025	-	-	7,466	7,466
DEPRECIATION				
At 1 April 2024	1,156	8,190	6,323	15,669
Charge for the year	-	-	933	933
On disposals	(1,156)	(8,190)	(6,323)	(15,669)
At 31 March 2025	-	-	933	933
NET BOOK VALUE				
At 31 March 2025	-	-	6,533	6,533
At 31 March 2024	-	-	-	-

13. DEBTORS

	2025 £	2024 £
DUE WITHIN ONE YEAR		
Trade debtors	179,198	198,971
Other debtors	3,222	223
Prepayments and accrued income	-	16,805
	<u>182,420</u>	<u>215,999</u>

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade creditors	9,581	14,573
Other taxation and social security	18,225	13,503
Other creditors	6,328	4,732
Accruals and deferred income	13,000	4,450
	<u>47,134</u>	<u>37,258</u>

15. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2025 £
UNRESTRICTED FUNDS					
General Funds	463,366	132,587	(177,885)	61,294	479,362
RESTRICTED FUNDS					
Healthwatch	(3,930)	840,485	(727,604)	-	108,951
Information Services	56,998	91,526	(78,994)	(45,294)	24,236
Homes for Ukraine	-	125,000	(124,026)	-	974
Small Projects	49,866	-	-	(16,000)	33,866
BathNES Resettlement	-	13,556	(10,654)	-	2,902
MNVP	-	145,000	(52,182)	-	92,818
	<u>102,934</u>	<u>1,215,567</u>	<u>(993,460)</u>	<u>(61,294)</u>	<u>263,747</u>
TOTAL OF FUNDS	<u>566,300</u>	<u>1,348,154</u>	<u>(1,171,345)</u>	<u>-</u>	<u>743,109</u>

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

15. STATEMENT OF FUNDS (CONTINUED)

Healthwatch Bath and North East Somerset, Healthwatch Wiltshire and Healthwatch Swindon are the local voice and influence champions who enable people to have their say about health and social care experiences.

Well Aware (Information Services) is an award winning directory of services which allows patients, citizens and professionals to understand what and where support for them can be accessed.

Resettlement (Homes for Ukraine) services ensure that displaced populations seeking wellbeing information advice and guidance, support with inclusion, 121 trauma informed support and culturally relevant advice can access this through open and accessible support routes.

Small Projects is the collective term The Care Forum uses to describe a group of shortterm, tightly defined, typically grantfunded pieces of work that sit outside the organisation's core contract portfolio (e.g., Healthwatch, Well Aware, Homes for Ukraine). They share several common characteristics:

Short-Term, FixedDuration Projects

Small Projects are usually funded for a few weeks to a few months, often aligned to a specific activity, event, or discrete delivery requirement. Examples include; Research or insightgathering pieces, pilot or exploratory community engagement work, local authority or small grant funded community projects. Their focussed duration means they have clear start and end dates and strict deliverables.

Ring-Fenced Funding

Funding for Small Projects is:

Restricted, meaning it must be spent exactly as defined by the funder

Nonrecurring, as grants typically do not roll over

Allocated to a specific output, such as producing a report, delivering workshops, or expanding a service temporarily

Flexible and Responsive Work

Small Projects are often where the organisation can be:

Innovative – exploring new themes, new communities, or new service approaches

Responsive – quickly addressing emerging needs (e.g. refugee support, additional wellbeing outreach)

Strategic – using small pieces of work to build relationships, test ideas, or position The Care Forum for future bids

Small Projects is the collective term The Care Forum uses to describe a group of shortterm, tightly defined, typically grantfunded pieces of work that sit outside the organisation's core contract portfolio (e.g., Healthwatch, Well Aware, Homes for Ukraine).

Resettlement Support – Bath and North East Somerset

During the reporting period, The Care Forum delivered resettlement support activities across Bath and North East Somerset, working alongside local partners to support individuals and families transitioning into the community. Funding enabled the provision of tailored information, guidance and connection to health, wellbeing and community services, helping people to access practical support, build social networks and improve their confidence in navigating local systems.

The programme focused on strengthening community integration and reducing isolation by linking individuals with voluntary sector organisations, peer support opportunities and local activities. Through partnership working with statutory services and community groups, we helped ensure that people resettling in the area were supported to establish stable, healthy and connected lives within their new communities.

BNSSG MNVP Delivery – The Care Forum (TCF)

During the financial year, The Care Forum continued to deliver the Bristol, North Somerset and South Gloucestershire Maternity and Neonatal Voices Partnership (BNSSG MNVP), ensuring that the voices and lived experiences of women, birthing people and families meaningfully informed the development of local maternity and neonatal services. Funding supported community engagement, coproduction activities, and the facilitation of feedback channels across Bristol, North Somerset and South Gloucestershire. This included outreach to seldom-heard communities, partnership working with local providers, and the coordination of service user feedback to strengthen equity, safety and person-centred care across the maternity pathway.

The funding also enabled us to provide governance and administrative support for the partnership,

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

15. STATEMENT OF FUNDS (CONTINUED)

including facilitating steering group meetings, training and supporting volunteer service user representatives, and ensuring feedback informed quality improvement initiatives within the local maternity system. Through these activities, the MNVP strengthened coproduction between families, commissioners and providers, helping to shape services that better reflect the needs and experiences of local communities.

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
UNRESTRICTED FUNDS					
General Funds	497,121	7,509	(103,589)	62,325	463,366
RESTRICTED FUNDS					
Healthwatch	25,863	233,250	(263,043)	-	(3,930)
Voluntary Sector Services	15,824	95,657	(111,481)	-	-
Ways to Wellbeing	3,280	80,726	(84,006)	-	-
Advocacy	(2,888)	25,914	(23,026)	-	-
Information Services	53,660	95,557	(92,219)	-	56,998
Homes for Ukraine	61,504	125,000	(124,179)	(62,325)	-
Small Projects	-	85,500	(35,634)	-	49,866
	157,243	741,604	(733,588)	(62,325)	102,934
TOTAL OF FUNDS	654,364	749,113	(837,177)	-	566,300

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Tangible fixed assets	-	6,533	6,533
Intangible fixed assets	-	3,881	3,881
Current assets	446,362	333,467	779,829
Creditors due within one year	33,000	(80,134)	(47,134)
TOTAL	479,362	263,747	743,109

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Current assets	463,366	140,192	603,558
Creditors due within one year	-	(37,258)	(37,258)
TOTAL	463,366	102,934	566,300

17. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2025 £	2024 £
Net income/expenditure for the year (as per Statement of Financial Activities)	176,809	(88,064)
ADJUSTMENTS FOR:		
Depreciation charges	933	-
Amortisation charges	169	-
Interest received	(6,863)	(5,752)
Decrease/(increase) in debtors	33,579	(141,694)
(Decrease)/increase in creditors	9,876	(25,547)
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	214,503	(261,057)

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

18. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2025 £	2024 £
Cash in hand	518,187	308,894
Notice deposits (less than 3 months)	79,222	78,665
TOTAL CASH AND CASH EQUIVALENTS	597,409	387,559

19. ANALYSIS OF CHANGES IN NET DEBT

	At 1 April 2024 £	Cash flows £	At 31 March 2025 £
Cash at bank and in hand	387,559	209,850	597,409

20. PENSION COMMITMENTS

The company operates a defined contribution pension scheme. The pension cost charge represents contributions payable by the charity to the fund and amounted to £37,951 (2024: £30,677). Contributions totalling £5,947 (2024: £4,433) were payable to the fund at the Balance Sheet date and are included in other creditors.

21. OPERATING LEASE COMMITMENTS

The Charity had no commitments under non-cancellable operating leases at 31 March 2025.

22. RELATED PARTY TRANSACTIONS

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel. Remuneration of key management personnel and remuneration and expenses of Trustees is detailed in 10.

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2025.

23. ACKNOWLEDGEMENTS

The Trustees gratefully acknowledge funding received from:

Bath and North East Somerset Council, Bristol City Council, Healthwatch England, Macmillan, BNSSG ICB, South Gloucestershire Council, Swindon Borough Council, Wiltshire County Council and The Advocacy People.

THE CARE FORUM

England & Wales - Charity number 1053817

Accounts

THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

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**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2024**

Trustees D Cottam (resigned 30 July 2024)
J Allen
G Barnes
R Butcher

**Company registered
number** 03170666

**Charity registered
number** 1053817

Registered office The Vassall Centre
Gill Avenue
Bristol
BS16 2QQ

Company secretary Kevin Peltonen-Messenger

Accountants Bishop Fleming LLP
Chartered Accountants
10 Temple Back
Bristol
BS1 6FL

Bankers CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Solicitors Quality Solicitors Burroughs Day
18-21 Queen Square
Bristol
BS1 5PT

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

FOR THE YEAR ENDED 31 MARCH 2024

The Chair presents her statement for the year.

This past year has been one of continued success for TCF, strengthening our bond with both evolving communities and existing partners.

Our innovative and practical approach to supporting recently displaced refugees continues to be widely praised both strategically and by the people we support. I would like to thank the volunteers from across the communities we work with who have supported us with cooking, crafts and wellbeing courses. We can't thank you enough.

Additionally, we are thrilled to celebrate our success in winning multiple Healthwatch contracts across the South West of England. These tenders highlight our continued ability to represent and amplify community voices in health and social care decision-making, ensuring that the needs and experiences of local populations are at the forefront of service delivery.

Our collaboration with Bristol City Council to support the understanding and implementation of Therapeutic Communities has been another key milestone this year. This initiative is driving a deeper awareness of the importance of lived experience and therapeutic approaches as a model of care. Furthermore, we are proud to have supported the development of Domestic Abuse Lived Experience Panels, ensuring the voices of survivors are central to shaping and improving domestic abuse services.

This year, TCF has created a range of lived experience and student placement opportunities, enriching our insight and strategic contributions. We are incredibly proud and grateful for the volunteers, students, and individuals with lived experience who amplify our communities' voices and aspirations. Their input has been instrumental in areas such as substance misuse services, domestic abuse support for women, our Ageing Well panels, and our growing collaborations with academic institutions across the region.

Despite the continued financial challenges, we have managed to retain key contracts and secure several new or restructured delivery contracts, ensuring a degree of financial stability.

Our Senior Leadership team have worked hard to create a compassionate high-performing staff base. It is because of our staff and our volunteers that we continue to grow our delivery portfolio whilst remaining true to our core values.

As I reflect on the past year's achievements, I must also acknowledge the great loss of our former Chair, David Cottam. David was a passionate leader whose dedication to social inclusion made a lasting impact on TCF and the community we serve. I am grateful for his leadership and commitment over the years. As we move forward, I hope we can honour his legacy by building on the dedication he brought to our work.



Jenny Allen
Chair of Trustees

Date: 30.01.2025

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

The Trustees present their annual report together with the financial statements of the Charity for the year to 31 March 2024. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

OBJECTIVES AND ACTIVITIES

a. Main activities undertaken to further the charity's purposes for public benefit

The Care Forum (TCF) is an independent not for profit organisation working predominantly in Bristol, South Gloucestershire, Bath & North East Somerset, Swindon and North Somerset.

Mission: TCF works to promote health and wellbeing for all and to challenge inequalities in health and social care policy and services.

Vision: TCF's vision is that local, diverse communities can achieve and maintain good health and wellbeing, and care for themselves and each other.

Charitable Objects: TCF's charitable objectives are as follows:

1. To promote, protect and preserve the health and social welfare of all people, principally but not exclusively within the south west region.
2. To build the capacity of health and social care groups and organisations and to provide them with the support, information and services to participate in the development and planning of local health, social and community services.
3. To support individuals to access services promoting health and wellbeing, by the provision of information, advocacy, brokerage and similar activities.
4. To promote, organise and facilitate co-operation and partnership working between the social sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

For the purposes of this:

- a) "all people" means everyone in a community regardless of disability, race, religion or belief, gender, age, sexual orientation or socio-economic status,
- b) "social sector" means charities, voluntary organisations, social enterprises and not for profit organisations

The Care Forum aims to be an effective, innovative and responsive organisation, which brings evidence-based intelligence and best practice together to empower our members, communities and individuals, to tackle inequality and influence improvement in the planning and delivery of health and social care services.

The key facets of TCF's work are:

- Effectiveness
- Quality assurance
- Partnership working

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

OBJECTIVES AND ACTIVITIES (CONTINUED)

The Trustees have had due regard to the guidance published by The Charity Commission on Public Benefit when deciding the activities that the organisation should undertake.

The Care Forum specialises in the field of health and social care, providing services to individuals, representing the views of communities and diverse groups of users, and supporting the voluntary and community sector to provide and influence health and social care interventions. TCF activities fall into four broad categories:

- Direct provision of services to individuals; primarily through information and signposting, advocacy and social prescribing.
- Involving and promoting the opinions, views, needs and aspirations of local people in the development and delivery of health and social care, with a view to improving service delivery and meeting the needs of those communities most affected by health inequalities; primarily through Healthwatch.
- Facilitating, supporting and developing the voluntary and community sector's involvement in and influence of service delivery within health and social care; primarily through our membership offer and voluntary sector support services.
- Provision of volunteer opportunities for local people, with a view to increasing personal self-esteem and wellbeing, skills, confidence and readiness to work.

b. Strategies for achieving objectives

Our strategy for achieving our objectives is to measure the impact of the work we deliver, by talking to service users and partners and improving based on what we learn. We also report against key performance indicators agreed with funders such as Local Authorities, the National Lottery and Clinical Commissioning Groups.

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

The Care Forum has continued to work to promote health and wellbeing and reduce inequalities. We have delivered these aims by continuously improving the delivery of our portfolio of projects. During the past year we have focussed on ensuring inclusion and co-production are at the heart of our work and the systems we support and work within.

Activities include: Local Healthwatch, Advocacy Services, Networking and Research via our Dialogue Service, information, advice and guidance (Well Aware), other charitable groups through the Bristol Join Up project. We have further developed our insight and engagement functions and delivered work for the NHS and local clinical commissioning teams and delivered a multitude of insight and research projects in Swindon, B&NES and Wiltshire.

We continue to invest in the regions in which we work, by procuring from local providers wherever possible and ensuring that the climate emergency is embedded in our planning decision making and operational delivery.

Highlights of our achievements include:

- An increase in the number of people in both of our Healthwatch services being provided information, advice and guidance.
- Our Well Aware service leading the conversation about the need for assured directories of services at a national level
- Engaging with people who have never had the opportunity to have their voices represented at decision making processes for health and care services.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

- The development of a staff forum
- Facilitated away days to support organisational learning and develop strategy, vision and renew our mission.

Whilst we have accepted the need to work remotely, we also accept that for some staff having an accessible office is very important. Throughout the pandemic we have successfully acquired new premises and ensured desk space, break out space and equipment is accessible, up to date and fit for purpose.

The Trustees would like to take this opportunity to thank Staff and volunteers for their hard work and dedication to the organisation in what has been a challenging time.

FINANCIAL REVIEW

a. Review

The organisation has performed in accordance with its strategic and financial plan. In the year we have continued to review the organisational structure to ensure the efficient allocation of resources to achieve the charity's objectives.

b. Reserves policy

Reserves are the resources the charity has or can make available to spend, for any or all of the charity's purposes, once it has met its commitments and covered its other planned expenditure.

The Trustees consider that unrestricted funds are needed:

- a) To provide funds which can be designated to specific projects to enable those projects to be undertaken at short notice.
- b) To cover three to six months' operating costs
- c) To protect it from insolvency
- d) To prevent serious disruption to its charitable work
- e) To meet any shortfall between the anticipated income of the charity and its budgeted outgoings and its unforeseen expenditure.
- f) To replace assets as necessary

The reserves required at current operating levels would amount to between £349,000 and £697,000. The level of unrestricted reserves at the end of the financial year was £463,366.

The level of reserves is monitored and reviewed by the Trustees and reported as part of The Care Forum Annual Report.

c. Investment powers

Under the Memorandum and Articles of Association, the Charity has the power to make any investment which Trustees see fit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Status

The Care Forum is a registered charity and a company limited by guarantee and is governed by its Memorandum and Articles of Association and the Companies Act 2006. Its company registration number is 3170666, and its charity number is 1053817.

b. Methods of appointment or election of Trustees

As set out in the Memorandum and Articles of Association, the Board of Trustees (who are directors for the purpose of company law) consists of no less than five members.

At every Annual General Meeting of the company one third of the Trustees must retire from office. The Trustees to retire are those who have been longest in office since their last election or re-election.

A retiring member is eligible for re-election.

The charitable company may, by ordinary resolution, elect a person to act as an additional Trustee and may also determine the rotation in which any additional Trustees are to retire. The Board of Trustees have power at any time to appoint any person to be a Trustee. A Trustee so appointed may only hold office until the next Annual General Meeting and, if not re-elected at that meeting, ceases to hold office.

c. Policies adopted for the induction and training of Trustees

All new Trustees undertake an induction process, including an awareness of their governance responsibilities. Trustees are also offered the opportunity to attend other relevant training courses.

d. Risk management

Internal risks are minimised by the implementation of effective internal control procedures which ensure appropriate authorisation of all transactions and projects, and consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed for their continuing effectiveness. A formal review of external and internal business risks is carried out by the senior management team on an ongoing basis during the financial year, with mitigation procedures then being proactively implemented.

Approved by order of the members of the Board of Trustees and signed on their behalf by:



J Allen
Trustee

Date: 30.01.2025

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2024**

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the Board of Trustees and signed on its behalf by:



J Allen

Date: 30.01.2025

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

Independent Examiner's Report to the Trustees of The Care Forum ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2024.

Responsibilities and Basis of Report

As the Trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts 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 accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 an Independent Examiner's 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 or for this report.

Signed:



Dated: 31 January 2025

David Butler FCA DChA
Bishop Fleming LLP
Chartered Accountants
10 Temple Back
Bristol
BS1 6FL

THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	102	-	102	387
Charitable activities	4	1,655	741,604	743,259	726,647
Investments	5	5,752	-	5,752	3,087
Total income		7,509	741,604	749,113	730,121
Expenditure on:					
Charitable activities	6	103,589	733,588	837,177	634,486
Total expenditure		103,589	733,588	837,177	634,486
Net (expenditure)/income		(96,080)	8,016	(88,064)	95,635
Transfers between funds	14	62,325	(62,325)	-	-
Net movement in funds		(33,755)	(54,309)	(88,064)	95,635
Reconciliation of funds:					
Total funds brought forward		497,121	157,243	654,364	558,729
Net movement in funds		(33,755)	(54,309)	(88,064)	95,635
Total funds carried forward		463,366	102,934	566,300	654,364

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

The notes on pages 12 to 21 form part of these financial statements.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:03170666**

**BALANCE SHEET
AS AT 31 MARCH 2024**

	Note	2024 £	2023 £
Current assets			
Debtors	12	215,999	74,305
Cash at bank and in hand		387,559	642,864
		<u>603,558</u>	<u>717,169</u>
Creditors: amounts falling due within one year	13	(37,258)	(62,805)
Net current assets		566,300	654,364
Total net assets		566,300	654,364
Charity funds			
Restricted funds	14	102,934	157,243
Unrestricted funds	14	463,366	497,121
Total funds		566,300	654,364

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

J Allen

J Allen
Trustee
Date: 30.01.2025

The notes on pages 12 to 21 form part of these financial statements.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2024**

	2024	2023
	£	£
Cash flows from operating activities		
Net cash used in operating activities	(261,057)	75,319
	<hr/>	<hr/>
Cash flows from investing activities		
Bank interest received	5,752	3,087
	<hr/>	<hr/>
Net cash provided by investing activities	5,752	3,087
	<hr/>	<hr/>
Cash flows from financing activities		
	<hr/>	<hr/>
Net cash provided by financing activities	-	-
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	(255,305)	78,406
Cash and cash equivalents at the beginning of the year	642,864	564,458
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	387,559	642,864
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 12 to 21 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. General information

The Care Forum is a company limited by guarantee and a charity, registered at the Charity Commission in England and Wales. The principal office is The Vassall Centre, Gill Avenue, Bristol, BS16 2QQ.

2. Accounting policies

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

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

The Care Forum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 GOING CONCERN

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The Trustees make this assessment in respect of a period one year from the date of approval of the financial statements.

After making appropriate enquiries, the Board of Trustees has a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

2.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2. Accounting policies (continued)

2.5 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 DEBTORS

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

2.7 CASH AT BANK AND IN HAND

Cash at bank and 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.

2.8 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.9 PENSIONS

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.10 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

3. Income from donations and legacies

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	102	102	387
TOTAL 2023	387	387	

4. Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Grants receivable	-	404,164	404,164	526,942
Service level agreements	-	271,940	271,940	182,399
Members subscriptions	1,655	-	1,655	2,518
Additional commissioned services	-	65,500	65,500	14,788
	1,655	741,604	743,259	726,647
TOTAL 2023	19,264	707,383	726,647	

5. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Interest received	5,752	5,752	3,087

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Central Costs	103,589	-	103,589	36,643
Voluntary Sector Services	-	111,481	111,481	35,870
Advocacy Services	-	23,026	23,026	28,802
Ways to Wellbeing	-	84,006	84,006	10,468
Healthwatch	-	263,043	263,043	191,534
Well Aware	-	92,219	92,219	80,603
Small Projects	-	35,634	35,634	-
Homes for Ukraine	-	124,179	124,179	250,566
	<u>103,589</u>	<u>733,588</u>	<u>837,177</u>	<u>634,486</u>
TOTAL 2023	<u>36,643</u>	<u>597,843</u>	<u>634,486</u>	

7. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £	Total funds 2023 £
Central Costs	46,786	56,803	103,589	36,643
Voluntary Sector Services	100,028	11,453	111,481	35,870
Advocacy Services	18,816	4,210	23,026	28,802
Ways to Wellbeing	63,155	20,851	84,006	10,468
Healthwatch	212,142	50,901	263,043	191,534
Well Aware	80,269	11,950	92,219	80,603
Small Projects	-	35,634	35,634	-
Homes for Ukraine	106,293	17,886	124,179	250,566
	<u>627,489</u>	<u>209,688</u>	<u>837,177</u>	<u>634,486</u>
TOTAL 2023	<u>468,718</u>	<u>165,768</u>	<u>634,486</u>	

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

8. Independent examiner's remuneration

	2024	2023
	£	£
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	5,340	4,500

9. Staff costs

	2024	2023
	£	£
Wages and salaries	561,390	418,160
Social security costs	40,590	31,456
Contribution to defined contribution pension schemes	30,677	23,904
	632,657	473,520

The average number of persons employed by the Charity during the year was as follows:

	2024	2023
	No.	No.
Administrative staff	5	4
Management and direct service delivery staff	18	14
	23	18

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2024	2023
	No.	No.
In the band £60,001 - £70,000	1	1

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel. Total remuneration in respect of senior employees is £119,960 (2023: £114,923).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, expenses totalling £10 were reimbursed or paid directly to 1 Trustee (2023 - £10 to 4 Trustees). These expenses related to membership expenses.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

11. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
COST OR VALUATION				
At 1 April 2023	1,156	8,190	6,323	15,669
At 31 March 2024	<u>1,156</u>	<u>8,190</u>	<u>6,323</u>	<u>15,669</u>
DEPRECIATION				
At 1 April 2023	1,156	8,190	6,323	15,669
At 31 March 2024	<u>1,156</u>	<u>8,190</u>	<u>6,323</u>	<u>15,669</u>
NET BOOK VALUE				
At 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

12. Debtors

	2024 £	2023 £
DUE WITHIN ONE YEAR		
Other debtors	199,194	53,388
Prepayments and accrued income	16,805	20,917
	<u>215,999</u>	<u>74,305</u>

13. Creditors: Amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	13,503	10,340
Other creditors	19,305	13,132
Accruals and deferred income	4,450	39,333
	<u>37,258</u>	<u>62,805</u>

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
UNRESTRICTED FUNDS					
General Funds	497,121	7,509	(103,589)	62,325	463,366
RESTRICTED FUNDS					
Healthwatch	25,863	233,250	(263,043)	-	(3,930)
Voluntary Sector Services	15,824	95,657	(111,481)	-	-
Ways to Wellbeing	3,280	80,726	(84,006)	-	-
Advocacy	(2,888)	25,914	(23,026)	-	-
Information Services	53,660	95,557	(92,219)	-	56,998
Homes for Ukraine	61,504	125,000	(124,179)	(62,325)	-
Small Projects	-	85,500	(35,634)	-	49,866
	<u>157,243</u>	<u>741,604</u>	<u>(733,588)</u>	<u>(62,325)</u>	<u>102,934</u>
TOTAL OF FUNDS	<u><u>654,364</u></u>	<u><u>749,113</u></u>	<u><u>(837,177)</u></u>	<u><u>-</u></u>	<u><u>566,300</u></u>

Healthwatch Bath and North East Somerset, Healthwatch Wiltshire and Healthwatch Swindon are the local voice and influence champions who enable people to have their say about health and social care experiences.

Dialogue (Voluntary Sector Service) enables VCSFE and local people to participate in strategic planning and the improvement of health and social care services through networks, co-production and engagement.

Ways to Wellbeing social prescribing services provide non-medical 'prescription' support enabling patients to access community based support, build community connections and improve their wellbeing.

Advocacy services provide NHS, CPA, Spot Purchase and other statutory support to people in need of having their views expressed and their care needs amended.

Well Aware (Information Services) is an award winning directory of services which allows patients, citizens and professionals to understand what and where support for them can be accessed.

Resettlement (Homes for Ukraine) services ensure that displaced populations seeking wellbeing information advice and guidance, support with inclusion, 121 trauma informed support and culturally relevant advice can access this through open and accessible support routes.

Small Projects are bespoke pieces of work which allow TCF to deliver research, insight and engagement.

Resettlement transfer of funds - the transfer of funds is to enable TCF to pay for a fully staffed service.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

14. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
UNRESTRICTED FUNDS					
General Funds	512,526	22,738	(36,643)	(1,500)	497,121
RESTRICTED FUNDS					
Healthwatch	30,397	187,000	(191,534)	-	25,863
Voluntary Sector Services	7,306	44,388	(35,870)	-	15,824
Ways to Wellbeing	-	13,748	(10,468)	-	3,280
Advocacy	-	25,914	(28,802)	-	(2,888)
Central	(1,500)	-	-	1,500	-
Information Services	10,000	124,263	(80,603)	-	53,660
Homes for Ukraine	-	312,070	(250,566)	-	61,504
	46,203	707,383	(597,843)	1,500	157,243
TOTAL OF FUNDS	558,729	730,121	(634,486)	-	654,364

15. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Current assets	463,366	140,192	603,558
Creditors due within one year	-	(37,258)	(37,258)
TOTAL	463,366	102,934	566,300

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

15. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Current assets	497,121	220,048	717,169
Creditors due within one year	-	(62,805)	(62,805)
TOTAL	<u>497,121</u>	<u>157,243</u>	<u>654,364</u>

16. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net income/expenditure for the period (as per Statement of Financial Activities)	<u>(88,064)</u>	<u>95,635</u>
ADJUSTMENTS FOR:		
Interest received	(5,752)	(3,087)
Decrease/(increase) in debtors	(141,694)	(25,185)
(Decrease)/increase in creditors	(25,547)	7,956
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	<u>(261,057)</u>	<u>75,319</u>

17. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	308,894	564,199
Notice deposits (less than 3 months)	78,665	78,665
TOTAL CASH AND CASH EQUIVALENTS	<u>387,559</u>	<u>642,864</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

18. Analysis of changes in net debt

	At 1 April 2023	Cash flows	At 31 March 2024
	£	£	£
Cash at bank and in hand	<u>642,864</u>	<u>(255,305)</u>	<u>387,559</u>

19. Pension commitments

The company operates a defined contribution pension scheme. The pension cost charge represents contributions payable by the charity to the fund and amounted to £30,677 (2023: £23,904). Contributions totalling £4,433 (2023: £3,391) were payable to the fund at the Balance Sheet date and are included in other creditors.

20. Related party transactions

All Trustees and certain senior employees who have authority and responsibility for planning, directing an and controlling the activities of the Charity are considered to be key management personnel. Remuneration of key management personnel and remuneration and expenses of Trustees is detailed in 10.

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2024.

21. Acknowledgements

The Trustees gratefully acknowledge funding received from:

Bath and North East Somerset Council, Bristol City Council, Healthwatch England, Macmillan, BNSSG ICB, South Gloucestershire Council, Swindon Borough Council, Wiltshire County Council and The Advocacy People.

THE CARE FORUM

England & Wales - Charity number 1053817

Accounts

THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

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**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2023**

Trustees	D Cottam J Allen G Barnes R Butcher
Company registered number	03170666
Charity registered number	1053817
Registered office	The Vassall Centre Gill Avenue Bristol BS16 2QQ
Company secretary	Kevin Peltonen-Messenger
Accountants	Bishop Fleming LLP Chartered Accountants 10 Temple Back Bristol BS1 6FL
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Solicitors	Quality Solicitors Buroughs Day 18-21 Queen Square Bristol BS1 5PT

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**CHAIR'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2023**

The Chair presents his statement for the year.

This past year has brought continued success for TCF and one which we feel has strengthened our reputation and also our "offering" to the sector.

Being one of three organisations awarded to deliver the Ukrainian resettlement project for South Gloucestershire has brought us challenges, success, and a lot of learning. We have received praise and recognition for our innovative and no nonsense approach to the challenges faced by recently displaced refugees, and as a result have been asked to expand this work to include supporting people who fled Hong-Kong.

We were delighted to be awarded the contract for social prescribing for part of Inner and East Bristol, with feedback from commissioners, practice managers and GPs all painting a positive picture of a valued service, delivering positive outcomes to significant numbers of people. We look to build upon and expand this work.

TCF have developed a number of lived experience and student placement opportunities which are diversifying insight and experience at strategic meetings. We are incredibly proud and thankful of all the volunteers, students and members by experience who help voice our communities' concerns and aspirations. This is clearly demonstrated in our work with those using substance misuse services, women who have experienced domestic abuse, our ageing well panels and our growing relationships with Academic institutes across our regions.

Part of our remit and focus is to be a key influencer regarding policy and practice in certain aspects of health and social care, with our CEO Kevin now invited to attend many strategic boards and indeed has been asked Co-Chair the Inner City and East Locality Partnership Board Meeting. This role is key to not only TCFs continued relevance and success, but also other organisations who work in or sector

This year we have managed to retain some key contracts and have been successful in several bids for new work or re structured delivery contracts, thereby giving TCF as much financial stability as we can reasonably expect in today's climate of financial uncertainty.

Apart from dynamic and excellent leadership from our CEO we are also fortunate to have recruited dynamic, high performing and dedicated staff, and as trustees it is our desire and responsibility to ensure staff are valued and fairly rewarded. To this end we introduced TCFs first Pay Policy which sets out what staff can expect and the Board's commitment to ensuring we protect staff from the impact of high inflation when deciding cost of living awards

This year also saw the re branding of The Care Forum into TCF, recognising that we are a leaner organisation able to respond quickly to challenges and opportunities without being tied to inherited practices. Recruiting new staff has also helped re shape our culture and ethos

One challenge we continue to explore is trustee recruitment our current Board members are committed and dedicate but we are continually looking to bring on board new and different skill sets. I hope that 2024 will see this situation remedied, but I the meantime we soldier on proud of the organisation we serve as trustees and proud of TCFs achievements.



David Cottam
Chair of Trustees

Date: 21.12.2023

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees present their annual report together with the financial statements of the charity for the 1 April 2022 to 31 March 2023. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

OBJECTIVES AND ACTIVITIES

a. Main activities undertaken to further the charity's purposes for public benefit

The Care Forum (TCF) is an independent not for profit organisation working predominantly in Bristol, South Gloucestershire, Bath & North East Somerset, Swindon and North Somerset.

Mission: TCF works to promote health and wellbeing for all and to challenge inequalities in health and social care policy and services.

Vision: TCF's vision is that local, diverse communities can achieve and maintain good health and wellbeing, and care for themselves and each other.

Charitable Objects: TCF's charitable objectives are as follows:

1. To promote, protect and preserve the health and social welfare of all people, principally but not exclusively within the south west region.
2. To build the capacity of health and social care groups and organisations and to provide them with the support, information and services to participate in the development and planning of local health, social and community services.
3. To support individuals to access services promoting health and wellbeing, by the provision of information, advocacy, brokerage and similar activities.
4. To promote, organise and facilitate co-operation and partnership working between the social sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

For the purposes of this:

- a) "all people" means everyone in a community regardless of disability, race, religion or belief, gender, age, sexual orientation or socio-economic status,
- b) "social sector" means charities, voluntary organisations, social enterprises and not for profit organisations

The Care Forum aims to be an effective, innovative and responsive organisation, which brings evidence-based intelligence and best practice together to empower our members, communities and individuals, to tackle inequality and influence improvement in the planning and delivery of health and social care services.

The key facets of TCF's work are:

- Effectiveness
- Quality assurance
- Partnership working

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

OBJECTIVES AND ACTIVITIES (CONTINUED)

The Trustees have had due regard to the guidance published by The Charity Commission on Public Benefit when deciding the activities that the organisation should undertake.

The Care Forum specialises in the field of health and social care, providing services to individuals, representing the views of communities and diverse groups of users, and supporting the voluntary and community sector to provide and influence health and social care interventions. TCF activities fall into four broad categories:

- Direct provision of services to individuals; primarily through information and signposting, advocacy and social prescribing.
- Involving and promoting the opinions, views, needs and aspirations of local people in the development and delivery of health and social care, with a view to improving service delivery and meeting the needs of those communities most affected by health inequalities; primarily through Healthwatch.
- Facilitating, supporting and developing the voluntary and community sector's involvement in and influence of service delivery within health and social care; primarily through our membership offer and voluntary sector support services.
- Provision of volunteer opportunities for local people, with a view to increasing personal self-esteem and wellbeing, skills, confidence and readiness to work.

b. Strategies for achieving objectives

Our strategy for achieving our objectives is to measure the impact of the work we deliver, by talking to service users and partners and improving based on what we learn. We also report against key performance indicators agreed with funders such as Local Authorities, the National Lottery and Clinical Commissioning Groups.

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

The Care Forum has continued to work to promote health and wellbeing and reduce inequalities. We have delivered these aims by continuously improving the delivery of our portfolio of projects. During the past year we have focussed on ensuring inclusion and co-production are at the heart of our work and the systems we support and work within.

Activities include: Local Healthwatch, Advocacy Services, Networking and Research via our Dialogue Service, information, advice and guidance (Well Aware), other charitable groups through the Bristol Join Up project. We have further developed our insight and engagement functions and delivered work for the NHS and local clinical commissioning teams and delivered a multitude of insight and research projects in Swindon, B&NES and Wiltshire.

We continue to invest in the regions in which we work, by procuring from local providers wherever possible and ensuring that the climate emergency is embedded in our planning decision making and operational delivery.

Highlights of our achievements include:

- An increase in the number of people in both of our Healthwatch services being provided information, advice and guidance.
- Our Well Aware service leading the conversation about the need for assured directories of services at a national level
- Engaging with people who have never had the opportunity to have their voices represented at decision making processes for health and care services.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

- The development of a staff forum
- Facilitated away days to support organisational learning and develop strategy, vision and renew our mission.

Whilst we have accepted the need to work remotely, we also accept that for some staff having an accessible office is very important. Throughout the pandemic we have successfully acquired new premises and ensured desk space, break out space and equipment is accessible, up to date and fit for purpose.

The Trustees would like to take this opportunity to thank Staff and volunteers for their hard work and dedication to the organisation in what has been a challenging time.

FINANCIAL REVIEW

a. Review

The organisation has performed in accordance with its strategic and financial plan. In the year we have continued to review the organisational structure to ensure the efficient allocation of resources to achieve the charity's objectives.

b. Reserves policy

Reserves are the resources the charity has or can make available to spend, for any or all of the charity's purposes, once it has met its commitments and covered its other planned expenditure.

The Trustees consider that unrestricted funds are needed:

- a) To provide funds which can be designated to specific projects to enable those projects to be undertaken at short notice.
- b) To cover three to six months' operating costs
- c) To protect it from insolvency
- d) To prevent serious disruption to its charitable work
- e) To meet any shortfall between the anticipated income of the charity and its budgeted outgoings and its unforeseen expenditure.
- f) To replace assets as necessary

The reserves required at current operating levels would amount to between £349,000 and £697,000. The level of unrestricted reserves at the end of the financial year was £479,792.

The level of reserves is monitored and reviewed by the Trustees and reported as part of The Care Forum Annual Report.

c. Investment powers

Under the Memorandum and Articles of Association, the Charity has the power to make any investment which Trustees see fit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Status

The Care Forum is a registered charity and a company limited by guarantee and is governed by its Memorandum and Articles of Association and the Companies Act 2006. Its company registration number is 3170666, and its charity number is 1053817.

b. Methods of appointment or election of Trustees

As set out in the Memorandum and Articles of Association, the Board of Trustees (who are directors for the purpose of company law) consists of no less than five members.

At every Annual General Meeting of the company one third of the Trustees must retire from office. The Trustees to retire are those who have been longest in office since their last election or re-election.

A retiring member is eligible for re-election.

The charitable company may, by ordinary resolution, elect a person to act as an additional Trustee and may also determine the rotation in which any additional Trustees are to retire. The Board of Trustees have power at any time to appoint any person to be a Trustee. A Trustee so appointed may only hold office until the next Annual General Meeting and, if not re-elected at that meeting, ceases to hold office.

c. Policies adopted for the induction and training of Trustees

All new Trustees undertake an induction process, including an awareness of their governance responsibilities. Trustees are also offered the opportunity to attend other relevant training courses.

d. Risk management

Internal risks are minimised by the implementation of effective internal control procedures which ensure appropriate authorisation of all transactions and projects, and consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed for their continuing effectiveness. A formal review of external and internal business risks is carried out by the senior management team on an ongoing basis during the financial year, with mitigation procedures then being proactively implemented.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



D Cottam
Trustee

Date: 21.12.2023

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2023**

Independent Examiner's Report to the Trustees of The Care Forum ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2023.

Responsibilities and Basis of Report

As the Trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts 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 accounts to be reached.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 an Independent Examiner's 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 or for this report.



Signed:

Dated: 22 December 2023

David Butler FCA DChA
Bishop Fleming LLP
Chartered Accountants
10 Temple Back
Bristol
BS1 6FL

THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023**

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	387	-	387	248
Charitable activities	4	19,264	707,383	726,647	593,769
Investments	5	3,087	-	3,087	41
Total income		22,738	707,383	730,121	594,058
Expenditure on:					
Charitable activities	6	36,643	597,843	634,486	571,267
Total expenditure		36,643	597,843	634,486	571,267
Net (expenditure)/income		(13,905)	109,540	95,635	22,791
Transfers between funds	14	(1,500)	1,500	-	-
Net movement in funds		(15,405)	111,040	95,635	22,791
Reconciliation of funds:					
Total funds brought forward		512,526	46,203	558,729	535,938
Net movement in funds		(15,405)	111,040	95,635	22,791
Total funds carried forward		497,121	157,243	654,364	558,729

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

The notes on pages 12 to 22 form part of these financial statements.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:03170666**

**BALANCE SHEET
AS AT 31 MARCH 2023**

	Note	2023 £	2022 £
Current assets			
Debtors	12	74,305	49,120
Cash at bank and in hand		642,864	564,458
		<u>717,169</u>	<u>613,578</u>
Creditors: amounts falling due within one year	13	(62,805)	(54,849)
Net current assets		654,364	558,729
Total net assets		654,364	558,729
Charity funds			
Restricted funds	14	157,243	46,203
Unrestricted funds	14	497,121	512,526
Total funds		654,364	558,729

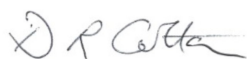
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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



D Cottam
Trustee

Date: 21.12.2023

The notes on pages 12 to 22 form part of these financial statements.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023**

	2023	2022
	£	£
Cash flows from operating activities		
Net cash used in operating activities	75,319	(411)
	<hr/>	<hr/>
Cash flows from investing activities		
Bank interest received	3,087	41
	<hr/>	<hr/>
Net cash provided by investing activities	3,087	41
	<hr/>	<hr/>
Cash flows from financing activities		
	<hr/>	<hr/>
Net cash provided by financing activities	-	-
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	78,406	(370)
Cash and cash equivalents at the beginning of the year	564,458	564,828
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	642,864	564,458
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 12 to 22 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

1. General information

The Care Forum is a company limited by guarantee and a charity, registered at the Charity Commission in England and Wales. The principal office is The Vassall Centre, Gill Avenue, Bristol, BS16 2QQ.

2. Accounting policies

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

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

The Care ForumThe Care Forum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 GOING CONCERN

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

After making appropriate enquiries, the Board of Trustees has a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

2.3 INCOME

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2. Accounting policies (continued)

2.5 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 DEBTORS

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

2.7 CASH AT BANK AND IN HAND

Cash at bank and 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.

2.8 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.9 PENSIONS

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

2.10 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

3. Income from donations and legacies

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations	387	387	248
TOTAL 2022	248	248	

4. Income from charitable activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Grants receivable	1,958	524,984	526,942	311,912
Service level agreements	-	182,399	182,399	209,861
Members subscriptions	2,518	-	2,518	2,270
Additional commissioned services	14,788	-	14,788	69,726
	19,264	707,383	726,647	593,769
TOTAL 2022	73,496	520,273	593,769	

5. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Interest received	3,087	3,087	41

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Central Costs	36,643	-	36,643	8,731
Voluntary Sector Services	-	35,870	35,870	90,098
Advocacy Services	-	28,802	28,802	30,576
Ways to Wellbeing	-	10,468	10,468	27,016
Healthwatch	-	191,534	191,534	228,634
Well Aware	-	80,603	80,603	82,259
Homes for Ukraine	-	250,566	250,566	-
Bristol Join Up	-	-	-	31,582
Voice and influence partnership	-	-	-	72,658
Blue Sky	-	-	-	(287)
	<u>36,643</u>	<u>597,843</u>	<u>634,486</u>	<u>571,267</u>
	<u>7,231</u>	<u>564,036</u>	<u>571,267</u>	
TOTAL 2022	<u><u>7,231</u></u>	<u><u>564,036</u></u>	<u><u>571,267</u></u>	

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

7. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Central Costs	-	36,643	36,643	8,731
Voluntary Sector Services	29,623	6,247	35,870	90,098
Advocacy Services	12,979	15,823	28,802	30,576
Ways to Wellbeing	8,468	2,000	10,468	27,016
Healthwatch	163,034	28,500	191,534	228,634
Well Aware	66,314	14,289	80,603	82,259
Bristol Join Up	-	-	-	31,582
Voice and influence partnership	-	-	-	72,658
Homes for Ukraine	188,300	62,266	250,566	-
Blue Sky	-	-	-	(287)
	<u>468,718</u>	<u>165,768</u>	<u>634,486</u>	<u>571,267</u>
TOTAL 2022	<u>419,369</u>	<u>151,898</u>	<u>571,267</u>	

8. Independent examiner's remuneration

	2023 £	2022 £
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	4,500	4,000

9. Staff costs

	2023 £	2022 £
Wages and salaries	418,160	304,959
Social security costs	31,456	19,684
Contribution to defined contribution pension schemes	23,904	16,065
	<u>473,520</u>	<u>340,708</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

9. Staff costs (continued)

The average number of persons employed by the charity during the year was as follows:

	2023	2022
	No.	No.
Administrative staff	4	4
Management and direct service delivery staff	14	9
	18	13

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2023	2022
	No.	No.
In the band £60,001 - £70,000	1	-

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel. Total remuneration in respect of senior employees is £114,923 (2022: £110,367).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, expenses totalling £10 were reimbursed or paid directly to 1 Trustee (2022 - £91 to 4 Trustees). These expenses related to membership and travel expenses.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

11. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
COST OR VALUATION				
At 1 April 2022	1,156	8,190	6,323	15,669
At 31 March 2023	<u>1,156</u>	<u>8,190</u>	<u>6,323</u>	<u>15,669</u>
DEPRECIATION				
At 1 April 2022	1,156	8,190	6,323	15,669
At 31 March 2023	<u>1,156</u>	<u>8,190</u>	<u>6,323</u>	<u>15,669</u>
NET BOOK VALUE				
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

12. Debtors

	2023 £	2022 £
DUE WITHIN ONE YEAR		
Other debtors	53,388	29,736
Prepayments and accrued income	20,917	19,384
	<u>74,305</u>	<u>49,120</u>

13. Creditors: Amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	10,340	5,797
Other creditors	13,132	12,476
Accruals and deferred income	39,333	36,576
	<u>62,805</u>	<u>54,849</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
UNRESTRICTED FUNDS					
General Funds	512,526	22,738	(36,643)	(1,500)	497,121
RESTRICTED FUNDS					
Healthwatch	30,397	187,000	(191,534)	-	25,863
Voluntary Sector Services	7,306	44,388	(35,870)	-	15,824
Ways to Wellbeing	-	13,748	(10,468)	-	3,280
Advocacy	-	25,914	(28,802)	-	(2,888)
Central	(1,500)	-	-	1,500	-
Information Services	10,000	124,263	(80,603)	-	53,660
Homes for Ukraine	-	312,070	(250,566)	-	61,504
	46,203	707,383	(597,843)	1,500	157,243
TOTAL OF FUNDS	558,729	730,121	(634,486)	-	654,364

Healthwatch Bath and North East Somerset and Healthwatch Swindon are the local voice and influence champions who enable people to have their say about health and social care experiences.

Dialogue (Voluntary Sector Service) enables VCSFE and local people to participate in strategic planning and the improvement of health and social care services through networks, co-production and engagement.

Ways to Wellbeing social prescribing services provide non-medical 'prescription' support enabling patients to access community based support, build community connections and improve their wellbeing.

Advocacy services provide NHS, CPA, Spot Purchase and other statutory support to people in need of having their views expressed and their care needs amended.

Well Aware (Information Services) is an award winning directory of services which allows patients, citizens and professionals to understand what and where support for them can be accessed.

Resettlement (Homes for Ukraine) services ensure that displaced populations seeking wellbeing information advice and guidance, support with inclusion, 121 trauma informed support and culturally relevant advice can access this through open and accessible support routes.

Transfers out of restricted funds represent projects which have been completed and delivered a surplus.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

14. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
UNRESTRICTED FUNDS					
General Funds	469,667	73,785	(7,231)	(23,695)	512,526
RESTRICTED FUNDS					
Healthwatch	67,909	191,122	(228,634)	-	30,397
Voluntary Sector Services	4,894	108,095	(90,098)	(15,585)	7,306
Voice and Influence Partnership	(7,070)	60,042	(72,658)	19,686	-
Ways to Wellbeing	538	20,590	(27,016)	5,888	-
Advocacy	-	25,914	(30,289)	4,375	-
Central	-	-	(1,500)	-	(1,500)
Bristol Join Up	-	33,334	(31,582)	(1,752)	-
Information Services	-	81,176	(82,259)	11,083	10,000
	66,271	520,273	(564,036)	23,695	46,203
TOTAL OF FUNDS	535,938	594,058	(571,267)	-	558,729

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Current assets	497,121	220,048	717,169
Creditors due within one year	-	(62,805)	(62,805)
TOTAL	497,121	157,243	654,364

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

15. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total funds 2022 £
Current assets	-	46,203	567,375	613,578
Creditors due within one year	-	-	(54,849)	(54,849)
TOTAL	-	46,203	512,526	558,729

16. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net income for the year (as per Statement of Financial Activities)	95,635	22,791
ADJUSTMENTS FOR:		
Interest received	(3,087)	(41)
Decrease/(increase) in debtors	(25,185)	45,682
(Decrease)/increase in creditors	7,956	(58,843)
NET CASH PROVIDED BY OPERATING ACTIVITIES	75,319	9,589

17. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	564,199	487,221
Notice deposits (less than 3 months)	78,665	77,237
TOTAL CASH AND CASH EQUIVALENTS	642,864	564,458

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

18. Analysis of changes in net debt

	At 1 April 2022	Cash flows	At 31 March 2023
	£	£	£
Cash at bank and in hand	<u>564,458</u>	<u>78,406</u>	<u>642,864</u>

19. Pension commitments

The company operates a defined contribution pension scheme. The pension cost charge represents contributions payable by the charity to the fund and amounted to £23,904 (2022: £16,065). Contributions totalling £3,391 (2022: £2,218) were payable to the fund at the Balance Sheet date and are included in other creditors.

20. Related party transactions

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel. Remuneration of key management personnel and remuneration and expenses of Trustees is detailed in 10.

21. Acknowledgements

The Trustees gratefully acknowledge funding received from:

Bath and North East Somerset Council, Bristol City Council, National Lottery Community Fund, NHS Bristol North Somerset and South Gloucestershire CCG, South Gloucestershire Council, Swindon Borough Council and The Advocacy People.

THE CARE FORUM

England & Wales - Charity number 1053817

Accounts

THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

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**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022**

Trustees D Cottam
J Allen
G Barnes
R Butcher
A Bragg (appointed 26 April 2021)
A Roberts (resigned 5 July 2021)

Company registered number 03170666

Charity registered number 1053817

Registered office The Vassall Centre
Gill Avenue
Bristol
BS16 2QQ

Company secretary Kevin Peltonen-Messenger

Accountants Bishop Fleming LLP
Chartered Accountants
10 Temple Back
Bristol
BS1 6FL

Bankers CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Solicitors Quality Solicitors Buroughs Day
18-21 Queen Square
Bristol
BS1 5PT

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees present their annual report together with the financial statements of the charity for the year 1 April 2021 to 31 March 2022. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

OBJECTIVES AND ACTIVITIES

a. Main activities undertaken to further the charity's purposes for public benefit

The Care Forum (TCF) is an independent not for profit organisation working predominantly in Bristol, South Gloucestershire, Bath & North East Somerset, Swindon and North Somerset.

Mission: TCF works to promote health and wellbeing for all and to challenge inequalities in health and social care policy and services.

Vision: TCF's vision is that local, diverse communities can achieve and maintain good health and wellbeing, and care for themselves and each other.

Charitable Objects: TCF's charitable objectives are as follows:

1. To promote, protect and preserve the health and social welfare of all people, principally but not exclusively within the south west region.
2. To build the capacity of health and social care groups and organisations and to provide them with the support, information and services to participate in the development and planning of local health, social and community services.
3. To support individuals to access services promoting health and wellbeing, by the provision of information, advocacy, brokerage and similar activities.
4. To promote, organise and facilitate co-operation and partnership working between the social sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

For the purposes of this:

- a) "all people" means everyone in a community regardless of disability, race, religion or belief, gender, age, sexual orientation or socio-economic status,
- b) "social sector" means charities, voluntary organisations, social enterprises and not for profit organisations

The Care Forum aims to be an effective, innovative and responsive organisation, which brings evidence-based intelligence and best practice together to empower our members, communities and individuals, to tackle inequality and influence improvement in the planning and delivery of health and social care services.

The key facets of TCF's work are:

- Effectiveness
- Quality assurance
- Partnership working

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

OBJECTIVES AND ACTIVITIES (CONTINUED)

The Trustees have had due regard to the guidance published by The Charity Commission on Public Benefit when deciding the activities that the organisation should undertake.

The Care Forum specialises in the field of health and social care, providing services to individuals, representing the views of communities and diverse groups of users, and supporting the voluntary and community sector to provide and influence health and social care interventions. TCF activities fall into four broad categories:

- Direct provision of services to individuals; primarily through information and signposting, advocacy and social prescribing.
- Involving and promoting the opinions, views, needs and aspirations of local people in the development and delivery of health and social care, with a view to improving service delivery and meeting the needs of those communities most affected by health inequalities; primarily through Healthwatch.
- Facilitating, supporting and developing the voluntary and community sector's involvement in and influence of service delivery within health and social care; primarily through our membership offer and voluntary sector support services.
- Provision of volunteer opportunities for local people, with a view to increasing personal self-esteem and wellbeing, skills, confidence and readiness to work.

b. Strategies for achieving objectives

Our strategy for achieving our objectives is to measure the impact of the work we deliver, by talking to service users and partners and improving based on what we learn. We also report against key performance indicators agreed with funders such as Local Authorities, the National Lottery and Clinical Commissioning Groups.

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

The Care Forum has continued to work to promote health and wellbeing and reduce inequalities. We have delivered these aims by continuously improving the delivery of our portfolio of projects. During the past year we have focussed on ensuring inclusion and co-production are at the heart of our work and the systems we support and work within.

Activities include: Local Healthwatch, Advocacy Services, Networking and Research via our Dialogue Service, information, advice and guidance (Well Aware), other charitable groups through the Bristol Join Up project. We have further developed our insight and engagement functions and delivered work for the NHS and local clinical commissioning teams and delivered a multitude of insight and research projects in Swindon, B&NES and Wiltshire.

We continue to invest in the regions in which we work, by procuring from local providers wherever possible and ensuring that the climate emergency is embedded in our planning decision making and operational delivery.

Highlights of our achievements include:

- An increase in the number of people in both of our Healthwatch services being provided information, advice and guidance.
- Our Well Aware service leading the conversation about the need for assured directories of services at a national level
- Engaging with people who have never had the opportunity to have their voices represented at decision making processes for health and care services.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

- The development of a staff forum
- Facilitated away days to support organisational learning and develop strategy, vision and renew our mission.

Whilst we have accepted the need to work remotely, we also accept that for some staff having an accessible office is very important. Throughout the pandemic we have successfully acquired new premises and ensured desk space, break out space and equipment is accessible, up to date and fit for purpose.

The Trustees would like to take this opportunity to thank Staff and volunteers for their hard work and dedication to the organisation in what has been a challenging time.

FINANCIAL REVIEW

a. Review

The organisation has performed in accordance with its strategic and financial plan. In the year we have continued to review the organisational structure to ensure the efficient allocation of resources to achieve the charity's objectives.

b. Reserves policy

Reserves are the resources the charity has or can make available to spend, for any or all of the charity's purposes, once it has met its commitments and covered its other planned expenditure.

The Trustees consider that unrestricted funds are needed:

- To provide funds which can be designated to specific projects to enable those projects to be undertaken at short notice.
- To cover three to six months' operating costs
- To protect it from insolvency
- To prevent serious disruption to its charitable work
- To meet any shortfall between the anticipated income of the charity and its budgeted outgoings and its unforeseen expenditure.
- To replace assets as necessary

The reserves required at current operating levels would amount to between £349,000 and £697,000. The level of unrestricted reserves at the end of the financial year was £479,792.

The level of reserves is monitored and reviewed by the Trustees and reported as part of The Care Forum Annual Report.

c. Investment powers

Under the Memorandum and Articles of Association, the Charity has the power to make any investment which Trustees see fit.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Status

The Care Forum is a registered charity and a company limited by guarantee and is governed by its Memorandum and Articles of Association and the Companies Act 2006. Its company registration number is 3170666, and its charity number is 1053817.

b. Methods of appointment or election of Trustees

As set out in the Memorandum and Articles of Association, the Board of Trustees (who are directors for the purpose of company law) consists of no less than five members.

At every Annual General Meeting of the company one third of the Trustees must retire from office. The Trustees to retire are those who have been longest in office since their last election or re-election.

A retiring member is eligible for re-election.

The charitable company may, by ordinary resolution, elect a person to act as an additional Trustee and may also determine the rotation in which any additional Trustees are to retire. The Board of Trustees have power at any time to appoint any person to be a Trustee. A Trustee so appointed may only hold office until the next Annual General Meeting and, if not re-elected at that meeting, ceases to hold office.

c. Policies adopted for the induction and training of Trustees

All new Trustees undertake an induction process, including an awareness of their governance responsibilities. Trustees are also offered the opportunity to attend other relevant training courses.

d. Risk management

Internal risks are minimised by the implementation of effective internal control procedures which ensure appropriate authorisation of all transactions and projects, and consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed for their continuing effectiveness. A formal review of external and internal business risks is carried out by the senior management team on an ongoing basis during the financial year, with mitigation procedures then being proactively implemented.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

D Cottam
Trustee

Date:

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

Independent Examiner's Report to the Trustees of The Care Forum ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2022.

Responsibilities and Basis of Report

As the Trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts 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 accounts to be reached.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 an Independent examiner's 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 or for this report.

Signed:

Dated:

David Butler FCA DChA
Bishop Fleming LLP
Chartered Accountants
10 Temple Back
Bristol
BS1 6FL

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Charitable activities	3	520,273	73,496	593,769	713,922
Other trading activities	4	-	248	248	1,251
Investments	5	-	41	41	1,989
Total income		520,273	73,785	594,058	717,162
Expenditure on:					
Charitable activities	6	564,036	7,231	571,267	814,686
Total expenditure		564,036	7,231	571,267	814,686
Net (expenditure)/income		(43,763)	66,554	22,791	(97,524)
Transfers between funds	14	23,695	(23,695)	-	-
Net movement in funds		(20,068)	42,859	22,791	(97,524)
Reconciliation of funds:					
Total funds brought forward		66,271	469,667	535,938	633,462
Net movement in funds		(20,068)	42,859	22,791	(97,524)
Total funds carried forward		46,203	512,526	558,729	535,938

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

The notes on pages 11 to 22 form part of these financial statements.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:03170666**

**BALANCE SHEET
AS AT 31 MARCH 2022**

	Note	2022 £	2021 £
Current assets			
Debtors	12	49,120	84,802
Cash at bank and in hand		564,458	564,828
		<u>613,578</u>	<u>649,630</u>
Creditors: amounts falling due within one year	13	(54,849)	(113,692)
		<u>558,729</u>	<u>535,938</u>
Net current assets		558,729	535,938
Total net assets		558,729	535,938
Charity funds			
Restricted funds	14	46,203	66,271
Unrestricted funds	14	512,526	469,667
		<u>558,729</u>	<u>535,938</u>
Total funds		558,729	535,938

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

D Cottam
(Trustee)

Date:

The notes on pages 11 to 22 form part of these financial statements.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2022**

	2022	2021
	£	£
Cash flows from operating activities		
Net cash used in operating activities	(411)	(105,351)
	<hr/>	<hr/>
Cash flows from investing activities		
Bank interest received	41	1,989
	<hr/>	<hr/>
Net cash provided by investing activities	41	1,989
	<hr/>	<hr/>
Cash flows from financing activities		
	<hr/>	<hr/>
Net cash provided by financing activities	-	-
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	(370)	(103,362)
Cash and cash equivalents at the beginning of the year	564,828	668,190
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	564,458	564,828
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 11 to 22 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. General information

The Care Forum is a company limited by guarantee and a charity, registered at the Charity Commission in England and Wales. The principal office is The Vassall Centre, Gill Avenue, Bristol, BS16 2QQ.

2. Accounting policies

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

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

The Care ForumThe Care Forum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 GOING CONCERN

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

After making appropriate enquiries, the Board of Trustees has a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

2.3 INCOME

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

2. Accounting policies (continued)

2.5 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 DEBTORS

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

2.7 CASH AT BANK AND IN HAND

Cash at bank and 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.

2.8 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.9 PENSIONS

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

2.10 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

3. Income from charitable activities

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Grants receivable	310,412	1,500	311,912	453,278
Service level agreements	209,861	-	209,861	221,428
Members subscriptions	-	2,270	2,270	195
Additional commissioned services	-	69,726	69,726	39,021
	<u>520,273</u>	<u>73,496</u>	<u>593,769</u>	<u>713,922</u>
TOTAL 2021	<u>674,706</u>	<u>39,216</u>	<u>713,922</u>	

4. Income from donations

Income from fundraising events

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	248	248	1,251
	<u>248</u>	<u>248</u>	<u>1,251</u>

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Interest received	41	41	1,989
	<u>41</u>	<u>41</u>	<u>1,989</u>

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total 2022 £	Total 2021 £
Central Costs	1,500	7,231	8,731	16,172
Voluntary Sector Services	90,098	-	90,098	81,524
Advocacy Services	30,576	-	30,576	96,114
Ways to Wellbeing	27,016	-	27,016	48,044
Healthwatch	228,634	-	228,634	240,952
Well Aware	82,259	-	82,259	97,220
Bristol Join Up	31,582	-	31,582	69,295
Voice and influence partnership	72,658	-	72,658	165,253
Blue Sky	(287)	-	(287)	112
	<u>564,036</u>	<u>7,231</u>	<u>571,267</u>	<u>814,686</u>
TOTAL 2021	<u><u>741,331</u></u>	<u><u>73,355</u></u>	<u><u>814,686</u></u>	

7. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Central Costs	-	8,731	8,731	16,172
Voluntary Sector Services	70,046	20,052	90,098	81,524
Advocacy Services	16,763	13,813	30,576	96,114
Ways to Wellbeing	17,952	9,064	27,016	48,044
Healthwatch	153,117	75,517	228,634	240,952
Well Aware	60,547	21,712	82,259	97,220
Bristol Join Up	28,286	3,296	31,582	69,295
Voice and influence partnership	72,658	-	72,658	165,253
Blue Sky	-	(287)	(287)	112
	<u>419,369</u>	<u>151,898</u>	<u>571,267</u>	<u>814,686</u>
TOTAL 2021	<u><u>649,466</u></u>	<u><u>165,220</u></u>	<u><u>814,686</u></u>	

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

7. Analysis of expenditure by activities (continued)

8. Independent examiner's remuneration

	2022	2021
	£	£
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	4,000	-
Fees payable to the charity's external audit for the independent audit of the charity's annual accounts		
Fees payable to the charity's external audit for the independent audit of the charity's annual accounts	-	5,100
	<u> </u>	<u> </u>

9. Staff costs

	2022	2021
	£	£
Wages and salaries	304,959	447,104
Social security costs	19,684	21,088
Contribution to defined contribution pension schemes	16,065	22,621
	<u> </u>	<u> </u>
	340,708	490,813
	<u> </u>	<u> </u>

The average number of persons employed by the charity during the year was as follows:

	2022	2021
	No.	No.
Administrative staff	4	4
Management and direct service delivery staff	9	17
	<u> </u>	<u> </u>
	13	21
	<u> </u>	<u> </u>

No employee received remuneration amounting to more than £60,000 in either year.

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel. Total remuneration in respect of senior employees is £110,367 (2021: £116,939).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

10. Trustees' remuneration and expenses (continued)

During the year ended 31 March 2022, expenses totalling £91 were reimbursed or paid directly to 4 Trustees (2021 - £Nil). These expenses related to membership and travel expenses.

11. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
COST OR VALUATION			
At 1 April 2021	1,156	14,513	15,669
At 31 March 2022	<u>1,156</u>	<u>14,513</u>	<u>15,669</u>
DEPRECIATION			
At 1 April 2021	1,156	14,513	15,669
At 31 March 2022	<u>1,156</u>	<u>14,513</u>	<u>15,669</u>
NET BOOK VALUE			
At 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>

12. Debtors

	2022 £	2021 £
DUE WITHIN ONE YEAR		
Trade debtors	-	4,755
Other debtors	29,736	50,609
Prepayments and accrued income	19,384	29,438
	<u>49,120</u>	<u>84,802</u>

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

13. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	5,797	16,109
Other creditors	12,476	21,155
Accruals and deferred income	36,576	76,428
	54,849	113,692

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
UNRESTRICTED FUNDS					
General Funds	469,667	73,785	(7,231)	(23,695)	512,526
RESTRICTED FUNDS					
Healthwatch	67,909	191,122	(228,634)	-	30,397
Voluntary Sector Services	4,894	108,095	(90,098)	(15,585)	7,306
Voice and Influence Partnership	(7,070)	60,042	(72,658)	19,686	-
Ways to Wellbeing	538	20,590	(27,016)	5,888	-
Advocacy	-	25,914	(30,289)	4,375	-
Central	-	-	(1,500)	-	(1,500)
Bristol Join Up	-	33,334	(31,582)	(1,752)	-
Information Services	-	81,176	(82,259)	11,083	10,000
	<u>66,271</u>	<u>520,273</u>	<u>(564,036)</u>	<u>23,695</u>	<u>46,203</u>
TOTAL OF FUNDS	<u>535,938</u>	<u>594,058</u>	<u>(571,267)</u>	<u>-</u>	<u>558,729</u>

14. Statement of funds (continued)

Healthwatches Bath and North East Somerset, Bristol, Swindon and South Gloucestershire are the local consumer champions for people to have their say about health and social care services.

The Voluntary Sector Service enables voluntary and community organisations to participate in the strategic planning and improvement of health and social care services, by the provision of information, representation and networking.

Advocacy Services at The Care forum provides support to people who wish to make a complaint about social services, NHS complaints, victims of crime, drugs and alcohol and mental health.

Information Services offer information about local and national services and organisations relating to health and well-being by the provision of Well Aware, an online database, and freephone telephone support.

The Voice and Influence Partnership (V & I) exists to help make sure that individuals, groups and communities whose voices are not always heard listened to and are part of shaping Bristol's future.

Bristol Ageing Better (BAB) involves building capacity in local communities to develop and support an Age Friendly City. The project works with and for people over 50 in the City of Bristol and is funded by the Big Lottery Fund.

Ways to Wellbeing social prescribing services provide a non-medical "prescription" enabling clients to access community based facilities, groups and activities that can contribute to improving mental health and well-being.

Transfers out of restricted funds represent project which have been completed and delivered a surplus.

**THE CARE FORUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
UNRESTRICTED FUNDS					
General Funds	498,054	42,456	(67,642)	(3,201)	469,667
RESTRICTED FUNDS					
Healthwatch	86,694	221,046	(239,831)	-	67,909
Voluntary Sector Services	7,348	79,911	(82,365)	-	4,894
Advocacy	6,211	33,549	(42,353)	2,593	-
Information Services	1,788	92,096	(98,008)	4,124	-
Voice and Influence Partnership	22,655	136,874	(166,599)	-	(7,070)
BAB	3,420	-	-	(3,420)	-
Ways to Wellbeing	7,292	41,786	(48,540)	-	538
Bristol Join Up	-	69,444	(69,348)	(96)	-
	135,408	674,706	(747,044)	3,201	66,271
TOTAL OF FUNDS	633,462	717,162	(814,686)	-	535,938

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Current assets	46,203	567,375	613,578
Creditors due within one year	-	(54,849)	(54,849)
TOTAL	46,203	512,526	558,729

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

15. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Current assets	66,271	583,359	649,630
Creditors due within one year	-	(113,692)	(113,692)
TOTAL	<u>66,271</u>	<u>469,667</u>	<u>535,938</u>

16. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net income/expenditure for the year (as per Statement of Financial Activities)	<u>22,791</u>	<u>(97,524)</u>
ADJUSTMENTS FOR:		
Interest received	(41)	(1,989)
Decrease/(Increase) in debtors	45,682	(31,889)
(Decrease)/Increase in creditors	(58,843)	26,052
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	<u>9,589</u>	<u>(105,350)</u>

17. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	487,221	487,591
Notice deposits (less than 3 months)	77,237	77,237
TOTAL CASH AND CASH EQUIVALENTS	<u>564,458</u>	<u>564,828</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

18. Analysis of changes in net debt

	At 1 April 2021	Cash flows £	At 31 March 2022 £
Cash at bank and in hand	564,828	(370)	564,458
	<u>564,828</u>	<u>(370)</u>	<u>564,458</u>

19. Pension commitments

The company operates a defined contribution pension scheme. The pension cost charge represents contributions payable by the charity to the fund and amounted to £16,065 (2021: £22,621). Contributions totalling £2,218 (2021: £3,087) were payable to the fund at the Balance Sheet date and are included in other creditors.

20. Related party transactions

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel. Remuneration of key management personnel and remuneration and expenses of Trustees is detailed in 9.

21. Acknowledgements

The Trustees gratefully acknowledge funding received from:

Bath and North East Somerset Council, Bristol City Council, National Lottery Community Fund, NHS Bristol North Somerset and South Gloucestershire CCG, South Gloucestershire Council, Swindon Borough Council and The Advocacy People

THE CARE FORUM

England & Wales - Charity number 1053817

Accounts

Registered number: 03170666
Charity number: 1053817

THE CARE FORUM

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

THE CARE FORUM

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THE CARE FORUM

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2021

Trustees	J Allen G Barnes A Bragg (appointed 26 April 2021) R Butcher D Cottam M Dear (resigned 1 October 2020) G Podmore (resigned 1 October 2020) A Roberts (resigned 5 July 2021)
Company registered number	03170666
Charity registered number	1053817
Registered office	The Vassall Centre Gill Avenue Bristol BS16 2QQ
Company secretary	Kevin Peltonen-Messenger (appointed 1 October 2020) Morgan Daly (resigned 30 September 2020)
Independent auditors	Bishop Fleming LLP Chartered Accountants Statutory Auditors 10 Temple Back Bristol BS1 6FL
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Solicitors	Quality Solicitors Burroughs Day 18-21 Queen Square Bristol BS1 5PT

THE CARE FORUM

TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2020

The Trustees present their annual report together with the audited financial statements of the charity for the year 1 April 2020 to 31 March 2021. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) as amended by Update Bulletin 1 (effective January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

OBJECTIVES AND ACTIVITIES

a. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT

The Care Forum (TCF) is an independent not for profit organisation working predominantly in Bristol, South Gloucestershire, Bath & North East Somerset, Swindon and North Somerset.

Mission: TCF works to promote health and wellbeing for all and to challenge inequalities in health and social care policy and services.

Vision: TCF's vision is that local, diverse communities can achieve and maintain good health and wellbeing, and care for themselves and each other.

Charitable Objects: TCF's charitable objectives are as follows:

1. To promote, protect and preserve the health and social welfare of all people, principally but not exclusively within the south west region.
2. To build the capacity of health and social care groups and organisations and to provide them with the support, information and services to participate in the development and planning of local health, social and community services.
3. To support individuals to access services promoting health and wellbeing, by the provision of information, advocacy, brokerage and similar activities.
4. To promote, organise and facilitate co-operation and partnership working between the social sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

For the purposes of this:

(a) "all people" means everyone in a community regardless of disability, race, religion or belief, gender, age, sexual orientation or socio-economic status,

(b) "social sector" means charities, voluntary organisations, social enterprises and not for profit organisations

THE CARE FORUM

TRUSTEES REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

The Care Forum aims to be an effective, innovative and responsive organisation, which brings evidence-based intelligence and best practice together to empower our members, communities and individuals, to tackle inequality and influence improvement in the planning and delivery of health and social care services.

The key facets of TCF's work are:

- Effectiveness
- Quality assurance
- Partnership working

The Trustees have had due regard to the guidance published by The Charity Commission on Public Benefit when deciding the activities that the organisation should undertake.

The Care Forum specialises in the field of health and social care, providing services to individuals, representing the views of communities and diverse groups of users, and supporting the voluntary and community sector to provide and influence health and social care interventions. TCF activities fall into four broad categories:

- Direct provision of services to individuals; primarily through information and signposting, advocacy and social prescribing.
- Involving and promoting the opinions, views, needs and aspirations of local people in the development and delivery of health and social care, with a view to improving service delivery and meeting the needs of those communities most affected by health inequalities; primarily through Healthwatch.
- Facilitating, supporting and developing the voluntary and community sector's involvement in and influence of service delivery within health and social care; primarily through our membership offer and voluntary sector support services.
- Provision of volunteer opportunities for local people, with a view to increasing personal self-esteem and wellbeing, skills, confidence and readiness to work.

b. STRATEGIES FOR ACHIEVING OBJECTIVES

Our strategy for achieving our objectives is to measure the impact of the work we deliver, by talking to service users and partners and improving based on what we learn. We also report against key performance indicators agreed with funders such as Local Authorities, the National Lottery and Clinical Commissioning Groups.

ACHIEVEMENTS AND PERFORMANCE

a. REVIEW OF ACTIVITIES

The Care Forum has continued to work to promote health and wellbeing and reduce inequalities. We have delivered these aims by continuously improving our delivery of our portfolios of projects. During the past year we have focussed on ensuring inclusion and co-production are placed at the heart of our work and the work of the systems we support.

Our activities include Local Healthwatch, advocacy services, networking and research via our Dialogue service, information, advice and guidance (Well Aware), Ways to Wellbeing our social prescribing project, the Voice and Influence Partnership and working in collaboration with other charitable groups through the Bristol Join Up project. We have also further developed our insight and engagement functions and delivered work for the NHS and local clinical commissioning teams. Furthermore our Expert Citizens, volunteers with lived experience, worked in partnership with Quartet and City funds in Bristol to help the delivery of £1.3 million pounds worth of grant funding.

THE CARE FORUM

TRUSTEES REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

We were incredibly proud to be awarded funding from NHS England to work in collaboration with BNSSG CCG to deliver an insight project. This project looks to establish what meaningful engagement with communities of interest looks like and setting conditions of change to ensure relationships and engagement improves as systems develop.

We continue to invest in the regions in which we work, by procuring first from local providers where possible. We source our cleaning services from a local partner charity, which offers employment to people with a learning difficulty.

During this year as part of our organisational planning for the future, TCF undertook a process of exploration of a merger with Voscur, a long-standing charity delivering infrastructure support to local organisations. After extensive due diligence work and an initial commitment to merge, on undertaking a final review of the risks and benefits of such a merger, TCF took the decision to continue as a standalone charity believing that its future would be more sustainable by continuing with its focus on promoting health and care equality.

Highlights of our achievements include:

- Involving patients and the public to improve health and social care services in Swindon and Bath and North East Somerset
- Improving how information services work in Bristol and South Gloucestershire, and designing an update to Well Aware to ensure local people are signposted to wellbeing support effectively
- Creating and supporting a database of over one thousand residents of Bristol who have one or more protected characteristics, to support Bristol City Council to hear their voices more clearly
- Successful Swindon Healthwatch Tender
- Successful NHSE Tender
- Towards the end of this period, The Care Forum introduced measures to deal with the impact of COVID-19, including remote working and volunteer support. We are pleased to note that COVID-19 has not had a significant detrimental impact on the delivery of our organisational aims, or the benefit we bring to the lives of local people.

The Trustees would like to take this opportunity to thank Staff for their hard work and dedication to the organisation in what has been a challenging time.

FINANCIAL REVIEW

a. REVIEW

The organisation has performed in accordance with its strategic and financial plan. In the year we have continued to review the organisational structure to ensure the efficient allocation of resources to achieve the charity's objectives.

b. RESERVES POLICY

Reserves are the resources the charity has or can make available to spend, for any or all of the charity's purposes, once it has met its commitments and covered its other planned expenditure.

The Trustees consider that unrestricted funds are needed:

- a) To provide funds which can be designated to specific projects to enable those projects to be undertaken at short notice.
- b) To cover three to six months' operating costs
- c) To protect it from insolvency
- d) To prevent serious disruption to its charitable work
- e) To meet any shortfall between the anticipated income of the charity and its budgeted outgoings and its unforeseen expenditure.

THE CARE FORUM

TRUSTEES REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

- f) To replace assets as necessary

The reserves required at current operating levels would amount to between £349,000 and £697,000. The level of unrestricted reserves at the end of the financial year was £479,792.

The level of reserves is monitored and reviewed by the Trustees and reported as part of The Care Forum Annual Report.

c. INVESTMENT POWERS

Under the Memorandum and Articles of Association, the Charity has the power to make any investment which Trustees see fit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. STATUS

The Care Forum is a registered charity and a company limited by guarantee and is governed by its Memorandum and Articles of Association and the Companies Act 2006. Its company registration number is 3170666, and its charity number is 1053817.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

As set out in the Memorandum and Articles of Association, the Board of Trustees (who are directors for the purpose of company law) consists of no less than five members.

At every Annual General Meeting of the company one third of the Trustees must retire from office. The Trustees to retire are those who have been longest in office since their last election or re-election.

A retiring member is eligible for re-election.

The charitable company may, by ordinary resolution, elect a person to act as an additional Trustee and may also determine the rotation in which any additional Trustees are to retire. The Board of Trustees have power at any time to appoint any person to be a Trustee. A Trustee so appointed may only hold office until the next Annual General Meeting and, if not re-elected at that meeting, ceases to hold office.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

All new Trustees undertake an induction process, including an awareness of their governance responsibilities. Trustees are also offered the opportunity to attend other relevant training courses.

d. RISK MANAGEMENT

Internal risks are minimised by the implementation of effective internal control procedures which ensure appropriate authorisation of all transactions and projects, and consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed for their continuing effectiveness. A formal review of external and internal business risks is carried out by the senior management team on an ongoing basis during the financial year, with mitigation procedures then being proactively implemented.

Approved by order of the members of the Board of Trustees and signed on their behalf, by:

D Cottam
Trustee



Date: 12/11/2021

THE CARE FORUM

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CARE FORUM

OPINION

We have audited the financial statements of The Care Forum (the 'charity') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

OTHER INFORMATION

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

THE CARE FORUM

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CARE FORUM (CONTINUED)

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

[Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud.]

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

THE CARE FORUM

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CARE FORUM (CONTINUED)

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



David Butler FCA DChA (Senior Statutory Auditor)

for and on behalf of

Bishop Fleming LLP

Chartered Accountants

Statutory Auditors

10 Temple Back

Bristol

BS1 6FL

Date: *19 November 2021*

THE CARE FORUM

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Charitable activities	3	674,706	39,216	713,922	1,129,911
Other trading activities	4	-	1,251	1,251	81
Investments	5	-	1,989	1,989	3,332
		<u>674,706</u>	<u>42,456</u>	<u>717,162</u>	<u>1,133,324</u>
Total income					
Expenditure on:					
Charitable activities	6	747,044	67,642	814,686	1,072,946
		<u>747,044</u>	<u>67,642</u>	<u>814,686</u>	<u>1,072,946</u>
Total expenditure					
Net (expenditure)/income					
Transfers between funds	13	(72,338) 3,201	(25,186) (3,201)	(97,524) -	60,378 -
		<u>(69,137)</u>	<u>(28,387)</u>	<u>(97,524)</u>	<u>60,378</u>
Net movement in funds					
Reconciliation of funds:					
Total funds brought forward		135,408	498,054	633,462	573,084
Net movement in funds		(69,137)	(28,387)	(97,524)	60,378
		<u>66,271</u>	<u>469,667</u>	<u>535,938</u>	<u>633,462</u>
Total funds carried forward					

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

The notes on pages 12 to 24 form part of these financial statements.

THE CARE FORUM
REGISTERED NUMBER:03170666

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Current assets			
Debtors	11	84,802	52,913
Cash at bank and in hand		564,828	668,189
		<u>649,630</u>	<u>721,102</u>
Creditors: amounts falling due within one year	12	(113,692)	(87,640)
Net current assets		535,938	633,462
Total net assets		535,938	633,462
Charity funds			
Restricted funds	13	66,271	135,408
Unrestricted funds	13	469,667	498,054
Total funds		535,938	633,462

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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



D Cottam
Trustee

Date: 12/11/2021

The notes on pages 12 to 24 form part of these financial statements.

THE CARE FORUM

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Cash flows from operating activities		
Net cash used in operating activities	(105,351)	119,939
	<hr/>	<hr/>
Cash flows from investing activities		
Bank interest received	1,989	3,332
	<hr/>	<hr/>
Net cash provided by investing activities	1,989	3,332
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	(103,362)	123,271
Cash and cash equivalents at the beginning of the year	668,189	544,918
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	<u>564,827</u>	<u>668,189</u>

The notes on pages 12 to 24 form part of these financial statements

THE CARE FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. GENERAL INFORMATION

The Care Forum is a company limited by guarantee and a charity, registered at the Charity Commission in England and Wales. The principal office is The Vassall Centre, Gill Avenue, Bristol, BS16 2QQ.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

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

The Care Forum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 GOING CONCERN

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements. This includes considered regarding the implications of COVID-19 and the restrictions imposed.

After making appropriate enquiries, the Board of Trustees has a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

2.3 INCOME

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. ACCOUNTING POLICIES (continued)

2.5 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 DEBTORS

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

2.7 CASH AT BANK AND IN HAND

Cash at bank and 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.

2.8 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.9 FINANCIAL INSTRUMENTS

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

2.10 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

2.11 PENSIONS

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

THE CARE FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

2. ACCOUNTING POLICIES (continued)

2.12 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. INCOME FROM CHARITABLE ACTIVITIES

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Grants receivable	453,278	-	453,278	781,184
Service level agreements	221,428	-	221,428	224,656
Members subscriptions	-	195	195	2,710
Additional commissioned services	-	39,021	39,021	121,361
TOTAL 2021	674,706	39,216	713,922	1,129,911
TOTAL 2020	965,690	164,221	1,129,911	

4. INCOME FROM DONATIONS

Income from fundraising events

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	1,251	1,251	81

THE CARE FORUM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5. INVESTMENT INCOME

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Interest received	1,989	1,989	3,332

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

Summary by fund type

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Central Costs	6,188	9,984	16,172	56,568
Voluntary Sector Services	81,524	-	81,524	111,403
Advocacy Services	42,191	53,923	96,114	196,637
Database for users with learning disabilities	48,044	-	48,044	40,945
Links	237,364	3,588	240,952	314,357
Information Services	97,220	-	97,220	95,272
Spot On	69,148	147	69,295	27,237
Social Prescribing	165,253	-	165,253	114,986
Blue Sky	112	-	112	115,541
	<u>747,044</u>	<u>67,642</u>	<u>814,686</u>	<u>1,072,946</u>
TOTAL 2020	<u>913,060</u>	<u>159,886</u>	<u>1,072,946</u>	

THE CARE FORUM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Central Costs	9,915	6,257	16,172	56,568
Voluntary Sector Services	68,694	12,830	81,524	111,403
Advocacy Services	65,258	30,856	96,114	196,637
Ways to Wellbeing	39,540	8,504	48,044	40,945
Healthwatch	166,738	74,214	240,952	314,357
Information Services	81,427	15,793	97,220	95,272
Bristol Join Up	66,198	3,097	69,295	27,237
V & I	151,696	13,557	165,253	114,986
BAB	-	112	112	115,541
	<u>649,466</u>	<u>165,220</u>	<u>814,686</u>	<u>1,072,946</u>
TOTAL 2020	<u>939,239</u>	<u>133,707</u>	<u>1,072,946</u>	

8. STAFF COSTS

	2021 £	2020 £
Wages and salaries	447,104	667,202
Social security costs	21,088	51,061
Contribution to defined contribution pension schemes	22,621	36,628
	<u>490,813</u>	<u>754,891</u>

The average number of persons employed by the charity during the year was as follows:

	2021 No.	2020 No.
Administrative staff	4	6
Management and direct service delivery staff	17	26
	<u>21</u>	<u>32</u>

THE CARE FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

8. STAFF COSTS (CONTINUED)

The average headcount expressed as full-time equivalents was:

	2021 No.	2020 No.
Total staff	15	23

No employee received remuneration amounting to more than £60,000 in either year.

9. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, expenses totalling £NIL were reimbursed or paid directly to Trustee (2020 - £304 to 2 Trustees).

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Office equipment £	Total £
COST OR VALUATION			
At 1 April 2020	1,156	14,513	15,669
At 31 March 2021	1,156	14,513	15,669
DEPRECIATION			
At 1 April 2020	1,156	14,513	15,669
At 31 March 2021	1,156	14,513	15,669
NET BOOK VALUE			
At 31 March 2021	-	-	-
At 31 March 2020	-	-	-

THE CARE FORUM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

11. DEBTORS

	2021 £	2020 £
DUE WITHIN ONE YEAR		
Trade debtors	4,755	-
Other debtors	50,609	40,276
Prepayments and accrued income	29,438	12,637
	<u>84,802</u>	<u>52,913</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other taxation and social security	16,109	24,663
Other creditors	21,155	22,470
Accruals and deferred income	76,428	40,507
	<u>113,692</u>	<u>87,640</u>

THE CARE FORUM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

13. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
UNRESTRICTED FUNDS					
General Funds	498,054	42,456	(67,642)	(3,201)	469,667
RESTRICTED FUNDS					
Healthwatch	86,694	221,046	(239,831)	-	67,909
Voluntary Sector Services	7,348	79,911	(82,365)	-	4,894
Advocacy	6,211	33,549	(42,353)	2,593	-
Information Services	1,788	92,096	(98,008)	4,124	-
Voice and Influence Partnership	22,655	136,874	(166,599)	-	(7,070)
BAB	3,420	-	-	(3,420)	-
Ways to Wellbeing	7,292	41,786	(48,540)	-	538
Bristol Join Up	-	69,444	(69,348)	(96)	-
	135,408	674,706	(747,044)	3,201	66,271
TOTAL OF FUNDS	633,462	717,162	(814,686)	-	535,938

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

13. STATEMENT OF FUNDS (CONTINUED)

Healthwatches Bath and North East Somerset and Swindon are the local consumer champions for people to have their say about health and social care services.

The Voluntary Sector Service enables voluntary and community organisations to participate in the strategic planning and improvement of health and social care services, by the provision of information, representation and networking.

Advocacy Services at The Care Forum provides support for people to access their rights in care in a number of forms.

Information Services offer information about local and national services and organisations relating to health and well-being by the provision of Well Aware, an online database, and freephone telephone support.

The Voice and Influence Partnership (V & I) exists to help make sure that individuals, groups and communities whose voices are not always heard listened to and are part of shaping Bristol's future.

Ways to Wellbeing social prescribing services provide a non-medical "prescription" enabling clients to access community based facilities, groups and activities that can contribute to improving mental health and well-being.

Bristol Join-Up is 7 organisations working together to engage people within 6 different communities. These projects include social activities, volunteering, peer support, befriending and getting your voice heard. We are proud to be funded by The National Lottery Community Fund.

Transfers out of restricted funds represent project which have been completed and delivered a surplus.

THE CARE FORUM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

13. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
UNRESTRICTED FUNDS					
General Funds	495,321	167,634	(159,886)	(5,015)	498,054
RESTRICTED FUNDS					
Healthwatch	44,674	352,783	(310,763)	-	86,694
Voluntary Sector Services	8,470	79,911	(81,033)	-	7,348
Advocacy	3,175	128,723	(125,687)	-	6,211
Information Services	5,405	92,297	(95,914)	-	1,788
Voice and Influence Partnership	3,948	134,750	(116,043)	-	22,655
BAB	8,498	110,191	(115,269)	-	3,420
Ways to Wellbeing	3,593	44,813	(41,114)	-	7,292
Bristol Join Up	-	22,222	(27,237)	5,015	-
	77,763	965,690	(913,060)	5,015	135,408
TOTAL OF FUNDS	573,084	965,690	(1,072,946)	-	633,462

14. SUMMARY OF FUNDS

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
General funds	498,054	42,456	(67,642)	(3,201)	469,667
Restricted funds	135,408	674,706	(747,044)	3,201	66,271
	633,462	717,162	(814,686)	-	535,938

THE CARE FORUM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

14. SUMMARY OF FUNDS (CONTINUED)

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
General funds	495,321	167,634	(159,886)	(5,015)	498,054
Restricted funds	77,763	965,690	(913,060)	5,015	135,408
	<u>573,084</u>	<u>1,133,324</u>	<u>(1,072,946)</u>	<u>-</u>	<u>633,462</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Current assets	66,271	583,359	649,630
Creditors due within one year	-	(113,692)	(113,692)
TOTAL	<u>66,271</u>	<u>469,667</u>	<u>535,938</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Current assets	143,930	577,172	721,102
Creditors due within one year	(8,522)	(79,118)	(87,640)
TOTAL	<u>135,408</u>	<u>498,054</u>	<u>633,462</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net income/expenditure for the year (as per Statement of Financial Activities)	<u>(97,524)</u>	<u>60,378</u>
ADJUSTMENTS FOR:		
Bank interest received	(1,989)	(3,332)
(Increase)/decrease in debtors	(21,889)	50,909
Increase in creditors	24,500	11,984
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	<u><u>(96,902)</u></u>	<u><u>119,939</u></u>

17. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021 £	2020 £
Cash in hand	564,827	668,189
TOTAL CASH AND CASH EQUIVALENTS	<u><u>564,827</u></u>	<u><u>668,189</u></u>

18. ANALYSIS OF CHANGES IN NET DEBT

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	668,189	(103,361)	564,828
	<u><u>668,189</u></u>	<u><u>(103,361)</u></u>	<u><u>564,828</u></u>

19. PENSION COMMITMENTS

The company operates a defined contribution pension scheme. The pension cost charge represents contributions payable by the charity to the fund and amounted to £22,621 (2020: £36,628). Contributions totalling £3,087 (2020: £6,789) were payable to the fund at the Balance Sheet date and are included in other creditors.

THE CARE FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

20. OPERATING LEASE COMMITMENTS

At 31 March 2021 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Within 1 year	22,500	28,308
Between 2 and 5 years	33,750	56,250
	<u>56,250</u>	<u>84,558</u>

21. RELATED PARTY TRANSACTIONS

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel. Total remuneration in respect of senior employees is £116,939 (2020: £148,290). As detailed in Note 9 of the Financial Statements, the Trustees do not receive any remuneration.

22. ACKNOWLEDGEMENTS

The Trustees gratefully acknowledge funding received from:

Bath & North East Somerset Council
Bristol City Council
National Lottery Community Fund
NHS Bristol, North Somerset & South Gloucestershire CCG
South Gloucestershire Council
Swindon Borough Council
The Advocacy People