

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

**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.

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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.

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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.

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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		<u>(72,338)</u>	<u>(25,186)</u>	<u>(97,524)</u>	<u>60,378</u>
Transfers between funds	13	3,201	(3,201)	-	-
		<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		<u>535,938</u>	<u>633,462</u>
Total net assets		<u><u>535,938</u></u>	<u><u>633,462</u></u>
Charity funds			
Restricted funds	13	66,271	135,408
Unrestricted funds	13	469,667	498,054
Total funds		<u><u>535,938</u></u>	<u><u>633,462</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:



D Cottam

Trustee

Date: 12/11/2021

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

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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
Cash flows from investing activities		
Bank interest received	1,989	3,332
Net cash provided by investing activities	1,989	3,332
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
Cash and cash equivalents at the end of the year	564,827	668,189

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.

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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

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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
	747,044	67,642	814,686	1,072,946
TOTAL 2020	913,060	159,886	1,072,946	

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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>

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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>

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.

**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

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)	(97,524)	60,378
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	(96,902)	119,939

17. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021 £	2020 £
Cash in hand	564,827	668,189
TOTAL CASH AND CASH EQUIVALENTS	564,827	668,189

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

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.

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