



Carers Support Centre  
Bristol & South Gloucestershire



Company no. 03377199  
Charity no. 1063226

# **The Carers Centre (Bristol & South Gloucestershire) Report and Audited Financial Statements 31 March 2021**



## **The Carers Centre (Bristol & South Gloucestershire)**

### **Reference and administrative details**

**For the year ended 31 March 2021**

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<b>Company number</b>	03377199																								
<b>Charity number</b>	1063226																								
<b>Registered office and operational address</b>	The Vassall Centre Gill Avenue Bristol BS16 2QQ																								
<b>Status</b>	The Carers Centre (Bristol and South Gloucestershire) is known locally as Carers Support Centre (CSC).																								
<b>Trustees</b>	<p>Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:</p> <table><tr><td>Mary Whittington</td><td>Chair (appointed Interim Chair 8 April 2020, appointed Chair 25 June)</td></tr><tr><td>Andy Bell</td><td>(appointed 15 February 2021)</td></tr><tr><td>Jennifer Cheshire</td><td>(appointed 22 April 2020)</td></tr><tr><td>Bryan Daly</td><td>(resigned 22 April 2020)</td></tr><tr><td>Julia Deacon</td><td>(appointed 25 August 2021)</td></tr><tr><td>Sian Jones</td><td></td></tr><tr><td>Diane Jenkins</td><td>(resigned 29 May 2020)</td></tr><tr><td>Jamie Lavis</td><td>(appointed 12 October 2020)</td></tr><tr><td>Deborah Means</td><td>(resigned 22 April 2020)</td></tr><tr><td>Heather Thomas</td><td>(resigned 22 April 2020)</td></tr><tr><td>Jennifer Tomkinson</td><td></td></tr><tr><td>Louise Winn</td><td></td></tr></table>	Mary Whittington	Chair (appointed Interim Chair 8 April 2020, appointed Chair 25 June)	Andy Bell	(appointed 15 February 2021)	Jennifer Cheshire	(appointed 22 April 2020)	Bryan Daly	(resigned 22 April 2020)	Julia Deacon	(appointed 25 August 2021)	Sian Jones		Diane Jenkins	(resigned 29 May 2020)	Jamie Lavis	(appointed 12 October 2020)	Deborah Means	(resigned 22 April 2020)	Heather Thomas	(resigned 22 April 2020)	Jennifer Tomkinson		Louise Winn	
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<b>Company secretary</b>	<table><tr><td>Tim Poole</td><td>(appointed 21 June 2020)</td></tr><tr><td>Gavin Williams</td><td>(resigned 10 June 2020)</td></tr></table>	Tim Poole	(appointed 21 June 2020)	Gavin Williams	(resigned 10 June 2020)																				
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<b>Chief Executive Officer</b>	The Trustees delegate the day-to-day leadership and management of the organisation to the Chief Executive Officer, Mr Tim Poole.																								
<b>Bankers</b>	Yorkshire Bank Epsilon House The Square Gloucester Business Park Brockworth Gloucester GL3 4AD																								

**The Carers Centre (Bristol & South Gloucestershire)**

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**For the year ended 31 March 2021**

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<b>Auditors</b>	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD
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## **The Carers Centre (Bristol & South Gloucestershire)**

### **Report of the trustees**

**For the year ended 31 March 2021**

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The trustees present their report and the audited financial statements for the year ended 31 March 2021. Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

## **Structure, Governance and Management**

### **Governing Document**

The Carers Centre (Bristol and South Gloucestershire) is a registered charity and a company limited by guarantee and is governed by its Articles and the Companies Act 2006 and the Charities Act 2011. It is known locally as Carers Support Centre (CSC), and is a network partner<sup>1</sup> of Carers Trust. Whilst benefiting from access to resources and support through this membership, it retains full autonomy over local policy, governance and procedures.

### **Risk Review**

The Board of Trustees delegates the evaluation of current major risks to the Risk Management and Business Continuity subcommittee, which meets twice yearly to review and update its risk register. This sub-committee reports to the full Board of Trustees. Internal risks are minimised by the implementation of effective internal control procedures, which ensure both appropriate authorisation of all transactions and consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed for their continuing effectiveness. The risk register was updated during the year and is a standing item for discussion at quarterly Finance and General Purpose (F&GP) Subcommittee meetings. Risk management is also a standing agenda item at other subcommittees too, which are:

- Personnel Subcommittee (PSC)
- Fundraising Subcommittee (FSC)
- Remuneration Subcommittee (RSC)

All subcommittees have terms of reference which are reviewed annually and usually report back to the Board of Trustees before any decisions are taken.

We are still feeling the impact of the Covid-19 pandemic which has been prevalent throughout the last financial year. Actions we took in terms of revised methods of service provision and staff employment practices ensured we were able to continue to support carers with blended models of support whilst at the same time keeping our staff and the carers they support safe and well.

We have continued to take a cautious approach to lifting any restrictions and whilst we are now operating with a mixture of home and office working we are doing so carefully to minimise the risk to ourselves and others.

We continue to review the risks specifically relating to the implications of Covid-19 with the

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1. A partnership between Carers Trust (National) and Network Partners (Carers Centres and Crossroads Schemes) based on a shared set of goals which are reflected in detailed criteria for membership, which CSC Trustees have signed up to.

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Report of the trustees**

#### **For the year ended 31 March 2021**

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Business Continuity plan being updated. These risks are reviewed quarterly within the relevant subcommittees and included in the overall organisational risk management programme.

We continue to benefit from Covid-19 mitigation advice and guidance from the usual local and national government sources as well as through our membership of the national charity organisations, Carers Trust and NCVO.

Throughout the pandemic we have been supported by both Bristol City and South Gloucestershire councils, both of whom continue to be happy with the service we are providing under their contracts.

### **Organisational Structure**

The CEO is responsible for the day-to-day running of the organisation and line manages a senior management team, Engagement and Involvement Lead and Resources Officer. The CEO will take decisions on a day-to-day basis and refer to the chair of Trustees when appropriate.

A board of Trustees who are also the company directors are legally responsible for the organisation and governance of CSC.

A joint Trustee board and senior management team strategic plan is produced annually with quarterly update reports provided to Trustees.

During the financial year a new Chief Executive, Gavin Williams, was appointed, however after just three months he stepped down at which point the Trustees re-appointed Tim Poole as Interim CEO. Following a further 4 month period, Tim Poole was appointed as the substantive CEO for the Carers Support Centre effective 19 October 2020.

The Trustees have commissioned an independent Organisational Development Review to support its aims of being fit for purpose in the future. At the end of the financial year, Voscur Ltd were appointed to lead the review which was undertaken between May and August 2021. The review involved consultation with all stakeholders including: staff, trustees, volunteers, carers, commissioners and partner organisations.

A report has been produced and as at the time of signing off these accounts the Board and Senior Management Team are developing the action plan based on the findings of the review.

### **Appointment of Trustees**

At each Annual General Meeting one-third of the Trustees who are subject to retirement by rotation shall retire. The Trustees to retire by rotation are those who have been longest in office since their last appointment or reappointment. A retiring member is eligible for re-election.

The Charitable Company can from time to time by ordinary resolution increase or reduce the number of Trustees and determine in what rotation such increased or reduced numbers shall go out of office. The board of Trustees shall have the power at any time to appoint any person to be a Trustee against determined criteria to provide a balanced board skill set and to ensure that we remain 'carer led.' The Charitable Company may, by ordinary resolution, of which

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Report of the trustees**

#### **For the year ended 31 March 2021**

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special notice has been given, remove any Trustee.

During the last twelve months two trustee appointments to the board have been made. In September 2020 Jamie Lavis joined as a trustee. Jamie joins us with a broad background including in estates and facilities management, strategy and governance. He also brings with him lived experience of having been a young carer.

In February 2021 Andy Bell, a former trustee, was re-appointed as a trustee and treasurer, bringing with him a wealth of experience and knowledge of Carers Support Centre as well as being a chartered accountant.

Since the end of the financial year, in August 2021, we have also appointed Julia Deacon as trustee. Julia joins us with a background in HR with a focus in employment law. Julia also brings lived experience of caring to the board.

During the year, trustees have been reviewing their trustee recruitment processes with a view to increasing diversity and attract interest from a wider demographic range of people with one or more protected characteristics. This is one strand of the organisation's broader Equalities, Diversity and Inclusion work.

### **Trustee Induction and Training**

A skills audit and review of Trustee board meetings takes place annually. The outcomes of this are reviewed and used to inform future recruitment, training and development.

Trustees have an annual review meeting with the Chair of Trustees, where performance and individual training and development needs are discussed. All Trustees are also invited to attend 'snapshot' training sessions, as and when appropriate. Trustees are allocated a specific work area to take a lead on and liaise with the specific Senior Manager, provide feedback on activity to the board of Trustees and raise any issues and developments, as appropriate.

### **Networks and partnerships**

CSC works in partnership both strategically and operationally with all sectors across Bristol and South Gloucestershire in order to raise carer awareness, increase identification and provision of support services.

CSC is a network partner of Carers Trust and can access the support from Carers Trust Network Support Manager for any governance support, advice and training. The Chair of Trustees usually attends quarterly regional meetings to keep abreast of developments within Carers Trust and to network with Trustees from other organisations across the South West. Carers Trust also holds an annual National Conference, which an allocated Trustee, along with the CEO, can attend, where there are specific workshops related to governance and networking opportunities.

### **Pay and Remuneration**

The organisation has a Remuneration policy and held two Remuneration Subcommittee (RSC) meetings during the year. In summary, the formal, considerations of the RSC are to:

- determine and keep under review the salary banding of all staff, using such market

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### **Report of the trustees**

**For the year ended 31 March 2021**

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comparators as it deems suitable and taking account of the nature of the posts being considered;

- determine any annual percentage 'cost of living' change;
- consider recommendations from the Chief Executive (or Chair if in relation to the Chief Executive) following review of roles and responsibilities for individual team members;
- determine whether there should be any salary increases for staff members following review of applications submitted;
- determine and review the remuneration of the Chief Executive;
- ensure compliance with current pension law (auto enrolment) in accordance with legal requirements; and
- ensure that contractual terms on any termination of employment are fully met to protect both the individual and the charity.

## **Vision, Mission, Objectives and Activities**

The long-term aim of the organisation is to ensure that all carers are identified, assessed and supported in their caring role. In the current climate of uncertainty, the only certainty we have is that demands on our services are increasing whilst resources are reducing.

We are now in contact with over 14,000 carers in Bristol and South Gloucestershire and we want to be able to reach out to more carers, not currently in contact with support services. Therefore, ensuring future sustainability and growth is of paramount importance. We are consistently exploring alternative funding streams through applications to charitable trusts and appeals.

### **Our Vision:**

*'Carers will be identified, recognised, valued, respected and supported in their caring role'*

### **Our Mission Statement:**

*'To promote the rights and improve the quality of life of children and adult family carers in Bristol and South Gloucestershire.'*

### **Charitable Objects**

CSC's objects, as set out in the governing article are:

***To support adult and young (children) carers residing in Bristol and South Gloucestershire who are, or were, carrying out a caring role for persons who are disabled, elderly or ill, by the provision of practical help, advice, assistance, service, advocacy and support.***

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### **Report of the trustees**

**For the year ended 31 March 2021**

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By working to the objects as detailed above the Charity satisfies the public benefit requirement, as detailed in the Charities Act 2011 by providing practical and emotional support to carers and former carers in need, thereby improving their health, well-being and overall quality of life. Further evidence on public benefit can be found throughout this report and in the organisation's annual review.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. The Trustees consider how planned activities will contribute to the aims and objectives they have set.

### **Strategic Aims**

Carers Support Centre has four core strategic aims:

#### *Carer Support*

- Meeting carers needs
- Improving quality of life
- Improving health and wellbeing outcomes
- Service evaluation and development
- Choice and Control
- Accessible to all communities

#### *Identification & Recognition*

- Outreach
- Identifying new carers
- Increasing carer awareness
- Carers as 'expert partners in care'
- Community Engagement

#### *Engagement & Influence*

- Carers' voices are listened to (locally and nationally)
- Carers involved in policy making and service planning
- Improved outcomes for carers

#### *Sustainability & Quality*

- Income generation strategy
- Quality assurance systems
- Impact measurement
- Staff wellbeing
- Quality and value for money
- Embedding digital solutions



## **The Carers Centre (Bristol & South Gloucestershire)**

### **Report of the trustees**

**For the year ended 31 March 2021**

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CSC aims to provide information and support for carers, raise awareness of carers' issues and involve carers in the planning and provision of services to meet their needs.

Our aim is to improve the emotional, social, financial and practical situation of the individual carers we support, and to work towards better support for, and understanding of, carers generally within the area of Bristol and South Gloucestershire.

### **Principles for achieving objectives**

CSC seeks to achieve its aims and outcomes through the following principles:

a. Through adhering to key values which are:

- Being carer led in everything we do;
- Quality, Equality and Diversity;
- Positive Action;
- Acceptance;
- Carer friendly, worker friendly;
- Partnership working;
- A learning organisation; and
- Making a difference.

b. Through ensuring attention is given to quality and equality:

- having appropriately trained and supported paid and unpaid team members, to provide emotional, practical and information support services to carers in Bristol and South Gloucestershire;
- working to an outreach model and in local areas, recognising the different needs of rural and urban carers;
- ensuring that CSC services are open to all carers in the area, regardless of age or caring situation; and
- working to an equal opportunities and diversity policy, and from a disability equality perspective, which supports carers whilst recognising the rights and needs of the people they care for.

### **Significant Activities**

The significant activities undertaken in furtherance of these objectives are:

- The CarersLine telephone and CarersOnline advice service;
- Telephone counselling;
- Production and distribution of a carers' magazine;
- Individual 1:1 support through carers' support workers;
- Locally based support in outreach settings;
- Provision of benefits advice, carers' assessments, emergency cards, emotional and practical support, advocacy, short breaks, carers' groups, activities and signposting;
- Volunteer led short break and befriending services;
- Support for and identification of young carers and young adult carers. Development of multi-agency strategies to recognise and support their needs, taking a whole family approach to providing support to young carers and their families;

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### **Report of the trustees**

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- Provision of carer engagement and involvement mechanisms to support the carers' voice and work in partnership with health, social care and other providers to develop and improve services that meet carers' needs;
- Support for carers during hospital discharge and ensuring that they are recognised and valued as true partners in care thus avoiding the potential for the caring situation to break down and costly readmissions to hospital;
- GP and Hospital Liaison work to develop and sustain an information and advice service based in GP practices and hospitals; and
- Provision of advice, information and support specifically to parent carers of disabled children or with a life limiting condition.

## **Achievements and Performance**

Following is a brief snapshot of some of our key achievements.

### **Continuity of support and services to carers throughout the pandemic**

A lot has changed during this challenging year, but what hasn't changed is our commitment to supporting carers. Most of our services have traditionally been provided face-to-face and we acted very quickly to adapt to a digital world. We made big changes to move service delivery online, including activity and peer support groups, training, carers cafes, fun activities for young carers, open meetings, assessments and one-to-one support.

Some challenges remained consistent for carers, and have often been exacerbated by the pandemic, such as isolation, financial problems, lack of respite, and short breaks, and obtaining external care. Often carers need a listening ear and this year has demonstrated and emphasised more than ever that the value of listening and providing emotional support should not be underestimated, and how much it can support someone in their caring role. Carers repeatedly tell us how much they appreciate this.

In addition, we responded to Covid 19 by:

- helping carers put together personal emergency plans, in case they or the person they care for become ill;
- providing regular check in and welfare calls for the most vulnerable and at risk carers;
- working with GP practices to ensure carers' registers were up-to-date and carers were being recognised as a priority group for vaccines; and
- promoting the vaccine roll out to carers, working with statutory and other voluntary sector partners.

None of this would have been achievable without the incredible flexibility, creativity, commitment and sheer hard work of the staff team at Carers Support Centre and our thanks and appreciation goes out to each and every one of them.

Unsurprisingly, this year has reminded us that 'one size does not fit all'. Some carers have found online support helpful, as they cannot leave the person they look after; while others value the chance to speak to someone face-to-face.

## The Carers Centre (Bristol & South Gloucestershire)

### Report of the trustees

For the year ended 31 March 2021

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Looking forward, we will take our online learning and develop a 'blended' model of support. With demand increasing, we hope this will help us meet the varied needs of carers appropriately and sustainably.

### Adult Carers



The successes we have achieved in our outreach and development work have continued to bear fruit despite the challenging environment, leading to a significant number of carers being identified, turning to us for help for the very first time. We now have over 14,000 carers registered with us, over 20% of the known caring population across both authorities we support.

We realise that there are many more carers who are not in contact with support services and our aim is to ensure that anyone becoming a carer, or knowing of someone becoming a carer, is aware of Carers Support Centre and what we can offer, in the knowledge that they can turn to us for help and support if needed. Since the end of this financial year we have had our bid for funding to support the Hidden Carers campaign confirmed by Bristol City Council which will help achieve our aim.

### Some interesting statistics, Adult Carers:



Over **14,000** carers registered with us



**1,867** new carers turned to us for help for the first time



**1,065** carers supported through the assessment process



**278** new carers identified by GP volunteers in **65** practices



**1,471** carers supported through our Hospital liaison team



**5,353** carers supported through the Carers Emergency Card



**670 hours** of counselling provided for 113 carers

## The Carers Centre (Bristol & South Gloucestershire)

### Report of the trustees

For the year ended 31 March 2021

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**11,220** carers received Caring Matters, **40%** digitally



Over **5,300** Carersline queries, by telephone and email



**714** carers provided with practical / emotional support

During the pandemic caring roles have become more complex, exacerbated by people being rapidly discharged from, or not admitted to, hospital due to the pressures on beds and staff caused by the pandemic. The care for these people fell, and continues to fall, on the shoulders of the carer.

This led to carers caring for loved ones who ordinarily would have been in hospital with high and often complex needs and, coupled with the lack of any credible respite due to lockdowns etc., has had a profound adverse effect on the health and wellbeing of carers.

#### **Contribution by Volunteers**

Volunteers are the lifeblood of most charities with their contribution making a real difference to the people the charities support. We are no different and are fortunate to have a dedicated and committed team of volunteers helping us in a wide variety of ways.

To us it's very important that volunteering is not just one way, every opportunity should be mutually beneficial. That's why we invest time in matching volunteers carefully to relevant opportunities that not only meet the needs of the charity but also those of the volunteers themselves. These vary from one volunteer to another, but just some of the benefits volunteers tell us they reap include:

- New skills and experience;
- Confidence building;
- Preparation for getting into or returning to work;
- Social contact; and
- Making new friends.

Working in this way, volunteering becomes much more enjoyable, fulfilling and sustainable.

During the pandemic, many of our volunteering opportunities had to be put on hold due to lockdown and following that some reticence on the part of both some volunteers and carers to begin meeting up again. Our sitting service was particularly hit by the pandemic.

Volunteers continued to show their worth however by being very flexible about what they did, with many taking on making Wellbeing Check phone calls to vulnerable carers.

Ordinarily, CSC offers many volunteering opportunities, such as:

- Trustees;

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Report of the trustees**

**For the year ended 31 March 2021**

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- Carers Sitting Service;
- Carer Representatives;
- Helping at events and with our carers training course/workshops;
- Carers Groups - supporting and facilitating activities;
- Breaks for Carers (Carers Time);
- Carer Rep for Community Champions Steering Group;
- Community Fundraising;
- Young Carer volunteers helping with activities and fundraising;
- GP Link Volunteers;
- Running workshops for adults' carers and young carers;
- Admin CSC office support;
- CarersLine Social Media;
- Theatre Group supporters.

On the back of the learning from the pandemic we will be continuing to develop the service taking account of the lessons learned and new ways of working that were trialled.

### **Young Carers**

Currently we have over 450 young carers registered with us across both Bristol and South Gloucestershire.

Following a fall in referrals in the first half of the year, the number of referrals received increased by 116% in the second half of the year, resulting in an overall increase of around 10% for the year. What has been very evident, however, is the increased complexity of the caring situations and associated issues being dealt with by our support team.



This increased complexity has been reflected in the increasing number of referrals prioritised as 'Urgent' or 'High' need. These are young carers providing excessive, inappropriate, or high levels of care, and are highly impacted by their caring responsibilities.

Usually, they are primary carers or providing care for multiple family members. They often do not have any other services involved or are under a Child Protection Plan (CPP) or are a Child in Need (CIN).

At the beginning of the first Covid-19 "lockdown" staff reviewed the entire caseload to identify those young carers who would be priority for support (e.g. caring for a family member with respiratory conditions, struggling with their own mental health etc.) All families were communicated with to inform them of changes to our services as a result of the public health crisis. Our primary concern was to complete "well-being check-ins" with all families. Staff would ensure the family had:

- the correct guidance for their circumstances;

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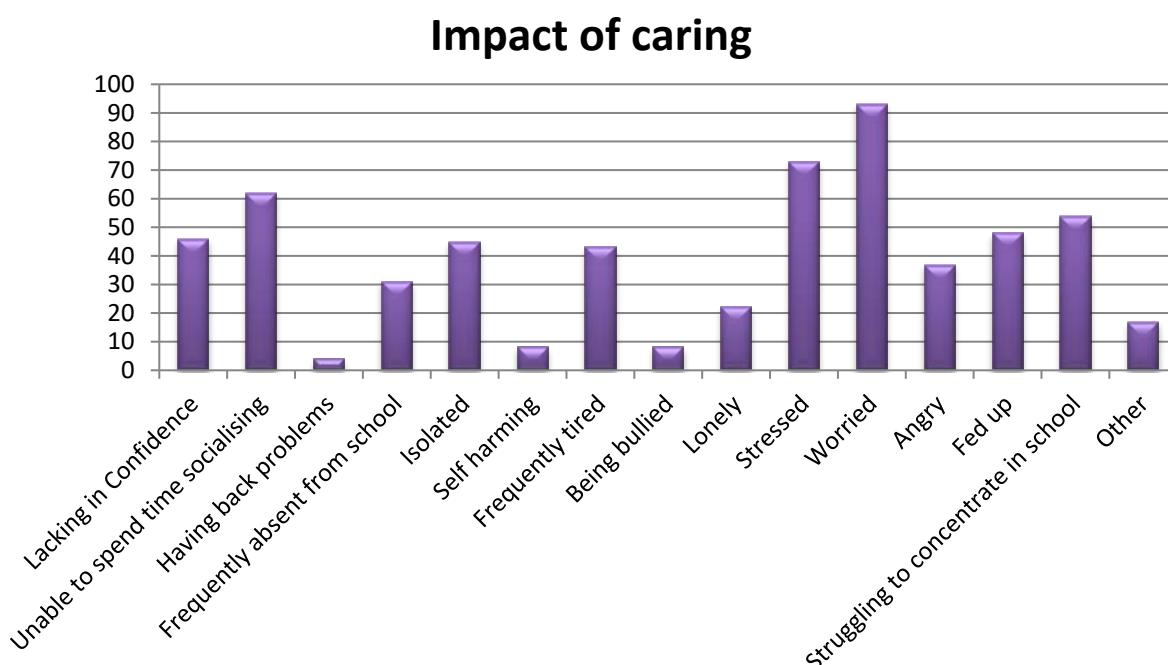
### Report of the trustees

For the year ended 31 March 2021

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- establish whether or not the family had any short or long term concerns;
- establish whether the young carer was still able to continue with their education;
- assess whether the young carers' caring responsibilities had increased and if so, were they now inappropriate or excessive; and
- ensure young carers were communicated with directly as well as parents as much as possible.

The following graph highlights the impact caring is having on the lives of young carers. It demonstrates the wide ranging impact caring can have on a young person which not only affects their day to day life now but can have a significant impact on their future life chances.

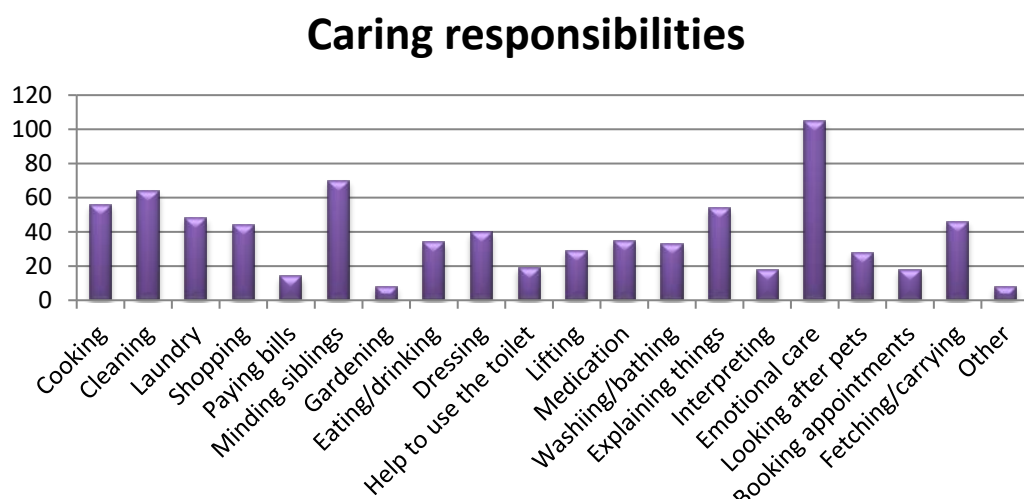


## The Carers Centre (Bristol & South Gloucestershire)

### Report of the trustees

For the year ended 31 March 2021

The following graph highlights the wide range of responsibilities that fall on the shoulders of young carers.



### Fundraising

The key drivers for Carers Support Centre to improve our fundraising performance are:

- To build on non-statutory funded services and support, better reflecting our values as a charity supporting carers;
- To reduce the impact of the loss of one or more of our statutory contracts. However, we recognise that fundraising will not achieve levels sufficient to replace the current levels of statutory funding; and
- To allow Carers Support Centre to be more innovative and less constrained in how we support carers, now and into the future.

There will be a clear understanding from the Board and SMT about the priorities for fundraising every year. A prioritised list of 'projects' will be agreed which will inform the targeting of our fundraising activity. That said, we will also take advantage of ad hoc opportunities that may arise with the availability of new funding programmes.

During the year we have been successful with a number of funding bids. The most successful area of our fundraising is Charitable Trusts. This is not surprising as within the application process we have the opportunity to explain the need, what we do to meet that need and the impact of our support. This is harder to do when raising funds from the public at large who often respond to an emotive cause with a standout image.

Having said this we were successful with bids from and would like to recognise and thank the following trusts and foundations:

- |                     |                                  |
|---------------------|----------------------------------|
| • Big Lottery Fund  | • Nisbet Trust                   |
| • Bristol Charities | • Quartet Community Foundation   |
| • Carers Trust      | • Sunrise Foundation             |
| • Garfield Weston   | • The Julia & Hans Rausing Trust |

## The Carers Centre (Bristol & South Gloucestershire)

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For the year ended 31 March 2021

- John James Bristol Foundation
- Voscur
- Masonic Charitable Foundation

We have also benefitted from many personal donations, both one off and regular donors, too many to mention all of them here but our thanks go to all of those individuals.

Our overall fundraising income generation strategy can be summarised as below.



## Financial review

### Reserves

The organisation produces its budgets using a full cost recovery model whereby the overheads and running costs are allocated across all the organisation's budget headings and income sources.

CSC has developed a 'winding up costs' calculator, which is reviewed annually. We are therefore able to assess more accurately the cost of closing the charity in the event of a significant reduction in funding, which would cause the organisation to cease operating.

Given that our main funders are required to give us 3 months' notice of Service Level Agreement termination, there is no need to hold additional running costs for a period in reserves. The revised reserves policy is therefore that only the amount needed to cease operating be held as a free reserve.

As of 31st March 2021, the 'winding up costs' calculator estimated that the cost to cease operating in the current year was £220K. Current free reserves stand at £240K, which meets the requirements of the reserves policy.

At the point when the accounts were audited (July 21) the winding up costs were estimated at £225K. Our general reserves have increased this year due to receiving unrestricted grants from Garfield Weston £25K & the Covid-19 recovery fund from Bristol



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City Council £22K. This increase in reserves will help mitigate some of the budgeted deficit for 21/22.

	<b>Bfwd 1st April 2020</b>	<b>1st April – 31st March 2021</b>	<b>Cfwd 31st March 2021</b>
<b>Free Reserves</b>	<b>Surplus (Loss)</b>	<b>Surplus (Loss) Inclusive of Fund Transfer</b>	<b>Surplus (Loss)</b>
<b>General reserves</b>	<b>360,227</b>	<b>84,446</b>	<b>444,673</b>
<b>Less fixed assets</b>	<b>170,803</b>	<b>33,505</b>	<b>204,308</b>
<b>Total Free Reserves</b>	<b>189,424</b>	<b>50,941</b>	<b>240,365</b>

#### Principal funding sources

Of an annual income of £1,270,637, Social Care and Health (Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group) were the main contributors, for both adults and young carers services.

Expenditure has supported achievement of the budget through the employment of staff and maintenance of premises and office functions, the provision and dissemination of information, and the provision of groups, events, breaks and young people's activities. Some expenditure through small budgets has been to meet the needs of individual carers.

#### Investment policy

Our aims are to:

- invest in deposit-based investments mainly with instant access but also up to 12 months tie in;
- make all our funds earn the maximum amount of interest whilst maintaining a positive cash flow in our bank account; and
- earn more interest than the Retail Price Index (RPI) measured annually on April 1.

#### Investments

The charity has £150,000 on investment which is managed by St James Place Wealth Management, the performance of which is detailed in the accounts.

#### Funds

The Charity regularly reviews its funds and has transferred balances from inactive or redundant budgets to projects where the service has been continued. Where funds are restricted and there is no continuation we have contacted the funder to discuss the possibility of alternate ways of using the underspend or whether it should be paid back.

Trustees authorised two transfers from general reserves to designated funds this financial year totaling £25K to cover the costs of the Organisational Development Review and potential Tendering support costs.

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Report of the trustees**

#### **For the year ended 31 March 2021**

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#### **Restricted, unrestricted and designated funds**

We are reporting a £76K surplus for the period ending 31 March 2021.

The surplus is due mainly to the following:

- Funding was received in this financial year, whereas the associated costs will be incurred in the next financial year. Hence the surplus will offset potential deficits for 2021/22;
- Reduced costs of delivery of some of our services due to Covid restrictions;
- An unrealised gain on investment; and
- Unrestricted grants received for Covid-19 recovery work.

#### **Future financial position**

Like most charities, it is difficult to predict the future financial position of the charity with any great certainty, we remain concerned about the current economic and political environment that we are working in. This has been compounded by the profound impact of Covid-19 on the global, national and local economy.

The Bristol City Council Adult Carer Contract has been extended to 31 March 2022 with a possible further 3 months extension.

The Young Carer Support contract for Bristol will be tendered in October 2021 with the new contract commencing 1 February 2022. The value of this contract is £133,500. In the event of us not securing the contract, the vast majority of the costs associated with it, i.e. staff costs, will be transferred to the new provider via the TUPE arrangements.

Whilst there is no guarantee about the outcome of the tender, we are confident that our bid will be a compelling one.

Our contracts with South Gloucestershire County Council have been extended by 12 months to 31 March 2023.

The Trustees regularly consider the impact of these issues on the charity's current and future position and continue to monitor it closely.

The charity holds unrestricted, general reserves of £444,673 and designated reserves which can be drawn down if necessary. The Trustees consider that the charity has sufficient unrestricted reserves and cashflow to continue operating as a going concern for a period of at least 12 months from the date on which these financial statements are approved. For this reason, the accounts have been produced on the going concern basis.

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Report of the trustees**

**For the year ended 31 March 2021**

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#### **Plans for Future Periods**

- Develop and implement an action plan on the back of the Organisational Development Review recommendations;
- Development of flexible employment contracts to support a blended model of delivery;
- Secure funding for the development and implementation of a Digital Strategy to both improve efficiencies and extend our service offering;
- Development and implementation of credible outcome and impact measurement tools;
- Preparation and submission of bids for the Bristol Carers Services contracts; and
- Develop a premises strategy to take account of the ODR and proposed redevelopment of the Vassall Centre site.

#### **Fundraising**

In order to comply with The Charities Act (Protection and Social Investment) 2016, below is our annual statement detailing CSC's approach to fundraising.

The long-term goal of the organisation is to become more sustainable and reduce reliance on statutory funding, which in the current financial climate is at risk. In 2017 we embarked on a programme of 'test and learn' activities funded by the Local Sustainability Fund (LSF) which provided us with a better understanding of where we should invest our energies and resources, in order to achieve this sustainably.

As a result, we implemented a revised Income Generation Strategy (see page 15) with a focus on charitable trust and appeals fundraising, whilst also continuing to market and promote our Lottery, at every available opportunity.

We do not employ any external fundraisers and ensure that any expenditure incurred maximises returns on investment, whilst also maintaining excellent relationships with funders, partner organisations and carers.

Our Income Generation Strategy and fundraising activities are monitored by the Fundraising Subcommittee, made up of Trustees and staff, which reports to the Board of Trustees.

The organisation has a complaints procedure and can confirm that we did not receive any complaints relating to our fundraising activities during this reporting year.

In terms of our compliance with the General Data Protection Regulations (GDPR) and protecting our relationship with both carers and supporters, our fundraising activities have been reviewed and are fully compliant. We will only contact service users and supporters regarding fundraising, where we have consent to do so.

#### **Statement of responsibilities of the trustees**

The trustees (who are also 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, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Report of the trustees**

#### **For the year ended 31 March 2021**

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Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

#### **Auditors**

Godfrey Wilson Limited were re-appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 9 December 2021 and signed on their behalf by



Mary Whittington - Chair

## **Independent auditors' report**

### **To the members of**

#### **The Carers Centre (Bristol & South Gloucestershire)**

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#### **Opinion**

We have audited the financial statements of The Carers Centre (Bristol & South Gloucestershire) (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, statement of cash flows and the related notes to the financial statements, 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 charity'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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC'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 charity'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 trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. 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.

## **Independent auditors' report**

### **To the members of**

#### **The Carers Centre (Bristol & South Gloucestershire)**

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In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

#### **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; and
- 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 the knowledge and understanding of the charity 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 the 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;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

#### **Responsibilities of the trustees**

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees 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 they 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

## **Independent auditors' report**

### **To the members of**

#### **The Carers Centre (Bristol & South Gloucestershire)**

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##### **Our 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 auditor's 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 procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

- (1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.
- (2) We reviewed the charity's policies and procedures in relation to:
  - Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
  - Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
  - Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.
- (3) We inspected the minutes of trustee meetings.
- (4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.
- (5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.
- (6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.
- (7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:
  - Testing the appropriateness of journal entries;
  - Assessing judgements and accounting estimates for potential bias;
  - Reviewing related party transactions; and
  - Testing transactions that are unusual or outside the normal course of business.

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. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

## **Independent auditors' report**

### **To the members of**

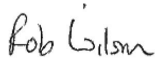
#### **The Carers Centre (Bristol & South Gloucestershire)**

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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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charity'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 charity's members those matters we are required to state to them in an auditor's 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 charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Date: 10 December 2021

**Rob Wilson FCA**  
**(Senior Statutory Auditor)**

For and on behalf of:

**GODFREY WILSON LIMITED**

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD



**The Carers Centre (Bristol & South Gloucestershire)**

**Statement of financial activities** *(incorporating an income and expenditure account)*

**For the year ended 31 March 2021**

	Note	Restricted £	Unrestricted £	2021 Total £	2020 Total £
<b>Income from:</b>					
Donations and legacies	4	19,245	34,071	<b>53,316</b>	64,570
Charitable activities:	5				
Adult carers		881,504	25,000	<b>906,504</b>	875,529
Young carers		286,981	-	<b>286,981</b>	220,444
Other trading activities	6	-	19,783	<b>19,783</b>	20,261
Investments		-	316	<b>316</b>	2,384
Other		3,277	460	<b>3,737</b>	7,193
<b>Total income</b>		<u>1,191,007</u>	<u>79,630</u>	<u><b>1,270,637</b></u>	<u>1,190,381</u>
<b>Expenditure on:</b>					
Raising funds		-	9,417	<b>9,417</b>	15,109
Charitable activities:					
Adult carers		884,836	18,070	<b>902,906</b>	947,203
Young carers		306,817	813	<b>307,630</b>	297,280
<b>Total expenditure</b>	7	<u>1,191,653</u>	<u>28,300</u>	<u><b>1,219,953</b></u>	<u>1,259,592</u>
Net gains / (losses) on investments	12	<u>-</u>	<u>25,657</u>	<u><b>25,657</b></u>	<u>(9,545)</u>
<b>Net income / (expenditure)</b>		(646)	76,987	<b>76,341</b>	(78,756)
Transfers between funds		<u>45,259</u>	<u>(45,259)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>	8	44,613	31,728	<b>76,341</b>	(78,756)
<b>Reconciliation of funds:</b>					
Total funds brought forward		<u>184,223</u>	<u>552,085</u>	<u><b>736,308</b></u>	<u>815,064</u>
<b>Total funds carried forward</b>		<u><u>228,836</u></u>	<u><u>583,813</u></u>	<u><u><b>812,649</b></u></u>	<u><u>736,308</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 17 to the accounts.

# The Carers Centre (Bristol & South Gloucestershire)

## Balance sheet

As at 31 March 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	11	<b>22,956</b>	15,108
Investments	12	<b>181,352</b>	155,695
		<b>204,308</b>	170,803
<b>Current assets</b>			
Debtors	13	<b>65,019</b>	23,584
Cash at bank and in hand		<b>632,770</b>	727,702
		<b>697,789</b>	751,286
<b>Liabilities</b>			
Creditors: amounts falling due within 1 year	14	<b>89,448</b>	185,781
<b>Net current assets</b>		<b>608,341</b>	565,505
<b>Net assets</b>	16	<b>812,649</b>	736,308
<b>Funds</b>	17		
Restricted funds		<b>228,836</b>	184,223
Unrestricted funds:			
Designated funds		<b>139,140</b>	191,858
General funds		<b>444,673</b>	360,227
<b>Total charity funds</b>		<b>812,649</b>	736,308

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

Approved by the trustees on 9 December 2021 and signed on their behalf by



Mary Whittington - Chair

**The Carers Centre (Bristol & South Gloucestershire)**

**Statement of cash flows**

**For the year ended 31 March 2021**

	<b>2021</b>	2020
	<b>£</b>	£
<b>Cash used in operating activities:</b>		
<b>Net movement in funds</b>	<b>76,341</b>	(78,756)
Adjustments for:		
Depreciation charge	<b>8,563</b>	2,484
(Gains) / losses on investments	<b>(25,657)</b>	9,545
Interest from investments	<b>(316)</b>	(2,384)
Decrease / (increase) in debtors	<b>(41,435)</b>	61,471
Increase / (decrease) in creditors	<b>(96,333)</b>	(7,261)
<b>Net cash provided by / (used in) operating activities</b>	<b><u>(78,837)</u></b>	<u>(14,901)</u>
<b>Cash flows from investing activities:</b>		
Interest from investments	<b>316</b>	2,384
Purchase of tangible fixed assets	<b><u>(16,411)</u></b>	<u>(17,592)</u>
<b>Net cash provided by / (used in) investing activities</b>	<b><u>(16,095)</u></b>	<u>(15,208)</u>
<b>Increase / (decrease) in cash and cash equivalents in the year</b>	<b>(94,932)</b>	(30,109)
Cash and cash equivalents at the beginning of the year	<b><u>727,702</u></b>	<u>757,811</u>
<b>Cash and cash equivalents at the end of the year</b>	<b><u><u>632,770</u></u></b>	<u><u>727,702</u></u>

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Notes to the financial statements**

**For the year ended 31 March 2021**

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#### **1. Accounting policies**

##### **a) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Carers Centre (Bristol & South Gloucestershire) 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 note.

##### **b) Going concern basis of accounting**

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. However, the COVID-19 pandemic has had a profound impact on the global economy, and has in turn affected the charity. The trustees have considered the impact of this issue on the charity's current and future financial position. The charity has unrestricted net current assets of £379.5k and a cash balance of £632.8k at the balance sheet date. The charity have also had substantial contract income extended for at least 12 months from the balance sheet date. The trustees therefore consider that the charity is a going concern for a period of at least 12 months from the date on which these financial statements are approved.

##### **c) Income**

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

When donors specify that donations given to the charity must be used in future accounting period, the income is deferred until those periods. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions are met.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of contract delivery is deferred until criteria for income recognition are met.

##### **d) 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 bank.

## The Carers Centre (Bristol & South Gloucestershire)

### Notes to the financial statements

For the year ended 31 March 2021

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#### 1. Accounting policies (continued)

##### e) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particularly areas of the charity's work or for specific projects being undertaken by the charity.

##### f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### g) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between Young Carers and Adult Carers on the basis of staff time spent on each area, as follows:

	2021	2020
Raising funds	2.1%	2.2%
Adult carers	69.4%	75.0%
Young carers	28.5%	22.8%

##### h) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Computer and office equipment	3 years straight line
Fixtures and fittings	5 years straight line

Items are capitalised when their purchase price exceeds £1,000.

##### i) Listed investments

Investments in quoted shares, traded bonds and similar investments are measured initially at cost and subsequently at their market value. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

##### j) Debtors

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

##### k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Notes to the financial statements**

**For the year ended 31 March 2021**

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#### **1. Accounting policies (continued)**

##### **l) Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

##### **m) Financial instruments**

The charitable company 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 recognised at amortised cost using the effective interest method.

##### **n) Pension costs**

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Pension costs charged in the financial statements represent the contributions payable by the charity during the year. The charity has no liability under the scheme other than for the payment of those contributions.

##### **o) Accounting estimates and key judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are depreciation (as described in note 1(h)) and listed investments (as described in note 1(i)).

**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**2. Prior period comparatives: Statement of financial activities**

	Restricted £	Unrestricted £	2020 Total £
<b>Income from:</b>			
Donations and legacies	45,154	19,416	<b>64,570</b>
Charitable activities			
Adult carers	874,829	700	<b>875,529</b>
Young carers	220,444	-	<b>220,444</b>
Other trading activities	-	20,261	<b>20,261</b>
Investments	-	2,384	<b>2,384</b>
Other	7,168	25	<b>7,193</b>
<b>Total income</b>	<b>1,147,595</b>	<b>42,786</b>	<b>1,190,381</b>
<b>Expenditure on:</b>			
Raising funds	386	14,723	<b>15,109</b>
Charitable activities:			
Adult carers	918,680	28,523	<b>947,203</b>
Young carers	293,277	4,003	<b>297,280</b>
<b>Total expenditure</b>	<b>1,212,343</b>	<b>47,249</b>	<b>1,259,592</b>
Net gains / (losses) on investments	-	(9,545)	<b>(9,545)</b>
<b>Net income / (expenditure)</b>	<b>(64,748)</b>	<b>(14,008)</b>	<b>(78,756)</b>
Transfers between funds	10,083	(10,083)	-
<b>Net movement in funds</b>	<b>(54,665)</b>	<b>(24,091)</b>	<b>(78,756)</b>

**3. Government grants**

The charity receives the following funding from local authorities in respect of the delivery of support for young and adult carers. There were no unfulfilled conditions or contingencies attaching to these grants in the current or prior period.

	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Bristol City Council	510,740	22,000	<b>532,740</b>	472,505
South Gloucestershire Council	392,108	-	<b>392,108</b>	394,108
	<b>902,848</b>	<b>22,000</b>	<b>924,848</b>	866,613

Income from government grants was fully restricted in the prior year.

**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**4. Income from donations and legacies**

	Restricted £	Unrestricted £	2021 Total £
Donations	18,800	33,819	<b>52,619</b>
Gift aid	445	252	<b>697</b>
Total income from donations and legacies	<b>19,245</b>	<b>34,071</b>	<b>53,316</b>

**Prior period comparatives**

	Restricted £	Unrestricted £	2020 Total £
Donations	42,863	9,036	<b>51,899</b>
Gift aid	551	168	<b>719</b>
Fundraising income	1,740	10,212	<b>11,952</b>
Total income from donations and legacies	<b>45,154</b>	<b>19,416</b>	<b>64,570</b>

**5. Income from charitable activities**

	Restricted £	Unrestricted £	2021 Total £
<b>Adult Carers:</b>			
South Gloucestershire Council	241,908	-	<b>241,908</b>
Bristol City Council	189,317	-	<b>189,317</b>
Bristol CCGs	187,026	-	<b>187,026</b>
Building Better Opportunities	87,474	-	<b>87,474</b>
South Gloucestershire CCG	49,100	-	<b>49,100</b>
Big Lottery Wellbeing Fund	102,008	-	<b>102,008</b>
Garfield Weston	-	25,000	<b>25,000</b>
Southern Brooks Community Partnership	4,000	-	<b>4,000</b>
Quartet Community Foundation	14,720	-	<b>14,720</b>
Bristol Charities	4,319	-	<b>4,319</b>
Carers Trust	1,500	-	<b>1,500</b>
Delivery of courses	132	-	<b>132</b>
	<b>881,504</b>	<b>25,000</b>	<b>906,504</b>



**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**5. Income from charitable activities (continued)**

	Restricted £	Unrestricted £	2021 Total £
Total Adult Carers income from previous page:	881,504	25,000	906,504
<b>Young Carers:</b>			
South Gloucestershire Council	101,100	-	101,100
Bristol City Council	134,397	-	134,397
The Nisbet Foundation	10,000	-	10,000
The Julia and Hans Rausing Trust	13,061	-	13,061
Sunrise Foundation	6,283	-	6,283
Bristol Charities	7,659	-	7,659
John James Bristol Foundation	7,500	-	7,500
Voscur	5,267	-	5,267
Quartet Community Foundation	1,214	-	1,214
Carers Trust	500	-	500
	286,981	-	286,981
Total income from charitable activities	1,168,485	25,000	1,193,485

**Prior period comparatives**

	Restricted £	Unrestricted £	2020 Total £
<b>Adult Carers:</b>			
South Gloucestershire Council	241,908	-	241,908
Bristol City Council	189,067	-	189,067
Bristol CCGs	187,026	-	187,026
Building Better Opportunities	86,434	-	86,434
South Gloucestershire CCG	49,100	-	49,100
Big Lottery Wellbeing Fund	93,772	-	93,772
Oasis Talk	10,491	-	10,491
The Care Forum	5,000	-	5,000
St Monica Trust	4,900	-	4,900
Southern Brooks Community Partnership	4,000	-	4,000
Other grants	1,131	700	1,831
Delivery of courses	2,000	-	2,000
	874,829	700	875,529

**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**5. Income from charitable activities (continued)**

	Restricted £	Unrestricted £	2020 Total £
Total Adult Carers income from previous page:	<u>874,829</u>	<u>700</u>	<u>875,529</u>
<b>Young Carers:</b>			
South Gloucestershire Council	103,100	-	<b>103,100</b>
Bristol City Council	96,412	-	<b>96,412</b>
The Nisbet Foundation	10,000	-	<b>10,000</b>
Carers Trust	8,750	-	<b>8,750</b>
Other grants	<u>2,182</u>	<u>-</u>	<u><b>2,182</b></u>
	<u>220,444</u>	<u>-</u>	<u><b>220,444</b></u>
Total income from charitable activities	<u><u>1,095,273</u></u>	<u><u>700</u></u>	<u><u><b>1,095,973</b></u></u>

**6. Income from other trading activities**

	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Management fees and recharges	-	15,931	<b>15,931</b>	15,689
100+ club lottery	-	3,852	<b>3,852</b>	4,428
Book Sales	<u>-</u>	<u>-</u>	<u>-</u>	<u>144</u>
Total income from other trading activities	<u><u>-</u></u>	<u><u>19,783</u></u>	<u><u><b>19,783</b></u></u>	<u><u>20,261</u></u>

Income from other trading activities was fully unrestricted in the prior year.

**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**7. Total expenditure**

	Raising funds £	Adult carers £	Young carers £	Support and governance costs £	2021 Total £
Wages and salaries (note 9)	-	620,734	199,406	239,774	<b>1,059,914</b>
Carers activities	-	4,548	7,191	-	<b>11,739</b>
Premises costs	-	5,541	464	39,281	<b>45,286</b>
Office costs	4	12,974	2,711	18,229	<b>33,918</b>
Publicity and printing	-	19,301	-	2,584	<b>21,885</b>
Other staff costs	-	4,969	3,020	2,803	<b>10,792</b>
Travel and subsistence	-	1,515	869	1,687	<b>4,071</b>
Legal and professional fees	-	800	-	8,858	<b>9,658</b>
Fundraising expenses	2,546	-	-	-	<b>2,546</b>
Subscriptions and publications	-	1,009	31	4,709	<b>5,749</b>
Audit	-	-	-	3,690	<b>3,690</b>
Depreciation	-	5,650	1,167	1,746	<b>8,563</b>
Volunteer expenses	-	-	-	541	<b>541</b>
Trustees expenses	-	-	-	967	<b>967</b>
Sundries	-	-	-	326	<b>326</b>
Bank charges	-	-	-	308	<b>308</b>
Sub-total	2,550	677,041	214,859	325,503	<b>1,219,953</b>
Allocation of support and governance costs	6,867	225,865	92,771	(325,503)	<b>-</b>
<b>Total expenditure</b>	<b>9,417</b>	<b>902,906</b>	<b>307,630</b>	<b>-</b>	<b>1,219,953</b>

Total governance costs were £4,657 (2020: £4,736)

**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**7. Total expenditure (continued)**

**Prior period comparatives**

	Raising funds £	Adult carers £	Young carers £	Support and governance costs £	2020 Total £
Wages and salaries (note 9)	-	613,481	173,158	234,293	<b>1,020,932</b>
Carers activities	700	19,020	31,761	-	<b>51,481</b>
Premises costs	-	6,536	451	39,984	<b>46,971</b>
Office costs	7	9,210	3,751	24,474	<b>37,442</b>
Publicity and printing	6	20,960	7,178	4,192	<b>32,336</b>
Other staff costs	-	6,048	1,423	14,428	<b>21,899</b>
Travel and subsistence	13	13,724	2,248	2,062	<b>18,047</b>
Legal and professional fees	-	3,200	-	5,769	<b>8,969</b>
Fundraising expenses	7,039	-	-	-	<b>7,039</b>
Subscriptions and publications	-	-	-	4,135	<b>4,135</b>
Audit	-	-	-	3,540	<b>3,540</b>
Depreciation	-	1,198	439	847	<b>2,484</b>
Volunteer expenses	-	-	-	1,244	<b>1,244</b>
Trustees expenses	-	-	-	1,196	<b>1,196</b>
Sundries	-	30	-	1,061	<b>1,091</b>
Bank charges	-	-	-	328	<b>328</b>
Meetings and conferences	-	237	-	-	<b>237</b>
Events and workshops	-	221	-	-	<b>221</b>
Sub-total	7,765	693,865	220,409	337,553	<b>1,259,592</b>
Allocation of support and governance costs	7,344	253,338	76,871	(337,553)	-
<b>Total expenditure</b>	<b>15,109</b>	<b>947,203</b>	<b>297,280</b>	<b>-</b>	<b>1,259,592</b>

## The Carers Centre (Bristol & South Gloucestershire)

### Notes to the financial statements

#### For the year ended 31 March 2021

#### 8. Net movement in funds

This is stated after charging:

	2021 £	2020 £
Depreciation	8,563	2,484
Operating lease rentals	37,394	36,620
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	595
Auditors' remuneration:		
▪ Audit	3,690	3,540
▪ Other services	Nil	Nil

There were no reimbursed trustee expenses in the year (2020: 3 trustees for travel expenses, training and conference attendance costs).

#### 9. Staff costs and numbers

Staff costs were as follows:

	2021 £	2020 £
Salaries and wages	941,114	905,082
Social security costs	63,129	61,616
Pension costs	36,580	37,333
Agency and self employed staff	19,091	16,901
	<u>1,059,914</u>	<u>1,020,932</u>

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

The key senior management staff of the group comprise the Chief Executive Officer, the Young Carer Service Manager, Finance Manager, Carers Support and Health Team Manager and the Marketing and Communications Manager. The total employee benefits of the key senior management personnel of the group were £194,270 (2020: £187,352).

	2021 No.	2020 No.
Average head count	<u>60</u>	<u>58</u>

#### 10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**11. Tangible fixed assets**

	Fixtures and fittings £	Computer and office equipment £	Total £
<b>Cost</b>			
At 1 April 2020	-	17,592	<b>17,592</b>
Additions in year	<u>1,332</u>	<u>15,079</u>	<u><b>16,411</b></u>
At 31 March 2021	<u>1,332</u>	<u>32,671</u>	<u><b>34,003</b></u>
<b>Depreciation</b>			
At 1 April 2020	-	2,484	<b>2,484</b>
Charge for the year	<u>222</u>	<u>8,341</u>	<u><b>8,563</b></u>
At 31 March 2021	<u>222</u>	<u>10,825</u>	<u><b>11,047</b></u>
<b>Net book value</b>			
<b>At 31 March 2021</b>	<u><b>1,110</b></u>	<u><b>21,846</b></u>	<u><b>22,956</b></u>
At 31 March 2020	<u>-</u>	<u>15,108</u>	<u>15,108</u>

**12. Investments**

	Listed investments £	2021 £	2020 £
Market value at 1 April 2020	155,695	<b>155,695</b>	165,240
Disposals	-	-	-
Unrealised gains / (losses)	<u>25,657</u>	<u><b>25,657</b></u>	<u>(9,545)</u>
<b>Market value at 31 March 2021</b>	<u>181,352</u>	<u><b>181,352</b></u>	<u>155,695</u>
<b>Historical cost at 31 March 2020</b>	<u>142,500</u>	<u><b>142,500</b></u>	<u>142,500</u>

**13. Debtors**

	2021 £	2020 £
Trade debtors	<b>38,519</b>	1,000
Other debtors	<b>2,076</b>	2,394
Prepayments	<b>23,095</b>	19,481
Accrued income	<u><b>1,329</b></u>	<u>709</u>
	<u><b>65,019</b></u>	<u>23,584</u>

**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**14. Creditors : amounts due within 1 year**

	<b>2021</b>	2020
	£	£
Trade creditors	<b>24,381</b>	20,198
Other creditors	<b>3,471</b>	3,241
Social security and pension costs	<b>15,124</b>	16,558
Accruals	<b>22,762</b>	31,082
Deferred income (note 15)	<b>23,710</b>	114,702
	<b><u>89,448</u></b>	<b><u>185,781</u></b>

**15. Deferred income**

	<b>2021</b>	2020
	£	£
At 1 April 2020	<b>114,702</b>	114,609
Deferred during the year	<b>23,710</b>	114,702
Released during the year	<b>(114,702)</b>	(114,609)
<b>At 31 March 2021</b>	<b><u>23,710</u></b>	<b><u>114,702</u></b>

Deferred income relates to contract delivery invoiced in advance.

**16. Analysis of net assets between funds**

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	22,956	<b>22,956</b>
Non-current investments	-	-	181,352	<b>181,352</b>
Current assets	318,284	139,140	240,365	<b>697,789</b>
Current liabilities	(89,448)	-	-	<b>(89,448)</b>
<b>Net assets at 31 March 2021</b>	<b><u>228,836</u></b>	<b><u>139,140</u></b>	<b><u>444,673</u></b>	<b><u>812,649</u></b>

**Prior period comparatives**

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	15,108	<b>15,108</b>
Non-current investments	-	-	155,695	<b>155,695</b>
Current assets	366,315	191,858	193,113	<b>751,286</b>
Current liabilities	(182,092)	-	(3,689)	<b>(185,781)</b>
<b>Net assets at 31 March 2020</b>	<b><u>184,223</u></b>	<b><u>191,858</u></b>	<b><u>360,227</u></b>	<b><u>736,308</u></b>

**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**17. Movements in funds**

	At 1 April 2020 £	Income £	Expenditure £	Transfers & gains / losses £	At 31 March 2021 £
<b>Restricted funds</b>					
Activity Groups	2,540	-	(4,101)	1,561	-
Asset Fund	1,043	-	(648)	-	395
BCYPS Parent Carer	12,699	20,578	(22,922)	-	10,355
BAB Community Champions	7,548	-	(13)	(7,535)	-
Bristol City Council Core	20,350	170,776	(150,554)	-	40,572
Bristol CCG	27,578	22,026	(21,908)	-	27,696
Bristol Tel. Counselling Service	1,524	-	(2)	-	1,522
Carers in Paid Employment	7,404	-	(1,800)	-	5,604
Carers Health Strategic work	19,009	214,232	(218,477)	-	14,764
Covid-19	-	8,303	(13,124)	9,443	4,622
Covid R & S Quartet	-	9,800	-	-	9,800
CT Death Café Project	-	1,500	(1,123)	-	377
GP Practice Film	-	4,319	-	-	4,319
Rausing Charity Survival Fund	-	13,061	(10,923)	-	2,138
South Glos Core	-	242,596	(247,542)	4,946	-
South Glos Wellbeing Training	91	4,000	(3,700)	-	391
Training (Carers)	4,297	-	(3,604)	-	693
Transformation fund	4,900	-	-	-	4,900
Travelwest Wellbeing	-	250	(250)	-	-
Wellbeing Fund	19,411	102,008	(102,852)	-	18,567
West of England Works	10,493	87,474	(92,216)	-	5,751
YAC Walk & Talk	-	5,267	-	-	5,267
YC Activity Grants	1,200	25,472	(9,133)	2,503	20,042
YC Bristol	(12,742)	133,747	(147,093)	26,088	-
YC Donations	33,346	9,516	(8,810)	(2,503)	31,549
YC Donations (Bristol)	4,445	1,000	(773)	-	4,672
YC Donations (South Glos)	6,558	20	(1,481)	-	5,097
YC in Education	5,096	10,000	(16,962)	1,866	-
YC South Glos Council Core	-	101,350	(110,240)	8,890	-
YC Swimming	6,261	-	-	-	6,261
YC 13 Up Group	1,172	3,712	(1,402)	-	3,482
<b>Total restricted funds</b>	<b>184,223</b>	<b>1,191,007</b>	<b>(1,191,653)</b>	<b>45,259</b>	<b>228,836</b>



**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**17. Movements in funds (continued)**

	At 1 April 2020 £	Income £	Expenditure £	Transfers & gains / losses £	At 31 March 2021 £
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
100+ Club Lottery	13,197	3,852	(1,781)	-	<b>15,268</b>
Carers Contingency Reserve	1,426	299	(249)	-	<b>1,476</b>
CEO recruitment	2,977	-	(2,854)	(123)	-
Covid-19	9,443	-	-	(9,443)	-
Investment Reserve	51,531	-	(6,726)	-	<b>44,805</b>
Young Carers Zone	1,027	-	-	-	<b>1,027</b>
Carers Support and Development Reserve	112,257	-	-	(35,693)	<b>76,564</b>
<i>Total designated funds</i>	<u>191,858</u>	<u>4,151</u>	<u>(11,610)</u>	<u>(45,259)</u>	<b>139,140</b>
General funds	<u>360,227</u>	<u>75,479</u>	<u>(16,690)</u>	<u>25,657</u>	<b>444,673</b>
<b>Total unrestricted funds</b>	<u>552,085</u>	<u>79,630</u>	<u>(28,300)</u>	<u>(19,602)</u>	<b>583,813</b>
<b>Total funds</b>	<u><u>736,308</u></u>	<u><u>1,270,637</u></u>	<u><u>(1,219,953)</u></u>	<u><u>25,657</u></u>	<b><u>812,649</u></b>

**Purposes of restricted funds**

**Activity Groups**

Funding for the provision of a diverse range of activity groups for carers in Bristol and South Gloucestershire.

**Asset Fund**

Funding towards the purchase of 2 staff bikes (one electric) and associated equipment.

**BCYPS Parent Carer**

Providing information, advocacy and advice to Parent Carers in Bristol.

**BAB Community Champions**

To support carers in Bristol aged over 50 to become better connected. The remaining balance has been transferred to the Carers Support & development fund.

**Bristol City Council Core**

Statutory funding to provide practical and emotional support services to adult carers.

**Bristol CCG**

To provide one to one support and Carers Groups.

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Notes to the financial statements**

**For the year ended 31 March 2021**

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#### **17. Movements in funds (continued)**

##### **Purposes of restricted funds (continued) Bristol Telephone Counselling Service**

Service developed from the BAB Telephone Counselling pilot project to provide a counselling service to carers over 50 in Bristol.

##### **Carers in Paid Employment**

To work with employers to identify and support carers in the workplace.

##### **Carers Health Strategic work**

To support NHS Bristol embed the carers agenda across primary and acute care.

##### **Covid-19**

Funding to cover additional costs due to Covid-19.

##### **Covid R & S Quartet**

Funding received for additional IT and communications resources over 12 months. This will help CSC offer flexible homeworking in the future, with appropriate IT support, streamline our working practices through increased digitalisation, provide and refine service alternatives for those carers who prefer to access services remotely and/or at a time that's convenient to them – because they cannot leave the person they care for and support staff with digital comms expertise to promote services, raise awareness of carers' needs and provide a voice for carers.

##### **CT Death Café Project**

Funding received to run 2 death cafes, specifically for older male carers in partnership with Marie Curie.

##### **GP Practice Film**

Funding received to produce a film to be used in GP Practices and a wider awareness campaign to reach out and identify carers, raise awareness of who a carer is and outline our support services.

##### **Rausing Charity Survival Fund**

Funding received to contribute towards administration costs for Young Carers activities and adult carers training and activities. Also includes funding for five laptops to assist with home working.

##### **South Glos Core**

Statutory funding to provide practical and emotional support services to adult carers.

##### **South Glos Wellbeing Training**

Funding received to deliver training courses to SG Adult Carers.

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Notes to the financial statements**

**For the year ended 31 March 2021**

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#### **17. Movements in funds (continued)**

##### **Purposes of restricted funds (continued)**

##### **Training (Carers)**

Funding received to deliver various training courses and workshops for Adult Bristol Carers.

##### **Transformation fund**

Specific funding to transform the delivery of our one to one support to older carers in Bristol.

##### **Travelwest Wellbeing**

Funding received to deliver a workshop to employees to support and advise them on how to improve their mental health and reduce stress through physical activity.

##### **Wellbeing Fund**

A 5 year project to support carers to maintain their health and wellbeing and build resilience through telephone based counselling, befriending and mentoring.

##### **West of England Works**

A three year project to support carers back into employment, training or education.

##### **YAC Walk & Talk**

Funding to deliver Walk-and-talk sessions for young adult carers with the aim to help reduce the negative impact of COVID-19 and the widening of the inequalities in sport and physical activity.

##### **YC Activity Grants**

Grants from various sources specifically given to enable young carers to participate in a diverse range of activities and groups. This gives the young carers an opportunity to meet other young carers for a break from their caring responsibilities, have fun and gain new skills.

##### **YC Bristol**

Statutory funding to provide practical and emotional support services to young carers.

##### **Young Carers Donations**

Donations from various sources specifically given for the benefit of young carers. Transfers have been made to Young Carers South Gloucestershire to cover deficits on those projects.

##### **Young Carers in Education**

School membership programme to raise awareness and provide support to member schools.

##### **YC South Glos Council Core**

Statutory funding to provide practical and emotional support services to young carers.

##### **Young Carers Swimming**

To provide young carers with access to swimming lessons.

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Notes to the financial statements**

**For the year ended 31 March 2021**

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#### **17. Movements in funds (continued)**

##### **Purposes of restricted funds (continued)**

##### **Young Carers 13 Up Club**

Funding received to run groups for South Gloucester teenage young carers. The young carers meet monthly at a local youth centre/church and it gives them a chance to meet other young carers for a break from their caring responsibilities. The young carers have great fun and gain many new skills whilst taking part in a wide range of activities.

##### **Purposes of designated funds**

##### **100+ Club Lottery**

Income from the organisations lottery to provide support to carers.

##### **Carers Contingency Reserve**

Accumulated funds to support specific carer needs which cannot be funded in the short term from other available resources.

##### **CEO recruitment**

Funds set aside by the trustees to cover costs incurred during the process of recruiting a replacement CEO.

##### **Covid-19**

Funds set aside by the trustees to cover additional costs due to Covid-19.

##### **Investment Reserve**

Funds set aside by the trustees in anticipation of future, as yet unspecified, projects based approximately on the interest earned each year on bank balances held.

##### **Young Carers Zone**

Capital project to provide a dedicated space for young carers and young adult carers.

##### **Carers Support and Development Reserve**

Funds set aside by trustees to be allocated for specific new project development work and/or to provide interim support for existing work, which may be at risk, whilst awaiting the outcome of continuation funding decisions and to cover the costs of any subsequent employer statutory responsibilities.

**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**17. Movements in funds (continued)**

**Prior period comparatives**

	At 1 April 2019 £	Income £	Expenditure £	Transfers & gains / losses £	At 31 March 2020 £
<b>Restricted funds</b>					
Activity Groups	3,707	5,539	(6,706)	-	<b>2,540</b>
Asset Fund	2,043	(1,000)	-	-	<b>1,043</b>
BCYPS Parent Carer	16,018	20,579	(23,898)	-	<b>12,699</b>
BAB Community Champions	5,014	5,000	(2,466)	-	<b>7,548</b>
Bristol City Council Core	10,065	172,457	(168,079)	5,907	<b>20,350</b>
Bristol CCG	25,086	22,026	(19,534)	-	<b>27,578</b>
Bristol Tel. Counselling Service	8,208	10,491	(13,368)	(3,807)	<b>1,524</b>
Carers in Paid Employment	23,544	-	(16,140)	-	<b>7,404</b>
Carers Health Strategic work	24,560	214,717	(220,268)	-	<b>19,009</b>
Learning Difficulties (Bristol)	10,481	-	(4,574)	(5,907)	-
South Glos Core	(34)	244,155	(250,157)	6,036	-
South Glos Wellbeing Training	-	4,000	(3,909)	-	<b>91</b>
Training (Carers)	-	6,940	(4,139)	1,496	<b>4,297</b>
Transformation fund	-	4,900	-	-	<b>4,900</b>
Wellbeing Fund	23,805	95,182	(99,576)	-	<b>19,411</b>
West of England Works	9,924	86,434	(85,865)	-	<b>10,493</b>
Young Adult Carers 18-25	4,016	-	(567)	(3,449)	-
YC Awareness day	-	500	(488)	(12)	-
YC Bristol	-	94,084	(106,826)	-	<b>(12,742)</b>
YC Boys Christmas Cookery	-	500	(594)	94	-
YC Boys Cookery	-	1,200	-	-	<b>1,200</b>
YC Donations	47,624	21,399	(30,048)	(5,629)	<b>33,346</b>
YC Donations (Bristol)	5,429	-	(984)	-	<b>4,445</b>
YC Donations (South Glos)	2,761	4,000	(1,574)	1,371	<b>6,558</b>
YC Grants	1,854	-	(74)	(1,780)	-
YC Healthwatch	2,081	-	(710)	(1,371)	-
YC in Education	1,869	19,228	(16,001)	-	<b>5,096</b>
YC My Mental Health	2,250	7,750	(8,830)	(1,170)	-
YC South Glos Council Core	-	101,350	(119,048)	17,698	-
YC Sunrise Foundation	-	3,182	(3,788)	606	-
YC Swimming	7,293	-	(1,032)	-	<b>6,261</b>
YC 13 Up Group	1,290	2,982	(3,100)	-	<b>1,172</b>
<b>Total restricted funds</b>	<b>238,888</b>	<b>1,147,595</b>	<b>(1,212,343)</b>	<b>10,083</b>	<b>184,223</b>

**The Carers Centre (Bristol & South Gloucestershire)**

**Notes to the financial statements**

**For the year ended 31 March 2021**

**17. Movements in funds (continued)**

**Prior period comparatives (continued)**

	At 1 April 2019 £	Income £	Expenditure £	Transfers & gains / losses £	At 31 March 2020 £
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
100+ Club Lottery	10,814	4,428	(2,045)	-	<b>13,197</b>
Carers Contingency Reserve	1,639	-	(213)	-	<b>1,426</b>
CEO recruitment	-	-	(17,023)	20,000	<b>2,977</b>
Covid-19	-	-	(557)	10,000	<b>9,443</b>
Investment Reserve	58,397	-	(6,866)	-	<b>51,531</b>
Young Carers Zone	1,027	-	-	-	<b>1,027</b>
Training (Carers)	1,496	-	-	(1,496)	-
Carers Support and Development Reserve	114,485	-	-	(2,228)	<b>112,257</b>
<i>Total designated funds</i>	<u>187,858</u>	<u>4,428</u>	<u>(26,704)</u>	<u>26,276</u>	<u><b>191,858</b></u>
General funds	<u>388,318</u>	<u>38,358</u>	<u>(20,545)</u>	<u>(45,904)</u>	<u><b>360,227</b></u>
<b>Total unrestricted funds</b>	<u>576,176</u>	<u>42,786</u>	<u>(47,249)</u>	<u>(19,628)</u>	<u><b>552,085</b></u>
<b>Total funds</b>	<u><u>815,064</u></u>	<u><u>1,190,381</u></u>	<u><u>(1,259,592)</u></u>	<u><u>(9,545)</u></u>	<u><u><b>736,308</b></u></u>

**18. Financial instruments at fair value**

	2021 £	2020 £
Financial assets measured at fair value	<u><b>181,352</b></u>	<u>155,695</u>

Financial assets measured at fair value comprise listed investments.

**19. Operating lease commitments**

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2021 £	2020 £
Amount falling due:		
Within 1 year	<b>37,394</b>	36,620
Within 1 - 5 years	<b>48,388</b>	75,025
Over 5 years	-	782
	<u><b>85,782</b></u>	<u>112,427</u>

## **The Carers Centre (Bristol & South Gloucestershire)**

### **Notes to the financial statements**

#### **For the year ended 31 March 2021**

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#### **20. Related party transactions**

Sian Jones, a trustee, is also a trustee of Voscur Ltd. In the year ending 31 March 2021, the charity paid Voscur Ltd £2,195 (2020: £1,189) for recruitment services and staff and trustee training. The Carers Centre owed £1,831 at year end (2020: nil).

Andrew Bell, who became a trustee in the financial year, is also a trustee of Southern Brooks Community Partnerships. In the year ending 31 March 2021, the charity received £4,000 from Southern Brooks Community Partnerships (2020: £4,000) for delivery of the South Glos Wellbeing Training project.

The trustees are not aware of any other related party transactions in the current or prior year.