

COMPANY REGISTRATION NUMBER: 3507600

CHARITY REGISTRATION NUMBER: 1069937

Suffolk Family Carers Limited
Company Limited by Guarantee
Financial statements
31 March 2022

Suffolk Family Carers Limited

Company Limited by Guarantee

Financial statements

Year ended 31 March 2022

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Trustees' annual report (incorporating the directors' report)

Year ended 31 March 2022

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Reference and administrative details

Registered charity name	Suffolk Family Carers Limited
Charity registration number	1069937
Company registration number	3507600
Principal office and registered office	Unit 8 Hill View Business Park Old Ipswich Road Claydon Suffolk IP6 0AJ

The trustees

The trustees who served during the year and at the date of approval were as follows:

J Dillaway - Chair (resigned 24 November 2021)
S Brooks - Chair
J Tucker - Treasurer
J Millar
C Burman
S Goddard
A Hogarth
M Roberts
C Baldwin (appointed 15 December 2021)
B Buckley (appointed 07 March 2022)

Chief Executive K Alderson

Auditor Lovewell Blake LLP
Chartered accountants & statutory auditor
Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

Bankers Bank of Scotland
3 Queen Street
Norwich
NR2 4SG

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 March 2022

Objectives and activities

Suffolk Family Carers provides services and support for family carers of all ages across Suffolk. We deliver our services through a number of age related, targeted services both from our main base in Claydon and from within the community. Our range of services is diverse and flexes to meet the needs of family carers within Suffolk. We are committed to listening to the views of family carers and co-producing services with them where possible.

Public benefit

We have referred to the Charity Commission's guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, we consider how planned activities will contribute to the aims and objectives set out in the company's Memorandum and Articles of Association; The promotion and protection of health and the relief of poverty, sickness, and distress within the county of Suffolk, and surrounding counties in particular by the provision of practical help, support services, and advocacy. Education to persons who are acting as carers of people with physical or sensory disability, mental health difficulty, learning disability, ill health or who are aged, and their families by providing information and mediation, and by bringing together the representatives of voluntary organisations and statutory authorities.

Objectives

Due to our plethora of projects which are funded by many different organisations, we continually work towards delivering a vast array of positive outcomes for family carers. This multitude of distinct objectives can be grouped into the following key themes:

- Identification of family carers and assessment of need
- Provision of information, advice and guidance (IAG) to better inform family carers
- Emotional support for family carers
- Training and education in caring, wellbeing and resilience for family carers
- Training and education to professionals about mental health, wellbeing and family carers' issues
- Providing the necessary environment for family carers to access or form peer support networks
- Providing access to respite for family carers
- Ensuring young carers and vulnerable adult carers are safeguarded

We are also partners in a number of projects that support improved wellbeing for both family carers and the wider community. These projects are:

- The TVS Advocacy Partnership
- Wellbeing Suffolk
- Turning Point - Suffolk Recovery Model
- Suffolk Libraries and Suffolk Mind SAGES partnership
- Neurodevelopmental Families Project

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Year ended 31 March 2022

Achievements and performance

This financial year saw the commencement of the new Adult Carers Contract in April 2021, which we had successfully tendered for at the end of 2020. This contract is the first multi-agency family carers' contract with Suffolk County Council, Ipswich and East Suffolk CCG, West Suffolk CCG and Norfolk and Waveney CCG, pooling together funds to ensure the best services for family carers across the whole county. The service embedded previous good work supporting family carers through Carers Assessments, information, emotional support, training and face to face provision of service throughout the community. In the first year of this contract we have been acclimatising to the new requirements under the contract and increasing our delivery to meet the new targets, which we have achieved despite the difficulties presented by the ongoing pandemic. In particular, we have gradually built up our provision of Carers Assessments, and by the end of the financial year had increased delivery by 50%, meaning that more family carers have had access to a Carers Assessment through Suffolk Family Carers than previous years.

We continue to be a trusted partner in the wider health and care system, working with the CCGs and Alliances to develop partnership approaches to supporting patients and carers in the local area. We are part of a group of voluntary sector organisations working together with the developing Integrated Care System to enhance relationships within the system. Suffolk Family Carers also continues to work in partnership with other organisations to deliver services. This year, we were delighted to be part of two new partnerships which were successful in tendering to deliver services from 1st April 2022. These are the Dementia Connect service, led by Alzheimer's Society and Suffolk Advocacy Service, led by POhWER. We were also one of the successful bidders to continue to provide services to families under the Neurodevelopmental Families Project.

This year we have achieved the following:

1. Information, Advice and Guidance

Our Hub responded to 11,476 incoming contacts this year, up by 2,471 from last year. Nearly 10,000 contacts were received from family carers. This was made up of 6,024 telephone calls, 3,044 emails, 749 online chats, and 1,659 through our website.

We registered 2,147 newly identified adult family carers this year, many of whom went on to receive support from our Adult Services advisers.

We completed 1,339 adult Carers Assessments and reviews duly authorised by Suffolk County Council.

Family carers received the support they needed to continue caring, and our advisers supported them emotionally. Advisers discussed the Family Carers Emergency Plan (FCEP) with every family carer. Other family carers also had their FCEP undertaken prior to assessment by our Community Advisers.

New funding in the later part of the year enabled us to employ an adviser to work across the organisation to support family carers with individual funding and form filling, which can be complex and stressful for family carers. This enabled 35 family carers access to vital funds.

The Omicron Fund (via Suffolk County Council) became available near the end of the financial year to support family carers of a patient being discharged from hospital or to help prevent admission by purchasing goods or services. This funding will continue to be available in the new financial year.

We supported family carers with household bills or supermarket vouchers through the Household Fund (via Suffolk Community Foundation).

For young carers and young adult carers 756 assessments were completed 518 of which are statutory assessments on behalf of Suffolk County Council. 47 blogs and information updates were posted to 'Your SpaCe', the online resource for young carers and young adult carers.

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Year ended 31 March 2022

Funding from East Suffolk Council has enabled the service to introduce social prescribing with young people aged 14 and upwards, encouraging the use of community assets and developing sustainable ongoing support networks.

2. Emotional support

2,290 adult family carers were supported by our 'duty day' family carer advisers, our communities' advisers and our hospital teams. Family carers were given information, advice and guidance, emotional and solution focused support. This included longer term support for the family carers from the time the person they care for was a patient in hospital, through the often difficult and challenging hospital discharge process. Many more unregistered family carers were supported with light touch information at events and drop-ins and via the hospital.

Our advisers working as part of the Early Intervention Team (West Suffolk) and Reactive Emergency Assessment Community Team (Ipswich) have supported 247 individual family carers.

Our Finding My Way service was resurrected at the end of this quarter, and 18 people received this health coaching, solution-focused service.

90 individual family carers have received regular befriending support by 40 volunteers through the Talk and Support Service.

Funding from Public Health Suffolk's Fairer Health fund has enabled the Young People's Service to further our whole family approach by helping parents to help their child. We have developed and delivered 'Parents of Young Carers' workshops, which support parents to identify the positive and negative impacts of being a young carer and prompt them to think about what their child might need from them. Parent and child activities have been delivered alongside workshops and 1:1 interventions to support parent and child wellbeing.

Our new Neurodevelopment Differences Pathway Project, commissioned by Ipswich & East Suffolk and West Suffolk CCGs commenced in November and has already supported 70 families. Offering 1:1 or whole family intervention to identify support needs and create bespoke family action plans. The team has also set up regular parent carer drop-ins to provide emotional and peer support.

This year, 261 young carers report improved confidence and resilience and 117 young carers report improved emotional wellbeing.

This has been another busy year for our Mental Health and Wellbeing Service, which provides support to family carers aged over 18 (16+ for the Substance Misuse service) in our SAGES, Wellbeing Services and other wellbeing provision. Due to the difficulties presented by the pandemic, the team has risen to the challenge and has responded creatively and flexibly to those they support, acknowledging that individuals are all in different places with their comfortability of social contact:

- Our SAGES - MH team received 62 new registrations and a further 43 mental health family carers returned to us for further assistance with their caring role.
- 18.9% increase in number of registered UK Armed Forces associated carers since 1 January 2021.
- We also received the Bronze Award from the Defence Employer Recognition scheme.

Advocacy and paid relevant person representative (PRPR) staff have continued to provide a service to enable the most vulnerable people to be heard, they have needed to continue to be creative in their approach of how they communicate with people due to the COVID restrictions in care homes and hospitals.

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Year ended 31 March 2022

Our social prescribing teams, Connected Communities for 65+ and Connect for Health teams supported the wider communities using health coaching techniques and accessing community support. The Connected Communities Van has been out linking with people and organisations in the community, this has the additional benefit of identifying currently unsupported family carers. Connect for Health has supported over 500 people during the year.

3. Training/education for carers

The Young People's Service delivered a young carers awareness session to social work students at the University of Suffolk.

We also developed and delivered a 'Girls Group' which is a peer support and discussion group for young carers. Topics discussed included: Social Media and influencers, Self-care and talk, body hair, periods and the importance of healthy friendships and relationships.

We enabled access to a 6 week swimming confidence programme delivered by a qualified swim instructor for young carers aged 9-11 years.

We delivered our Be Your Own Best Friend course in two schools this year, provided 5 CPD sessions to school employees of 12 different education providers and more widely engaged with 189 different schools. We are proud that 118 schools/colleges now have a member of staff who is their named Young Carer Lead.

Our Peer Leader programme developed this year, arising out of conversations with young carers who said that they wanted to give something back to the service. They all had the motivation to help but didn't know how and didn't know if they had the confidence to do something without support. Working in co-production we agreed with them what training they would need from us and what personal skills they would like to develop.

'Being a Peer Leader has been so much more than the learning. It has been fun and something I really enjoy and want to continue with'.

Our Mental Health and Wellbeing Service continued to provide training and workshops to family carers despite the difficulties presented by the pandemic. Many courses were adapted to online provision, via Teams:

- 294 family carer attendees at our online and in person workshops and courses.
- 143 professional attendees accessing a range of Mental Health First Aid programmes.

Additionally, our Adult Services team provided 54 direct moving and handling tuition sessions in carers' homes, helping to prevent risk of injury to both the cared for person and carers themselves. This is higher than last year, however lower than usual due to continued COVID restrictions/concerns.

4. Respite

Our adult services team always discuss respite opportunities with family carers. We ensure that family carers are aware of any funding available and all opportunities open to them, either through statutory services or through the voluntary and community sector.

This year has again been difficult for family carers to take a break due to the pandemic, however resources are available to support family carers when they feel ready to access respite again, additionally this year we have a brand new accessible static caravan which replaces our well-loved but well used caravan in Kessingland, this has always proved popular as a respite opportunity for carers and their families.

In our support for adult family carers, this year 52 family carers have accessed Respite on Prescription

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Year ended 31 March 2022

when they needed to have an elective medical procedure or appointment in East and West Suffolk and 69 family carers has accessed Neurological Care Breaks. Some challenges were still experienced during this year due to COVID.

Suffolk County Council funded a project called Time for Carers, which ran from March 21 - March 22. 40 family carers were able to benefit from 2 hours respite each week for 8 weeks under this scheme. All 79 family carers referred were able to access information, advice, guidance and emotional support.

734 young carers and young adult carers attended at least one of the 239 respite opportunities (online and in person). Activities included; swimming confidence sessions, first aid, online cookery, parent and child trip to Ipswich Town Football Club, raft building and self-esteem workshops, driving theory sessions, sailing residential and camping trips.

48 families attended an Easter online cookery session, 88 young carers attended an online Easter craft session, and 48 young carers enjoyed tobogganing and the Ringos at the Suffolk Ski Centre funded by The Rotary Club of Ipswich East. Bury Abbey Rotary provided funding for 23 young carers to enjoy the panto at the Theatre Royal.

Despite COVID 19 restrictions, we were still able to hold 61 School clubs/drop in sessions.

Our respite continues to be guided by the needs and wishes of young carers and young adult carers. We will continue to offer online respite activities as well as in person activities. Delivery of online respite has enabled us to explore interest based respite, for example our 'Draw With Me' club, which brings together young carers from across the county who enjoy being creative.

The work of our Mental Health and Wellbeing Service with the Armed Forces Community has continued and we have been delighted to have been invited along to key networking events and coproduction forums.

In March 2022 we received confirmation of funds to run a time limited one year project called 'Time Out Together' enabling us to bring carers from armed forces families and non-armed forces families together to share some respite opportunities.

We have continued with our objective to get family carer roles recognised within the Armed Forces community and to ensure that those needing support know how they can access it.

5. Influencing policy

We have continued to be a vital part of the Voluntary and Community Sector leaders groups and Health and Wellbeing Network.

Our CEO is the voluntary sector representative on the Ipswich and East Suffolk Alliance and is a member of the West Suffolk Alliance Palliative Care and End of Life Programme Board.

We also contribute to two Integrated Care Academy research projects at the University of Suffolk - the iCOPE project (looking at ways to support older people and their family carers in East Suffolk) and the Palliative and End of Life Research Project.

Our CEO is a member of the Design Panel, a group of 12 CEOs from organisations across Suffolk and North East Essex. This group influences the plans for collaboration and partnership working under the new Integrated Care System that will become a legal entity in July 2022. In Norfolk and Waveney, our presence is not so well established and our intention is to build these partnerships over the coming months.

We have shared information with Carers Trust and Carers UK to enable them to influence central Government on issues relating to the pandemic, cost of living and the specific needs of family carers.

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Year ended 31 March 2022

Volunteers

Suffolk Family Carers' 65 volunteers donated 2,459 hours of their time, bringing their skills, knowledge and experience to 12 different roles across the organisation. Moving to on-line support, recruitment and induction allowed us to continue valuable carer services (such as our Talk and Support telephone befriending service) and to provide volunteer opportunities during pandemic limitations.

We also worked alongside volunteers to understand what support they required to get back to volunteering away from home. We also re-introduced reception volunteering opportunities. We were successful in recruiting a volunteer opportunity for a Young Trustee.

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 March 2022

Financial review

The charity has made a surplus in the year of £152,314, compared with a surplus last year of £284,218.

Total income decreased by £83,843, a 3% decrease from last year. Total expenditure has increased by £48,061, a 2% increase from last year. The total fund balances at year end are £1,943,320 (March 2021: £1,791,006).

Total restricted funds balance at year end are £1,356,476 (March 2021: £1,274,647). Total unrestricted funds balance at year end are £464,918 (March 2021: £391,885). Total designated funds balance at year end are £121,926 (March 2021: £124,474).

When budgeting for future periods SFC believes in taking a prudent approach and bases income on those grants and contracts which have been confirmed as receivable, therefore to maintain an expected level of service for our beneficiaries we budget to use unrestricted funds or reserves whilst seeking continued funding when agreements are coming to an end, or whilst seeking new funding to support areas of identified unmet need. The resulting periods are often better than expected as circumstances change during the year, sometimes we are successful in securing new funding and at the same time we strive to make costs savings where possible. The year just gone has been such a period, we had budgeted for a deficit, however due to a combination of circumstances, such as receiving more donations than budgeted and savings in some costs as the pandemic continued to disrupt planned activities, we have made a surplus.

After careful consideration of the year ahead, being in a similar position, a significant budget deficit has been agreed by the Trustees.

The results for the year, and the charity's financial position at the end of the year, are shown in the attached financial statements.

Principal funding sources

These are set out in notes 5 and 6 to the accounts. The majority of funding continues to be from Suffolk-based local authorities and NHS bodies, along with the National Lottery and Big Lottery Fund. The charity also benefits from donations from charitable funds and individuals.

Investments

Our principle bank is Bank of Scotland, however cash is also held in other banks to obtain best possible interest rates and Financial Services Compensation Scheme cover. There are no funds "invested". The cash position is consistent with the composition of funds balances which is shown in the Statement of Financial Activities.

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Year ended 31 March 2022

Reserves Policy

It is essential that sufficient reserves are held to minimise the impact of significant loss of income. In the event of reduced income the main concerns of the trustees are:

- That the services provided can be wound down in a controlled manner with minimum impact on family carers, possibly allowing time for transfer of support given to family carers to other services.
- Staff commitments can be met and staff can continue working whilst new funding is secured.
- Suffolk Family Carers liabilities can be met.

The trustees have agreed to keep a level of reserves that would allow the organisation to operate for a period of between 6 to 12 months in a worst case scenario. Based on the above policy target reserves for 2021/22 were between £258,000 and £517,000. Unrestricted reserves at £464,918, being the total unrestricted balance, not including designated funds, are within that parameter. Total free unrestricted reserves are £460,792, being the balance minus the unrestricted fixed assets value.

The level of reserves will be monitored monthly by the Senior Management Team and reported to the trustee Finance and Audit Committee. If the forecast balance is outside the target totals then the trustees will consider what action, if any, may be appropriate taking into account any special circumstances. The policy will be reviewed annually.

Grants

SFC provides two types of grant funding to family carers:

1. The charity applies for small grant funding on behalf of beneficiaries. The criteria for making grants depends on the conditions attached by the funder to each activity/project. This year we have also been able to support family carers via the Household Fund and the Omicron Fund. Examples of grant usage are, a new washing machine, purchasing pill dispensers and supplying supermarket vouchers.

2. The charity also provides individual grants to family carers for respite and grants to overcome short term hardship.

This year SFC has held a Community Asset Fund and provided grants to community group projects such as supporting social activity in local green areas and supporting over 65s in isolation.

During the year the charity provided 84 grants to individuals totalling £17,282 (2021: 52 grants totalling £9,561) and 9 grants to community groups totalling £19,118.

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Year ended 31 March 2022

Plans for future periods

Forward View

Our plans for the future include establishing a strategic presence in Waveney. We are funded by Norfolk and Waveney ICS to deliver community services and build relationships with the Primary Care Networks. Despite setbacks with recruitment, caused mainly by the pandemic, we are continuing to build our presence in Waveney, linking with both statutory and voluntary sector organisations and establishing long term partnerships.

From 1st April 2022 we will be delivering services under two new contracts with our partners under the Dementia Connect and Suffolk Advocacy Service partnerships.

We will be entering our second year of the Adult Carers Contract. Our first year saw us rise to the challenge of new targets, especially in terms of Carers Assessments. We are now on track to meet and possibly exceed those targets.

A key objective for the future is to identify those carers who currently do not receive a service from us. Many carers may not know that there is support available, do not see themselves as carers or do not think our organisation is for them. We want to change this by getting our messages out widely across Suffolk. We have made some preliminary contacts with local community groups and we intend to build on this in the coming year. This ties in with our ongoing culture change programme, which includes our desire to become a more diverse and inclusive organisation, both for family carers and also for our workforce, volunteers and trustees.

We will continue to work in partnership for the benefit of family carers. This year, Suffolk County Council took the lead on a partnership approach to develop an All Age Carers Strategy. We will continue to support this piece of work, which should see support for family carers given greater clarity and priority.

As well as the All Age Carers Strategy, as an organisation, Suffolk Family Carers will be refreshing our own strategy. We feel a refresh is due in 2022 as we have successfully delivered against our current SFC Strategy 2020-2025 and wish to review our aims and objectives for the future, in the light of COVID 19 and other significant developments during the last 2 years.

In our Mental Health and Wellbeing Service, some of our funding areas face uncertainty going forward, with 3 key areas coming to the conclusion of their contract or grant agreement. In recognition of the valuable work provided in these areas we have been liaising with commissioners and will be submitting requests for further funding where we are able. These specific areas are mental health - Sages contract, Serving Suffolk Families past and present - both the serving and the veteran's aspects.

We will continue our work to understand the needs of those resident in Suffolk prisons, who have or will have a caring role upon release, we will work with them to understand how the caring role may impact upon their licencing requirements.

Continuing our digital improvements, in the forthcoming year we intend to produce a range of podcasts and videos based on training and wellbeing topics that family carers have said they would find helpful.

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 March 2022

Structure, governance and management

Across all areas of our work we live by our FAIR values:

- Family Carer Focus - Listening and responding to family carers' needs and those of their families.
- Accountability - Responsible for the decisions we make and the actions we take.
- Integrity - Working professionally.
- Respect - Valuing family carers, staff, volunteers and all stakeholders; recognising and promoting equality and diversity.

Governing Document

Suffolk Family Carers is a registered company in England and Wales limited by guarantee (No: 3507600) governed by its Memorandum and Articles of Association dated 10 February 1998. It is registered as a charity with the Charity Commission (No: 1069937). The registered office is: Unit 8, Hill View Business Park, Old Ipswich Road, Claydon, IP6 0AJ.

Trustee recruitment and appointment

Trustees are recruited through a mixture of local and national advertisements and via personal recommendation. They take part in an interview process and a key requirement is to have an affinity with the work we do.

Trustee board members give their time to the charity on a purely voluntary basis except where the organisation employs them in a professional capacity. Any expenses reclaimed from the charity and related party transactions, are set out in note 15 to the accounts.

Trustee induction and training

New trustees are given an overview of the organisation at an induction meeting with a senior manager. They are given copies of various organisation documents including "The Good Trustee Guide" by NCVO and our "Memorandum and Articles of Association". Experience of day to day work on the frontline is obtained by shadowing various members of staff as they perform their daily duties. Trustees are then invited to contribute to specialist working groups where appropriate. Trustees also attend training courses as appropriate.

Organisation

The charity is managed by the Board of Trustees as set out on page 1. The board meets six times a year and there are sub-committees who report to the board covering development, governance, HR and finance and audit. A Chief Executive officer is appointed by the trustees to manage the day to day operations of the charity.

Pay policy for senior staff

Pay at all levels is set in line with the organisational pay structure and is scrutinised by the HR Committee. Pay for the Chief Executive Officer is considered and agreed outside of this process by the Chair of Trustees and the Chair of HR Committee

Risk Management

The senior management team at the charity maintains a risk register which is actively reviewed at each governance sub-committee and at the Board of Trustees annually, or when necessity arises. The risk register is maintained using a simple scoring system to enable major risks to be identified and action plans created. The trustees review and agree policies, systems, and procedures to mitigate those risks identified.

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Year ended 31 March 2022

The main risks arising from the charity's operations are reduction in funding, liquidity risk, cash flow risk, and interest rate risk.

Funding Risk

The charity seeks to manage funding risk by continuing to identify and apply for grant funding for new services rather than rely on statutory funding. The charity is developing tender documents, in preparation for future tenders, by consulting with family carers and funding commissioners and ensuring service levels remain high and meet family carers' needs.

Liquidity risk

The charity seeks to manage financial risk by ensuring sufficient liquidity is available to meet foreseeable needs and to invest cash in assets safely and profitably. Short-term flexibility is achieved by having sufficient unrestricted reserves. The charity finances its investment in tangible fixed assets through operating lease contracts. The future obligations arising from these contracts are set out in note 25 of the financial statements.

Cash flow risk

The charity needs to manage cash-flow in order to meet its debts as they fall due. Management and the trustees therefore consistently monitor this and produce cash-flow forecasts to ensure there are sufficient cash reserves available in the charity.

Interest rate risk

The charity maintains sufficient funds on current account to meet short term demand. Surplus short term funds are held on deposit to obtain some interest, albeit because of the current economic climate, returns are meagre. The charity manages its exposure to interest rate fluctuations on its longer term cash investments by entering into fixed rate agreements.

Fundraising

The charity does not actively fundraise from members of the public or engage third parties to fundraise on its behalf, the main fund raising approach is to apply for funding from grant awarding bodies.

Project workers within service areas identify need and apply for specific grant funding.

The charity receives many unsolicited donations from members of the public and local organisations, often from people who have benefited from the services provided or others who have heard of the impact of the services in their communities and want to support the cause. The charity is very grateful for the continued support of such donations.

The charity continues to believe its fund raising approach does not warrant signing up to a fundraising standard, and we are pleased to report we have not received any complaints about fundraising.

Trustees' responsibilities statement

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

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Year ended 31 March 2022

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on 2 November 2022 and signed on behalf of the board of trustees by:

S Brooks - Chair
Trustee

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Independent auditor's report to the members of Suffolk Family Carers Limited

Year ended 31 March 2022

Opinion

We have audited the financial statements of Suffolk Family Carers Limited (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 2022 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;
- 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.

Suffolk Family Carers Limited

Company Limited by Guarantee

Independent auditor's report to the members of Suffolk Family Carers Limited (continued)

Year ended 31 March 2022

Other information

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

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.

Opinions 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; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Suffolk Family Carers Limited

Company Limited by Guarantee

Independent auditor's report to the members of Suffolk Family Carers Limited *(continued)*

Year ended 31 March 2022

Responsibilities of trustees

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

In preparing the financial statements, the trustees are responsible for assessing the 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.

Suffolk Family Carers Limited

Company Limited by Guarantee

Independent auditor's report to the members of Suffolk Family Carers Limited (continued)

Year ended 31 March 2022

Auditor's 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 extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In addition to discussions with the client regarding the potential areas for irregularities and non compliance the following tests were also performed;

- Enquiry of management and those charged with governance;
- Enquiry of entity staff compliance functions to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, testing of journal entries and other adjustments for appropriateness, evaluation the rational of significant transactions outside the normal course of activities and reviewing accounting estimates for bias.

In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override. We also obtained an understanding of the legal and regulatory framework that the company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the UK Companies Act and Employment law.

As a result of performing the above, we did not identify any key audit matters related to the potential risk of fraud or non-compliance with laws and regulations.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

Suffolk Family Carers Limited

Company Limited by Guarantee

Independent auditor's report to the members of Suffolk Family Carers Limited *(continued)*

Year ended 31 March 2022

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our 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 and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Proctor FCA DChA (Senior Statutory Auditor)

For and on behalf of
Lovewell Blake LLP
Chartered accountants & statutory auditor
Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

21 December 2022

Suffolk Family Carers Limited

Company Limited by Guarantee

Statement of financial activities (including income and expenditure account)

Year ended 31 March 2022

		Unrestricted funds	2022 Restricted funds	Total funds	2021 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	49,432	127,052	176,484	220,430
Charitable activities	6	150,604	2,264,654	2,415,258	2,461,294
Investment income	7	6,430	—	6,430	8,091
Other income	8	7,800	—	7,800	—
Total income		<u>214,266</u>	<u>2,391,706</u>	<u>2,605,972</u>	<u>2,689,815</u>
Expenditure					
Raising funds					
Costs of raising donations and legacies	9	—	—	—	25,218
Charitable activities	10	339,155	2,114,503	2,453,658	2,380,379
Total expenditure		<u>339,155</u>	<u>2,114,503</u>	<u>2,453,658</u>	<u>2,405,597</u>
Net income before transfer of funds		(124,889)	277,203	152,314	284,218
Transfers between funds		195,374	(195,374)	—	—
Net movement in funds		<u>70,485</u>	<u>81,829</u>	<u>152,314</u>	<u>284,218</u>
Reconciliation of funds					
Total funds brought forward		516,359	1,274,647	1,791,006	1,506,788
Total funds carried forward		<u>586,844</u>	<u>1,356,476</u>	<u>1,943,320</u>	<u>1,791,006</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 22 to 34 form part of these financial statements.

Suffolk Family Carers Limited

Company Limited by Guarantee

Statement of financial position

31 March 2022

	Note	2022 £	£	2021 £	£
Fixed assets					
Intangible assets	16		2,380		6,460
Tangible fixed assets	17		109,875		70,956
			<u>112,255</u>		<u>77,416</u>
Current assets					
Debtors	18	112,500		42,295	
Cash at bank and in hand		<u>1,932,877</u>		<u>1,842,015</u>	
		2,045,377		1,884,310	
Creditors: Amounts falling due within one year	19	<u>(214,312)</u>		<u>(170,720)</u>	
Net current assets			1,831,065		1,713,590
Total assets less current liabilities			<u>1,943,320</u>		<u>1,791,006</u>
Net assets			<u>1,943,320</u>		<u>1,791,006</u>
Funds of the charity					
Restricted funds			1,356,476		1,274,647
Unrestricted funds			<u>586,844</u>		<u>516,359</u>
Total charity funds	22		<u>1,943,320</u>		<u>1,791,006</u>

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

These financial statements were approved by the board of trustees and authorised for issue on 2 November 2022, and are signed on behalf of the board by:

S Brooks - Chair
Trustee

Company registration number: 3507600

The notes on pages 22 to 34 form part of these financial statements.

Suffolk Family Carers Limited

Company Limited by Guarantee

Statement of cash flows

Year ended 31 March 2022

	2022 £	2021 £
Cash flows from operating activities		
Net income	152,314	284,218
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	25,738	20,474
Amortisation of intangible assets	4,080	4,080
Other interest receivable and similar income	(6,430)	(8,091)
Gains on disposal of tangible fixed assets	(7,800)	–
<i>Changes in:</i>		
Trade and other debtors	(70,205)	25,681
Trade and other creditors	43,592	33,781
Cash generated from operations	141,289	360,143
Interest received	6,430	8,091
Net cash from operating activities	<u>147,719</u>	<u>368,234</u>
Cash flows from investing activities		
Purchase of tangible assets	(65,857)	(40,428)
Proceeds from sale of tangible assets	9,000	–
Net cash used in investing activities	<u>(56,857)</u>	<u>(40,428)</u>
Net increase in cash and cash equivalents	90,862	327,806
Cash and cash equivalents at beginning of year	<u>1,842,015</u>	<u>1,514,209</u>
Cash and cash equivalents at end of year	<u>1,932,877</u>	<u>1,842,015</u>

The notes on pages 22 to 34 form part of these financial statements.

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements

Year ended 31 March 2022

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Unit 8, Hill View Business Park, Old Ipswich Road, Claydon, Suffolk, IP6 0AJ.

2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The Trustees are aware that the challenge to secure future income may be more difficult as the COVID19 impact hits the charity sector and the wider economic environment. The financial position of Suffolk Family Carers Limited will be carefully monitored but if a potential shortfall is identified, the existing reserves will allow the charity sufficient time to take appropriate action.

The charity has made a surplus this year of £152,314 (2021: £284,218). The unrestricted reserves are within the target level and so the Trustees consider that the charity has adequate reserves to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements. This expectation has taken into consideration the effects that COVID19 may have on the charity going forwards, which at this time are largely unknown.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impracticable to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis.

Intangible assets

Intangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated amortisation and impairment losses.

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

Website	-	20% straight line
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If there is an indication that there has been a significant change in amortisation rate, useful life or residual value of an intangible asset, the amortisation is revised prospectively to reflect the new estimates.

Amortisation costs in the year are included under Charitable activities: carer support services.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation.

Tangible assets costing more than £1,000 are capitalised and included at cost, including any incidental expenses of acquisition.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Plant and equipment	-	10% straight line
Office equipment	-	10% straight line
Motor vehicles	-	33% to 50% straight line
Computer equipment	-	33% straight line

Grants payable

Grants payable are accounted for when approved by the Trustees.

Redundancy

Redundancy and termination costs are recognised as an expense in the Statements of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

The charity is considered to be demonstrably committed only when it has a detailed formal plan for the termination and is without realistic possibility of withdrawal from the plan.

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and does not have share capital. Every member of the charity undertakes to contribute such amounts (not exceeding £10) as may be required in the event

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations			
Donations and Legacies	49,432	21,469	70,901
Grants			
Grants receivable	—	105,583	105,583
	<u>49,432</u>	<u>127,052</u>	<u>176,484</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations and Legacies	78,841	4,186	83,027
Grants			
Grants receivable	28,013	109,390	137,403
	<u>106,854</u>	<u>113,576</u>	<u>220,430</u>

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

5. Donations and legacies *(continued)*

Donations, legacies and grants received consist of;

	2022	2021
	£	£
AXA	–	2,000
Armed Forces Covenant Fund	500	–
Arnold Clarke Community Fund	1,000	–
Bury Abbey Rotary	–	500
Carers Trust	4,320	13,020
Cheshire Community Foundation	–	2,760
Coop Local Community Fund	3,754	17,750
Daval Trust	1,100	–
East Suffolk Council	35,430	1,000
East Suffolk and North Essex NHS Foundation Trust	1,000	–
Global Make Some Noise	–	25,000
Ipswich and District Stroke Club	2,039	–
L D Rope Third Charitable Trust	1,079	1,294
Leading Lives	–	3,000
Legacy	31,000	68,646
Marx Family Trust	2,000	–
Membership fees	650	825
Norfolk County Council	700	–
Noise Solutions	–	24,875
Persimmon Charitable Foundation	1,000	–
Rotary Club Ipswich and East	1,000	320
Rotary Club of High Suffolk	–	1,000
Suffolk Community Foundation	–	–
- Anglian Water Positive Difference Fund	–	1,600
- Catalyst Fund	–	995
- Community Fund	17,950	1,575
- East Suffolk Community Chest Fund	–	10,000
- Frank Jackson Foundation Fund	–	2,308
- Harris Family Fund	–	1,787
- Martineau Fund	–	2,000
- RJB Grantmaking Fund	–	1,000
- Suffolk Coronavirus Community Fund	–	6,276
- Suffolk Giving Fund	–	1,990
- Suffolk Hardship Fund	–	500
- iwill Fund	–	2,500
- Maurken Fund	1,000	–
- Port Community Fund	1,738	–
- Household Support Grant	10,000	–
Suffolk County Council	24,760	–
Sundry Grants & Donations	25,642	9,224
The Martineau Trust	–	1,685
The Veteran's Foundation	8,822	15,000
	<u>176,484</u>	<u>220,430</u>

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Income from charitable activities	<u>150,604</u>	<u>2,264,654</u>	<u>2,415,258</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Income from charitable activities	<u>–</u>	<u>2,461,294</u>	<u>2,461,294</u>
Charitable activities received consist of;			
		2022 £	2021 £
Armed Forces Covenant Fund		48,758	48,765
BBC Children in Need		9,932	50,002
Big Lottery Fund		71,782	135,650
Care Development East		8,400	3,600
Connect Communities		135,494	–
East Suffolk Council		265,497	265,003
East Suffolk and North Essex NHS Foundation Trust		50,000	–
NHS		562,793	539,852
Suffolk County Council		1,000,801	1,159,667
Suffolk Libraries		74,375	74,375
Sundry income		3,046	–
Turning Point		50,000	50,000
Voiceability		<u>134,380</u>	<u>134,380</u>
		<u>2,415,258</u>	<u>2,461,294</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	<u>6,430</u>	<u>6,430</u>	<u>8,091</u>	<u>8,091</u>

8. Other income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Gain on disposal of fixed assets	<u>7,800</u>	<u>7,800</u>	<u>–</u>	<u>–</u>

9. Costs of raising donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Costs of raising donations and legacies	<u>–</u>	<u>–</u>	<u>–</u>

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

9. Costs of raising donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Costs of raising donations and legacies	<u>3,238</u>	<u>21,980</u>	<u>25,218</u>

10. Expenditure on charitable activities

	Salary costs £	Operational costs £	Support costs £	Total funds 2022 £	Total fund 2021 £
Core services	93,674	34,414	255,814	383,902	373,532
Young People's Service	308,287	45,380	59,677	413,344	384,496
Health Service	53,885	1,191	8,310	63,386	425,615
Mental Health and Wellbeing	245,294	33,896	39,209	318,399	358,167
Adult Carers Services	876,389	227,925	170,313	1,274,627	774,692
Governance costs	—	—	—	—	63,877
	<u>1,577,529</u>	<u>342,806</u>	<u>533,323</u>	<u>2,453,658</u>	<u>2,380,379</u>

Of the above costs, £339,155 were unrestricted (2021: £346,837), and £2,114,503 restricted (2021: £2,033,542).

Included within operational costs are grants paid totalling £36,400 (2021: £9,561) paid to individuals and community groups.

Support costs include governance costs of £20,931 which have been apportioned directly to activities undertaken in 2022.

11. Analysis of support costs

	2022 £	2021 £
Wages and salaries	297,541	524,967
Rent and utilities	85,624	74,014
Governance costs	20,931	12,190
Travel	24,029	10,251
Insurance	15,230	15,955
Staff Training	6,609	23,156
IT Support and Licences	83,359	72,451
	<u>533,323</u>	<u>732,984</u>

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

12. Net income

Net income is stated after charging/(crediting):

	2022	2021
	£	£
Amortisation of intangible assets	4,080	4,080
Depreciation of tangible fixed assets	25,738	20,474
Gains on disposal of tangible fixed assets	(7,800)	–
Operating lease payments	65,846	65,912
Fees payable for the audit of the financial statements	<u>12,540</u>	<u>9,300</u>

13. Auditors remuneration

	2022	2021
	£	£
Fees payable for the audit of the financial statements	12,540	9,300

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022	2021
	£	£
Wages and salaries	1,647,986	1,681,193
Social Security costs	124,173	127,992
Employer contributions to pension plans	<u>111,302</u>	<u>110,537</u>
	<u>1,883,461</u>	<u>1,919,722</u>

The average head count of employees during the year was 87 (2021: 88).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

Included within wages and salaries costs are redundancy and termination payments totalling £Nil (2021: £4,475). These payments were made inline with contractual agreements and have been accounted for inline with the accounting policy noted.

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £294,026 (2021: £301,258).

15. Trustee remuneration and expenses

No remuneration or other benefits were received from the charity or a related entity by the trustees during the year (2021: £Nil).

During the year, no trustee (2021: none) received reimbursement of expenses (2021: £Nil).

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

16. Intangible assets

	Website £
Cost	
At 1 April 2021 and 31 March 2022	20,400
Amortisation	
At 1 April 2021	13,940
Charge for the year	4,080
At 31 March 2022	18,020
Carrying amount	
At 31 March 2022	2,380
At 31 March 2021	6,460

17. Tangible fixed assets

	Plant and equipment £	Office equipment £	Motor vehicles £	Computer equipment £	Total £
Cost					
At 1 April 2021	10,724	1,175	167,532	42,417	221,848
Additions	65,857	–	–	–	65,857
Disposals	(8,000)	–	(78,300)	–	(86,300)
At 31 March 2022	68,581	1,175	89,232	42,417	201,405
Depreciation					
At 1 April 2021	8,533	1,175	101,978	39,206	150,892
Charge for the year	3,965	–	19,990	1,783	25,738
Disposals	(6,800)	–	(78,300)	–	(85,100)
At 31 March 2022	5,698	1,175	43,668	40,989	91,530
Carrying amount					
At 31 March 2022	62,883	–	45,564	1,428	109,875
At 31 March 2021	2,191	–	65,554	3,211	70,956

18. Debtors

	2022 £	2021 £
Trade debtors	34,945	9,531
Prepayments and accrued income	77,555	32,764
	112,500	42,295

The charity has been notified of additional legacies which have not been included within the accounts as there is uncertainty over the value to be received.

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

19. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	60,148	23,492
Accruals and deferred income	121,350	115,708
Social security and other taxes	30,241	30,968
Other creditors	2,573	552
	<u>214,312</u>	<u>170,720</u>

20. Deferred income

	2022	2021
	£	£
At 1 April 2021	102,235	68,222
Amount released to income	(102,235)	(68,222)
Amount deferred in year	<u>101,345</u>	<u>102,235</u>
At 31 March 2022	<u>101,345</u>	<u>102,235</u>

Deferred income relates to income received by the charity relating to a future period that is paid in advance.

21. Pensions and other post retirement benefits

The Charity operates a group personal pension scheme, the assets of which are held in an independently administered fund. Employers' contributions paid during the period amounted to £111,302 (2021: £110,537).

All direct staff are allocated a project fund which they work on. This project fund will dictate the charity activity the employer pension contributions should go against as an expense. All projects are noted as being restricted or unrestricted funds and so the project fund allocated for the employee to work on will also dictate whether the individual employer pension contributions go against restricted or unrestricted funds.

For support costs the employer pension contributions are worked out on an apportionment basis. All staff members' salaries are split in varying percentages, according to job class, to cost of raising funds, direct charitable activities, project management, finance management, HR, and governance. All salary support costs represent the elements allocated to project management, finance management, and HR.

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

22. Analysis of charitable funds

2022

Designated funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfer £	Balance at 31 March 2022 £
Adult Care Services	124,474	232	(1,280)	(70,000)	53,426
Caravan fund	—	—	(1,926)	70,426	68,500
	<u>124,474</u>	<u>232</u>	<u>(3,206)</u>	<u>426</u>	<u>121,926</u>

General funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfer £	Balance at 31 March 2022 £
Core Services	<u>391,885</u>	<u>214,034</u>	<u>(335,949)</u>	<u>194,948</u>	<u>464,918</u>

Restricted funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfer £	Balance at 31 March 2022 £
Core Services	12,639	43,250	(47,953)	238	8,174
Young People's Service	289,811	427,025	(413,344)	(49,012)	254,480
Health Service	56,314	89,600	(63,386)	(12,096)	70,432
Mental Health and Wellbeing	229,477	384,125	(318,399)	(56,597)	238,606
Adult Carers Services	<u>686,406</u>	<u>1,447,706</u>	<u>(1,271,421)</u>	<u>(77,907)</u>	<u>784,784</u>
	<u>1,274,647</u>	<u>2,391,706</u>	<u>(2,114,503)</u>	<u>(195,374)</u>	<u>1,356,476</u>
Total funds 2022	<u>1,791,006</u>	<u>2,605,972</u>	<u>(2,453,658)</u>	<u>—</u>	<u>1,943,320</u>

2021

Designated funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfer £	Balance at 31 March 2021 £
Adult Care Services	124,824	—	(350)	—	124,474
	<u>124,824</u>	<u>—</u>	<u>(350)</u>	<u>—</u>	<u>124,474</u>

General funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfer £	Balance at 31 March 2021 £
Core Services	352,290	114,945	(349,725)	274,375	391,885
	<u>352,290</u>	<u>114,945</u>	<u>(349,725)</u>	<u>274,375</u>	<u>391,885</u>

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

Restricted funds	Balance at 1 April 2020 £	Income £	Expenditure £	Transfer £	Balance at 31 March 2021 £
Core Services	17,868	75,000	(65,959)	(14,270)	12,639
Young People's Service	266,487	453,186	(395,029)	(34,833)	289,811
Health Service	255,777	563,253	(438,040)	(324,676)	56,314
Mental Health and Wellbeing	197,684	448,573	(368,405)	(48,375)	229,477
Adult Carers Services	291,858	1,034,858	(788,089)	147,779	686,406
	<u>3,774,908</u>	<u>5,410,732</u>	<u>(5,209,330)</u>	<u>274,375</u>	<u>4,250,685</u>
Total funds 2021	<u>1,506,788</u>	<u>2,689,815</u>	<u>(2,405,597)</u>	<u>—</u>	<u>1,791,006</u>

Core Services

This service supports the activities provided to family carers. It includes the CEO office functions, human resources, finance, contracts management, communications and the volunteering project.

Young People's Service

We support young people from age 5 years up to 24 years of age, who care for a parent, grandparent or sibling. The aim of the service is to support young people to reduce inappropriate or excessive caring and to ensure that young carers have a chance to be children, first and foremost, by receiving opportunities to have a break from their caring roles, relax and make new friends and make successful transitions into adulthood. Support has included information, advice, one to one support, drop-ins at schools and colleges, peer support, monthly clubs, activities, life skill workshops and residential trips.

Health Service

We provide support to family carers in GP surgeries across East and West Suffolk and hospital based carer support in the Ipswich, West Suffolk, and James Paget hospitals. We also provide a variety of services which help family carers stay well.

Mental Health and Wellbeing Service

We provide a range of services and support to family carers who are looking after someone with dementia or mental health and/or substance misuse issues. We offer a range of information and support programmes to help family carers maintain and improve their own emotional wellbeing and bring resilience to their caring role.

Adult Carers Services

We provide information, advice, guidance and advocacy to adult family carers in Suffolk. We ensure family carers access appropriate services and support from us and we put them in touch with other organisations which can help them.

Transfers

Transfers from restricted to unrestricted funds represent a proportion of support and development services which include strategic planning and management, contract management, finance and personnel, and are chargeable to restricted funds.

Suffolk Family Carers Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

23. Analysis of net assets between funds

Year ended 31 March 2022

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	1,746	62,564	45,564	109,874
Intangible fixed assets	2,380	—	—	2,380
Net current assets	460,792	59,362	1,310,912	1,831,066
	<u>464,918</u>	<u>121,926</u>	<u>1,356,476</u>	<u>1,943,320</u>

Year ended 31 March 2021

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	3,801	—	67,155	70,956
Intangible fixed assets	6,460	—	—	6,460
Net current assets	381,624	124,474	1,207,492	1,713,590
	<u>391,885</u>	<u>124,474</u>	<u>1,274,647</u>	<u>1,791,006</u>

24. Analysis of changes in net debt

	At 1 Apr 2021 £	Cash flows £	At 31 Mar 2022 £
Cash at bank and in hand	<u>1,842,015</u>	<u>90,862</u>	<u>1,932,877</u>

25. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Not later than 1 year	54,534	60,722
Later than 1 year and not later than 5 years	17,183	5,294
Later than 5 years	56,028	—
	<u>127,745</u>	<u>66,016</u>

26. Related parties

During the year, the company received advice and software support amounting to £1,550 (2021: £8,765) from Scrutton Bland LLP, an entity in which J Tucker (Trustee and Treasurer) is a partner. At 31 March 2022, the charity owed Scrutton Bland LLP £170 (2021: £696).

Trustees made donations to the charity totalling £185 (2021: £55) during the year.