

Signed

Charity registration number 1071850

Company registration number 03485330 (England and Wales)

**WORCESTERSHIRE ASSOCIATION OF CARERS
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

WORCESTERSHIRE ASSOCIATION OF CARERS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Diana Fulbrook	
	Mr David Mann	
	Mr Jeffrey Ball	
	Mr Colin Archer	
	Mr Jamie Bridge	
	Mrs Sarah Clee	
	Mrs Mary Horner	
	Mr David Sullivan	
	Mrs Miranda Peel	(Appointed 1 April 2022)
	Ms Clare Taylor	(Appointed 1 March 2022)
Secretary	Mr Colin Archer	
Charity number	1071850	
Company number	03485330	
Registered office	Gf Suite 2 Polysec House Blackpole Trading Estate West Hindlip Lane Worcester Worcestershire WR3 8TJ	
Auditor	Ormerod Rutter Limited The Oakley Kidderminster Road Droitwich Worcestershire WR9 9AY	
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
	Virgin Money Plc Jubilee House Gosforth Newcastle upon Tyne NE3 4PL	
	Scottish Widows Bank Plc 67 Morrison Street Edinburgh EH3 8YJ	

WORCESTERSHIRE ASSOCIATION OF CARERS

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WORCESTERSHIRE ASSOCIATION OF CARERS

CHAIR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2022

It is with great pleasure that I commend this annual report to you. 2021/22 proved to be equally challenging to last year as regular adjustments had to be made to balance the loosening of the pandemic restrictions with the need to build people's confidence. Staff were flexible and supportive in their approach and continued to provide ongoing front-line services to Carers, this often being the only source of support for them in their isolated situations.

Nationally, evidence shows that Carers have been particularly badly hit during the pandemic, exacerbated by the ongoing crisis in the health and social care sector and the sharp rise in the cost of living and fuel, and these will continue to be challenging. WAC has championed and advocated on Carers behalf and encouraged them to voice their concerns about their lived experience, seeing this as an important part of its role. One example of this was the work put into advising the County Council on its carer strategy which was finally agreed recently. In addition, the Board will benefit from a newly set up Carers engagement group by giving Carers a stronger voice.

WAC has consistently delivered the Worcestershire Integrated Carers Hub contract requirements but it is of real concern that the tender for the new contract has again been rolled over and the current contract extended. This has been difficult for staff whose future employment may be at stake, and for managers as they prepare as much as they are able to for the bid. Some progress has been delayed as a result, such as restructuring and job evaluation, and it is to be hoped that this will be resolved soon. Although WAC sees its achievements as placing it in a good position to bid for the contract when it comes up for renewal, it is also very aware that outside competitors, who have succeeded in winning contracts in other areas, may well successfully compete so there is no room for complacency.

WAC is proud of the services it delivers and the fact that business continuity was maintained throughout the pandemic is an illustration of the passion felt for Carers during this most difficult of times. As a result of winning bids for other services, there has been a rapid expansion of staff numbers and time has been spent recruiting and inducting them. WAC continues to support staff in Herefordshire, funded by the Herefordshire legacy money, who are continuing to provide carer support work there.

Strong partnerships continue with the CEO participating in a number of strategic partnerships which enhance WAC's positive profile. A WAC trustee chairs Carers Action Worcestershire, a consortium of voluntary and community organisations with an interest in Carers, so the Board continues to be very supportive of joint working in a number of ways. The WAC shop re-opened during the year and was trading strongly by the end. WAC's financial position is stable and despite the lack of public fundraising opportunities, successful bids for grants were achieved. We remain very grateful to all our supporters for their contributions during the year.

The annual review of the 5-year rolling Strategic Plan adjusted the strategic priorities for next year, and the Board has also undertaken some work on discussing WAC's future direction.

Two further Trustees with a variety of skills and experience have been appointed, so the Board has a good range of expertise in supporting WAC going forward. The Board recognises that the future is unknown so there is a need for it to be astute in steering a way forward and for WAC to continue to be flexible and adaptive in its approach. The main challenge ahead continues to be to win the tender whilst at the same time making progress in taking forward its priorities.

Finally, none of the achievements outlined in the annual report would have been possible without the dedication and commitment of staff and volunteers under Carole Cumino's leadership. I am also grateful for the work of Trustees who give of their time freely to support WAC. 2021/22 was a challenging but successful year and I look forward to continuing to report on a thriving and effective organisation next year.



Diana Fullbrook OBE

Chair of the Worcestershire Association of Carers Board of Trustees

Date: 14 July 2022

WORCESTERSHIRE ASSOCIATION OF CARERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the 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 (FRS 102)" (effective 1 January 2019).

Objectives and activities

Vision

Every unpaid carer to be valued and empowered and to have access to personalised and high-quality support, living in carer friendly communities

Mission

To enable Carers to make informed choices through giving expert advice, information and support and to promote recognition of Carers by service providers and communities.

Strategic Aims:

Four strategic priorities were agreed to deliver WAC's Charitable Objectives for the 2021-22 financial year:

1. Meeting the needs of more Carers

- To provide creative and responsive support and services as appropriate, direct or indirect, to Carers

2. Performance and quality

To ensure:

- effective quality assurance, improvement and performance management processes are in place which improve service delivery and demonstrate compliance
- a fit for purpose, well trained, valued and committed workforce that is flexible, willing and high performing

3. Secure a sustainable future

- To increase the long-term sustainability of effective services to Carers in Worcestershire by the Worcestershire Association of Carers

4. Effective leadership and governance

- To provide effective leadership and governance to facilitate the well-being of a fit for purpose, well trained, valued and committed workforce

Public Benefit

For the public benefit, to relieve stresses experienced by Carers and people with physical, mental or sensory impairment within the family or home in Worcestershire, through the provision of information and support services and promotion of the needs of Carers' (from the Memorandum of Association of Worcestershire Association of Carers)

These objects are to be monitored on a regular basis by the officers of the Association and our Board of Trustees.

Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Association should undertake and consider that Worcestershire Association of Carers provides a public benefit by actively identifying, supporting and empowering Carers.

WORCESTERSHIRE ASSOCIATION OF CARERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance

How we meet our charitable objectives

We meet our charitable objectives by providing information, advice and support to Carers, as set out in the rest of this report

Performance against our priorities

Priority 1 - Meeting the needs of Carers

In response to the continuing COVID19 pandemic, we had a range of virus control measures in place which ensured most of our activities were able to continue:

- Most carer support was already provided by telephone, but the pandemic meant that face to face activities were limited to those we could carry out under Government guidelines
- We continued to use alternative provision – use of Zoom webinars for training and information sessions and social events for Carers; increased use of social media (more detail below)

During the year we:

- Received multiple referrals from Carers
- Provided the Carers Hub helpline which received and made thousands of calls and made proactive calls to Carers who were at greatest risk of social isolation and a lack of support
- Published Caring News, our magazine for Carers – so we could ensure that people without access to technology were able read up to date and accurate information about the pandemic and other matters in the current year
- Issued Carers Emergency Cards which means that if anything happens to the carer, someone will make sure the person they care for is safe and looked after
- Provided up to date information and self-help resources to help Carers understand Covid guidelines and navigate the pandemic through social media platforms, targeted emails and our website
- Worked in partnership with Worcestershire County Council and the Herefordshire and Worcestershire Clinical Commissioning Group to ensure that Carers registered with us had early access to the COVID-19 vaccines and boosters
- Carried out 'Conversation 1s' (carer wellbeing assessments), and completed all the Carer Reviews due in the year to ensure Carers received appropriate support to meet their needs
- Provided a wide range of information and training sessions for Carers despite not being able to see people face to face, moving to online sessions covering a wide range of topics.
- Supported our trained telephone befriending volunteers to deliver over telephone support during conversations with Carers
- Facilitated online peer support sessions and events focused on wellbeing
- Supported Carers to get online, helping them to use Zoom and Teams to join in with meetings and activities
- Signposted or referred Carers to a wide range of other organisations or services
- Provided placements for social work students who were either unable to find placements elsewhere or their original placements had been cancelled because of the pandemic; this provided them with a sound knowledge of the issues facing Carers in preparation for their role as a social worker, and also provided extra capacity for us to support Carers.

WORCESTERSHIRE ASSOCIATION OF CARERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

WAC also **promotes the needs of Carers**, and works with Carers to make sure that they are involved in decisions that affect them, including:

- Working with Worcestershire County Council (WCC) Commissioners and Public Health team to inform the refresh of the County's Carers strategy
- Facilitating the carer-led Carers Partnership which continued its work overseeing the Worcestershire Carers Strategy and ensuring Carers have a voice in decisions affecting them
- Supporting Carers to have their say on a range of strategic and other forums, for example, the:
 - Learning Disabilities Partnership Board & Sub-Groups
 - Autism Partnership Board
 - Dementia Strategy Group
 - Worcestershire Safeguarding Adults Board
 - Herefordshire & Worcestershire Integrated Care System Carer Reference Group
 - Raising the concerns of Carers during the COVID19 pandemic with colleagues in health and social care and worked closely with them to meet these needs

- **Carers of people with learning disabilities** are recognised as having particular challenges, they are not only Carers, but act as advocates for the people for whom they care. Carer representatives are members of the Learning Disability Partnership Board and its subgroups. Worcestershire Association of Carers facilitates the 'Right Support for Carers' group to ensure the voice of these Carers continues to be heard. These meetings were run as video meetings during the year and were held more frequently to enable Carers to raise concerns as they arose

- **Social Media** is increasingly being used to enable more Carers to have a voice and Carers were supported to use Zoom and then used this to pose questions to people working in health and social care

- We work closely with partner organisations, within the voluntary and community, private and public sector to **raise awareness of the needs of Carers** to help us reach more Carers and improve carer access to our services

- WAC continues to take a leading role in the **Carers Action Worcestershire** consortium which aims to bring together independent organisations in Worcestershire with an interest in Carers. The consortium met four times during the year, with discussions between officers in between

- Worcestershire Association of Carers has continued to work with the **Herefordshire Carers Project** for the benefit of Carers using both legacy funding from Herefordshire Carers Support and additional funding. The project supports carer groups and activities, and helps Carers have their say on matters concerning them. The Herefordshire project is growing, with 647 Carers registered with the project at the end of the year

- Our **'Working for Carers'** project aims to support Carers in the workplace by working with employers to raise awareness of the issues faced by Carers. It was reviewed during the year and relaunched in October as the **'Carer Friendly Employer Network'**. By the end of March 2022, 14 employers had signed up to the scheme, including the Herefordshire & Worcestershire Chamber of Commerce, University of Worcester, Worcestershire Health and Care Trust, Southco – the total number of employees working for these organisations is in excess of 5,500. In addition, we worked with Integrated Care System partners to secure funding and develop the new 'Carer Assist' Service which will support unpaid Carers working in the NHS

- The **Carers Unlimited** project provides activities for Carers to give them a break from their caring role. This is funded through donations (both actual and in kind) and fundraising activities. Traditional activities were on hold, but new ones which could be run online were developed, plus some outdoor activities in line with Government guidelines

- WAC has also successfully applied for funding on behalf of Carers to help them meet the outcomes they want. The amount of external funding brought in for individual **grants for carer wellbeing** was nearly £2000.

WORCESTERSHIRE ASSOCIATION OF CARERS

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

Priority 2 – Performance and quality

- **Carers Trust Excellence Framework** – work on this started during the year and we're aiming to achieve this during 2022. It includes 10 standard areas which will form the basis of a quality improvement framework and following a self-assessment will be externally assessed.

- We already hold the following quality standards:

- Trusted Charity
- Working for Carers Outstanding Employer
- Worcestershire Works Well Level 2 (staff wellbeing)
- Disability Confident employer

- We conduct a 'Proud Audit' of the statutory work we undertake on behalf of Worcestershire County Council and this feeds into their quality and performance reporting

- During the year we also carried out an equality and diversity self-assessment. As a result, our Equality and Diversity policy was updated, and an action plan produced and implemented.

Worcestershire Association of Carers aims to be a 'learning organisation'. Over the year this has been enhanced by providing our Carer Pathway Advisors with online reflective practice sessions with a qualified social worker; whilst COVID19 has in some ways limited opportunities for staff development, with many more online opportunities available

Our latest staff survey showed that 100% of staff were proud to work for WAC. Despite the impact of COVID19 our **carer customer service questionnaires** show that 100% of the Carers surveyed would recommend us to another carer and 85% of Carers reported meeting or exceeding the outcomes they were aiming for.

WORCESTERSHIRE ASSOCIATION OF CARERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Priority 3 - Secure a sustainable future

As always work to keep the charity running is essential. **Diversification and generating non-restricted funding** is vital to WAC's future. We have continued to look for support for both our charitable activities, and for development funding to enhance our activities and work to a position where we are less reliant on public sector contracts.

- Our primary funding source for the year was Worcestershire County Council, from whom £650,750 was received to deliver the Worcestershire Carers Hub and Carer Reviews.
- Our main aim for the year was to re-tender for the **Worcestershire Carers Hub** contract in autumn 2020, but this was extended for a further year which secured our main income stream for 2021-22. Preparation continues for the tender which is now expected to be Autumn 2022
- We were successful in securing the contracts to run **social prescribing** services in Redditch Nightingale and Kingfisher Primary Care Networks – this funding was initially put in place until March 2021 (but has since been extended). We will also be running the new 'Lifestyle Advice' services for these 2 networks, with contracts running until 30th September 2022
- As part of the Herefordshire and Worcestershire Community Mental Health transformation we were successful in securing funding to extend our specialist support to Carers caring for a loved one experiencing mental ill health to the whole County
- Our retail shop, located in Droitwich town centre, again had a difficult year. When the second lockdown ended it reopened in April 2021 with appropriate Health & Safety measures in place. All available Government grants were claimed for the shop, and staff were furloughed while the premises were shut. With the help of this additional financial support and considerable efforts from the shop team of staff and volunteers, it yielded a surplus to support WAC's activities
- Community fundraising activities during the year were severely curtailed by the pandemic. We continued to take part in the Worcester City Lottery (managed by Worcester City Council) and had a small amount of income from online shopping donation schemes. We were very grateful for a number of unsolicited donations which enabled us to run additional activities for Carers
- We continued to apply for grants for both unrestricted and project funding and were successful with further applications to support our COVID-19 response and recovery.

Funders included:

- Rotary Club of Worcester
- Herefordshire Community Foundation
- Droitwich Lions Club
- Rejuvenate Herefordshire
- Community First
- Madely Charities

Grateful thanks go to all the organisations, firms and individuals who have given grants, gifts or donations to WAC during the year.

The impact of COVID-19 on raising unrestricted income is an area of concern, and one on which both Trustees and the Executive will be focusing on over the coming months. During 2022-23 we will be reviewing our income generation and fundraising strategy in the light of the new context.

A Fundraising Policy is in place to protect from unreasonable intrusion on a person's privacy, unreasonable persistent approaches & placing undue pressure on a person to give money. The policy will be reviewed in 2022-23 to reflect the changes in fundraising as a result of the pandemic. The Association aims to adhere to the Fundraising Standards Board 'Code of Fundraising Practice'. No professional fund-raiser or commercial participators have been used in the last year, and there are currently no plans to use them in current year. No complaints were received about fundraising during the current year.

WORCESTERSHIRE ASSOCIATION OF CARERS

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

Priority 4 – Effective Governance and Leadership

During the year, the Trustee Board has:

- Reviewed and updated the organisation strategic plan and priorities
- Recruited new Trustees to fill identified skills gaps
- Carried out Trustee appraisals which were collated and fed into a Governance action plan
- Reviewed the Governance self-assessment action plan
- Identified training needs and set up a Trustee training programme

The General Purposes Sub Committee and Finance Sub Committee met regularly throughout the year, with the Remuneration Committee meeting as required.

WAC staff also provided leadership on a range of health and care initiatives during the year, for example:

- WAC's CEO continued as the VCS representative on the **Herefordshire and Worcestershire Integrated Care System Partnership** which identified Carers as a key group to engage in planning for and implementing its NHS Plan. The **Integrated Care System (ICS) Carers Reference Group** continued to meet during the year, and presented key themes affecting Carers to the ICS Partnership Board, and as a result, the Board restated its support of 'Commitment to Carers' principles
- WAC's CEO acts as the **Voluntary and Community Sector (VCS) Executive Lead** on ICS work and also Co-Chairs Worcestershire County Council's **Integrated Wellbeing Offer Steering Group** with the Director of Public Health. These roles included working with system and VCS partners to recruit a new VCS Strategic Lead to ensure that the VCS is able to work as a valued and equal partner on transforming systems within Herefordshire and Worcestershire

WORCESTERSHIRE ASSOCIATION OF CARERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Our Volunteers

In normal times, the Association would rely heavily on its volunteers. Without them, like most non-profit and charitable organisations, Worcestershire Association of Carers would not be able to provide the current level of service and support for the Carers of Worcestershire. Our volunteers are important to increase our capacity to help Carers. Volunteering with the Association is hopefully also of benefit to the volunteers. The Association is enriched by the diversity that volunteers bring. They are able to add their qualities and skills to those of the staff. Volunteers may learn new skills and feel more involved with their community.

Over the last year we have been very aware that volunteering also provides a sense of purpose and social connection for our volunteers.

We have been able to adapt our activities to bring volunteers back safely, and in March 2022 had 29 active volunteers in a range of roles including Trustees, shop volunteers, making regular 'keep in touch' calls to Carers, and facilitating carer groups around the County.

Within the Association all volunteers are treated with respect and valued by the staff.

Plans for the future

Worcestershire Association of Carers agreed a five-year Strategic Plan in 2019 which is reviewed annually by Trustees and the Senior Management Team. The strategic priorities for 2022-23 are:

1. Meeting the needs of Carers – improved carer outcomes

Aim: To provide creative and responsive support and services as appropriate, direct or indirect, to Carers

2. Performance and Quality - by the end of Year 5, to have a more effective high quality and safe service for Carers and others supported by WAC

Aim: to ensure:

- effective quality assurance, improvement and performance management processes are in place which improve service delivery and demonstrate compliance
- that feedback from Carers (and patients) is embedded into quality processes with Carers involved in service design

3. Secure a sustainable future - extended service provision funded by diverse income streams by the end of Year 5

Aim: to increase the long-term sustainability of effective services to Carers by the Worcestershire Association of Carers

4. Effective strategic leadership and governance - Strategic Plan implemented by the end of Year 5

Aim: To provide effective leadership and governance to facilitate the well-being of a fit for purpose, well trained, valued and committed workforce

Progress against priorities is monitored by the Board and sub-committees and will be reported on in the next Trustee Annual Report.

Financial review

Financial Position

During the year the organisation had net incoming resources for the year of £52,207 (2021 - £155,227). Reserves of £443,067 (2021 - £390,860) were made up of £286,826 (2021 - £286,096) restricted funds and £156,241 (2021 - £104,764) unrestricted funds.

WORCESTERSHIRE ASSOCIATION OF CARERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Reserves Policy

As stated in last years accounts WAC carried out a detailed review of its Reserves policy. This resulted in a more detailed calculation which is intended to ensure there the level of free reserves held by WAC is sufficient to cover all contingent liabilities. The reserves policy takes into account both the financial commitments to existing projects and notice periods from our funders, which at the present time equates to three months. The broad headings for the items covered in the calculation are: -

- Potential costs of winding down operations should the WCC contract not be retained
- Potential costs for exiting Retail operations
- Business as usual costs to cover a minimum of three months operating costs
- Contingency costs for Capital expenditure

As at 31 March 2022, as a result of the recently implemented detailed calculation, the required level of reserves stood at £105,377 against the actual level of £134,679 free reserves of so there is currently no shortfall in the organisation's reserves.

This calculation is reviewed regularly and discussed at both Financial Services Committee and Board meetings. In the event of any significant shortfall detailed plans will be put in place to ensure the reserves are replenished. The aim of the reserves policy is to maximise progress towards meeting our objectives whilst balancing the need for continuity and consistency of the work undertaken by WAC.

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006

Governance

The Board of Directors and Trustees has overall responsibility for directing the work of the Association. The Chief Executive reports to the Board.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Diana Fulbrook

Mr David Mann

Mr Jeffrey Ball

Mrs Judy Adams

(Resigned 22 October 2021)

Mr Colin Archer

Mr Jamie Bridge

Mrs Sarah Clee

Mrs Mary Horner

Mrs Marion Sacharin

(Resigned 3 December 2021)

Mr David Sullivan

Mr Geoffrey Taylor

(Resigned 22 July 2021)

Mrs Helen Whatmore

(Resigned 15 June 2021)

Mrs Miranda Peel

(Appointed 1 April 2022)

Ms Clare Taylor

(Appointed 1 March 2022)

Selection of Directors and Trustees

Appointments are made by election at the Annual General Meeting following requests for nominations from members up to a maximum of twelve. The Board can co-opt up to a further two members during the year.

WORCESTERSHIRE ASSOCIATION OF CARERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Qualifying third party indemnity provisions

The Articles of Association of the charity include a provision that (subject to the exemptions required by the Companies Act) no Trustees or other officers of the company shall be liable for any losses of the charity, except in instances of fraud or wilful wrong doing.

Responsibilities of Trustees

Role descriptions have been produced for all Trustee roles based on Charity Commission Guidance and these were last reviewed in 2020. Performance against responsibilities is monitored by the Chair through annual appraisal meetings with Trustees.

The Association also has a Trustee Link scheme in place. The central purpose of a Trustee Link is to provide Trustees with the opportunity to gain a greater insight into specific WAC activities. This will help to inform Trustees when contributing to strategic decisions.

More specifically, WAC recognises that the benefits to linking Trustees with areas of WAC activities include :

- Extending Trustees' knowledge of staff and the breadth of WAC activity
- Familiarising Trustees with the Association's physical environment
- Providing an opportunity for staff and volunteers to meet informally with Trustees
- Helping Trustees to develop in-depth knowledge of areas of WAC activities (including quality issues and targets)
- Allowing Trustees to use their skills and experience to benefit the Association directly in specific areas

In addition, the Association has named Trustees responsible for Whistleblowing and Complaints.

Policy for training Trustees

On appointment, Trustees go through a documented induction programme covering all areas of responsibility. Trustees are appraised annually by the Chair and development needs are identified as part of that process. Board and individual development needs are summarised in a report to the Board and the CEO and Chair produce a training and development plan. Trustee meetings which take place between Board meetings are also used as an opportunity to develop Trustees. The Board also carries out an annual self-assessment of governance against Charity Commission standards, and any training and development needs identified are included in the governance action plan.

Management

The Trustees delegate the day-to-day management, the development of strategy and overall leadership of the charity to the Chief Executive. The remuneration of key management personnel is set by the Board of Trustees.

Senior managers the Association:

- | | |
|------------------------------|----------------|
| • Chief Executive Officer | Carole Cumino |
| • Service Manager/Deputy CEO | Mel Smith |
| • Finance Manager | Natasha Davies |

Members - 1st April 2021 to 31st March 2022 - At the end of March 2022 membership stood at 1,827 members.

WORCESTERSHIRE ASSOCIATION OF CARERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Risk Management

The major risks are identified and monitored by the Trustee Board through the Corporate Risk register. The risks and mitigating actions are set out in the table following table:

Description (Casual Factor)	Actions to Address Risk
Carer numbers Carers not identified or using services due to lack of awareness, poor reputation, or variable coverage across the County Carers' needs not being met	Increased provision available through development of funding streams; new Marketing and Communications implemented; Carers Involvement and Engagement Plan implemented and monitored; Current good reputation; Target in place to increase numbers and being monitored
Quality service provision Insufficient staff and volunteer capability to deliver high quality services. Insufficient staff and volunteer capability to deliver high quality services	Staffing review to follow the outcome of the new contract; HR procedures in place with professional support available; Staff supervision and appraisal processes in place; Complying with Investing in Volunteers standards including volunteers inducted, trained, supported and monitored; Trusted Charity level 1 achieved; Quality Plan agreed by Board, including quality improvement; Contractual requirements being met; and discussion by Trustees about potential future changes to service delivery
Policy Influence Poor level of influence over policy and service planning Poor services delivered and poor reputation	Good reputation with the Local Authority and the Worcestershire Health and Wellbeing Board; Attempts made to gain Carers' views and promote these where and when possible; Caring News circulation; Good communication with key stakeholders
Resources Loss of contract and insufficient resources to run WAC or deliver quality services Carers fail to receive a service from WAC and it closes	Plan in place to win the re-tendering of contract and awareness of potential competition; Contract closely monitored and good relationship with the Local Authority commissioners; Close oversight of the budget with regular reports to the Board; Cost reductions made; Financial controls in place; Income Generation and Fundraising Plan in place; Monitoring of the financial performance of the WAC shop Reserves policy is in place to ensure sufficient funds are in place to cover all contingent liabilities
Sustainable Future Failure to secure the future of WAC through income generation and reluctance to change WAC becomes non-viable	Up to date fundraising and income generation plan developed; Fundraising targets in place; Opportunities to develop partnership and/or collaborative and network arrangements are considered; Membership of Carers Action Worcestershire and Carers Trust; New models of delivery being considered; Awareness of future national changes to Health and Social Care which will affect partnerships and collaboration

WORCESTERSHIRE ASSOCIATION OF CARERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Description (Casual Factor)	Actions to Address Risk
Governance Failure to provide good governance and effective leadership including lack of succession planning for key posts WAC goes into decline with potential financial consequences for Trustees	5-year Strategic plan and priorities in place; Legal requirements understood and appropriate policies/practices in place; Board self-assessment process and skills audit in place; Trustee recruitment process in place including succession planning; Induction process and its effectiveness to be monitored; Stakeholder plan drawn up; Annual away day for Trustees and Senior Management Team; Effective sub committees in place providing assurance; Finance committee addressing cyber security; Trustee and staff succession plans to be developed

Statement of Trustees' responsibilities

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

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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;
- 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; 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 adequate accounting records that 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

In accordance with the company's articles, a resolution proposing that Ormerod Rutter Limited be reappointed as auditor of the company will be put at a General Meeting.

WORCESTERSHIRE ASSOCIATION OF CARERS

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

The Trustees' report was approved by the Board of Trustees.

DM Fulbrook

Mrs Diana Fulbrook
Trustee

14 July 2022

WORCESTERSHIRE ASSOCIATION OF CARERS

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF WORCESTERSHIRE ASSOCIATION OF CARERS

Opinion

We have audited the financial statements of Worcestershire Association of Carers (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, 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 other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

WORCESTERSHIRE ASSOCIATION OF CARERS

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF WORCESTERSHIRE ASSOCIATION OF CARERS

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the charity for the purpose 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 charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Based on our understanding of the charitable company, we identified the principal risks of non-compliance with laws and regulations including those that have a direct impact on the preparation of the financial statements and the extent to which non-compliance might have a material effect on the financial statements. Audit procedures performed included discussions with management, review of board meeting minutes, testing of journals, designing and performing audit procedures and challenging assumptions and judgements made by management in relation to accounting estimates.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.


WORCESTERSHIRE ASSOCIATION OF CARERS

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF WORCESTERSHIRE ASSOCIATION OF CARERS

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Joanne Baldwin ACA FCCA (Senior Statutory Auditor)
for and on behalf of Ormerod Rutter Limited

14/7/2022

Chartered Accountants
Statutory Auditor

The Oakley
Kidderminster Road
Droitwich
Worcestershire
WR9 9AY

WORCESTERSHIRE ASSOCIATION OF CARERS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
Income from:						
Donations and legacies	3	8,518	-	8,518	39,390	39,390
Charitable activities	4	4,138	1,075,114	1,079,252	4,819	1,053,307
Other trading activities	5	72,208	225	72,433	18,567	25,356
Investments	6	8	-	8	138	138
Total income		84,872	1,075,339	1,160,211	1,055,277	1,118,191
Expenditure on:						
Raising funds	7	67,835	-	67,835	-	71,336
Charitable activities	8	(34,440)	1,074,609	1,040,169	884,077	891,628
Total expenditure		33,395	1,074,609	1,108,004	884,077	962,964
Net income for the year/ Net movement in funds		51,477	730	52,207	171,200	155,227
Fund balances at 1 April 2021		104,764	286,096	390,860	114,896	235,633
Fund balances at 31 March 2022		156,241	286,826	443,067	286,096	390,860

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

WORCESTERSHIRE ASSOCIATION OF CARERS

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	12		22,345		21,597
Current assets					
Debtors	13	159,941		167,453	
Cash at bank and in hand		315,059		268,419	
		<u>475,000</u>		<u>435,872</u>	
Creditors: amounts falling due within one year	14	<u>(54,278)</u>		<u>(66,609)</u>	
Net current assets			420,722		369,263
Total assets less current liabilities			<u>443,067</u>		<u>390,860</u>
Income funds					
Restricted funds	16	286,826		286,096	
Unrestricted funds		156,241		104,764	
		<u>443,067</u>		<u>390,860</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The financial statements were approved by the Trustees on 14 July 2022

DM Fulbrook

Mrs Diana Fulbrook
Trustee

Company registration number 03485330

WORCESTERSHIRE ASSOCIATION OF CARERS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	20		65,983		83,521
Investing activities					
Purchase of tangible fixed assets		(19,351)		(6,709)	
Investment income received		8		138	
Net cash used in investing activities			(19,343)		(6,571)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			46,640		76,950
Cash and cash equivalents at beginning of year			268,419		191,469
Cash and cash equivalents at end of year			315,059		268,419

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Worcestershire Association of Carers is a private company limited by guarantee incorporated in England and Wales. The registered office is Gf Suite 2 Polysec House, Blackpole Trading Estate West, Hindlip Lane, Worcester, Worcestershire, WR3 8TJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources 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.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Stocks of undistributed donated goods are not valued for balance sheet purposes.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Income from shop sales represents the sale of donated goods recognised at the point of sale.

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 Expenditure

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Assets costing £100 or more are capitalised as tangible fixed assets and are carried at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings

Straight line over 5 years and 3 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated 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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Critical areas of judgement

The allocation of staff costs between individual unrestricted and restricted funds is based on the estimated split of staff time for each individual employee of the charity.

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	5,667	6,725
Grants	2,851	32,665
	<u>8,518</u>	<u>39,390</u>
Grants receivable for core activities		
Wychavon District Council - COVID-19	2,667	21,450
HMRS - Coronavirus Job Retention Scheme	184	8,715
Worcestershire Community Foundation	-	2,500
	<u>2,851</u>	<u>32,665</u>

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	2022 £	2021 £
Sector consultancy work	5,138	12,716
Social work placements	18,931	14,537
Performance related grants	1,055,183	1,026,054
	<u>1,079,252</u>	<u>1,053,307</u>
Analysis by fund		
Unrestricted funds	4,138	4,819
Restricted funds	1,075,114	1,048,488
	<u>1,079,252</u>	<u>1,053,307</u>
Performance related grants		
Worcestershire County Council	702,295	666,229
NHS Herefordshire and Worcestershire Clinical Commissioning Group	75,228	129,720
St Stephens Surgery	155,791	80,043
Winyates Health Centre	92,922	61,843
Masonic Charitable Foundation	-	37,528
Dept for Education	17,375	15,000
Hereford Community Foundation	-	8,172
Worcestershire Children First - Families In Partnership	-	7,500
Sanctuary Housing Association	-	4,000
Worcestershire Community Foundation	-	1,000
Other	11,572	15,019
	<u>1,055,183</u>	<u>1,026,054</u>

5 Other trading activities

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Fundraising events	63	-	63	-	1,260	1,260
Shop income	72,145	-	72,145	18,567	70	18,637
Training	-	225	225	-	5,459	5,459
	<u>72,208</u>	<u>225</u>	<u>72,433</u>	<u>18,567</u>	<u>6,789</u>	<u>25,356</u>

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Bank interest receivable	8	138

7 Raising funds

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
<u>Other trading activities</u>		
Telephone, IT and website costs	1,723	1,618
Rent	17,000	17,000
Facilitator costs	-	129
Premises expenses	3,167	2,161
Events and marketing	20	20
Staff costs	41,006	44,739
Depreciation and impairment	311	850
Light and heat	1,689	1,278
Insurance	1,182	1,192
Sundry expenses	1,737	2,349
	<u>67,835</u>	<u>71,336</u>

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

8 Charitable activities

	2022 £	2021 £
Staff costs	790,617	681,211
Depreciation and impairment	18,292	21,409
Rent	17,150	17,150
Insurance	1,345	1,228
Utilities	16,184	11,628
Postage, stationery and office expenses	12,068	14,419
Premises and IT costs	50,749	43,433
Training	20,541	9,158
Facilitator costs	33,774	21,024
Professional and consultancy fees	18,943	9,754
Subscriptions	4,317	7,943
Travel costs	4,702	11,058
Carers costs	727	2,550
Carers news	14,599	19,589
Room hire	2,704	1,368
Staff recruitment	3,456	6,822
Sundries	23,481	6,924
	<u>1,033,649</u>	<u>886,668</u>
Share of governance costs (see note 9)	6,520	4,960
	<u>1,040,169</u>	<u>891,628</u>
Analysis by fund		
Unrestricted funds	(34,440)	7,551
Restricted funds	1,074,609	884,077
	<u>1,040,169</u>	<u>891,628</u>

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

9 Support costs

	Support costs £	Governance costs £	2022 £	Support costs £	Governance costs £	2021 £
Audit fees	-	6,520	6,520	-	4,960	4,960
	-	6,520	6,520	-	4,960	4,960
Analysed between Charitable activities	-	6,520	6,520	-	4,960	4,960

Governance costs includes fees payable to the auditors of £6,520 (2021- £4,960) for audit fees.

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, but 1 of them was reimbursed a total of £405 for facilitator training expenses (2021- 1 was reimbursed £760).

11 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	46	37
Employment costs	2022 £	2021 £
Wages and salaries	761,027	667,013
Social security costs	49,457	43,595
Other pension costs	21,139	15,342
	831,623	725,950

There were no employees whose annual remuneration was more than £60,000.

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

12 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2021	112,870
Additions	19,351
At 31 March 2022	132,221
Depreciation and impairment	
At 1 April 2021	91,273
Depreciation charged in the year	18,603
At 31 March 2022	109,876
Carrying amount	
At 31 March 2022	22,345
At 31 March 2021	21,597

13 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	56,267	90,386
Other debtors	3,000	3,000
Prepayments and accrued income	100,674	74,067
	159,941	167,453

14 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	18,567	14,506
Trade creditors	10,818	18,014
Other creditors	1,349	1,006
Accruals and deferred income	23,544	33,083
	54,278	66,609

WORCESTERSHIRE ASSOCIATION OF CARERS

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

15 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £21,139 (2021 - £15,342).

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
	£	£	£	£	£	£	£
Integrated Carers Hub	40,090	666,529	(656,973)	49,646	617,000	(615,704)	50,942
Social Prescribing	3,087	77,149	(74,123)	6,113	153,678	(139,290)	20,501
Families in Partnership	3,726	36,600	(26,228)	14,098	17,375	(17,361)	14,112
Sanctuary Housing	1,627	4,000	(95)	5,532	-	(5,532)	-
Transforming Care							
Regional Forum	1,627	-	(244)	1,383	-	(1,383)	-
End of Life	1,906	-	(1,906)	-	-	-	-
Herefordshire Carers	59,416	11,672	(25,137)	45,951	1,225	(27,203)	19,973
Lifestyle Advisors	-	64,737	(52,407)	12,330	87,603	(74,363)	25,570
Saintbury	2,826	-	37	2,863	-	-	2,863
Social Prescribing							
Appreciative Enquiry	591	11,386	(11,977)	-	-	-	-
Community Mental							
Health Team	-	50,720	(19,745)	30,975	45,728	(70,283)	6,420
Health Equalities							
Partnership	-	65,000	(2,359)	62,641	-	(35,662)	26,979
Masons Long COVID							
Support	-	17,440	-	17,440	-	(11,829)	5,611
Community First							
Recovery College	-	4,000	(98)	3,902	-	(3,902)	-
Social Work Placements	-	14,537	(7,219)	7,318	18,931	(17,925)	8,324
Sustaining Carers	-	9,680	(4,444)	5,236	-	(5,236)	-
Tackling Inequalities	-	1,330	-	1,330	-	(1,330)	-
Herefordshire Masons	-	19,338	-	19,338	-	(12,481)	6,857
Carers Careline	-	1,159	(1,159)	-	-	-	-
Carer Connectors	-	-	-	-	49,545	(26,651)	22,894
Carer Reviews	-	-	-	-	33,750	-	33,750
HCS Rejuvenate	-	-	-	-	1,572	(151)	1,421
Herefordshire County							
Council	-	-	-	-	10,000	(788)	9,212
Impact Focus Group	-	-	-	-	2,000	(2,000)	-
Reasonable Adjustment							
Pilot	-	-	-	-	2,500	(2,500)	-
Redditch District							
Collaborative	-	-	-	-	7,432	(3,035)	4,397
Transforming Care							
Admissions	-	-	-	-	2,000	-	2,000
VCS	-	-	-	-	25,000	-	25,000
	<u>114,896</u>	<u>1,055,277</u>	<u>(884,077)</u>	<u>286,096</u>	<u>1,075,339</u>	<u>(1,074,609)</u>	<u>286,826</u>

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

16 Restricted funds

(Continued)

The Integrated Carers Hub comprises of grants received for the purpose of supporting unpaid adult carers across the County.

The Social Prescribing funds comprises of grants received for the purpose of Social Prescriber wages and expenses.

The Families in Partnership fund comprises of a grant received for the purpose of funding a local Parent Carer Forum which is a group of parents and carers of disabled children, to make sure the services they receive meets the needs of the disabled children and families.

The Sanctuary Housing fund comprises of a grant received for the purpose of providing health and wellbeing events for carers.

The Transforming Care Regional Forum comprises of a grant received for the purpose of supporting carers to have a say in services developed for people with learning disabilities.

The Herefordshire Carers fund comprises a legacy grant received to support carers within Herefordshire over the next three years.

The Lifestyle Advisors fund comprises grants received to provide a lifestyle coaching / advice service to improve patient wellbeing within the Redditch area.

The Saintbury fund comprises a grant received to support carers with future financial planning sessions.

Community Mental Health Team relates to funding received to provide information advice and support to carers of people with mental ill health.

Health Equalities Partnership relates to funding received to reduce inequalities by identifying and supporting carers working in the NHS and building local partnerships to tackle health inequalities.

Masons Long COVID Support relates to funding received to support carers of people with Long COVID syndrome.

Community First Recovery College relates to providing training for carers through the Herefordshire and Worcestershire Recovery College.

Social Work Placements relates to funding received to provide placements for student social workers to gain experience of supporting carers.

Sustaining Carers relates to funding received to support carer wellbeing through the COVID-19 pandemic.

Tackling Inequalities relates to funding received to provide exercise classes for Carers.

The Masons Herefordshire fund comprises of a grant received to provide events and activities for carers within Herefordshire.

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

16 Restricted funds

(Continued)

Carer Connectors relates to COVID-19 recovery funding to reconnect isolated carers.

Carer Reviews relates to carrying out statutory carer reviews under delegated authority from Worcestershire County Council.

HCS Rejuvenate is to provide Craft activities for Herefordshire Carers.

Herefordshire County Council relates to providing counselling service for Herefordshire Carers.

Impact Focus Group relates to funding for engagement with carers on impact of COVID-19.

Reasonable Adjustment Pilot relates to working with the CCG to improve the accessibility of communications with people with LD.

Redditch District Collaborative relates to supporting the development of a health and care collaborative in Redditch.

Transforming Care Admissions is to Support Carer Voice/contribution towards NHS aim to reduce hospital admissions for patients with LD or Autism.

VCS relates to supporting the Worcestershire Voluntary and Community Sector to work with the health and care sector.

17 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	22,345	-	22,345	21,597	-	21,597
Current assets/ (liabilities)	133,896	286,826	420,722	83,168	286,095	369,263
	<u>156,241</u>	<u>286,826</u>	<u>443,067</u>	<u>104,765</u>	<u>286,095</u>	<u>390,860</u>

18 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	21,933	24,696
Between two and five years	2,707	18,417
	<u>24,640</u>	<u>43,113</u>

WORCESTERSHIRE ASSOCIATION OF CARERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

18 Operating lease commitments

(Continued)

The lease payments made in the year totalled £38,372.

19 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Total remuneration (including employers pension contributions)	99,398	100,638
20 Cash generated from operations	2022 £	2021 £
Surplus for the year	52,207	155,227
Adjustments for:		
Investment income recognised in statement of financial activities	(8)	(138)
Depreciation and impairment of tangible fixed assets	18,603	22,259
Movements in working capital:		
Decrease/(increase) in debtors	7,512	(106,468)
(Decrease)/increase in creditors	(12,331)	12,641
Cash generated from operations	65,983	83,521
21 Analysis of changes in net funds		
The charity had no debt during the year.		