

Company No: 4412793 (England & Wales)
Registered Charity No. 1092459

RICHMOND CARERS CENTRE
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

PB ASSOCIATES
CHARTERED ACCOUNTANTS

2 Castle Business Village
Station Road
HAMPTON
Middlesex TW12 2BX

Company Information

Trustees

Christine Hawes, Chair

Nick Gray, Vice Chair

Michael Brownlee, Treasurer

Carolyn Cullen, Secretary

Ana Daruwalla

Anne Gowan (appointed 10/12/20)

John Newton (appointed 10/12/20)

Batcho Notay

Penelope Seager (resigned 23/03/21)

Chief Executive Officer

Melissa Wilks

Company Number

4412793

Charity Number

1092459

Registered Office

5 Briar Road
Twickenham
Middlesex
TW2 6RB

Independent Auditor

Gareth Peter Rees, FCA
PB Associates Chartered Accountants
2 Castle Business Village
Station Road
Hampton
Middlesex
TW12 2BX

Bankers

Cafbank Ltd
PO Box 289
Kingshill West
Malling Kent,
ME19 4OA

TRUSTEES' REPORT

The trustees present their report and the financial statements for the year ended 31 March 2021. The trustees, who are also directors for the purposes of company law and who served during the year and up to the date of this report, are set out on page 1.

Richmond Carers Centre (RCC) is a charitable company limited by guarantee, incorporated on 9th April 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1. It was registered as a charity on 14th June 2002.

The charity is a network member of Carers Trust

Objectives

The company's objects and principal activities as stated in the memorandum and articles are:

RCC is established for the relief of those caring, in an unpaid capacity, for people in need with physical disabilities, learning disabilities, mental health problems, age or illness in the London Borough of Richmond upon Thames, and other such Local Authority areas as the Directors may see fit, by providing practical help, service, support, advocacy, information and education to them.

and as stated in the mission statement:

Richmond Carers Centre to deliver and be the gateway to direct support, information and access to services for unpaid carers in the London Borough of Richmond upon Thames.

Values statement

The values that drive RCC are:

RESPONSIVE – listening, caring and empathy underpin our approach

INNOVATIVE - we are creative and solution focused, using our knowledge and experience to continually improve our offer

RELIABLE – integrity and respect are important to us. We will do what we say we will.

DRIVEN – we believe in what we do and strive to make a positive difference

COLLABORATIVE – we are committed to working with our team, with carers and others to deliver the best service we can

Structure, governance and management.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. The members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

The Management Committee seeks to ensure that it remains aware of the needs of carers by appointing trustees with personal experience of caring for others.

Organisational Structure

A scheme of delegation is in place and day to day responsibility for provision of the services rests with the CEO. An Operational Manager supports the CEO, with two service specific Team Leaders managing front line service delivery. The CEO reports regularly on both staff and business performance to trustees.

TRUSTEES' REPORT contd.*Governance*

Trustee meetings are held six-weekly to review progress against the organisation's objectives, provide strategic guidance and approve management decisions. Budgets are prepared in detail and the activities, operations and funding are subject to ongoing risk analysis and review. The trustees are satisfied that this system of analysis, planning, action and review enables them to identify major risks and that systems and strategies are in place to mitigate those risks. The trustees, in partnership with the staff team, participate in an annual review of the charities business plan priorities and achievements and agree themes for future attention.

Since March 2020, in response to Covid-19 pandemic, trustee meetings have occurred much more frequently and a sub group of trustees was established to quickly respond to operational issues and make decisions where necessary before the next board meeting.

The board carried out an assessment against the newly launched Charity Governance Code and has put in place strategies to address areas requiring improvement.

Trustee Induction and Training

New trustees receive a Trustee Induction Package. Trustees also have access to a range of training opportunities which they are expected to utilise.

Achievements and performance

This was the charity's nineteenth year of operation. RCC continued to make good progress towards realising its vision – 'To know and be known by all local carers, providing or influencing the provision of support for them'.

The charity focused on the following business plan objectives:

1. Deliver and develop services for carers

As at April 2021, 1964 carers were registered with RCC. 23% of carers registered have identified themselves as from a black or minority ethnic background. 30% of carers are male, and 69% female. 23% are young carers (under 18 years of age).

The services that it was possible to provide unpaid carers during the year April 2020 to March 2021 were significantly affected by Government's Covid regulations and the need to keep RCC staff and volunteers, and unpaid carers safe from the coronavirus. At the beginning of the year, the operations of the Centre were reorganised to allow staff to work from home. This required the purchase of additional laptops, IT equipment, mobile phones and training to establish effective remote working. This enabled RCC to continue to provide a service to carers within the parameters of staff being unable to meet carers face to face or deliver face to face group support or activities. Regular meetings between management and staff were held online to ensure that business continued to be conducted effectively. Towards the end of the year, a limited amount of working at the Centre's office was resumed within social distancing guidelines. Significant work was done in relation to transition planning and risk assessment to ensure safe and staged return to office-based delivery and the introduction of a blended model of support for adult and young carers.

TRUSTEES' REPORT contd.

Key achievements and challenges in the year April 2020 to March 2021 include:

- a. RCC continues to lead the delivery of the Carers Hub Service. This service was commissioned by the London Borough of Richmond upon Thames (LBRUT). The contract is led by RCC with five local voluntary sector organisations sub-contracted to deliver specialist elements of the service – specifically targeting dementia, neurological conditions, addiction, and mental health. The services offered to carers include universal and specialist information, emotional support for individuals and small groups, training for adult carers, specialist support for young carers, a caring café for carers and people living with dementia, professional awareness, the promotion of engagement opportunities and strategic leadership.

- b. Direct Support – individual and group

There has continued to be a growth in the referral of new carers. There were 275 new referrals in 2020-21 and 5444 contacts with carers for the provision of information, advice and listening support. RCC continued to provide a minimum of 30 hours per week of advice and support over the telephone and online. However, with very high levels of demand for information and advice, the number of hours of delivery per week increased significantly. It is important to note that levels of demand have remained and not decreased to pre pandemic trends.

In addition to information and advice, informal emotional support was provided on a 1:1 basis. A total of 1352 sessions were provided for adult carers and 284 for young carers. For adult carers this represented an increase in demand from previous year of 195%.

Carers continued to have access to counselling, with 428 sessions delivered online. Young carers continued to access mentoring support. A range of training, leisure and group support activities were also delivered for adult and young carers – these were moved to be delivered online. RCC introduced support packages for young carers to support with having a break. These were delivered to children at home. Additional funding was attracted to specifically help young carers with access to IT equipment.

Over 100 adult carers participated in 40 online training sessions covering a range of topics from wellbeing to rights and entitlements.

Engaging with local professionals continued to be a priority, with 15 individual and group sessions delivered to 300 individuals. The purpose of these conversations focused on identification, recognition and support options of and for unpaid carers.

2. Strategic activity

RCC communicated regularly with local statutory and voluntary sector organisations and the carers network regarding local services, national carer focused policy activity and information. RCC continued to represent the sector and the voice of unpaid carers through participation in several key strategic health, social care and voluntary sector forums as well as newly introduced pandemic response activity. RCC worked closely with public health, the Clinical Commissioning Group, and LBRUT to ensure carers had up to date and clear information relating to public health information and access to vaccines, and more broadly in relation to local pandemic response activity and planning. A significant amount of policy activity was carried out in response to the Government's vaccine rollout program to ensure unpaid carers were considered a priority group.

A carers engagement list continues to be managed by RCC. This list enables RCC to promote opportunities for carers to participate in local and national engagement exercises, and inform carers of opportunities relating to shaping services relevant to them. 269 carers are signed up to receive this targeted information. Carers were invited to a number of facilitated focus groups to share their views and support service development and review.

TRUSTEES' REPORT contd.

3. Communication

RCC has continued to develop and improve its communication methods and increase the number of communication channels in use. This has resulted in an increase in social media activity. Many carers experienced difficulty with access to digital support. This has been recognised both locally and nationally. RCC put in place strategies to support carers with access to equipment and support to connect to digital support offers and as a result of reviewing communication options, introduced more regular information sharing to ensure carers had as much information about local support as possible. This was particularly important during periods of lockdown.

4. Commissioning, Contracting and Income Generation

RCC remains the local lead for the delivery of universal services for adult and young carers, through actively participating in local change activity with a clear focus on influencing the development of local services for unpaid carers. RCC also participates in local review and engagement meetings concerning commissioned services.

RCC successfully negotiated a four year Direct Award with the London Borough of Richmond upon Thames to continue to lead the local Carers Hub Service. Negotiations are underway with a local children's service provider, Achieving for Children, in relation to a contractual agreement to deliver support for young carers.

RCC has continued to receive income from local charities and would like to thank the following organisations for their continued support – Richmond Parish Lands Charity, The Barnes Fund, Hampton Fund. RCC would also like to thank Global Make Some Noise for its support. Without the support of these organisations, RCC would not be able to undertake some of the support to adult and young unpaid carers that it currently provides.

RCC continued to work hard to attract donations and received income from a variety of sources to support young carers and adult group leisure breaks/activities and large annual events.

RCC attracted additional income to support pandemic response and related unexpected costs.

Support continued to be provided to individual carers, who are in financial need, to apply for individual grants from a range of grant givers. This included the management of a number of small grant programmes to financially support individual adult carers with emergency grants relating to employment, education and training, wellbeing and to provide financial support relating to the access of respite breaks, the reduction of debt and to meet other household needs. Carers were also actively connected to other local emergency provision.

5. Develop Workforce (Paid and Voluntary) and Capacity

RCC continued its commitment to the training and development of staff. It supported staff performance through annual reviews and supervision meetings. During this reporting period, RCC recruited a number of new staff to our team to full-time roles of Young Carers Support Worker, Young Carers Support Team Leader and Operations Manager

The team of volunteers continues to grow and new volunteers were recruited for counselling and wellbeing activity provision.

TRUSTEES' REPORT contd.

6. Continue quality improvement and keep building on variety of methods to inform us about quality of service delivery

RCC maintains two quality marks – Trusted Charity level 2 and Carers Trust Centre of Excellence.

We value feedback from carers about our work. Feedback gathered from carers is used to influence our organisational planning, celebrate success, review the services we have on offer and put in place improvement strategies to enhance provision and carer satisfaction.

RCC continues to use an outcomes framework to measure the impact and difference the service is making for unpaid carers.

Financial review

The principal funding sources for the charity in 2020/21 were by way of grants and contracts.

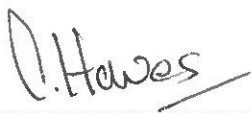
The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed should be between 3 and 6 months of the expenditure.

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long term investment. The Board has designated a sum of £30,000 to provide for anticipated costs in future years in the areas of building maintenance and IT development and covid reserve fund of £35,000 to meet the addition expenditure in future years as a result of the pandemic.

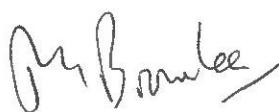
Small company provisions

This report has been prepared in accordance with the small companies' regime under the revised Companies Act 2006.

Approved by the Board on 9th December 2021 and signed on its behalf by:


.....

C. Hawes Trustee/Chair


.....

J.M. Brownlee Trustee/Treasurer

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees (who are also Directors of Richmond Carers Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and the 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 charitable company and of the incoming resources and application of resources, including income and expenditure, 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,
- 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 charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

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

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RICHMOND CARERS CENTRE**Opinion**

We have audited the financial statements of Richmond Carers Centre (the 'charity') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, Statement of Financial Position 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 2021 and of 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.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RICHMOND CARERS CENTRE contd.**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. 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' Annual 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 and directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RICHMOND CARERS CENTRE contd.**Responsibilities of trustees**

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

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:

We identify and assess the risks of material misstatement of the Financial Statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Identifying and assessing potential risks related to irregularities.

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

- enquiring of management whether they were aware of any instances of fraud or non-compliance with laws and regulations;
- obtaining an understanding of the legal and regulatory framework within which the charity operates. The main laws and regulations we considered as affecting the financial statements were charity legislation, the Companies Act 2006, UK tax legislation and the regulations made under the Coronavirus Act 2020, including the various financial reliefs available;
- discussing amongst the engagement team how and where fraud might occur and any potential indicators of fraud. As part of this discussion we identified potential fraud risks in relation to misstatement of income and management override of controls.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RICHMOND CARERS CENTRE contd.**Audit response to risks identified.**

Our procedures to respond to the identified risks included:

- analytical review of the financial statements
- checking a sample of grant documentation to grants received and reviewing whether restricted or unrestricted;
- examining journal entries to address the risk of fraud through management override of controls;
- reviewing minutes of board meetings;
- review of the disclosures in the financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RICHMOND CARERS CENTRE contd.**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.

**Gareth Rees (Senior Statutory Auditor)**

2 Castle Business Village
Station Road
Hampton
Middlesex
TW12 2BX

For and on behalf of
PB Associates
Chartered accountants & statutory auditor

9 December 2021

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

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOME					
Incoming Resources:					
Incoming Resources from Generated Funds					
Voluntary Income	2	76,136	157,577	233,713	219,096
Activities for Generating Funds	4	1,033	-	1,033	14,635
Investment Income	5	1,911	-	1,911	2,150
Incoming Resources from Charitable Activities					
	6	433,344	27	433,371	401,885
Total Incoming Resources		<u>512,424</u>	<u>157,604</u>	<u>670,028</u>	<u>637,766</u>
RESOURCES EXPENDED					
Costs of generating funds					
Charitable Activities	7,8	465,585	146,926	612,511	595,826
Governance Costs	7,9	1,919	-	1,919	1,997
Total Outgoing Resources		<u>467,504</u>	<u>146,926</u>	<u>614,430</u>	<u>597,823</u>
Net income/(expenditure) before transfers		44,920	10,678	55,598	39,943
Transfers					
Gross Transfers between Funds		-	-	-	-
Net Movements in Funds		<u>44,920</u>	<u>10,678</u>	<u>55,598</u>	<u>39,943</u>
Reconciliation of Funds					
Total Funds Brought Forward		<u>296,256</u>	<u>25,185</u>	<u>321,441</u>	<u>281,498</u>
Total Funds Carried Forward		<u><u>£341,176</u></u>	<u><u>£35,863</u></u>	<u><u>£377,039</u></u>	<u><u>£321,441</u></u>

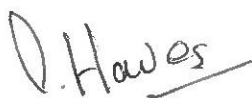
RICHMOND CARERS CENTRE
(COMPANY NO. 4412793)
BALANCE SHEET AS AT 31 MARCH 2021

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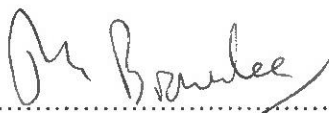
	Note	2021 £	2020 £
FIXED ASSETS			
Tangible Assets	14	5,884	1,673
CURRENT ASSETS			
Debtors	15	32,534	23,505
Cash at Bank and in Hand		495,061	403,588
		<u>527,595</u>	<u>427,093</u>
CREDITORS: Due within one year	16	<u>(156,440)</u>	<u>(107,325)</u>
Net Current Assets		371,155	319,768
NET ASSETS		<u>£377,039</u>	<u>£321,441</u>
FUNDS OF THE CHARITY:			
Restricted Funds in Surplus		36,398	25,877
Restricted Funds in Deficit		(535)	(692)
Total Restricted Funds		<u>35,863</u>	<u>25,185</u>
Unrestricted Funds			
Unrestricted Income Funds		341,176	296,256
Total Charity Funds		<u>£377,039</u>	<u>£321,441</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

These accounts were approved by the Directors on 9th December 2021 and are signed on their behalf by:



..... **C. HAWES- TRUSTEE**



..... **J. M. BROWNLEE - TRUSTEE**

CASHFLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

	2021	2020
Cashflows from Operating Activities		
Net Cash Provided by Operating Activities (see note below)	£91,473	£51,418
	<u> </u>	<u> </u>
Change in Cash and Cash Equivalents in the Reporting Period	91,473	51,418
Cash and Cash Equivalents at Beginning of the Reporting Period	403,588	352,170
	<u> </u>	<u> </u>
Cash and Cash Equivalents at End of the Reporting Period	£495,061	£403,588
	<u> </u>	<u> </u>
Reconciliation of Net Income/Expenditure to Net Cashflow from Operating Activities		
Net Income/(Expenditure) for the Reporting Period (per Statement of Financial Activities)	55,598	39,943
Depreciation	2,078	1,955
(Increase) in Debtors	(9,029)	(331)
Increase in Creditors	49,115	11,572
Purchase of Fixed Assets	(6,289)	(1,721)
	<u> </u>	<u> </u>
Net Cash Provided by Operating Activities	£91,473	£51,418
	<u> </u>	<u> </u>
Analysis of Cash and Cash Equivalents		
Cash at Bank	£495,061	£403,588
	<u> </u>	<u> </u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021****1. ACCOUNTING POLICIES****Basis of Preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (FRS 102). The accounts are presented in Sterling which is the Charity's functional currency.

Fund Accounting Policy

Unrestricted income funds are general funds that are available for use at the Trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Further details of each fund are disclosed in note 20.

Incoming Resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Such income is only deferred when:-

- The donor specifies that the grant or donation must only be used in future accounting periods, or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (that is, as the related goods or services are provided).

Resources Expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specific service or output.

Governance Costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meeting and the cost of any legal advice to trustees on governance or constitutional matters.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita by the time spent and other costs by their usage.

Fixed Assets

Individual fixed assets costing £250 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:-

Fixtures, fittings and equipment 33% straight line

Operating Leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations and Legacies				
Appeals and Donations	7,599	-	7,599	3,841
Grants				
Trusts and Foundations	6,537	157,577	164,114	153,255
Local Authority Grants	62,000	-	62,000	62,000
	68,537	157,577	226,114	215,255
	<u>£76,136</u>	<u>£157,577</u>	<u>£233,713</u>	<u>£219,096</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2021

3.	GRANT INCOME	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
	The Barnes Fund	-	5,000	5,000	5,000
	LBRUT Education and Children	62,000	-	62,000	62,000
	Hampton Fund	-	42,233	42,233	38,603
	Richmond Parish Lands Charity	-	60,626	60,626	45,773
	Other Grants	6,537	49,718	56,255	63,879
		<u>£68,537</u>	<u>£157,577</u>	<u>£226,114</u>	<u>£215,255</u>
4.	ACTIVITIES FOR GENERATING FUNDS				
	Fundraising Events				
	Events	<u>£1,033</u>	<u>£NIL</u>	<u>£1,033</u>	<u>£14,635</u>
5.	INVESTMENT INCOME				
	Interest on Cash Deposits	<u>£1,911</u>	<u>£NIL</u>	<u>£1,911</u>	<u>£2,150</u>
6.	INCOMING RESOURCES FROM CHARITABLE ACTIVITIES				
	Services to Carers				
	Fees and Supplies	<u>994</u>	<u>27</u>	<u>1,021</u>	<u>5,718</u>
	Hub Services				
	Fees and Supplies	-	-	-	-
	Contractual Income from Government or Public Authorities	<u>432,350</u>	<u>-</u>	<u>432,350</u>	<u>396,167</u>
		<u>432,350</u>	<u>-</u>	<u>432,350</u>	<u>396,167</u>
		<u>£433,344</u>	<u>£27</u>	<u>£433,371</u>	<u>£401,885</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2021

7. TOTAL RESOURCES EXPENDED	Services to carers £	Hub Services £	Governance £	Total £
Direct Costs				
Grant Funding of Activities	21,851	-	-	21,851
Other Direct Costs	17,572	155,623	-	173,195
Employment Costs	116,528	222,735	-	339,263
	<u>155,951</u>	<u>378,358</u>	<u>-</u>	<u>534,309</u>
Support Costs				
Establishment Costs	16,442	21,858	-	38,300
Office Expenses	16,029	13,890	-	29,919
Depreciation	-	2,078	-	2,078
Legal and Professional Costs	1,286	6,619	-	7,905
Auditors' Remuneration	-	-	1,800	1,800
Trustee Expenses	-	-	13	13
Bank Charges	-	-	106	106
	<u>33,757</u>	<u>44,445</u>	<u>1,919</u>	<u>80,121</u>
	<u>£189,708</u>	<u>£422,803</u>	<u>£1,919</u>	<u>£614,430</u>
8. DETAILS OF CHARITABLE ACTIVITIES	Activities undertaken directly	Grant funding of activities	Total 2021	Total 2020
Services to Carers	167,857	21,851	189,708	160,885
Hub Services	422,803	-	422,803	434,941
	<u>£590,660</u>	<u>£21,851</u>	<u>£612,511</u>	<u>£595,826</u>
9. GOVERNANCE COSTS	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Bank Charges	106	-	106	184
Trustee Expenses	13	-	13	13
Auditors' Remuneration	1,800	-	1,800	1,800
	<u>£1,919</u>	<u>£NIL</u>	<u>£1,919</u>	<u>£1,997</u>

10. TRUSTEES' REMUNERATION AND EXPENSES

No Trustees received any remuneration during the year. Trustee expenses of £13 were paid (2020 - £13).

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2021**

11. NET INCOME/(EXPENDITURE)	2021	2020
	£	£
Net income/(expenditure) is stated after charging:		
Auditors' Remuneration – Audit Services	1,800	1,800
Depreciation of Tangible Fixed Assets	2,078	1,955

12. EMPLOYEES' REMUNERATION

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

	2021	2020
Direct Provision of Services to Carers	9	11
Support, service development and administration	3	3
	<u>12</u>	<u>14</u>

The aggregate payroll costs of these persons were as follows:

Wages and Salaries	304,817	292,883
Social Security	23,948	22,619
Other Pension Costs	8,591	8,168
	<u>£337,356</u>	<u>£323,670</u>

There were no employees whose emoluments exceeded £60,000 per annum in the current or previous year.

13. TAXATION

Richmond Carers Centre is a registered charity and is, therefore, exempt from taxation on income insofar as it is applied for charitable purposes.

14. TANGIBLE FIXED ASSETS

	Fixtures, Fittings & Equipment
Cost	£
As at 1 April 2020 and 31 March 2021	19,071
Additions	6,289
Disposals	-
As at 31 March 2021	<u>£25,360</u>
Depreciation	
As at 1 April 2020	17,398
Charge for the year	2,078
As at 31 March 2021	<u>£19,476</u>
Net Book Value	
As at 31 March 2021	<u>£5,884</u>
As at 31 March 2020	<u>£1,673</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2021

15. DEBTORS	2021	2020
	£	£
Other Debtors, Prepayments and Accrued Income	32,534	23,505
	<hr/>	<hr/>
16. CREDITORS: amounts falling due within one year		
Trade Creditors	3,269	2,373
Taxation and Social Security	7,188	5,871
Accruals and Deferred Income	145,983	99,081
	<hr/>	<hr/>
	£156,440	£107,325
	<hr/>	<hr/>

Creditors amounts falling due within one year includes deferred income.

As at 1 April 2020	97,280	90,505
Amount Released to Incoming Resources	(97,280)	(90,505)
Amount Deferred in the year	144,182	97,280
	<hr/>	<hr/>
As at 31 March 2021	£144,182	£97,280
	<hr/>	<hr/>

17. MEMBERS' LIABILITY

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

18. OPERATING LEASE COMMITMENTS

As at 31 March 2021 the charity had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire

	Land Buildings	
	2021	2020
Between two and five years	33,800	33,800
	<hr/>	<hr/>

19. PENSION SCHEME

Defined Contribution Pension Scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £8,591 (2020 - £8,168).

There were outstanding contributions of £NIL (2020 - £NIL) at the end of the financial year.

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2021

20. ANALYSIS OF FUNDS	At 1 April 2020	Incoming Resources	Resources Expended	Transfers	At 31 March 2021
	£	£	£	£	£
Designated Funds					
IT and Property Maintenance Fund	30,000	-	-	-	30,000
COVID Fund	-	-	-	35,000	35,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Unrestricted Funds					
Unrestricted Income Funds	266,256	512,424	467,504	(35,000)	276,176
Restricted Funds					
Carers Conference	85	5,000	3,218	-	1,867
Grants for Individual Funds	(692)	25,163	21,851	-	2,620
Covid	698	23,220	23,765	-	153
P/T Carers Support Worker	3,633	22,400	26,568	-	(535)
Young Carers Mentoring	910	27,405	24,605	-	3,710
Adult Carers Activity	1,318	27	21	-	1,324
Part Time ACSW	13,348	28,584	26,207	-	15,725
Global Make Some Noise	4,712	24,555	19,994	-	9,273
Yoga Workshops	1,118	-	524	-	594
Achieving Ambitions	55	1,250	173	-	1,132
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	25,185	157,604	146,926	-	35,863
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	£321,441	£670,028	£614,430	£NIL	£377,039
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2021

21. DESCRIPTION OF FUNDS

Carers Conference – to deliver an event for carers as part of Carers Week.

Grants for Individual Funds – to support carers with access to individual grants.

Covid – to support infrastructure and staffing costs in relation to pandemic response.

Part Time Carers Support Worker Fund – to deliver support, information and advice and range of services to adult carers.

Young Carers Mentoring Fund – to deliver support, information and advice to young carers.

Adult Carers Activity – to deliver a range of groups and leisure activities for adult carers.

Part Time ACSW - to deliver support, information and advice and range of services to unpaid adult carers.

Global Make Some Noise – to plan, coordinate, facilitate and deliver a range of activities for young carers.

Yoga Workshops – to deliver yoga workshops for adult carers.

Achieving Ambitions – to deliver a bespoke programme for young carers with focus on ambitions and careers.

22. NET ASSETS BY FUND	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Tangible Assets	5,884	-	5,884	1,673
Current Assets	421,025	106,570	527,595	427,093
Creditors – amounts falling due within one year	(85,733)	(70,707)	(156,440)	(107,325)
Net Assets	<u>£341,176</u>	<u>£35,863</u>	<u>£377,039</u>	<u>£321,441</u>

23. CONTROL

The charity is controlled by the Trustees who are all Directors of the company.