

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 2022

PB ASSOCIATES
CHARTERED ACCOUNTANTS

2 Castle Business Village
Station Road
HAMPTON
Middlesex TW12 2BX

RICHMOND CARERS CENTRE

Company Information

Trustees	Christine. Hawes, Chair
	John Newton, Vice Chair
	Michael Brownlee, Treasurer
	Carolyn Cullen, Secretary
	Ana Daruwalla
	Anne Gowan
	Nick Gray (resigned 9/12/21)
	Batcho Notay
	Jane McGowan (co-opted 09/12/21)
	Sondra Tarshis (co-opted 28/07/22)
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 2022. 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 a high proportion of trustees with personal experience of caring for others. All the members of the Management Committee give their time voluntarily and received no benefits from the charity.

Organisational Structure

A scheme of delegation is in place and day to day responsibility for the 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.

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 charity's business plan priorities and achievements and agree themes for future attention. The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

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 twentieth 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 2022, 2,174 carers were registered with RCC. 28% of carers registered have identified themselves as BAME. 30% of carers are male, and 69% female. 24% are young carers (under 18 years of age).

RCC began to focus on the implementation of a blended model of support for adult and young carers. This model offered carers choice about how to receive support and information – online, face to face and on the telephone. RCC continued to invest in developing this approach throughout the year. Part of this work included attention to reviewing risk assessments for the organisation and all elements of service delivery.

Key achievements and challenges in the year April 2021 to March 2022 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. A new subcontractor was added to the group from August 2021 delivering group support for carers caring for someone living with dementia. 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. A variation to the LBRUT contract was agreed from April 2021 – March 2022. This variation extended the services offered to adult carers including individual grants to support carers to have a break from caring, and a range of formal and informal respite and facilitated break activities, focusing on helping to improve carer emotional and physical wellbeing.

b. Direct Support – individual and group

There has continued to be a growth in the referral of new carers. Over the 12 month period, 371 new referrals (255 adults and 116 young carers) were received, and 4,766 contacts were held with carers, providing information, advice and listening support. RCC continued to offer 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 continuing, the number of hours of delivery per week increased significantly. Levels of demand have remained high.

In addition to information and advice, informal emotional support was provided on a 1:1 basis. A total of 910 sessions were provided for adult carers and 255 for young carers. Adult carers continued to have access to counselling, with over 200 sessions delivered online. Over 100 adult carers participated in 47 online training sessions covering a range of topics from wellbeing to rights and entitlements. A comprehensive range of leisure and group support activities were delivered for adult and young carers – delivery of these were a mix of online and face to face sessions in line with the organisational transition plan. Young carers continued to access mentoring support.

RCC continued to offer support packages for young carers to help with having a break. Additional funding was attracted to specifically help young carers with education and careers advice, and to support adult carers to access much needed break/respite opportunities.

RCC also continued to engage with local health, social care and education professionals with a focus on identification, recognition and support for unpaid carers. Delivering 25 individual and group sessions to over 340 professionals.

RCC delivered a range of events for adult and young carers. Examples of these include Wellbeing Day for adult carers to mark Carers Week and Young Carers Action Day celebration event.

2. Strategic activity

RCC communicated regularly with local statutory and voluntary sector organisations 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. This included co-chairing the Richmond Carers Strategy Reference Group. RCC worked with Richmond Health and Wellbeing Board to support the inclusion of a carer representative on the board. This has been really positive and has led to unpaid carers being more considered in decisions and planning. RCC actively engaged in local and national development work relating to Integrated Care Services and shaping local approach.

RCC worked closely with key local and national stakeholders to ensure carers had access to public health information, for example access to flu and COVID-19 vaccination offers, access to free PPE and other continuing pandemic response support.

RCC were a key partner in the design of a public health training tool for professionals – Making Every Contact Count Identifying and Recognising Unpaid Adult and Young Carers. This training aims to target anyone coming into contact with carers to increase their awareness and support with positive conversations.

Carers can choose to receive information from RCC about opportunities to participate in local and national engagement events and to be part of activities shaping services that are relevant to them. 252 carers are signed up to receive this targeted information.

3. Communication

RCC continues to make use of a variety of communication channels to keep carers and other stakeholders informed. Regular print and digital service updates are shared with carers and professionals, with social media adding to our ability to communicate key messages. RCC launched an Instagram account for the young carers service to complement and build on this. Further plans are in place to develop an account targeting adult carers. RCC continues to try to support carers to access technology and digital information.

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 two year Direct Award with local children's service provider, Achieving for Children to deliver support for young carers. As previously mentioned, RCC worked with the Local Authority on a variation to the Carers Hub Service contract that includes delivery of breaks services for adult 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 and Hampton Fund. Without the support of these organisations, RCC would not be able to deliver elements of the essential 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 – specifically Young Carers Action Day and Carers Week.

RCC attracted additional income to support pandemic response.

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

5. Develop Workforce (Paid and Voluntary) and Capacity

RCC staff team and board worked together to develop a transition plan to support staff to safely return to working on site. This phased approach also considered implementation of a blended service offer to carers.

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, there were several changes to staffing. RCC recruited a number of new staff to our team to full-time roles of Young Carers Activity Coordinator, two Adult Carers Support Workers and an Adult Carers Support Team Leader.

The team of volunteers remains stable with a focus on supporting the delivery of counselling service and wellbeing activities for adult carers.

All staff had access to an Employee Assistance Scheme through Richmond upon Thames Local Authority to increase access to emotional and practical support.

RCC invested in the organisation's IT capacity which involved upgrading current system to MS365. This has led to more effective and efficient access, particularly when staff are working remotely.

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. Work began on getting ready for audit against new quality mark, Improving Quality, with assessment scheduled for September 2022. This was subsequently awarded in October 2022.

Feedback from carers who use our services is highly valued. We use this feedback to influence our planning, recognise success, review our service offer and stimulate change and improvement. Carers were invited to facilitated focus groups to share their views and support service development and review.

RCC continues to use an outcomes framework to measure carer perception of the impact and difference the service is making for unpaid carers. Outcome indicators for young carers are under review to ensure they are more age appropriate and reflect the needs of this vulnerable group.

Plans for the future

The charity plans continuing the activities outlined above in the forthcoming year subject to satisfactory funding arrangements. The objectives will be reviewed annually and a comprehensive review of the business plan in 2023 will be completed. Plans are in place to develop services – particularly in relation to supporting young carers in schools, increasing front line support staff capacity to respond to demand, and developing more facilitated break opportunities for both adult and young carers.

Financial review

The principal funding sources for the charity in 2021/22 were 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 expenditure.

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 15th December 2022 and signed on its behalf by:

C. Hawes

C. Hawes

Trustee/Chair

M. Brownlee

M. Brownlee

Trustee

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 2022 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 2022 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 2021, 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.



2 Castle Business Village
Station Road
Hampton
Middlesex
TW12 2BX

Gareth Rees (Senior Statutory Auditor)

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

15 October 2022

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOME					
Incoming Resources:					
Incoming Resources from Generated Funds					
Voluntary Income	2	118,146	135,458	253,604	233,713
Activities for Generating Funds	4	3,199	-	3,199	1,033
Investment Income	5	999	-	999	1,911
Incoming Resources from Charitable Activities	6	514,990	-	514,990	433,371
Total Incoming Resources		637,334	135,458	772,792	670,028
RESOURCES EXPENDED					
Costs of generating funds					
Charitable Activities	7,8	571,195	129,128	700,323	612,511
Governance Costs	7,9	1,949	-	1,949	1,919
Total Outgoing Resources		573,144	129,128	702,272	614,430
Net income/(expenditure) before transfers		64,190	6,330	70,520	55,598
Transfers					
Gross Transfers between Funds		(3,640)	3,640	-	-
Net Movements in Funds		60,550	9,970	70,520	55,598
Reconciliation of Funds					
Total Funds Brought Forward		341,176	35,863	377,039	321,441
Total Funds Carried Forward		£401,726	£45,833	£447,559	£377,039

**RICHMOND CARERS CENTRE
(COMPANY NO. 4412793)
BALANCE SHEET AS AT 31 MARCH 2022**

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	Note	2022 £	2021 £
FIXED ASSETS			
Tangible Assets	14	3,214	5,884
CURRENT ASSETS			
Debtors	15	27,045	32,534
Cash at Bank and in Hand		519,410	495,061
		546,455	527,595
CREDITORS: Due within one year	16	102,110	156,440
Net Current Assets		444,345	371,155
NET ASSETS		<u>£447,559</u>	<u>£377,039</u>
FUNDS OF THE CHARITY:			
Restricted Funds in Surplus		46,233	36,398
Restricted Funds in Deficit		(400)	(535)
Total Restricted Funds		45,833	35,863
Unrestricted Funds			
Unrestricted Income Funds		401,726	341,176
Total Charity Funds		<u>£447,559</u>	<u>£377,039</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 15th December 2022 and are signed on their behalf by:

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

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

CASHFLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021
Cashflows from Operating Activities		
Net Cash Provided by Operating Activities (see note below)	<u>£24,349</u>	<u>£91,473</u>
Change in Cash and Cash Equivalents in the Reporting Period	24,349	91,473
Cash and Cash Equivalents at Beginning of the Reporting Period	<u>495,061</u>	<u>403,588</u>
Cash and Cash Equivalents at End of the Reporting Period	<u>£519,410</u>	<u>£495,061</u>
Reconciliation of Net Income/Expenditure to Net Cashflow from Operating Activities		
Net Income/(Expenditure) for the Reporting Period (per Statement of Financial Activities)	70,520	55,598
Depreciation	2,670	2,078
Decrease/(Increase) in Debtors	5,489	(9,029)
(Decrease)/Increase in Creditors	(54,330)	49,115
Purchase of Fixed Assets	-	(6,289)
Net Cash Provided by Operating Activities	<u>£24,349</u>	<u>£91,473</u>
Analysis of Cash and Cash Equivalents		
Cash at Bank	<u>£519,410</u>	<u>£495,061</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022****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.

RICHMOND CARERS CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022 continued

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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 2022 £	Total 2021 £
Donations and Legacies				
Appeals and Donations	18,134	-	18,134	7,599
Grants				
Trusts and Foundations	38,012	135,458	173,470	164,114
Local Authority Grants	62,000	-	62,000	62,000
	100,012	135,458	235,470	226,114
	<u>£118,146</u>	<u>£135,458</u>	<u>£253,604</u>	<u>£233,713</u>

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

3. GRANT INCOME	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
The Barnes Fund	-	5,000	5,000	5,000
LBRUT Education and Children	62,000	-	62,000	62,000
Hampton Fund	-	50,275	50,275	42,233
Richmond Parish Lands Charity	29,167	37,476	66,643	60,626
Other Grants	8,845	42,707	51,552	56,255
	<u>100,012</u>	<u>135,458</u>	<u>235,470</u>	<u>£226,114</u>
4. ACTIVITIES FOR GENERATING FUNDS				
Fundraising Events				
Events	<u>£3,199</u>	<u>-</u>	<u>£3,199</u>	<u>£1,033</u>
5. INVESTMENT INCOME				
Interest on Cash Deposits	<u>999</u>	<u>-</u>	<u>999</u>	<u>£1,911</u>
6. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES				
Services to Carers				
Fees and Supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,021</u>
Hub Services				
Fees and Supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contractual Income from Government or Public Authorities	<u>514,990</u>	<u>-</u>	<u>514,990</u>	<u>432,350</u>
	<u>514,990</u>	<u>-</u>	<u>514,990</u>	<u>432,350</u>
	<u>£514,990</u>	<u>-</u>	<u>£514,990</u>	<u>£433,371</u>

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

7. TOTAL RESOURCES EXPENDED	Services to carers £	Hub Services £	Governance £	Total £
Direct Costs				
Grant Funding of Activities	11,174	1,490	-	12,664
Other Direct Costs	27,240	210,704	-	237,944
Employment Costs	117,849	236,489	-	354,338
	<u>156,263</u>	<u>448,683</u>	<u>-</u>	<u>604,946</u>
Support Costs				
Establishment Costs	12,669	33,192	-	45,861
Office Expenses	8,087	30,959	-	39,046
Depreciation	2,025	645	-	2,670
Legal and Professional Costs	-	7,800	-	7,800
Auditors' Remuneration	-	-	1,800	1,800
Trustee Expenses	-	-	35	35
Bank Charges	-	-	114	114
	<u>22,781</u>	<u>72,596</u>	<u>1,949</u>	<u>97,326</u>
	<u>£179,044</u>	<u>£521,279</u>	<u>£1949</u>	<u>£702,272</u>
8. DETAILS OF CHARITABLE ACTIVITIES	Activities undertaken directly	Grant funding of activities	Total 2022	Total 2021
Services to Carers	167,870	11,174	179,044	189,708
Hub Services	519,789	1,490	521,279	422,803
	<u>£687,659</u>	<u>£12,664</u>	<u>£700,323</u>	<u>£612,511</u>
9. GOVERNANCE COSTS	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Bank Charges	114	-	114	106
Trustee Expenses	35	-	35	13
Auditors' Remuneration	1,800	-	1,800	1,800
	<u>£1,949</u>	<u>-</u>	<u>£1,949</u>	<u>£1,919</u>

10. TRUSTEES' REMUNERATION AND EXPENSES

No Trustees received any remuneration during the year. Trustee expenses of £35 were paid (2021 - £13).

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

11. NET INCOME/(EXPENDITURE)	2022	2021
	£	£
Net income/(expenditure) is stated after charging:		
Auditors' Remuneration – Audit Services	1,800	1,800
Depreciation of Tangible Fixed Assets	2,670	2,078

12. EMPLOYEES' REMUNERATION

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

	2022	2021
Direct Provision of Services to Carers	8	9
Support, service development and administration	3	3
	11	12

The aggregate payroll costs of these persons were as follows:

Wages and Salaries	317,907	304,817
Social Security	26,533	23,948
Other Pension Costs	8,779	8,591
	£353,219	£337,356

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 2021 and 31 March 2022	25,360
Additions	-
Disposals	-
As at 31 March 2022	£25,360
Depreciation	
As at 1 April 2021	19,476
Charge for the year	2,670
As at 31 March 2022	£22,146
Net Book Value	
As at 31 March 2022	3,214
As at 31 March 2021	£5,884

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

15. DEBTORS	2022	2021
	£	£
Other Debtors, Prepayments and Accrued Income	27,045	32,534
	<hr/>	<hr/>
16. CREDITORS: amounts falling due within one year		
Trade Creditors	12,227	3,269
Taxation and Social Security	8,479	7,188
Accruals and Deferred Income	81,404	145,983
	<hr/>	<hr/>
	£102,110	£156,440
	<hr/>	<hr/>

Creditors amounts falling due within one year includes deferred income.

As at 1 April 2021	144,182	97,280
Amount Released to Incoming Resources	(144,182)	(97,280)
Amount Deferred in the year	79,604	144,182
	<hr/>	<hr/>
As at 31 March 2022	£79,604	£144,182
	<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 2022 the charity had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire

	Land Buildings	
	2022	2021
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 £8779 (2021 - £8,591).

There were outstanding contributions of £NIL (2021 - £NIL) at the end of the financial year.

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

20. ANALYSIS OF FUNDS	At 1 April 2021	Incoming Resources	Resources Expended	Transfers	At 31 March 2022
	£	£	£	£	£
Designated Funds					
IT and Property Maintenance Fund	30,000	-	-	-	30,000
COVID Fund	35,000	-	-	(3,640)	31,360
	<u>65,000</u>	<u>-</u>	<u>-</u>	<u>(3,640)</u>	<u>61,360</u>
Unrestricted Funds					
Unrestricted Income Funds	276,176	637,334	573,144	-	340,366
Restricted Funds					
Carers Conference	1,867	-	1,867	-	-
Grants for Individual Funds	2,620	8,152	11,172	-	(400)
Covid	153	7,071	10,864	3,640	-
P/T Carers Support Worker	(535)	21,650	8,903	-	12,212
Young Carers Mentoring	3,710	27,405	25,194	-	5,921
Young Carers Activities	-	2,383	1,424	-	959
Adult Carers Activity	1,324	-	(15)	-	1,339
Part Time ACSW	15,725	35,375	33,680	-	17,420
Global Make Some Noise	9,273	24,554	32,739	-	1,088
Yoga Workshops	594	-	-	-	594
Achieving Ambitions	1,132	(1,132)	-	-	-
LA Staff Retention	-	10,000	3,300	-	6,700
	<u>35,863</u>	<u>135,458</u>	<u>129,128</u>	<u>3,640</u>	<u>45,833</u>
	<u>£377,039</u>	<u>£772,792</u>	<u>£702,272</u>	<u>-</u>	<u>£447,559</u>

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

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 2022 £	Total 2021 £
Tangible Assets	3,214	-	3,214	5,884
Current Assets	459,280	87,175	546,455	527,595
Creditors – amounts falling due within one year	(60,768)	(41,342)	(102,110)	(156,440)
Net Assets	<u>£401,726</u>	<u>£45,833</u>	<u>447,559</u>	<u>£377,039</u>

23. CONTROL

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