

MANCHESTER CARERS FORUM

England & Wales · Charity number 1103535

Details

Status Registered

Legal form Charitable company

Company number [05068267](#)

Registered 2004-04-30

Register [View on the Charity Commission register](#)

Contact

Address First Floor
Swan Buildings
20 Swan Street
Manchester
M4 5JW

Phone 07415 436382

Email info@manchestercarersforum.org.uk

Website www.manchestercarersforum.org.uk

Activities

Objects: To relieve those who are sick elderly, disabled, handicapped or otherwise infirm by the provision of advice and support to Carers in Greater Manchester. To advance the education of the public by raising awareness in all matters relating to the care of those who are sick, elderly, disabled, handicapped or otherwise infirm and their Carers. To do all such other charitable things in the pursuit of the objects stated above.

Activities: Manchester Carers Forum acts as a voice of carers in raising awareness of the challenges which face carers. We support carers through peer support networks and by bringing carers together to reduce isolation. We work at a strategic partnership level with carers support networks, local government and healthcare commissioning to ensure carers get the best support possible.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups

Geography

- **Area of benefit:** IN THE CITY OF MANCHESTER.
- Manchester City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£359,497	£358,093	-	-
2024-03-31	£246,217	£241,693	-	-
2023-03-31	£263,616	£329,933	-	-
2022-03-31	£296,154	£312,494	-	-
2021-03-31	£239,463	£210,808	-	-

Trustees

Name	Role	Appointed
Sara Williamson	Chair	2025-10-15
Ann Eva Sarge		2024-10-16
David Laughlin		2017-03-01
David Tindall		2019-08-28
GAYNOR ELIZABETH MORGAN		
MICHAEL LAKE		2011-11-02
Steven Alexander Bonham-Grant		2023-04-19

Accounts

MANCHESTER CARERS FORUM

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

Registered Charity No: 1103535
Company Registration Number: 05068267

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MANCHESTER CARERS FORUM

Report of the Directors for the year ended 31st March 2025

The Directors present their annual directors' report and financial statements of the charity for the year ended 31st March 2025 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice application to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

To relieve those who are sick, elderly, disabled, handicapped or otherwise infirm by the provision of advice and support to Carers in Greater Manchester.

To advance the education of the public by raising awareness in all matters relating to the care of those who are sick, elderly, disabled, handicapped or otherwise infirm and their Carers.

To do all such other charitable things in the pursuit of the objects stated above.

Manchester Carers Forum engages with carers in a variety of locations throughout the city, enabling carers to access support and information. Carers are signposted to other organisations that can give advice and provide support. We provide peer support through our Carer Support Service which delivers telephone, online and in-person befriending and support groups.

The Directors confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities and setting the policies for the year.

Carers save the national economy over £184billion per annum. In delivering our activities we seek to ensure that there is on-going support for the unpaid carers in Manchester who make a significant contribution in kind to the economic wellbeing of our city. In this way, the charity furthers its charitable purposes for the public benefit.

We engage with carers to drive the direction of our work, across our various monthly carers support groups, cafe meetings and events throughout the year. Some of these groups receive additional funding from other charitable and corporate sources but staff must apply for these on an additional basis. Likewise, where we are able to secure additional funding we arrange breaks for carers to have much needed respite from the caring role.

Volunteers support the delivery of what we do. The majority of our volunteers are carers and former carers themselves, and full training and on-going support is provided. Our volunteer roles vary and include the provision of emotional support to carers, supporting the facilitation of support groups and involvement in our training and education work. For example, we work with universities in Manchester on the social work programmes to advance the knowledge and understanding of carers and care roles.

We also engage with the statutory sector on strategic issues affecting carers, including through Carers Manchester. Carers Manchester is a group of organisations that form the Carers Manchester

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Pathway, which provides support to carers in a variety of ways including telephone and face to face support and local services.

A review of our achievements and performance

Our performance is measured against outcomes jointly agreed by ourselves and our funders and we have met and/or exceeded these outcomes. We have submitted regular reports to our funders and these reports contain both quantitative and qualitative evaluations together with financial returns.

Some of the most recent comments from carers who access our support are below:

"It has given me the opportunity to talk to other carers. Helps me know I am not the only one going through it"

"It helps my wellbeing talking to other carers. Makes me happy and good in myself."

"The coffee mornings are really nice and enjoyable, and a chance to meet people you don't know, who you have something in common with. It's not easy to meet new people at my age."

"It's a form of therapy."

"Without this meeting I'd be more of a hermit. More anxious and depressed."

"You've got me through some very difficult times."

"I love chatting with the others about any topic, and lots of laughter too, which is a genuine relief."

"Support and guidance that is always there."

"It provides a connection for information which is needed for a carer."

Financial review

The Directors considered the budget for the year and made plans to ensure that expenditure did not outstrip income. They were prepared to use reserves but this was not necessary. Manchester Carers Forum derives its income from a number of sources. Our total income is made up of grants from statutory services and charitable trusts, consultancy and training, and from donations.

Investment powers and policy

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 any longer term investment. The Directors shall review this statement should excess funds become available.

Reserves policy

The balance held in unrestricted reserves at 31st March 2025 was £44,249 of which £43,625 are free reserves, after allowing for funds tied up in tangible fixed assets. The Directors aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure. The Directors consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

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The charity's main source of income is grants. The Directors consider that it is appropriate to prepare the accounts on a going concern basis and, consequently, the accounts do not include any adjustments that would be necessary if these sources of income should cease.

Risk management

The Board of Directors has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Procedures are in place to ensure compliance with health safety of staff, volunteers, parents, children and visitors.

Plans for future periods

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Structure, governance and management

Manchester Carers Forum is a company limited by guarantee governed by its Memorandum and Articles of Association, originally dated 19 January 2004 and revised January 2019. It is registered with the Charity Commission and is constituted under a trust deed dated 19 January 2004.

Appointment of Directors

The charity may by ordinary resolution appoint a person who is willing to act to be a director; and determine the rotation in which any additional directors are to retire. No person other than a director retiring by rotation may be appointed a director at any general meeting unless they are recommended for re-election by the directors; or not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given a notice that is signed by a member entitled to vote at the meeting; states the member's intention to propose the appointment of a person as a director; contains the details that, if the person were to be appointed, the charity would have to file at Companies House; and is signed by the person who is to be proposed to show their willingness to be appointed.

All members who are entitled to receive notice of a general meeting must be given not less than seven or more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation.

The directors may appoint a person who is willing to act to be a director.

The appointment of a director, whether by the charity in a general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.

Director induction and training

Manchester Carers Forum as an organisation focuses on carers and so the management committee seeks to ensure that the needs of this group are appropriately met and reflected. Director induction is provided as is access to training to ensure Directors are competent and confident in their roles.

Organisation

The Board of Directors administers the charity. A Chief Officer is appointed by the Directors to manage the day-to-day operations of the charity. The Directors are familiar with the practical working of Manchester Carers Forum, meeting a minimum of four times per year to receive full operational and financial reports, and have significant involvement in the development and agenda of the annual business planning sessions.

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Related parties and cooperation with other organisations

None of our Directors receive remuneration or other benefit from their work with the charity. Any connection between a Director and senior manager with any service providers must be disclosed to the full board in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Reference and administrative information

Charity Name: Manchester Carers Forum

Company Registration Number: 05068267

Charity Number: 1103535

Directors and trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law. The Directors and officers serving during the year were as follows:

Gaynor Morgan	Chair	
Michael Lake	Treasurer	
Denise Jackson		
Catherine Lowe		(resigned May 2024)
David Laughlin		
David Williams	Company Secretary	
David Tindall		
Steven Bonham-Grant		
Sara Williamson		
Ann Sarge		(appointed October 2024)

Chief Executive

David Williams

Registered office

Manchester Carers Forum
First Floor Swan Buildings
20 Swan Street
Manchester
M4 5JW

Independent examiners

Hilton-Jones t/a Community Accountancy Service
Hollinwood Business Centre
Albert Street
Oldham
OL8 3QL

Bankers

Co-op Bank plc
Balloon Street
Manchester

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Directors' responsibilities in relation to the financial statements

The Directors are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the charity directors to prepare financial statement for each 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 the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them with consistency;
- Observe the methods and principles in the applicable charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board of Directors

Gaynor Morgan
Chair

Date: 21st October 2025

Independent examiner's report to the trustees of MANCHESTER CARERS' FORUM

I report on the accounts of the company for the year ended 31st March 2025, which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



James Hilton Jones
 Hilton Jones t/a Community Accountancy Service
 Hollinwood Business Centre, Albert Street, Oldham OL8 3QL
 Date: 21st October 2025

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

	Further Details	Unrestricted Funds £	Restricted Funds £	Total Funds Year Ended 31 March 2025 £	Total Funds Year Ended 31 March 2024 £
Income from:					
Donations	(3)	5,294	-	5,294	3,295
Charitable Activities	(4)	128,771	201,200	329,971	224,913
Other Trading Activities	(5)	24,232	-	24,232	18,009
Total		158,297	201,200	359,497	246,217
Expenditure on:					
Raising Funds	(6)	1,442	-	1,442	450
Charitable Activities	(6)	150,794	205,857	356,651	241,243
Total		152,236	205,857	358,093	241,693
Net income/(expenditure)		6,061	(4,657)	1,404	4,524
Transfers between funds	(15)	(4,659)	4,659	-	-
Net movement in funds		1,402	2	1,404	4,524
Reconciliation of funds					
Total funds brought forward	(15)	42,847	107	42,954	38,430
Total funds carried forward	(15)	44,249	109	44,358	42,954

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

The notes on pages 10 to 17 form part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2025

Company registration number: 05068267

	Notes	2025 £	2024 £
Fixed assets:			
Tangible assets	(11)	624	-
Total fixed assets		624	-
Current assets:			
Debtors	(12)	6,491	4,694
Cash at Bank & in Hand		51,998	62,993
Total current assets		58,489	67,687
Liabilities:			
Creditors: Amounts falling due within one year	(13)	14,755	24,733
Net current assets or liabilities		43,734	42,954
Total assets less current liabilities		44,358	42,954
Total net assets or liabilities		44,358	42,954
The funds of the charity:			
Restricted income funds	(15)	109	107
Unrestricted income funds	(15)	44,249	42,847
Total charity funds		44,358	42,954

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

For the period in question the company was entitled to the exemption conferred by section 477 of the Companies Act 2006, and that no notice has been deposited under section 476 in relation to its accounts for the financial year; and the directors acknowledge their responsibilities for:

- complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the trustees on 21st October 2025

Gaynor Morgan Chair

The notes on pages 10 to 17 form part of these accounts.

Statement of Cash Flows for the year ending 31 March 2025

Reconciliation of net movement in funds to net cash flow from operating activities

	Year Ended 31 March 2025	Year Ended 31 March 2024
	£	£
Net movement in funds	1,404	4,524
Add back depreciation	312	1,000
Decrease/(increase) in debtors	(1,797)	(408)
Increase/(decrease) in creditors	(9,978)	11,214
Net cash used in operating activities	(10,059)	16,330
Cash flows from investment activities:		
Interest	-	-
Purchase of fixed assets	(936)	-
Net cash provided by investing activities	(936)	-
Increase/(decrease) in cash and cash equivalents during the year	(10,995)	16,330
Cash and cash equivalents brought forward	62,993	46,663
Cash and cash equivalents carried forward	51,998	62,993

Notes to the accounts for the year ended 31st March 2025

1. Accounting policies**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are 2 restricted funds.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 15.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of expense.

The allocation of support and governance costs is analysed in note 8.

(g) Costs of raising funds

The costs of raising funds consists of Income generation, licences, marketing and website costs.

(h) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 6.

Notes to the accounts for the year ended 31st March 2025

(i) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged on the following basis:

Computers	33.33% on cost
Equipment	25% on cost

(j) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(k) Pensions

The charity currently administers contributions to a pension scheme on behalf of individuals. The charity has no liability beyond paying the deductions over to the pensions company.

(l) Debtors

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

(m) Creditors and provisions

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

2. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2024: £nil). Expenses paid to the trustees in the year totalled £nil (2024: £nil).

3. Donations

	Unrestricted Year Ended 31 March 2025	Restricted Year Ended 31 March 2025	Total Funds Year Ended 31 March 2025	Total Funds Year Ended 31 March 2024
	£	£	£	£
Donations	5,294	-	5,294	3,295
	5,294	-	5,294	3,295

Previous reporting period

	Unrestricted Year Ended 31 March 2024	Restricted Year Ended 31 March 2024	Total Funds Year Ended 31 March 2024
	£	£	£
Donations	3,295	-	3,295
	3,295	-	3,295

Notes to the accounts for the year ended 31st March 2025

4. Income from charitable activities

	Unrestricted Year Ended 31 March 2025 £	Restricted Year Ended 31 March 2025 £	Total Funds Year Ended 31 March 2025 £	Total Funds Year Ended 31 March 2024 £
Carers Breaks and Other Income	3,550	-	3,550	5,570
General grants:				
Manchester City Council	100,000	-	100,000	100,000
Manchester University NHS Trust	-	-	-	505
The Albert Gubay Foundation	6,421	-	6,421	479
Manchester City Council Dementia Mentors	-	-	-	55,359
Sir Jules Thorn Trust	-	-	-	2,500
Garfield Weston	10,000	-	10,000	10,000
The Lyons Trust	5,000	-	5,000	-
Peter Kershaw Trust	3,000	-	3,000	-
Camelia Trust	800	-	800	-
Schroder Charity	-	-	-	4,000
Gaddum Centre	-	-	-	5,500
Restricted grants:				
Camelia Trust	-	1,200	1,200	-
Manchester Guardian Society	-	-	-	1,000
Manchester City Council North Locality	-	100,000	100,000	-
Manchester City Council South Locality	-	100,000	100,000	40,000
	<u>128,771</u>	<u>201,200</u>	<u>329,971</u>	<u>224,913</u>

Previous reporting period

	Unrestricted Year Ended 31 March 2024 £	Restricted Year Ended 31 March 2024 £	Total Funds Year Ended 31 March 2024 £
Carers Breaks and Other Income	5,570	-	5,570
General grants:			
Manchester City Council	100,000	-	100,000
Manchester University NHS Trust	505	-	505
The Albert Gubay Foundation	479	-	479
Manchester City Council Dementia Mentors	55,359	-	55,359
Sir Jules Thorn Trust	2,500	-	2,500
Garfield Weston	10,000	-	10,000
Schroder Charity	4,000	-	4,000
Gaddum Centre	5,500	-	5,500
Restricted grants:			
Manchester Guardian Society	-	1,000	1,000
Manchester City Council South Locality	-	40,000	40,000
	<u>183,913</u>	<u>41,000</u>	<u>224,913</u>

5. Income from other trading activities

	Unrestricted Year Ended 31 March 2025 £	Restricted Year Ended 31 March 2025 £	Total Funds Year Ended 31 March 2025 £	Total Funds Year Ended 31 March 2024 £
Consultancy Fees and Services Provided	24,232	-	24,232	18,009
	<u>24,232</u>	<u>-</u>	<u>24,232</u>	<u>18,009</u>

Previous reporting period

	Unrestricted Year Ended 31 March 2024 £	Restricted Year Ended 31 March 2024 £	Total Funds Year Ended 31 March 2024 £
Consultancy Fees and Services Provided	18,009	-	18,009
	<u>18,009</u>	<u>-</u>	<u>18,009</u>

Notes to the accounts for the year ended 31st March 2025

6. Expenditure

	Activities £	Year Ended 31 March 2025 £	Year Ended 31 March 2024 £
Expenditure on raising funds:			
Licences & Memberships	378	378	449
Fundraising	185	185	-
Marketing	879	879	1
	<u>1,442</u>	<u>1,442</u>	<u>450</u>
Expenditure on charitable activities:			
Employment Costs	215,202	215,202	202,643
DBS Fees	176	176	18
Recruitment	1,559	1,559	-
Training	963	963	255
Funded Carers Events	15,871	15,871	8,765
Carer Travel	199	199	1,014
Partnership Fees	95,160	95,160	-
Staff Meetings	3,114	3,114	570
Small Society Lottery	-	-	20
Staff Expenses	2,905	2,905	1,112
Staff Travel	2,780	2,780	2,757
Room Hire & Storage	3,079	3,079	2,305
Refreshments	184	184	-
IT Maintenance	5,111	5,111	8,663
Bank Charges	34	34	32
Minor Equipment	-	-	73
Telephone	1,864	1,864	1,622
Online Hosting	480	480	480
Rent and Rates	-	-	89
Insurance	298	298	3,076
Governance Costs	4,193	4,193	5,003
Post, Printing & Stationery	3,167	3,167	1,746
Depreciation	312	312	1,000
	<u>356,651</u>	<u>356,651</u>	<u>241,243</u>
Total Expenditure	<u>358,093</u>	<u>358,093</u>	<u>241,693</u>
Unrestricted funds		152,236	197,264
Restricted funds		205,857	44,429
		<u>358,093</u>	<u>241,693</u>

Notes to the accounts for the year ended 31st March 2025

7. Analysis of expenditure on charitable activities

As per note 6.

8. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown below:

	General Support	Governance	Total 2025	Basis of apportionment
Payroll Costs	648	-	648	type of expense
Accountancy Fees	-	1,112	1,112	type of expense
Professional Fees	35	-	35	type of expense
Software	580	-	580	type of expense
HR Contract	1,818	-	1,818	type of expense
	<u>3,081</u>	<u>1,112</u>	<u>4,193</u>	

Previous reporting period

	General Support	Governance	Total 2024	Basis of apportionment
Payroll Costs	609	-	609	type of expense
Accountancy Fees	-	1,080	1,080	type of expense
Trustee Travel	-	39	39	type of expense
Professional Fees	48	-	48	type of expense
Software	504	-	504	
Staff Events	466	-	466	
HR Contract	2,257	-	2,257	
	<u>3,884</u>	<u>1,119</u>	<u>5,003</u>	

9. Analysis of staff costs

	Year Ended 31 March 2025 £	Year Ended 31 March 2024 £
Wages and Salaries	198,212	186,016
Holiday Pay accrual adjustment	(319)	187
Pension Costs	4,807	4,515
Social Security Costs	12,502	11,925
	<u>215,202</u>	<u>202,643</u>
Charitable activities	215,202	202,643
Support costs	-	-
	<u>215,202</u>	<u>202,643</u>

The average number of employees during the year was 8 (previous year: 7).

The charity considers its key management personnel comprises the trustees and Chief Executive Officer. The total employment benefits, including employer pension contributions and employer national insurance, of the key management personnel were £26,467 (previous year: £28,283 gross plus employer pension contributions). No employee has benefits in excess of £60,000 (previous year: none).

10. Independent Examiner Fees

	Year Ended 31 March 2025 £	Year Ended 31 March 2024 £
Independent examination fees	1,112	1,080
	<u>1,112</u>	<u>1,080</u>

Notes to the accounts for the year ended 31st March 2025

11. Tangible Fixed Assets

	Computer Equipment	Other Equipment	Total
Cost	£	£	£
At 1 April 2024	41,058	23,292	64,350
Additions	936	-	936
At 31 March 2025	41,994	23,292	65,286
Depreciation			
At 1 April 2024	41,058	23,292	64,350
Charge for Year	312	-	312
At 31 March 2025	41,370	23,292	64,662
NET BOOK VALUE			
At 31 March 2025	624	-	624
At 31 March 2024	-	-	-

12. Analysis of debtors

	2025	2024
	£	£
Debtors	2,842	2,508
Prepayments	3,649	2,186
	6,491	4,694

Debtors and prepayments related to restricted funds £nil (2024: £nil) and unrestricted funds £6,491 (2024: £4,694).

13. Creditors: amounts falling due within one year

	2025	2024
	£	£
Creditors	5,553	13,469
Short-term compensated absences (holiday pay)	3,444	3,763
Other creditors and accruals	1,112	1,080
Deferred income	-	6,421
Taxation and social security costs	4,646	-
	14,755	24,733

14. Deferred income

Deferred income comprises grants received in advance.

Balance as at 1 April 2024	6,421
Amount released to income earned from charitable activities	(6,421)
Amount deferred in year	-
Balance at 31 March 2025	-

Notes to the accounts for the year ended 31st March 2025

15. Analysis of charitable funds

Analysis of movements in unrestricted funds

	Balance at 1 April 2024	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2025
	£	£	£	£	£
General Fund	42,847	158,297	(152,236)	(4,659)	44,249
	42,847	158,297	(152,236)	(4,659)	44,249

Previous reporting period

	Balance at 1 April 2023	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2024
	£	£	£	£	£
General Fund	38,430	205,217	(197,264)	(3,536)	42,847
	38,430	205,217	(197,264)	(3,536)	42,847

Name of unrestricted fund:

General Fund

Description, nature and purpose of the fund

The "free reserves" after allowing for all designated funds

Analysis of movements in restricted funds

	Balance at 1 April 2024	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2025
	£	£	£	£	£
Camelia Trust	-	1,200	(5,859)	4,659	-
Manchester City Council North Locality	-	100,000	(100,000)	-	-
Manchester City Council South Locality	107	100,000	(99,998)	-	109
	107	201,200	(205,857)	4,659	109

Previous reporting period

	Balance at 1 April 2023	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2024
	£	£	£	£	£
Young Manchester	-	1,000	(3,023)	2,023	-
Manchester City Council South Locality	-	40,000	(41,406)	1,513	107
	-	41,000	(44,429)	3,536	107

Notes to the accounts for the year ended 31st March 2025

15. Analysis of charitable funds

Name of restricted fund:	Description, nature and purpose of the fund
Camelia Trust	for Carers Breaks
Manchester City Council North Locality	for support
Manchester City Council South Locality	for support

16. Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total 2025
	£	£	£	£
Tangible fixed assets	624	-	-	624
Cash at bank and in hand	51,889	-	109	51,998
Other net current assets/(liabilities)	(8,264)	-	-	(8,264)
Total	44,249	-	109	44,358

Previous reporting period

	Unrestricted funds	Designated funds	Restricted funds	Total 2024
	£	£	£	£
Tangible fixed assets	-	-	-	-
Cash at bank and in hand	62,779	-	214	62,993
Other net current assets/(liabilities)	(19,932)	-	(107)	(20,039)
Total	42,847	-	107	42,954

17. Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

Income and Expenditure Account

	Year Ended 31 March 2025 £	Year Ended 31 March 2024 £
Income		
Donations	5,294	3,295
General grants:		
Manchester City Council	100,000	100,000
Manchester University NHS Trust	-	505
The Albert Gubay Foundation	6,421	479
Manchester City Council Dementia Mentors	-	55,359
Sir Jules Thorn Trust	-	2,500
Garfield Weston	10,000	10,000
The Lyons Trust	5,000	-
Peter Kershaw Trust	3,000	-
Camelia Trust	800	-
Schroder Charity	-	4,000
Gaddum Centre	-	5,500
Carers Breaks and Other Income	3,550	5,570
Restricted grants:		
Camelia Trust	1,200	-
Manchester Guardian Society	-	1,000
Manchester City Council North Locality	100,000	-
Manchester City Council South Locality	100,000	40,000
Consultancy Fees and Services Provided	24,232	18,009
Total Income	359,497	246,217
Expenditure		
Licences & Memberships	378	449
Fundraising	185	-
Marketing	879	1
Employment Costs	215,202	202,643
DBS Fees	176	18
Recruitment	1,559	-
Training	963	255
Funded Carers Events	15,871	8,765
Carer Travel	199	1,014
Partnership Fees	95,160	-
Staff Meetings	3,114	570
Small Society Lottery	-	20
Staff Expenses	2,905	1,112
Staff Travel	2,780	2,757
Room Hire & Storage	3,079	2,305
Refreshments	184	-
IT Maintenance	5,111	8,663
Bank Charges	34	32
Minor Equipment	-	73
Telephone	1,864	1,622
Online Hosting	480	480
Rent and Rates	-	89
Insurance	298	3,076
Governance Costs	4,193	5,003
Post, Printing & Stationery	3,167	1,746
Depreciation	312	1,000
Total Expenditure	358,093	241,693
Surplus/(deficit for year)	1,404	4,524

Accounts

MANCHESTER CARERS FORUM

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

Registered Charity No: 1103535
Company Registration Number: 05068267

MANCHESTER CARERS FORUM

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MANCHESTER CARERS FORUM

Report of the Directors for the year ended 31st March 2024

The Directors present their annual directors' report and financial statements of the charity for the year ended 31st March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice application to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

To relieve those who are sick, elderly, disabled, handicapped or otherwise infirm by the provision of advice and support to Carers in Greater Manchester.

To advance the education of the public by raising awareness in all matters relating to the care of those who are sick, elderly, disabled, handicapped or otherwise infirm and their Carers.

To do all such other charitable things in the pursuit of the objects stated above.

Manchester Carers Forum engages with carers in a variety of locations throughout the city, enabling carers to access support and information. Carers are signposted to other organisations that can give advice and provide support. We provide peer support through our Carer Support Service which delivers telephone, online and in-person befriending and support groups.

The Directors confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities and setting the policies for the year.

Carers save the national economy over £132billion per annum. In delivering our activities we seek to ensure that there is on-going support for the unpaid carers in Manchester who make a significant contribution in kind to the economic wellbeing of our city. In this way, the charity furthers its charitable purposes for the public benefit.

We engage with carers to drive the direction of our work, across our various monthly carers support groups, coffee meetings and events throughout the year. Some of these groups receive additional funding from other charitable and corporate sources but staff must apply for these on an additional basis. Likewise, where we are able to secure additional funding we arrange breaks for carers to have much needed respite from the caring role.

Volunteers support the delivery of what we do. The majority of our volunteers are carers and former carers themselves, and full training and on-going support is provided. Our volunteer roles vary and include the provision of emotional support to carers, supporting the facilitation of support groups and involvement in our training and education work. For example, we work with universities in Manchester on the social work programmes to advance the knowledge and understanding of carers and care roles.

We also engage with the statutory sector on strategic issues affecting carers, including through Carers Manchester. Carers Manchester is a group of organisations that form the Carers Manchester

MANCHESTER CARERS FORUM

Pathway, which provides support to carers in a variety of ways including telephone and face to face support and local services.

A review of our achievements and performance

Our performance is measured against outcomes jointly agreed by ourselves and our funders and we have met and/or exceeded these outcomes. We have submitted regular reports to our funders and these reports contain both quantitative and qualitative evaluations together with financial returns.

Some of the most recent comments from carers who access our support are below:

"MCF has been a lifeline for me personally. Listen, informative and gaining knowledge from other fellow members."

"I am validated by other people; what I do is important."

"This carers group has given me a place to go and meet other carers so I don't feel isolated."

"After attending this group a few times I now feel I have permission to say exactly what I think."

"It is a great way to meet people in a similar caring situation. It makes you feel appreciated for what you can do and your role. It gives you the chance to socialise and feel free. It gives you the chance to ask questions, be heard and listened to and be informed."

"It's good that MCF organises trips and events because I find it difficult to focus on planning things for myself."

"What I have gained today has really brightened my day. Nothing else I go to is as good."

"It is a means of escape from what I am experiencing at home where I can meet other carers."

"The monthly newsletter is invaluable to keep up to date with what is available and going on for carers."

"Manchester Carers Forum means so much to me over the years. I have benefited so much for coming to the meetings and would recommend anybody who has the time to come to meetings."

"It's ideal for helping one cope with bereavement, especially in early stages. Having a chat with others in a similar situation makes grieving easier to cope with."

"Knowing you're there if I need to speak with someone, and knowing you really care."

Financial review

The Directors considered the budget for the year and made plans to ensure that expenditure did not outstrip income. They were prepared to use reserves but this was not necessary. Manchester Carers Forum derives its income from a number of sources. Our total income is made up of grants from statutory services and charitable trusts, consultancy and training, and from donations.

MANCHESTER CARERS FORUM

Investment powers and policy

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 any longer term investment. The Directors shall review this statement should excess funds become available.

Reserves policy

The balance held in unrestricted reserves at 31st March 2024 was £42,847 of which all are free reserves, after allowing for funds tied up in tangible fixed assets. The Directors aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure. The Directors consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

The charity's main source of income is grants. The Directors consider that it is appropriate to prepare the accounts on a going concern basis and, consequently, the accounts do not include any adjustments that would be necessary if these sources of income should cease.

Risk management

The Board of Directors has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Procedures are in place to ensure compliance with health safety of staff, volunteers, parents, children and visitors.

Plans for future periods

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Structure, governance and management

Manchester Carers Forum is a company limited by guarantee governed by its Memorandum and Articles of Association, originally dated 19 January 2004 and revised January 2019. It is registered with the Charity Commission and is constituted under a trust deed dated 19 January 2004.

Appointment of Directors

The charity may by ordinary resolution appoint a person who is willing to act to be a director; and determine the rotation in which any additional directors are to retire. No person other than a director retiring by rotation may be appointed a director at any general meeting unless they are recommended for re-election by the directors; or not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given a notice that is signed by a member entitled to vote at the meeting; states the member's intention to propose the appointment of a person as a director; contains the details that, if the person were to be appointed, the charity would have to file at Companies House; and is signed by the person who is to be proposed to show their willingness to be appointed.

All members who are entitled to receive notice of a general meeting must be given not less than seven or more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation.

The directors may appoint a person who is willing to act to be a director.

MANCHESTER CARERS FORUM

The appointment of a director, whether by the charity in a general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.

Director induction and training

Manchester Carers Forum as an organisation focuses on carers and so the management committee seeks to ensure that the needs of this group are appropriately met and reflected. Director induction is provided as is access to training to ensure Directors are competent and confident in their roles.

Organisation

The Board of Directors administers the charity. A Chief Officer is appointed by the Directors to manage the day-to-day operations of the charity. The Directors are familiar with the practical working of Manchester Carers Forum, meeting a minimum of four times per year to receive full operational and financial reports, and have significant involvement in the development and agenda of the annual business planning sessions.

Related parties and cooperation with other organisations

None of our Directors receive remuneration or other benefit from their work with the charity. Any connection between a Director and senior manager with any service providers must be disclosed to the full board in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Reference and administrative information

Charity Name: Manchester Carers Forum
Company Registration Number: 05068267
Charity Number: 1103535

Directors and trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law. The Directors and officers serving during the year were as follows:

Gaynor Morgan	Chair	
Michael Lake	Treasurer	
Denise Jackson		
Catherine Lowe		(resigned May 2024)
David Laughlin		
David Williams	Company Secretary	
David Tindall		
Steven Bonham-Grant		(appointed April 2023)
Sara Radcliffe		(appointed April 2023)

Chief Executive

David Williams

Registered office

Manchester Carers Forum
PO Box 426
Manchester
M8 2FQ

MANCHESTER CARERS FORUM**Independent examiners**

Community Accountancy Service Limited
The Grange
Pilgrim Drive
Beswick
Manchester
M11 3TQ

Bankers

Co-op Bank plc
Balloon Street
Manchester

Directors' responsibilities in relation to the financial statements

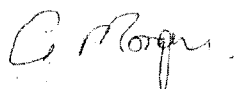
The Directors are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the charity directors to prepare financial statement for each 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 the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them with consistency;
- Observe the methods and principles in the applicable charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board of Directors



Gaynor Morgan
Chair

Date: 24th July 2024

**Independent examiner's report to the trustees of MANCHESTER CARERS'
FORUM**

I report on the accounts of the company for the year ended 31st March 2024, which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

AM King FCCA *A.M. King*
Community Accountancy Service Ltd
The Grange, Pilgrim Drive, Beswick, Manchester, M11 3TQ

Date: 24th July 2024

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

		Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31 March 2024	Total Funds Year Ended 31 March 2023
	Further Details	£	£	£	£
Income from:					
Donations	(3)	3,295	-	3,295	-
Charitable Activities	(4)	183,913	41,000	224,913	251,016
Other Trading Activities	(5)	18,009	-	18,009	12,600
Total		205,217	41,000	246,217	263,616
Expenditure on:					
Raising Funds	(6)	450	-	450	157
Charitable Activities	(6)	196,814	44,429	241,243	329,776
Total		197,264	44,429	241,693	329,933
Net income/(expenditure)		7,953	(3,429)	4,524	(66,317)
Transfers between funds	(15)	(3,536)	3,536	-	-
Net movement in funds		4,417	107	4,524	(66,317)
Reconciliation of funds					
Total funds brought forward	(15)	38,430	-	38,430	104,747
Total funds carried forward	(15)	42,847	107	42,954	38,430

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

The notes on pages 10 to 17 form part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2024

Company registration number: 05068267

	Notes	2024 £	2023 £
Fixed assets:			
Tangible assets	(11)	-	1,000
Total fixed assets		-	1,000
Current assets:			
Debtors	(12)	4,694	4,286
Cash at Bank & in Hand		62,993	46,663
Total current assets		67,687	50,949
Liabilities:			
Creditors: Amounts falling due within one year	(13)	24,733	13,519
Net current assets or liabilities		42,954	37,430
Total assets less current liabilities		42,954	38,430
Total net assets or liabilities		42,954	38,430
The funds of the charity:			
Restricted income funds	(15)	107	-
Unrestricted income funds	(15)	42,847	38,430
Total charity funds		42,954	38,430

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

For the period in question the company was entitled to the exemption conferred by section 477 of the Companies Act 2006, and that no notice has been deposited under section 476 in relation to its accounts for the financial year; and the directors acknowledge their responsibilities for:

- complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the trustees on 24th July 2024

Gaynor Morgan Chair

The notes on pages 10 to 17 form part of these accounts.

Statement of Cash Flows for the year ending 31 March 2024

Reconciliation of net movement in funds to net cash flow from operating activities

	Year Ended 31 March 2024 £	Year Ended 31 March 2023 £
Net movement in funds	4,524	(66,317)
Add back depreciation	1,000	3,225
Decrease/(increase) in debtors	(408)	5,343
Increase/(decrease) in creditors	11,214	(5,648)
Net cash used in operating activities	16,330	(63,397)
Cash flows from investment activities:		
Interest	-	-
Purchase of fixed assets	-	-
Net cash provided by investing activities	-	-
Increase/(decrease) in cash and cash equivalents during the year	16,330	(63,397)
Cash and cash equivalents brought forward	46,663	110,060
Cash and cash equivalents carried forward	62,993	46,663

Notes to the accounts for the year ended 31st March 2024

1. Accounting policies**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are 2 restricted funds.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 15.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of expense.

The allocation of support and governance costs is analysed in note 8.

(g) Costs of raising funds

The costs of raising funds consists of income generation, licences, marketing and website costs.

(h) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 6.

Notes to the accounts for the year ended 31st March 2024

(i) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged on the following basis:

Computers	33.33% on cost
Equipment	25% on cost

(j) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(k) Pensions

The charity currently administers contributions to a pension scheme on behalf of individuals. The charity has no liability beyond paying the deductions over to the pensions company.

(l) Debtors

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

(m) Creditors and provisions

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

2. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2023:£nil). Expenses paid to the trustees in the year totalled £nil (2023: £nil).

3. Donations

	Unrestricted	Restricted	Total Funds	Total Funds
	Year Ended 31	Year Ended	Year Ended	Year Ended
	March 2024	31 March	31 March	31 March
	£	£	£	£
Donations	3,295	-	3,295	-
	3,295	-	3,295	-

Previous reporting period

	Unrestricted	Restricted	Total Funds
	Year Ended 31	Year Ended	Year Ended
	March 2023	31 March	31 March
	£	£	£
Donations	-	-	-
	-	-	-

Notes to the accounts for the year ended 31st March 2024

4. Income from charitable activities

	Unrestricted	Restricted	Total Funds	Total Funds
	Year Ended 31	Year Ended	Year Ended	Year Ended
	March 2024	31 March	31 March	31 March
	£	£	£	£
Carers Breaks and Other Income	5,570	-	5,570	333
General grants:				
Manchester City Council	100,000	-	100,000	100,000
Manchester University NHS Trust	505	-	505	-
Connecting Communities	-	-	-	100
The Albert Gubay Foundation	479	-	479	-
Manchester City Council Dementia Mentors	55,359	-	55,359	38,156
Sir Jules Thorn Trust	2,500	-	2,500	-
Garfield Weston	10,000	-	10,000	-
Schroder Charity	4,000	-	4,000	-
Gaddum Centre	5,500	-	5,500	5,000
Restricted grants:				
Young Manchester	-	-	-	19,926
Manchester Guardian Society	-	1,000	1,000	-
Manchester City Council South Locality	-	40,000	40,000	87,501
	183,913	41,000	224,913	251,016

Previous reporting period

	Unrestricted	Restricted	Total Funds
	Year Ended 31	Year Ended	Year Ended
	March 2023	31 March	31 March
	£	£	£
Carers Breaks and Other Income	333	-	333
General grants:			
Manchester City Council	100,000	-	100,000
Connecting Communities	100	-	100
Manchester City Council Dementia Mentors	38,156	-	38,156
Gaddum Centre	5,000	-	5,000
Restricted grants:			
Young Manchester	-	19,926	19,926
Manchester City Council South Locality	-	87,501	87,501
	143,589	107,427	251,016

5. Income from other trading activities

	Unrestricted	Restricted	Total Funds	Total Funds
	Year Ended 31	Year Ended	Year Ended	Year Ended
	March 2024	31 March	31 March	31 March
	£	£	£	£
Consultancy Fees and Services Provided	18,009	-	18,009	12,600
	18,009	-	18,009	12,600

Previous reporting period

	Unrestricted	Restricted	Total Funds
	Year Ended 31	Year Ended	Year Ended
	March 2023	31 March	31 March
	£	£	£
Consultancy Fees	12,600	-	12,600
	12,600	-	12,600

Notes to the accounts for the year ended 31st March 2024

6. Expenditure

	Activities	Year Ended 31 March 2024	Year Ended 31 March 2023
	£	£	£
Expenditure on raising funds:			
Licences & Memberships	449	449	155
Marketing	1	1	2
	<u>450</u>	<u>450</u>	<u>157</u>
Expenditure on charitable activities:			
Employment Costs	202,643	202,643	190,213
DBS Fees	18	18	-
Freelance Workers	-	-	450
Training	255	255	38
Funded Carers Events	8,765	8,765	13,444
Carer Travel	1,014	1,014	3,078
Partnership Fees	-	-	71,405
Childcare Vouchers	-	-	215
Staff Meetings	570	570	395
Small Society Lottery	20	20	60
Staff Expenses	1,112	1,112	-
Staff Taxi Travel	-	-	30
Staff Travel	2,757	2,757	1,470
Room Hire & Storage	2,305	2,305	3,368
Refreshments	-	-	144
IT Maintenance	8,663	8,663	11,479
IT Infrastructure	-	-	144
Bank Charges	32	32	32
Minor Equipment	73	73	47
Equipment Leasing	-	-	1,506
Telephone	1,622	1,622	1,750
Online Hosting	480	480	-
Rent and Rates	89	89	2,295
Insurance	3,076	3,076	4,837
Governance Costs	5,003	5,003	16,962
Post, Printing & Stationery	1,746	1,746	3,189
Depreciation	1,000	1,000	3,225
	<u>241,243</u>	<u>241,243</u>	<u>329,776</u>
Total Expenditure	<u>241,693</u>	<u>241,693</u>	<u>329,933</u>
Unrestricted funds		197,264	221,625
Restricted funds		<u>44,429</u>	<u>108,308</u>
		<u>241,693</u>	<u>329,933</u>

Notes to the accounts for the year ended 31st March 2024

7. Analysis of expenditure on charitable activities

As per note 6.

8. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown below:

	General Support	Governance	Total 2024	Basis of apportionment
Payroll Costs	609	-	609	type of expense
Accountancy Fees	-	1,080	1,080	type of expense
Trustee Travel	-	39	39	type of expense
Professional Fees	48	-	48	type of expense
Software	504	-	504	type of expense
Staff Events	466	-	466	type of expense
HR Contract	2,257	-	2,257	type of expense
	<u>3,884</u>	<u>1,119</u>	<u>5,003</u>	

Previous reporting period

	General Support	Governance	Total 2023	Basis of apportionment
Payroll Costs	670	-	670	type of expense
Accountancy Fees	-	1,092	1,092	type of expense
Trustee Travel	-	74	74	type of expense
Professional Fees	48	-	48	type of expense
Software	502	-	502	
Staff Events	1,217	-	1,217	
Fundraising Consultancy	10,770	-	10,770	
HR Contract	2,589	-	2,589	
	<u>15,796</u>	<u>1,166</u>	<u>16,962</u>	

9. Analysis of staff costs

	Year Ended 31 March 2024 £	Year Ended 31 March 2023 £
Wages and Salaries	186,016	176,798
Holiday Pay accrual adjustment	187	(811)
Pension Costs	4,515	3,945
Social Security Costs	11,925	10,281
	<u>202,643</u>	<u>190,213</u>
Charitable activities	202,643	190,213
Support costs	-	-
	<u>202,643</u>	<u>190,213</u>

The average number of employees during the year was 7 (previous year: 8).

The charity considers its key management personnel comprises the trustees and Chief Executive Officer. The total employment benefits, including employer pension contributions and employer national insurance, of the key management personnel were £28,283 (previous year: £24,720 gross plus employer pension contributions). No employee has benefits in excess of £60,000 (previous year: none).

10. Independent Examiner Fees

	Year Ended 31 March 2024 £	Year Ended 31 March 2023 £
Independent examination fees	1,080	1,092
	<u>1,080</u>	<u>1,092</u>

Notes to the accounts for the year ended 31st March 2024

11. Tangible Fixed Assets

	Computer Equipment	Other Equipment	Total
Cost	£	£	£
At 1 April 2023	41,058	23,292	64,350
Additions	-	-	-
At 31 March 2024	41,058	23,292	64,350
Depreciation			
At 1 April 2023	40,058	23,292	63,350
Charge for Year	1,000	-	1,000
At 31 March 2024	41,058	23,292	64,350
NET BOOK VALUE			
At 31 March 2024	-	-	-
At 31 March 2023	1,000	-	1,000

12. Analysis of debtors

	2024	2023
	£	£
Debtors	2,508	250
Prepayments	2,186	4,036
	4,694	4,286

Debtors and prepayments related to restricted funds £nil (2023: £480) and unrestricted funds £4,694 (2023: £3,806).

13. Creditors: amounts falling due within one year

	2024	2023
	£	£
Creditors	13,469	1,139
Short-term compensated absences (holiday pay)	3,763	3,576
Other creditors and accruals	1,080	1,236
Deferred income	6,421	-
Taxation and social security costs		7,568
	24,733	13,519

14. Deferred income

Deferred income comprises grants received in advance.	
Balance as at 1 April 2023	-
Amount released to income earned from charitable activities	-
Amount deferred in year	6,421
Balance at 31 March 2024	6,421

Notes to the accounts for the year ended 31st March 2024

15. Analysis of charitable funds

Analysis of movements in unrestricted funds

	Balance at 1 April 2023	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2024
	£	£	£	£	£
General Fund	38,430	205,217	(197,264)	(3,536)	42,847
	38,430	205,217	(197,264)	(3,536)	42,847

Previous reporting period

	Balance at 1 April 2022	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£
General Fund	104,747	156,189	(221,625)	(881)	38,430
	104,747	156,189	(221,625)	(881)	38,430

Name of unrestricted fund:
General Fund

Description, nature and purpose of the fund
The "free reserves" after allowing for all designated funds

Analysis of movements in restricted funds

	Balance at 1 April 2023	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2024
	£	£	£	£	£
Manchester Guardian Society	-	1,000	(3,023)	2,023	-
Manchester City Council South Locality	-	40,000	(41,406)	1,513	107
	-	41,000	(44,429)	3,536	107

Previous reporting period

	Balance at 1 April 2022	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£
Young Manchester	-	19,926	(20,807)	881	-
Manchester City Council South Locality	-	87,501	(87,501)	-	-
	-	107,427	(108,308)	881	-

Notes to the accounts for the year ended 31st March 2024

15. Analysis of charitable funds

Name of restricted fund:	Description, nature and purpose of the fund
Manchester Guardian Society	for events
Manchester City Council South Locality	for support

16. Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total 2024
	£	£	£	£
Tangible fixed assets	-	-	-	-
Cash at bank and in hand	62,779	-	214	62,993
Other net current assets/(liabilities)	(19,932)	-	(107)	(20,039)
Total	42,847	-	107	42,954

Previous reporting period

	Unrestricted funds	Designated funds	Restricted funds	Total 2023
	£	£	£	£
Tangible fixed assets	1,000	-	-	1,000
Cash at bank and in hand	47,143	-	(480)	46,663
Other net current assets/(liabilities)	(9,713)	-	480	(9,233)
Total	38,430	-	-	38,430

17. Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

Income and Expenditure Account

	Year Ended 31 March 2024 £	Year Ended 31 March 2023 £
Income		
Donations	3,295	-
General grants:		
Manchester City Council	100,000	100,000
Manchester University NHS Trust	505	-
Connecting Communities	-	100
The Albert Gubay Foundation	479	-
Manchester City Council Dementia Mentors	55,359	38,156
Sir Jules Thorn Trust	2,500	-
Garfield Weston	10,000	-
Schroder Charity	4,000	-
Gaddum Centre	5,500	5,000
Carers Breaks and Other Income	5,570	333
Restricted grants:		
Young Manchester	-	19,926
Manchester Guardian Society	1,000	-
Manchester City Council South Locality	40,000	87,501
Consultancy Fees and Services Provided	18,009	12,600
Total Income	246,217	263,616
Expenditure		
Licences & Memberships	449	155
Marketing	1	2
Employment Costs	202,643	190,213
DBS Fees	18	-
Freelance Workers	-	450
Training	255	38
Funded Carers Events	8,765	13,444
Carer Travel	1,014	3,078
Partnership Fees	-	71,405
Childcare Vouchers	-	215
Staff Meetings	570	395
Small Society Lottery	20	60
Staff Expenses	1,112	-
Staff Taxi Travel	-	30
Staff Travel	2,757	1,470
Room Hire & Storage	2,305	3,368
Refreshments	-	144
IT Maintenance	8,663	11,479
IT Infrastructure	-	144
Bank Charges	32	32
Minor Equipment	73	47
Equipment Leasing	-	1,506
Telephone	1,622	1,750
Online Hosting	480	-
Rent and Rates	89	2,295
Insurance	3,076	4,837
Governance Costs	5,003	16,962
Post, Printing & Stationery	1,746	3,189
Depreciation	1,000	3,225
Total Expenditure	241,693	329,933
Surplus/(deficit for year)	4,524	(66,317)

Accounts

MANCHESTER CARERS FORUM

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Registered Charity No: 1103535
Company Registration Number: 05068267

MANCHESTER CARERS FORUM

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MANCHESTER CARERS FORUM

Report of the Directors for the year ended 31st March 2023

The Directors present their annual directors' report and financial statements of the charity for the year ended 31st March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice application to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

To relieve those who are sick elderly, disabled, handicapped or otherwise infirm by the provision of advice and support to Carers in Greater Manchester.

To advance the education of the public by raising awareness in all matters relating to the care of those who are sick, elderly, disabled, handicapped or otherwise infirm and their Carers.

To do all such other charitable things in the pursuit of the objects stated above.

Manchester Carers Forum engages with carers in a variety of locations throughout the city, enabling carers to access support and information. Carers are signposted to other organisations that can give advice and provide support. We provide peer support through our Carer Support Service which delivers telephone, online and in-person befriending and support groups.

The Directors confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities and setting the policies for the year.

Carers save the national economy over £132billion per annum. In delivering our activities we seek to ensure that there is on-going support for the unpaid carers in Manchester who make a significant contribution in kind to the economic wellbeing of our city. In this way, the charity furthers its charitable purposes for the public benefit.

We engage with carers to drive the direction of our work, across our various monthly carers support groups, coffee meeting and events throughout the year. Some of these groups receive additional funding from other charitable and corporate sources but staff must apply for these on an additional basis. Likewise, where we are able to secure additional funding we arrange breaks for carers to have much needed respite from the caring role.

Volunteers support the delivery of what we do. The majority of our volunteers are carers and former carers themselves, and full training and on-going support is provided. Our volunteer roles vary and include the provision of emotional support to carers, facilitating carer support groups and involvement in our training and education work. For example, we work with universities in Manchester on the social work programmes to advance the knowledge and understanding of carers and care roles.

We also engage with the statutory sector on strategic issues affecting carers, including through the recently established Carers Manchester. Carers Manchester is a group of organisations that form the

MANCHESTER CARERS FORUM

Carers Manchester Pathway, which provides support to carers in a variety of ways including telephone and face to face support, a learning and development programme, and local services.

A review of our achievements and performance

Our performance is measured against outcomes jointly agreed by ourselves and our funders and we have met and/or exceeded these outcomes. We have submitted regular reports to our funders and these reports contain both quantitative and qualitative evaluations together with financial returns.

Some of the most recent comments from carers who access our support are below:

"It's been a place I can share my experience frankly and honestly with others in a supportive environment, where people understand the frustrations that caring can bring, and can offer empathy, as well as practical advice and tips"

"I literally can't thank you enough for your kindness and support, I couldn't have got through the last year without you"

"Thank you for being there and remembering me as people can slip through the gaps. Just knowing you're on the end of the phone and you'll listen is a great help"

"I've enjoyed chatting and laughing with other carers and letting our hair down. Meeting new people brought my smile back"

"I came here alone and now I have made friends with some amazing people."

Financial review

The Directors considered the budget for the year and made plans to ensure that expenditure did not outstrip income. They were prepared to use reserves and in this financial year it became necessary to do so to allow the Forum to maintain its provision of support to carers during the cost-of-living crisis which impacted upon our finances. Due to the reserves built up in previous years, the Forum was in a healthy position to use reserves. Manchester Carers Forum derives its income from a number of sources. Our total income is made up of grants from statutory services and charitable trust, consultancy and training, and from donations.

Investment powers and policy

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 any longer term investment. The Directors shall review this statement should excess funds become available.

Reserves policy

The balance held in unrestricted reserves at 31st March 2023 was £24,710 of which £23,710 are free reserves, after allowing for funds tied up in tangible fixed assets. Although the amount has dipped below the Forum's reserves policy, the Directors were able to permit this due to the income guaranteed in 2023/24 quarter one, which would bring the reserves back to the permitted level. The Directors aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure or £45,000, whichever is greater.

MANCHESTER CARERS FORUM

The Directors consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

The charity's main source of income is grants. The Directors consider that it is appropriate to prepare the accounts on a going concern basis and, consequently, the accounts do not include any adjustments that would be necessary if these sources of income should cease.

Risk management

The Board of Directors has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Procedures are in place to ensure compliance with health safety of staff, volunteers, parents, children and visitors.

Plans for future periods

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Structure, governance and management

Manchester Carers Forum is a company limited by guarantee governed by its Memorandum and Articles of Association, originally dated 19 January 2004 and revised January 2019. It is registered with the Charity Commission and is constituted under a trust deed dated 19 January 2004.

Appointment of Directors

The charity may by ordinary resolution appoint a person who is willing to act to be a director; and determine the rotation in which any additional directors are to retire. No person other than a director retiring by rotation may be appointed a director at any general meeting unless he or she is recommended for re-election by the directors; or not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given a notice that is signed by a member entitled to vote at the meeting; states the member's intention to propose the appointment of a person as a director; contains the details that, if the person were to be appointed, the charity would have to file at Companies House; and is signed by the person who is to be proposed to show his or her willingness to be appointed.

All members who are entitled to receive notice of a general meeting must be given not less than seven or more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation.

The directors may appoint a person who is willing to act to be a director.

The appointment of a director, whether by the charity in a general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.

Director induction and training

Manchester Carers Forum as an organisation focuses on carers and so the management committee seeks to ensure that the needs of this group are appropriately met and reflected. Director induction is provided as is access to training to ensure Directors are competent and confident in their roles.

Organisation

The Board of Directors administers the charity. A Chief Officer is appointed by the Directors to manage the day-to-day operations of the charity. The Directors are familiar with the practical working of Manchester Carers Forum, meeting a minimum of four times per year to receive full

MANCHESTER CARERS FORUM

operational and financial reports, and have significant involvement in the development and agenda of the annual business planning sessions.

Related parties and cooperation with other organisations

None of our Directors receive remuneration or other benefit from their work with the charity. Any connection between a Director and senior manager with any service providers must be disclosed to the full board in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Reference and administrative information

Charity Name: Manchester Carers Forum
Company Registration Number: 05068267
Charity Number: 1103535

Directors and trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law. The Directors and officers serving during the year were as follows:

Gaynor Morgan	Chair	
Michael Lake	Treasurer	
Denise Chow		
Christine Smith		(resigned March 2023)
Catherine Lowe		
David Laughlin		
David Williams	Company Secretary	
David Tindall		
Steven Bonham-Grant		(appointed April 2023)
Sara Radcliffe		(appointed April 2023)

Chief Executive

David Williams

Registered office

Manchester Carers Forum
PO Box 426
Manchester
M8 2FQ

Independent examiners

Community Accountancy Service Limited
The Grange
Pilgrim Drive
Beswick
Manchester
M11 3TQ

Bankers

Co-op Bank plc
Balloon Street
Manchester

Solicitors

Waldron and Schofield
25 York Street
Heywood
OL10 4NN

Directors responsibilities in relation to the financial statements

The Directors are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the charity directors to prepare financial statement for each 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 the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistency;
- Observe the methods and principles in the applicable charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standard have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board of Directors



Gaynor Morgan
Chair

Date: 19th July 2023

Independent examiner's report to the trustees of MANCHESTER CARERS' FORUM

I report on the accounts of the company for the year ended 31st March 2023, which are set out on pages 7 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

AM King FCCA *A.M. King*
 Community Accountancy Service Ltd
 The Grange, Pilgrim Drive, Beswick, Manchester, M11 3TQ

Date: 19th July 2023

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

		Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31 March 2023	Total Funds Year Ended 31 March 2022
	Further Details	£	£	£	£
Income from:					
Donations	(3)	-	-	-	-
Charitable Activities	(4)	143,589	107,427	251,016	289,664
Other Trading Activities	(5)	12,600	-	12,600	6,490
Total		156,189	107,427	263,616	296,154
Expenditure on:					
Raising Funds	(6)	157	-	157	425
Charitable Activities	(6)	221,468	108,308	329,776	312,069
Total		221,625	108,308	329,933	312,494
Net income/(expenditure)		(65,436)	(881)	(66,317)	(16,340)
Transfers between funds	(15)	(881)	881	-	-
Net movement in funds		(66,317)	-	(66,317)	(16,340)
Reconciliation of funds					
Total funds brought forward	(15)	104,747	-	104,747	121,087
Total funds carried forward	(15)	38,430	-	38,430	104,747

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

The notes on pages 10 to 18 form part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2023

Company registration number: 05068267

	Notes	2023 £	2022 £
Fixed assets:			
Tangible assets	(11)	1,000	4,225
Total fixed assets		<u>1,000</u>	<u>4,225</u>
Current assets:			
Debtors	(12)	4,286	9,629
Cash at Bank & in Hand		46,663	110,060
Total current assets		<u>50,949</u>	<u>119,689</u>
Liabilities:			
Creditors: Amounts falling due within one year	(13)	13,519	19,167
Net current assets or liabilities		<u>37,430</u>	<u>100,522</u>
Total assets less current liabilities		38,430	104,747
Total net assets or liabilities		<u><u>38,430</u></u>	<u><u>104,747</u></u>
The funds of the charity:			
Restricted income funds	(15)	-	-
Unrestricted income funds	(15)	38,430	104,747
Total charity funds		<u><u>38,430</u></u>	<u><u>104,747</u></u>

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

For the period in question the company was entitled to the exemption conferred by section 477 of the Companies Act 2006, and that no notice has been deposited under section 476 in relation to its accounts for the financial year; and the directors acknowledge their responsibilities for:

- complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the trustees on 19th July 2023

Gaynor Morgan Chair

The notes on pages 10 to 18 form part of these accounts.

Statement of Cash Flows for the year ending 31 March 2023

Reconciliation of net movement in funds to net cash flow from operating activities

	Year Ended 31 March 2023 £	Year Ended 31 March 2022 £
Net movement in funds	(66,317)	(16,340)
Add back depreciation	3,225	3,224
Decrease/(increase) in debtors	5,343	10,087
Increase/(decrease) in creditors	(5,648)	(2,291)
Net cash used in operating activities	(63,397)	(5,320)
Cash flows from investment activities:		
Interest	-	-
Purchase of fixed assets	-	(3,000)
Net cash provided by investing activities	-	(3,000)
Increase/(decrease) in cash and cash equivalents during the year	(63,397)	(8,320)
Cash and cash equivalents brought forward	110,060	118,380
Cash and cash equivalents carried forward	46,663	110,060

Notes to the accounts

1. Accounting policies**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are 2 restricted funds.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 15.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of expense.

The allocation of support and governance costs is analysed in note 8.

(g) Costs of raising funds

The costs of raising funds consists of income generation, licences, marketing and website costs.

(h) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 6.

Notes to the accounts

(i) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged on the following basis:

Computers	33.33% on cost
Equipment	25% on cost

(j) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(k) Pensions

The charity currently administers contributions to a pension scheme on behalf of individuals. The charity has no liability beyond paying the deductions over to the pensions company.

(l) Debtors

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

(m) Creditors and provisions

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

2. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2022: £nil). Expenses paid to the trustees in the year totalled £nil (2022: £nil).

3. Donations

	Unrestricted Year Ended 31 March 2023 £	Restricted Year Ended 31 March 2023 £	Total Funds Year Ended 31 March 2023 £	Total Funds Year Ended 31 March 2022 £
Donations	-	-	-	-
	-	-	-	-

Previous reporting period

	Unrestricted Year Ended 31 March 2022 £	Restricted Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2022 £
Donations	-	-	-
	-	-	-

Notes to the accounts

4. Income from charitable activities

	Unrestricted Year Ended 31 March 2023 £	Restricted Year Ended 31 March 2023 £	Total Funds Year Ended 31 March 2023 £	Total Funds Year Ended 31 March 2022 £
Carers Breaks and Other Income	333	-	333	3,319
General grants:				
Manchester City Council	100,000	-	100,000	100,000
Albert Hunt Grant	-	-	-	2,000
Connecting Communities	100	-	100	-
Manchester City Council Dementia Mentors	38,156	-	38,156	-
Manchester City Council Peer Mentoring	-	-	-	38,152
Virgin Money Foundation	-	-	-	1,000
Forever Manchester	-	-	-	100
Gaddum Centre	5,000	-	5,000	5,000
Restricted grants:				
Barchester Health	-	-	-	500
Young Manchester	-	19,926	19,926	19,926
Greater Manchester Mental Health	-	-	-	3,000
Manchester City Council South Locality	-	87,501	87,501	116,667
	<u>143,589</u>	<u>107,427</u>	<u>251,016</u>	<u>289,664</u>

Previous reporting period

	Unrestricted Year Ended 31 March 2022 £	Restricted Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2022 £
Carers Breaks and Other Income	3,319	-	3,319
General grants:			
Manchester City Council	100,000	-	100,000
Albert Hunt Grant	2,000	-	2,000
Manchester City Council Peer Mentoring	38,152	-	38,152
Virgin Money Foundation	1,000	-	1,000
Forever Manchester	100	-	100
Gaddum Centre	5,000	-	5,000
Restricted grants:			
Barchester Health	-	500	500
Young Manchester	-	19,926	19,926
Greater Manchester Mental Health	-	3,000	3,000
Manchester City Council South Locality	-	116,667	116,667
	<u>149,571</u>	<u>140,093</u>	<u>289,664</u>

5. Income from other trading activities

	Unrestricted Year Ended 31 March 2023 £	Restricted Year Ended 31 March 2023 £	Total Funds Year Ended 31 March 2023 £	Total Funds Year Ended 31 March 2022 £
Consultancy Fees and Services Provided	12,600	-	12,600	6,490
	<u>12,600</u>	<u>-</u>	<u>12,600</u>	<u>6,490</u>

Previous reporting period

	Unrestricted Year Ended 31 March 2022 £	Restricted Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2022 £
Consultancy Fees	6,490	-	6,490
	<u>6,490</u>	<u>-</u>	<u>6,490</u>

Notes to the accounts

6. Expenditure

	Activities £	Year Ended 31 March 2023 £	Year Ended 31 March 2022 £
Expenditure on raising funds:			
Licences & Memberships	155	155	425
Marketing	2	2	-
	<u>157</u>	<u>157</u>	<u>425</u>
Expenditure on charitable activities:			
Employment Costs	190,213	190,213	183,960
Recruitment	-	-	1,800
DBS Fees	-	-	23
Freelance Workers	450	450	6,175
Training	38	38	525
Funded Carers Events	13,444	13,444	4,956
Carer Travel	3,078	3,078	1,973
Partnership Fees	71,405	71,405	58,864
Childcare Vouchers	215	215	350
Staff Meetings	395	395	-
Small Society Lottery	60	60	-
Staff Expenses	-	-	1,557
Staff Taxi Travel	30	30	211
Staff Travel	1,470	1,470	538
Bad Debts	-	-	(200)
Room Hire & Storage	3,368	3,368	1,381
Refreshments	144	144	182
IT Maintenance	11,479	11,479	5,106
IT Infrastructure	144	144	144
Bank Charges	32	32	2
Minor Equipment	47	47	125
Repairs and Maintenance	-	-	288
Equipment Leasing	1,506	1,506	4,435
Telephone	1,750	1,750	6,842
Online Hosting	-	-	8,262
Rent and Rates	2,295	2,295	(1,490)
Insurance	4,837	4,837	2,057
Governance Costs	16,962	16,962	18,123
Post, Printing & Stationery	3,189	3,189	2,656
Depreciation	3,225	3,225	3,224
	<u>329,776</u>	<u>329,776</u>	<u>312,069</u>
Total Expenditure	<u>329,933</u>	<u>329,933</u>	<u>312,494</u>
Unrestricted funds		221,625	111,021
Restricted funds		108,308	201,473
		<u>329,933</u>	<u>312,494</u>

Notes to the accounts

7. Analysis of expenditure on charitable activities

As per note 6.

8. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown below:

	General Support	Governance	Total 2023	Basis of apportionment
Payroll Costs	670	-	670	type of expense
Accountancy Fees	-	1,092	1,092	type of expense
Trustee Travel	-	74	74	type of expense
Professional Fees	48	-	48	type of expense
Software	502	-	502	type of expense
Staff Events	1,217	-	1,217	type of expense
Fundraising Consultancy	10,770	-	10,770	type of expense
HR Contract	2,589	-	2,589	type of expense
	<u>15,796</u>	<u>1,166</u>	<u>16,962</u>	

Previous reporting period

	General Support	Governance	Total 2022	Basis of apportionment
Payroll Costs	670	-	670	type of expense
Accountancy Fees	-	1,110	1,110	type of expense
Financial Support	1,618	-	1,618	type of expense
Penalties	150	-	150	type of expense
Professional Fees	48	-	48	
Software	293	-	293	
Office Move	578	-	578	
Staff Events	314	-	314	
Fundraising Consultancy	10,770	-	10,770	
HR Contract	2,572	-	2,572	
	<u>17,013</u>	<u>1,110</u>	<u>18,123</u>	

9. Analysis of staff costs

	Year Ended 31 March 2023 £	Year Ended 31 March 2022 £
Wages and Salaries	176,798	168,540
Holiday Pay accrual adjustment	(811)	2,436
Pension Costs	3,945	3,286
Social Security Costs	10,281	9,698
	<u>190,213</u>	<u>183,960</u>
Charitable activities	190,213	183,960
Support costs	-	-
	<u>190,213</u>	<u>183,960</u>

The average number of employees during the year was 8 (previous year: 8).

The charity considers its key management personnel comprises the trustees and Chief Executive Officer. The total employment benefits, including employer pension contributions of the key management personnel were £24,720 (previous year: £32,300). No employee has benefits in excess of £60,000 (previous year: none).

10. Independent Examiner Fees

	Year Ended 31 March 2023 £	Year Ended 31 March 2022 £
Independent examination fees	1,092	1,110
	<u>1,092</u>	<u>1,110</u>

Notes to the accounts

11. Tangible Fixed Assets

	Computer Equipment	Other Equipment	Total
Cost	£	£	£
At 1 April 2022	41,058	23,292	64,350
Additions	-	-	-
At 31 March 2023	41,058	23,292	64,350
Depreciation			
At 1 April 2022	36,833	23,292	60,125
Charge for Year	3,225	-	3,225
At 31 March 2023	40,058	23,292	63,350
NET BOOK VALUE			
At 31 March 2023	1,000	-	1,000
At 31 March 2022	4,225	-	4,225

12. Analysis of debtors

	2023	2022
	£	£
Debtors	250	5,000
Prepayments	4,036	4,629
	4,286	9,629

Debtors and prepayments related to restricted funds £480 (2021: £nil) and unrestricted funds £3,806 (2022: £9,629).

13. Creditors: amounts falling due within one year

	2023	2022
	£	£
Creditors	1,139	11,215
Short-term compensated absences (holiday pay)	3,576	4,387
Other creditors and accruals	1,236	1,284
Deferred income	-	-
Taxation and social security costs	7,568	2,281
	13,519	19,167

14. Deferred income

Deferred income comprises grants received in advance.

Balance as at 1 April 2022	-
Amount released to income earned from charitable activities	-
Amount deferred in year	-
Balance at 31 March 2023	-

Notes to the accounts

15. Analysis of charitable funds

Analysis of movements in unrestricted funds

	Balance at 1 April 2022	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£
General Fund	104,747	156,189	(221,625)	(881)	38,430
	104,747	156,189	(221,625)	(881)	38,430

Previous reporting period

	Balance at 1 April 2021	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£
General Fund	59,707	156,061	(111,021)	-	104,747
	59,707	156,061	(111,021)	-	104,747

Name of unrestricted fund:

General Fund

Description, nature and purpose of the fund

The "free reserves" after allowing for all designated funds

Analysis of movements in restricted funds

	Balance at 1 April 2022	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£
Young Manchester	-	19,926	(20,807)	881	-
Manchester City Council South Locality	-	87,501	(87,501)	-	-
	-	107,427	(108,308)	881	-

Previous reporting period

	Balance at 1 April 2021	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£
Big Lottery Fund	11,386	-	(11,386)	-	-
Barchester Health	-	500	(500)	-	-
Young Manchester	-	19,926	(19,926)	-	-
Greater Manchester Mental Health	1,640	3,000	(4,640)	-	-
Manchester City Council South Locality	37,104	116,667	(153,771)	-	-
Postcode Lottery	11,250	-	(11,250)	-	-
	61,380	140,093	(201,473)	-	-

Notes to the accounts

15. Analysis of charitable funds

Name of restricted fund:	Description, nature and purpose of the fund
Young Manchester	for infrastructure development
Manchester City Council South Locality	for support

16. Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total 2023
	£	£	£	£
Tangible fixed assets	1,000	-	-	1,000
Cash at bank and in hand	47,143	-	(480)	46,663
Other net current assets/(liabilities)	(9,713)	-	480	(9,233)
Total	38,430	-	-	38,430

Previous reporting period

	Unrestricted funds	Designated funds	Restricted funds	Total 2022
	£	£	£	£
Tangible fixed assets	4,225	-	-	4,225
Cash at bank and in hand	101,788	-	8,272	110,060
Other net current assets/(liabilities)	(1,266)	-	(8,272)	(9,538)
Total	104,747	-	-	104,747

17. Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

Notes to the accounts

18. Operating leases

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

	Equipment 2023 £	Equipment 2022 £
Payable within one year	-	526
Payable between 2 and five years	-	-
	-	526

Lease payments recognised as expenses are £1,506 within Equipment Leasing.

Income and Expenditure Account

	Year Ended 31 March 2023 £	Year Ended 31 March 2022 £
Income		
Donations	-	-
General grants:		
Manchester City Council	100,000	100,000
Albert Hunt Grant	-	2,000
Connecting Communities	100	-
Manchester City Council Dementia Mentors	38,156	-
Manchester City Council Peer Mentoring	-	38,152
Virgin Money Foundation	-	1,000
Forever Manchester	-	100
Gaddum Centre	5,000	5,000
Carers Breaks and Other Income	333	3,319
Restricted grants:		
Barchester Health	-	500
Young Manchester	19,926	19,926
Greater Manchester Mental Health	-	3,000
Manchester City Council South Locality	87,501	116,667
Consultancy Fees and Services Provided	12,600	6,490
Total Income	263,616	296,154
Expenditure		
Licences & Memberships	155	425
Marketing	2	-
Employment Costs	190,213	183,960
Recruitment	-	1,800
DBS Fees	-	23
Freelance Workers	450	6,175
Training	38	525
Funded Carers Events	13,444	4,956
Carer Travel	3,078	1,973
Partnership Fees	71,405	58,864
Childcare Vouchers	215	350
Staff Meetings	395	-
Small Society Lottery	60	-
Staff Expenses	-	1,557
Staff Taxi Travel	30	211
Staff Travel	1,470	538
Bad Debts	-	(200)
Room Hire & Storage	3,368	1,381
Refreshments	144	182
IT Maintenance	11,479	5,106
IT Infrastructure	144	144
Bank Charges	32	2
Minor Equipment	47	125
Repairs and Maintenance	-	288
Equipment Leasing	1,506	4,435
Telephone	1,750	6,842
Online Hosting	-	8,262
Rent and Rates	2,295	(1,490)
Insurance	4,837	2,057
Governance Costs	16,962	18,123
Post, Printing & Stationery	3,189	2,656
Depreciation	3,225	3,224
Total Expenditure	329,933	312,494
Surplus/(deficit for year)	(66,317)	(16,340)

Accounts

MANCHESTER CARERS FORUM

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Registered Charity No: 1103535
Company Registration Number: 05068267

MANCHESTER CARERS FORUM

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MANCHESTER CARERS FORUM

Report of the Directors for the year ended 31st March 2022

The Directors present their annual directors' report and financial statements of the charity for the year ended 31st March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice application to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

To relieve those who are sick elderly, disabled, handicapped or otherwise infirm by the provision of advice and support to Carers in Greater Manchester.

To advance the education of the public by raising awareness in all matters relating to the care of those who are sick, elderly, disabled, handicapped or otherwise infirm and their Carers.

To do all such other charitable things in the pursuit of the objects stated above.

Manchester Carers Forum engages with carers in a variety of locations throughout the city, enabling carers to access support and information. Carers are signposted to other organisations that can give advice and provide support. We provide peer support through our Carer Support Service which delivers telephone, online and in-person befriending and support groups.

The Directors confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities and setting the policies for the year.

Carers save the national economy over £132billion per annum. In delivering our activities we seek to ensure that there is on-going support for the unpaid carers in Manchester who make a significant contribution in kind to the economic wellbeing of our city. In this way, the charity furthers its charitable purposes for the public benefit.

We engage with carers to drive the direction of our work, across our various monthly carers support groups, coffee meeting and events throughout the year. Some of these groups receive additional funding from other charitable and corporate sources but staff must apply for these on an additional basis. Likewise, where we are able to secure additional funding we arrange breaks for carers to have much needed respite from the caring role.

Volunteers support the delivery of what we do. The majority of our volunteers are carers and former carers themselves, and full training and on-going support is provided. Our volunteer roles vary and include the provision of emotional support to carers, facilitating carer support groups and involvement in our training and education work. For example, we work with universities in Manchester on the social work programmes to advance the knowledge and understanding of carers and care roles.

We also engage with the statutory sector on strategic issues affecting carers, including through the recently established Carers Manchester. Carers Manchester is a group of organisations that form the

MANCHESTER CARERS FORUM

Carers Manchester Pathway, which provides support to carers in a variety of ways including telephone and face to face support, a learning and development programme, and local services.

A review of our achievements and performance

Our performance is measured against outcomes jointly agreed by ourselves and our funders and we have met and/or exceeded these outcomes. We have submitted regular reports to our funders and these reports contain both quantitative and qualitative evaluations together with financial returns.

Some of the most recent comments from carers who access our support are below:

“It’s been a place I can share my experience frankly and honestly with others in a supportive environment, where people understand the frustrations that caring can bring, and can offer empathy, as well as practical advice and tips”

“I literally can’t thank you enough for your kindness and support, I couldn’t have got through the last year without you”

“Thank you for being there and remembering me as people can slip through the gaps. Just knowing you’re on the end of the phone and you’ll listen is a great help”

“I’ve enjoyed chatting and laughing with other carers and letting our hair down. Meeting new people brought my smile back”

“I came here alone and now I have made friends with some amazing people.”

Financial review

The Directors considered the budget for the year and made plans to ensure that expenditure did not outstrip income. They were prepared to use reserves but this was not necessary. Manchester Carers Forum derives its income from a number of sources. Our total income is made up of grants from statutory services and charitable trust, consultancy and training, and from donations.

Investment powers and policy

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 any longer term investment. The Directors shall review this statement should excess funds become available.

Reserves policy

The balance held in unrestricted reserves at 31st March 2022 was £104,747 of which £100,522 are free reserves, after allowing for funds tied up in tangible fixed assets.

The Directors aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure or £45,000, whichever is greater. The Directors consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

The charity’s main source of income is grants. The Directors consider that it is appropriate to prepare the accounts on a going concern basis and, consequently, the accounts do not include any adjustments that would be necessary if these sources of income should cease.

Risk management

The Board of Directors has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Procedures are in place to ensure compliance with health safety of staff, volunteers, parents, children and visitors.

Plans for future periods

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Structure, governance and management

Manchester Carers Forum is a company limited by guarantee governed by its Memorandum and Articles of Association, originally dated 19 January 2004 and revised January 2019. It is registered with the Charity Commission and is constituted under a trust deed dated 19 January 2004.

Appointment of Directors

The charity may by ordinary resolution appoint a person who is willing to act to be a director; and determine the rotation in which any additional directors are to retire. No person other than a director retiring by rotation may be appointed a director at any general meeting unless he or she is recommended for re-election by the directors; or not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given a notice that is signed by a member entitled to vote at the meeting; states the member's intention to propose the appointment of a person as a director; contains the details that, if the person were to be appointed, the charity would have to file at Companies House; and is signed by the person who is to be proposed to show his or her willingness to be appointed.

All members who are entitled to receive notice of a general meeting must be given not less than seven or more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation.

The directors may appoint a person who is willing to act to be a director.

The appointment of a director, whether by the charity in a general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.

Director induction and training

Manchester Carers Forum as an organisation focuses on carers and so the management committee seeks to ensure that the needs of this group are appropriately met and reflected. Director induction is provided as is access to training to ensure Directors are competent and confident in their roles.

Organisation

The Board of Directors administers the charity. A Chief Officer is appointed by the Directors to manage the day-to-day operations of the charity. The Directors are familiar with the practical working of Manchester Carers Forum, meeting a minimum of four times per year to receive full operational and financial reports, and have significant involvement in the development and agenda of the annual business planning sessions.

Related parties and cooperation with other organisations

None of our Directors receive remuneration or other benefit from their work with the charity. Any connection between a Director and senior manager with any service providers must be disclosed to

MANCHESTER CARERS FORUM

the full board in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Reference and administrative information

Charity Name: Manchester Carers Forum

Company Registration Number: 05068267

Charity Number: 1103535

Directors and trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law.

The Directors and officers serving during the year were as follows:

Gaynor Morgan	Chair
Michael Lake	Treasurer
Denise Jackson	
Christine Smith	
Catherine Lowe	
David Laughlin	
David Williams	Company Secretary
David Tindall	

Chief Executive

David Williams

Registered office

Manchester Carers Forum

PO Box 426

Manchester

M8 2FQ

Independent examiners

Community Accountancy Service Limited

The Grange

Pilgrim Drive

Beswick

Manchester

M11 3TQ

Bankers

Co-op Bank plc

Balloon Street

Manchester

Solicitors

Waldron and Schofield

25 York Street

Heywood

OL10 4NN

MANCHESTER CARERS FORUM

Directors responsibilities in relation to the financial statements

The Directors are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the charity directors to prepare financial statement for each 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 the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistency;
- Observe the methods and principles in the applicable charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standard have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board of Directors

Gaynor Morgan
Chair

Date: 27th September 2022

Independent examiner's report to the trustees of MANCHESTER CARERS' FORUM

I report on the accounts of the company for the year ended 31st March 2022, which are set out on pages 7 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

AM King FCCA *A.M.King*
 Community Accountancy Service Ltd
 The Grange, Pilgrim Drive, Beswick, Manchester, M11 3TQ

Date: 27th September 2022

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

		Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31 March 2022	Total Funds Year Ended 31 March 2021
	Further Details	£	£	£	£
Income from:					
Donations	(3)	-	-	-	-
Charitable Activities	(4)	149,571	140,093	289,664	238,621
Other Trading Activities	(5)	6,490	-	6,490	842
Total		156,061	140,093	296,154	239,463
Expenditure on:					
Raising Funds	(6)	425	-	425	156
Charitable Activities	(6)	110,596	201,473	312,069	210,652
Total		111,021	201,473	312,494	210,808
Net income/(expenditure)		45,040	(61,380)	(16,340)	28,655
Transfers between funds	(15)	-	-	-	-
Net movement in funds		45,040	(61,380)	(16,340)	28,655
Reconciliation of funds					
Total funds brought forward	(15)	59,707	61,380	121,087	92,432
Total funds carried forward	(15)	104,747	-	104,747	121,087

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

The notes on pages 10 to 18 form part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2022

Company registration number: 05068267

	Notes	2022 £	2021 £
Fixed assets:			
Tangible assets	(11)	4,225	4,449
Total fixed assets		<u>4,225</u>	<u>4,449</u>
Current assets:			
Debtors	(12)	9,629	19,716
Cash at Bank & in Hand		110,060	118,380
Total current assets		<u>119,689</u>	<u>138,096</u>
Liabilities:			
Creditors: Amounts falling due within one year	(13)	19,167	21,458
Net current assets or liabilities		<u>100,522</u>	<u>116,638</u>
Total assets less current liabilities		104,747	121,087
Total net assets or liabilities		<u>104,747</u>	<u>121,087</u>
The funds of the charity:			
Restricted income funds	(15)	-	61,380
Unrestricted income funds	(15)	104,747	59,707
Total charity funds		<u>104,747</u>	<u>121,087</u>

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

For the period in question the company was entitled to the exemption conferred by section 477 of the Companies Act 2006, and that no notice has been deposited under section 476 in relation to its accounts for the financial year; and the directors acknowledge their responsibilities for:

- complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the trustees on 27th September 2022

Gaynor Morgan Chair

The notes on pages 10 to 18 form part of these accounts.

Statement of Cash Flows for the year ending 31 March 2022

Reconciliation of net movement in funds to net cash flow from operating activities

	Year Ended 31 March 2022 £	Year Ended 31 March 2021 £
Net movement in funds	(16,340)	28,655
Add back depreciation	3,224	2,636
Decrease/(increase) in debtors	10,087	7,528
Increase/(decrease) in creditors	(2,291)	(542)
Net cash used in operating activities	(5,320)	38,277
Cash flows from investment activities:		
Interest	-	-
Purchase of fixed assets	(3,000)	(6,673)
Net cash provided by investing activities	(3,000)	(6,673)
Increase/(decrease) in cash and cash equivalents during the year	(8,320)	31,604
Cash and cash equivalents brought forward	118,380	86,776
Cash and cash equivalents carried forward	110,060	118,380

Notes to the accounts

1. Accounting policies**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are 6 restricted funds.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 15.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of expense.

The allocation of support and governance costs is analysed in note 8.

(g) Costs of raising funds

The costs of raising funds consists of income generation, licences, marketing and website costs.

(h) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 6.

Notes to the accounts

(i) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged on the following basis:

Computers	33.33% on cost
Equipment	25% on cost

(j) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(k) Pensions

The charity currently administers contributions to a pension scheme on behalf of individuals. The charity has no liability beyond paying the deductions over to the pensions company.

(l) Debtors

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

(m) Creditors and provisions

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

2. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2021: £nil). Expenses paid to the trustees in the year totalled £nil (2021: £nil).

3. Donations

	Unrestricted Year Ended 31 March 2022 £	Restricted Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2021 £
Donations	-	-	-	-
	-	-	-	-

Previous reporting period

	Unrestricted Year Ended 31 March 2021 £	Restricted Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2021 £
Donations	-	-	-
	-	-	-

Notes to the accounts

4. Income from charitable activities

	Unrestricted Year Ended 31 March 2022 £	Restricted Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2021 £
Carers Breaks and Other Income	3,319	-	3,319	-
Event Sponsorship	-	-	-	1,000
General grants:				
Manchester City Council	100,000	-	100,000	100,000
Albert Hunt Grant	2,000	-	2,000	-
Adactus Housing	-	-	-	5,940
Manchester City Council Peer Mentoring	38,152	-	38,152	38,148
Virgin Money Foundation	1,000	-	1,000	-
Forever Manchester	100	-	100	-
Gaddum Centre	5,000	-	5,000	5,000
Restricted grants:				
Big Lottery Fund	-	-	-	30,200
Barchester Health	-	500	500	-
Young Manchester	-	19,926	19,926	-
Greater Manchester Mental Health	-	3,000	3,000	-
Manchester City Council South Locality	-	116,667	116,667	58,333
	149,571	140,093	289,664	238,621

Previous reporting period

	Unrestricted Year Ended 31 March 2021 £	Restricted Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2021 £
Event Sponsorship	1,000	-	1,000
General grants:			
Manchester City Council	100,000	-	100,000
Gaddum Centre	5,000	-	5,000
Adactus Housing	5,940	-	5,940
Manchester City Council Peer Mentoring	38,148	-	38,148
Restricted grants:			
Big Lottery Fund	-	30,200	30,200
Manchester City Council Carer Support	-	58,333	58,333
	150,088	88,533	238,621

5. Income from other trading activities

	Unrestricted Year Ended 31 March 2022 £	Restricted Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2022 £	Total Funds Year Ended 31 March 2021 £
Consultancy Fees	6,490	-	6,490	842
	6,490	-	6,490	842

Previous reporting period

	Unrestricted Year Ended 31 March 2021 £	Restricted Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2021 £
Consultancy Fees	842	-	842
	842	-	842

Notes to the accounts

6. Expenditure

	Activities £	Year Ended 31 March 2022 £	Year Ended 31 March 2021 £
Expenditure on raising funds:			
Licences & Memberships	425	425	147
Marketing	-	-	9
	<u>425</u>	<u>425</u>	<u>156</u>
Expenditure on charitable activities:			
Employment Costs	183,960	183,960	136,132
Recruitment	1,800	1,800	790
DBS Fees	23	23	-
Freelance Workers	6,175	6,175	14,000
Training	525	525	-
Funded Carers Events	4,956	4,956	1,272
Carer Travel	1,973	1,973	-
Partnership Fees	58,864	58,864	14,700
Childcare Vouchers	350	350	-
Volunteer Expenses	-	-	100
Staff Expenses	1,557	1,557	1,266
Staff Taxi Travel	211	211	-
Staff Travel	538	538	-
Bad Debts	(200)	(200)	(4,015)
Room Hire & Storage	1,381	1,381	-
Refreshments	182	182	-
IT Maintenance	5,106	5,106	7,181
IT Infrastructure	144	144	294
Bank Charges	2	2	13
Minor Equipment	125	125	-
Repairs and Maintenance	288	288	11
Equipment Leasing	4,435	4,435	4,822
Telephone	6,842	6,842	12,996
Online Hosting	8,262	8,262	-
Rent and Rates	(1,490)	(1,490)	11,610
Insurance	2,057	2,057	2,104
Governance Costs	18,123	18,123	4,373
Post, Printing & Stationery	2,656	2,656	367
Depreciation	3,224	3,224	2,636
	<u>312,069</u>	<u>312,069</u>	<u>210,652</u>
Total Expenditure	<u>312,494</u>	<u>312,494</u>	<u>210,808</u>
Unrestricted funds		111,021	166,952
Restricted funds		201,473	43,856
		<u>312,494</u>	<u>210,808</u>

Notes to the accounts

7. Analysis of expenditure on charitable activities

As per note 6.

8. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown below:

	General Support	Governance	Total 2022	Basis of apportionment
Payroll Costs	670	-	670	type of expense
Accountancy Fees	-	1,110	1,110	type of expense
Financial Support	1,618	-	1,618	type of expense
Penalties	150	-	150	type of expense
Professional Fees	48	-	48	type of expense
Software	293	-	293	type of expense
Office Move	578	-	578	type of expense
Staff Events	314	-	314	type of expense
Fundraising Consultancy	10,770	-	10,770	type of expense
HR Contract	2,572	-	2,572	type of expense
	<u>17,013</u>	<u>1,110</u>	<u>18,123</u>	

Previous reporting period

	General Support	Governance	Total 2021	Basis of apportionment
Payroll Costs	556	-	556	type of expense
Accountancy Fees	-	1,116	1,116	type of expense
HR Contract	2,572	-	2,572	type of expense
Trustee Travel	-	129	129	type of expense
	<u>3,128</u>	<u>1,245</u>	<u>4,373</u>	

9. Analysis of staff costs

	Year Ended 31 March 2022 £	Year Ended 31 March 2021 £
Wages and Salaries	168,540	127,779
Holiday Pay accrual adjustment	2,436	-
Pension Costs	3,286	1,883
Social Security Costs	9,698	6,470
	<u>183,960</u>	<u>136,132</u>
Charitable activities	183,960	136,132
Support costs	-	-
	<u>183,960</u>	<u>136,132</u>

The average number of employees during the year was 8 (previous year: 6).

The charity considers its key management personnel comprises the trustees and Chief Executive Officer. The total employment benefits, including employer pension contributions of the key management personnel were £32,300 (previous year: £32,000). No employee has benefits in excess of £60,000 (previous year: none).

10. Independent Examiner Fees

	Year Ended 31 March 2022 £	Year Ended 31 March 2021 £
Independent examination fees	1,110	1,116
	<u>1,110</u>	<u>1,116</u>

Notes to the accounts

11. Tangible Fixed Assets

	Computer Equipment	Other Equipment	Total
Cost	£	£	£
At 1 April 2021	38,058	23,292	61,350
Additions	3,000	-	3,000
At 31 March 2022	41,058	23,292	64,350
Depreciation			
At 1 April 2021	33,609	23,292	56,901
Charge for Year	3,224	-	3,224
At 31 March 2022	36,833	23,292	60,125
NET BOOK VALUE			
At 31 March 2022	4,225	-	4,225
At 31 March 2021	4,449	-	4,449

12. Analysis of debtors

	2022	2021
	£	£
Debtors	5,000	19,074
Prepayments	4,629	642
	9,629	19,716

Debtors and prepayments related to restricted funds £nil (2021: £nil) and unrestricted funds £9,629 (2021: £19,716).

13. Creditors: amounts falling due within one year

	2022	2021
	£	£
Creditors	11,215	18,221
Short-term compensated absences (holiday pay)	4,387	1,951
Other creditors and accruals	1,284	1,286
Deferred income	-	-
Taxation and social security costs	2,281	-
	19,167	21,458

14. Deferred income

Deferred income comprises grants received in advance.

Balance as at 1 April 2021	-
Amount released to income earned from charitable activities	-
Amount deferred in year	-
Balance at 31 March 2022	-

Notes to the accounts

15. Analysis of charitable funds

Analysis of movements in unrestricted funds

	Balance at 1 April 2021	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£
General Fund	59,707	156,061	(111,021)	-	104,747
	59,707	156,061	(111,021)	-	104,747

Previous reporting period

	Balance at 1 April 2020	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
General Fund	75,729	150,930	(166,952)	-	59,707
	75,729	150,930	(166,952)	-	59,707

Name of unrestricted fund:

General Fund

Description, nature and purpose of the fund

The "free reserves" after allowing for all designated funds

Analysis of movements in restricted funds

	Balance at 1 April 2021	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£
Big Lottery Fund	11,386	-	(11,386)	-	-
Barchester Health	-	500	(500)	-	-
Young Manchester	-	19,926	(19,926)	-	-
Greater Manchester Mental Health	1,640	3,000	(4,640)	-	-
Manchester City Council South Locality	37,104	116,667	(153,771)	-	-
Postcode Lottery	11,250	-	(11,250)	-	-
	61,380	140,093	(201,473)	-	-

Previous reporting period

	Balance at 1 April 2020	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Big Lottery Fund	1,508	30,200	(20,322)	-	11,386
Greater Manchester Mental Health	3,000	-	(1,360)	-	1,640
Manchester City Council Carer Support	-	58,333	(21,229)	-	37,104
Manchester Wellbeing Fund	945	-	(945)	-	-
Postcode Lottery	11,250	-	-	-	11,250
	16,703	88,533	(43,856)	-	61,380

Notes to the accounts

15. Analysis of charitable funds

Name of restricted fund:

Big Lottery Fund
 Barchester Health
 Young Manchester
 Greater Manchester Mental Health
 Manchester City Council South Locality
 Postcode Lottery

Description, nature and purpose of the fund

to expand peer support to all carers in Manchester.
 for activities for carers over 65
 for infrastructure development
 for events
 for support
 to provide telephone support to Carers of people living with Dementia

16. Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total 2022
	£	£	£	£
Tangible fixed assets	4,225	-	-	4,225
Cash at bank and in hand	101,788	-	8,272	110,060
Other net current assets/(liabilities)	(1,266)	-	(8,272)	(9,538)
Total	104,747	-	-	104,747

Previous reporting period

	Unrestricted funds	Designated funds	Restricted funds	Total 2021
	£	£	£	£
Tangible fixed assets	4,449	-	-	4,449
Cash at bank and in hand	57,000	-	61,380	118,380
Other net current assets/(liabilities)	(1,742)	-	-	(1,742)
Total	59,707	-	61,380	121,087

17. Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

Notes to the accounts

18. Operating leases

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

	Equipment 2022	Equipment 2021
	£	£
Payable within one year	526	1,807
Payable between 2 and five years	-	2,406
	526	4,213

Lease payments recognised as expenses are £4,435 within Equipment Leasing.

Income and Expenditure Account

	Year Ended 31 March 2022 £	Year Ended 31 March 2021 £
Income		
Donations	-	-
Event Sponsorship	-	1,000
General grants:		
Manchester City Council	100,000	100,000
Albert Hunt Grant	2,000	-
Adactus Housing	-	5,940
Manchester City Council Peer Mentoring	38,152	38,148
Virgin Money Foundation	1,000	-
Forever Manchester	100	-
Gaddum Centre	5,000	5,000
Carers Breaks and Other Income	3,319	-
Restricted grants:		
Big Lottery Fund	-	30,200
Barchester Health	500	-
Young Manchester	19,926	-
Greater Manchester Mental Health	3,000	-
Manchester City Council South Locality	116,667	58,333
Consultancy Fees	6,490	842
Total Income	296,154	239,463
Expenditure		
Licences & Memberships	425	147
Marketing	-	9
Employment Costs	183,960	136,132
Recruitment	1,800	790
DBS Fees	23	-
Freelance Workers	6,175	14,000
Training	525	-
Funded Carers Events	4,956	1,272
Carer Travel	1,973	-
Partnership Fees	58,864	14,700
Childcare Vouchers	350	-
Volunteer Expenses	-	100
Staff Expenses	1,557	1,266
Staff Taxi Travel	211	-
Staff Travel	538	-
Bad Debts	(200)	(4,015)
Room Hire & Storage	1,381	-
Refreshments	182	-
IT Maintenance	5,106	7,181
IT Infrastructure	144	294
Bank Charges	2	13
Minor Equipment	125	-
Repairs and Maintenance	288	11
Equipment Leasing	4,435	4,822
Telephone	6,842	12,996
Online Hosting	8,262	-
Rent and Rates	(1,490)	11,610
Insurance	2,057	2,104
Governance Costs	18,123	4,373
Post, Printing & Stationery	2,656	367
Depreciation	3,224	2,636
Total Expenditure	312,494	210,808
Surplus/(deficit for year)	(16,340)	28,655

Accounts

MANCHESTER CARERS FORUM

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Registered Charity No: 1103535
Company Registration Number: 05068267

MANCHESTER CARERS FORUM

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	For management purposes only
19	INCOME AND EXPENDITURE ACCOUNT

Report of the Directors for the year ended 31st March 2021

The Directors present their annual directors' report and financial statements of the charity for the year ended 31st March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice application to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Objectives and activities

To relieve those who are sick elderly, disabled, handicapped or otherwise infirm by the provision of advice and support to Carers in Greater Manchester.

To advance the education of the public by raising awareness in all matters relating to the care of those who are sick, elderly, disabled, handicapped or otherwise infirm and their Carers.

To do all such other charitable things in the pursuit of the objects stated above.

Manchester Carers Forum engages with carers in a variety of locations throughout the city, enabling carers to access support and information. Carers are signposted to other organisations that can give advice and provide support. We provide peer support through our Carer Support Service which delivers telephone, online and in-person befriending and support groups.

The Directors confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities and setting the policies for the year.

Carers save the national economy over £132 billion per annum. In delivering our activities we seek to ensure that there is on-going support for the unpaid carers in Manchester who make a significant contribution in kind to the economic wellbeing of our city. In this way, the charity furthers its charitable purposes for the public benefit.

We engage with carers to drive the direction of our work, across our various monthly carers support groups, coffee meeting and events throughout the year. Some of these groups receive additional funding from other charitable and corporate sources but staff must apply for these on an additional basis. Likewise, where we are able to secure additional funding we arrange breaks for carers to have much needed respite from the caring role.

Volunteers support the delivery of what we do. The majority of our volunteers are carers and former carers themselves, and full training and on-going support is provided. Our volunteer roles vary and include the provision of emotional support to carers, facilitating carer support groups and involvement in our training and education work. For example, we work with universities in Manchester on the social work programmes to advance the knowledge and understanding of carers and care roles.

We also engage with the statutory sector on strategic issues affecting carers, including through the recently established Carers Manchester. Carers Manchester is a group of organisations that form the

Carers Manchester Pathway, which provides support to carers in a variety of ways including telephone and face to face support, a learning and development programme, and local services.

A review of our achievements and performance

Our performance is measured against outcomes jointly agreed by ourselves and our funders and we have met and/or exceeded these outcomes. We have submitted regular reports to our funders and these reports contain both quantitative and qualitative evaluations together with financial returns.

Some of the most recent comments from carers who access our support are below:

"It's been a place I can share my experience frankly and honestly with others in a supportive environment, where people understand the frustrations that caring can bring, and can offer empathy, as well as practical advice and tips"

"I literally can't thank you enough for your kindness and support, I couldn't have got through the last year without you"

"Thank you for being there and remembering me as people can slip through the gaps. Just knowing you're on the end of the phone and you'll listen is a great help"

"I've enjoyed chatting and laughing with other carers and letting our hair down. Meeting new people brought my smile back"

"I came here alone and now I have made friends with some amazing people."

Financial review

The Directors considered the budget for the year and made plans to ensure that expenditure did not outstrip income. They were prepared to use reserves but this was not necessary. Manchester Carers Forum derives its income from a number of sources. Our total income is made up of grants from statutory services and charitable trust, consultancy and training, and from donations.

Investment powers and policy

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 any longer term investment. The Directors shall review this statement should excess funds become available.

Reserves policy

The balance held in unrestricted reserves at 31st March 2021 was £59,707 of which £55,258 are free reserves, after allowing for funds tied up in tangible fixed assets.

The Directors aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure or £45,000, whichever is greater. The Directors consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

The charity's main source of income is grants. The Directors consider that it is appropriate to prepare the accounts on a going concern basis and, consequently, the accounts do not include any adjustments that would be necessary if these sources of income should cease.

Risk management

The Board of Directors has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Procedures are in place to ensure compliance with health safety of staff, volunteers, parents, children and visitors.

Plans for future periods

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Structure, governance and management

Manchester Carers Forum is a company limited by guarantee governed by its Memorandum and Articles of Association, originally dated 19 January 2004 and revised January 2019. It is registered with the Charity Commission and is constituted under a trust deed dated 19 January 2004.

Appointment of Directors

The charity may by ordinary resolution appoint a person who is willing to act to be a director; and determine the rotation in which any additional directors are to retire. No person other than a director retiring by rotation may be appointed a director at any general meeting unless he or she is recommended for re-election by the directors; or not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given a notice that is signed by a member entitled to vote at the meeting; states the member's intention to propose the appointment of a person as a director; contains the details that, if the person were to be appointed, the charity would have to file at Companies House; and is signed by the person who is to be proposed to show his or her willingness to be appointed.

All members who are entitled to receive notice of a general meeting must be given not less than seven or more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation.

The directors may appoint a person who is willing to act to be a director.

The appointment of a director, whether by the charity in a general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.

Director induction and training

Manchester Carers Forum as an organisation focuses on carers and so the management committee seeks to ensure that the needs of this group are appropriately met and reflected. Director induction is provided as is access to training to ensure Directors are competent and confident in their roles.

Organisation

The Board of Directors administers the charity. A Chief Officer is appointed by the Directors to manage the day-to-day operations of the charity. The Directors are familiar with the practical working of Manchester Carers Forum, meeting a minimum of four times per year to receive full operational and financial reports, and have significant involvement in the development and agenda of the annual business planning sessions.

Related parties and cooperation with other organisations

MANCHESTER CARERS FORUM

None of our Directors receive remuneration or other benefit from their work with the charity. Any connection between a Director and senior manager with any service providers must be disclosed to the full board in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Reference and administrative information

Charity Name: Manchester Carers Forum

Company Registration Number: 05068267

Charity Number: 1103535

Directors and trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law.

The Directors and officers serving during the year were as follows:

Gaynor Morgan	Chair
Michael Lake	Treasurer
Denise Jackson	
Christine Smith	
Catherine Lowe	
David Laughlin	
David Williams	Company Secretary
David Tindall	

Chief Executive

David Williams

Registered office

Manchester Carers Forum

PO Box 426

Manchester M8 2FQ

Independent examiners

Community Accountancy Service Limited

The Grange

Pilgrim Drive

Beswick

Manchester

M11 3TQ

Bankers

Co-op Bank plc

Balloon Street

Manchester

Solicitors

Waldron and Schofield

25 York Street

Heywood

OL10 4NN

MANCHESTER CARERS FORUM**Directors responsibilities in relation to the financial statements**

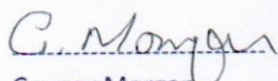
The Directors are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the charity directors to prepare financial statement for each 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 the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistency;
- Observe the methods and principles in the applicable charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standard have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board of Directors



Gaynor Morgan
Chair

Date: 13th October 2021

Independent examiner's report to the trustees of MANCHESTER CARERS' FORUM

I report on the accounts of the company for the year ended 31st March 2021, which are set out on pages 7 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

AM King FCCA *A.M. King*
 Community Accountancy Service Ltd
 The Grange, Pilgrim Drive, Beswick, Manchester, M11 3TQ

Date: 13th October 2021

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

	Further Details	Unrestricted Funds £	Restricted Funds £	Total Funds Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2020 £
Income from:					
Donations	(3)	-	-	-	205
Charitable Activities	(4)	150,088	88,533	238,621	191,485
Other Trading Activities	(5)	842	-	842	3,390
Total		150,930	88,533	239,463	195,080
Expenditure on:					
Raising Funds	(6)	156	-	156	794
Charitable Activities	(6)	166,796	43,856	210,652	212,935
Total		166,952	43,856	210,808	213,729
Net income/(expenditure)		(16,022)	44,677	28,655	(18,649)
Transfers between funds	(15)	-	-	-	-
Net movement in funds		(16,022)	44,677	28,655	(18,649)
Reconciliation of funds					
Total funds brought forward	(15)	75,729	16,703	92,432	111,081
Total funds carried forward	(15)	59,707	61,380	121,087	92,432

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

The notes on pages 10 to 18 form part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2021

Company registration number: 05068267

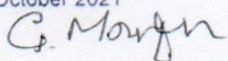
	Notes	2021 £	2020 £
Fixed assets:			
Tangible assets	(11)	4,449	412
Total fixed assets		<u>4,449</u>	<u>412</u>
Current assets:			
Debtors	(12)	19,716	27,244
Cash at Bank & in Hand		118,380	86,776
Total current assets		<u>138,096</u>	<u>114,020</u>
Liabilities:			
Creditors: Amounts falling due within one year	(13)	21,458	22,000
Net current assets or liabilities		<u>116,638</u>	<u>92,020</u>
Total assets less current liabilities		121,087	92,432
Total net assets or liabilities		<u>121,087</u>	<u>92,432</u>
The funds of the charity:			
Restricted income funds	(15)	61,380	16,703
Unrestricted income funds	(15)	59,707	75,729
Total charity funds		<u>121,087</u>	<u>92,432</u>

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

For the period in question the company was entitled to the exemption conferred by section 477 of the Companies Act 2006, and that no notice has been deposited under section 476 in relation to its accounts for the financial year; and the directors acknowledge their responsibilities for:

- complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the trustees on 13th October 2021



Gaynor Morgan Chair

The notes on pages 10 to 18 form part of these accounts.

Statement of Cash Flows for the year ending 31 March 2021

	Year Ended 31 March 2021 £	Year Ended 31 March 2020 £
Net cash used in operating activities	38,277	(24,631)
Cash flows from investment activities:		
Interest	-	-
Purchase of fixed assets	(6,673)	-
Net cash provided by investing activities	(6,673)	-
Increase/(decrease) in cash and cash equivalents during the year	31,604	(24,631)
Cash and cash equivalents brought forward	86,776	111,407
Cash and cash equivalents carried forward	118,380	86,776

Notes to the accounts

1. Accounting policies**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are 5 restricted funds.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 15.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of expense.

The allocation of support and governance costs is analysed in note 8.

(g) Costs of raising funds

The costs of raising funds consists of income generation, licences, marketing and website costs.

(h) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 6.

(i) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged on the following basis:

Computers	33.33% on cost
Equipment	25% on cost

(j) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(k) Pensions

The charity currently administers contributions to a pension scheme on behalf of individuals. The charity has no liability beyond paying the deductions over to the pensions company.

(l) Debtors

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

(m) Creditors and provisions

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

2. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2019:£nil). Expenses paid to the trustees in the year totalled £ (2020: £2,072). These expense were made up of 3 trustees reimbursed for their travel expenses.

3. Donations

	Unrestricted Year Ended 31 March 2021 £	Restricted Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2020 £
Donations	-	-	-	205
	-	-	-	205
Previous reporting period	205	-	205	

4. Income from charitable activities

	Unrestricted Year Ended 31 March 2021 £	Restricted Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2020 £
Carers Breaks and Other Income	-	-	-	3,952
Event Sponsorship	1,000	-	1,000	1,000
General grants:				
Manchester City Council	100,000	-	100,000	100,000
Jigsaw Foundation	-	-	-	5,625
Garfield Weston	-	-	-	10,000
Gaddum Centre	5,000	-	5,000	-
Adactus Housing	5,940	-	5,940	-
Manchester City Council Peer Mentoring	38,148	-	38,148	38,148
Forever Manchester	-	-	-	200
Restricted grants:				
Big Lottery Fund	-	30,200	30,200	28,000
Greater Manchester Mental Health	-	-	-	3,000
Greggs Foundation	-	-	-	1,560
Manchester City Council Carer Support	-	58,333	58,333	-
	<u>150,088</u>	<u>88,533</u>	<u>238,621</u>	<u>191,485</u>
Previous reporting period	<u>158,925</u>	<u>32,560</u>	<u>191,485</u>	

5. Income from other trading activities

	Unrestricted Year Ended 31 March 2021 £	Restricted Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2021 £	Total Funds Year Ended 31 March 2020 £
Consultancy Fees	842	-	842	3,250
Unity Lottery	-	-	-	140
	<u>842</u>	<u>-</u>	<u>842</u>	<u>3,390</u>
Previous reporting period	<u>3,390</u>	<u>-</u>	<u>3,390</u>	

6. Expenditure

	Activities £	Year Ended 31 March 2021 £	Year Ended 31 March 2020 £
Expenditure on raising funds:			
Licences	147	147	170
Marketing	9	9	624
	<u>156</u>	<u>156</u>	<u>794</u>
Expenditure on charitable activities:			
Employment Costs	136,132	136,132	148,051
Recruitment	790	790	-
Freelance Workers	14,000	14,000	1,450
Training	-	-	1,118
Funded Carers Events	1,272	1,272	4,832
Partnership Fees	14,700	14,700	-
Childcare Vouchers	-	-	452
Volunteer Expenses	100	100	1,175
Staff Expenses	1,266	1,266	3,478
Bad Debts	(4,015)	(4,015)	3,495
Room Hire	-	-	138
Refreshments	-	-	1,536
IT Maintenance	7,181	7,181	3,043
IT Infrastructure	294	294	1,146
Bank Charges	13	13	100
Repairs and Maintenance	11	11	89
Equipment Leasing	4,822	4,822	4,910
Telephone	12,996	12,996	7,219
Rent and Rates	11,610	11,610	14,148
Insurance	2,104	2,104	2,249
Governance Costs	4,373	4,373	12,458
Post, Printing & Stationery	367	367	1,436
Depreciation	2,636	2,636	412
	<u>210,652</u>	<u>210,652</u>	<u>212,935</u>
Total Expenditure	<u>210,808</u>	<u>210,808</u>	<u>213,729</u>
Unrestricted funds		166,952	183,666
Restricted funds		43,856	30,063
		<u>210,808</u>	<u>213,729</u>

7. Analysis of expenditure on charitable activities

As per note 6.

8. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown below:

	General Support	Governance	Total	Basis of apportionment
Payroll Costs	556	-	556	type of expense
Accountancy Fees	-	1,116	1,116	type of expense
HR Contract	2,572	-	2,572	type of expense
Trustee Travel	-	129	129	type of expense
	<u>3,128</u>	<u>1,245</u>	<u>4,373</u>	

9. Analysis of staff costs

	Year Ended 31 March 2021 £	Year Ended 31 March 2020 £
Wages and Salaries	127,779	136,435
Pension Costs	1,883	2,391
Social Security Costs	6,470	9,225
	<u>136,132</u>	<u>148,051</u>
Charitable activities	136,132	148,051
Support costs	-	-
	<u>136,132</u>	<u>148,051</u>

The average number of employees during the year was 6 (previous year: 6).

The charity considers its key management personnel comprises the trustees and Chief Executive Officer. The total employment benefits, including employer pension contributions of the key management personnel were £35,204 (previous year: £35,225). No employee has benefits in excess of £60,000 (previous year: none).

10. Independent Examiner Fees

	Year Ended 31 March 2021 £	Year Ended 31 March 2020 £
Independent examination fees	1,116	984
	<u>1,116</u>	<u>984</u>

11. Tangible Fixed Assets

	Computer Equipment	Other Equipment	Total
Cost	£	£	£
At 1 April 2020	31,385	23,292	54,677
Additions	6,673	-	6,673
At 31 March 2021	38,058	23,292	61,350
Depreciation			
At 1 April 2020	30,973	23,292	54,265
Charge for Year	2,636	-	2,636
At 31 March 2021	33,609	23,292	56,901
NET BOOK VALUE			
At 31 March 2021	4,449	-	4,449
At 31 March 2020	412	-	412

12. Analysis of debtors

	2021	2020
	£	£
Debtors	19,074	21,268
Prepayments	642	5,976
	19,716	27,244

Debtors and prepayments related to restricted funds £nil (2020: £1,360) and unrestricted funds £19,716 (2020: £25,884).

13. Creditors: amounts falling due within one year

	2021	2020
	£	£
Creditors	18,221	19,874
Short-term compensated absences (holiday pay)	1,951	942
Other creditors and accruals	1,286	1,184
Deferred income	-	-
Taxation and social security costs	-	-
	21,458	22,000

14. Deferred income

Deferred income comprises grants received in advance.

Balance as at 1 April 2020	-
Amount released to income earned from charitable activities	-
Amount deferred in year	-
Balance at 31 March 2021	-

15. Analysis of charitable funds

Analysis of movements in unrestricted funds

	Balance at 1 April 2020	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
General Fund	75,729	150,930	(166,952)	-	59,707
	75,729	150,930	(166,952)	-	59,707

Previous reporting period

	Balance at 1 April 2019	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£
General Fund	96,955	162,520	(183,666)	(80)	75,729
	96,955	162,520	(183,666)	(80)	75,729

Name of unrestricted fund:

General Fund

Description, nature and purpose of the fund

The "free reserves" after allowing for all designated funds

Analysis of movements in restricted funds

	Balance at 1 April 2020	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Big Lottery Fund	1,508	30,200	(20,322)	-	11,386
Greater Manchester Mental Health	3,000	-	(1,360)	-	1,640
Manchester City Council Carer Support	-	58,333	(21,229)	-	37,104
Manchester Wellbeing Fund	945	-	(945)	-	-
Postcode Lottery	11,250	-	-	-	11,250
	16,703	88,533	(43,856)	-	61,380

Previous reporting period

	Balance at 1 April 2019	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£
Big Lottery Fund	376	28,000	(26,868)	-	1,508
Greater Manchester Mental Health	-	3,000	-	-	3,000
Greggs Foundation	-	1,560	(1,640)	80	-
Manchester Wellbeing Fund	2,500	-	(1,555)	-	945
Postcode Lottery	11,250	-	-	-	11,250
	14,126	32,560	(30,063)	80	16,703

Name of restricted fund:	Description, nature and purpose of the fund
Big Lottery Fund	to expand peer support to all carers in Manchester.
Greater Manchester Mental Health	for events
Manchester City Council Carer Support	for support
Greater Manchester Mental Health	for the telephone support line
Postcode Lottery	to provide telephone support to Carers of people living with Dementia

16. Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total 2021
	£	£	£	£
Tangible fixed assets	4,449	-	-	4,449
Cash at bank and in hand	57,000	-	61,380	118,380
Other net current assets/(liabilities)	(1,742)	-	-	(1,742)
Total	59,707	-	61,380	121,087

Previous reporting period

	Unrestricted funds	Designated funds	Restricted funds	Total 2020
	£	£	£	£
Tangible fixed assets	224	-	188	412
Cash at bank and in hand	71,621	-	15,155	86,776
Other net current assets/(liabilities)	3,884	-	1,360	5,244
Total	75,729	-	16,703	92,432

17. Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

18. Reconciliation of net movement in funds to net cash flow from operating activities

	Year Ended 31 March 2021 £	Year Ended 31 March 2020 £
Net movement in funds	28,655	(18,649)
Add back depreciation	2,636	412
Decrease/(increase) in debtors	7,528	(19,531)
Increase/(decrease) in creditors	(542)	13,137
Net cash used in operating activities	38,277	(24,631)

19. Operating leases

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

	Equipment 2021 £	Equipment 2020 £
Payable within one year	1,807	4,910
Payable between 2 and five years	2,406	4,934
	4,213	9,844

Lease payments recognised as expenses are £4,822 within Equipment Leasing.

Income and Expenditure Account

	Year Ended 31 March 2021 £	Year Ended 31 March 2020 £
Income		
Donations	-	205
Event Sponsorship	1,000	1,000
General grants:		
Manchester City Council	100,000	100,000
Jigsaw Foundation	-	5,625
Garfield Weston	-	10,000
Gaddum Centre	5,000	-
Adactus Housing	5,940	-
Manchester City Council Peer Mentoring	38,148	38,148
Forever Manchester	-	200
Carers Breaks and Other Income	-	3,952
Restricted grants:		
Big Lottery Fund	30,200	28,000
Greater Manchester Mental Health	-	3,000
Greggs Foundation	-	1,560
Manchester City Council Carer Support	58,333	-
Consultancy Fees	842	3,250
Unity Lottery	-	140
Total Income	239,463	195,080
Expenditure		
Licences	147	170
Marketing	9	624
Employment Costs	136,132	148,051
Recruitment	790	-
Freelance Workers	14,000	1,450
Training	-	1,118
Funded Carers Events	1,272	4,832
Partnership Fees	14,700	-
Childcare Vouchers	-	452
Volunteer Expenses	100	1,175
Staff Expenses	1,266	3,478
Bad Debts	(4,015)	3,495
Room Hire	-	138
Refreshments	-	1,536
IT Maintenance	7,181	3,043
IT Infrastructure	294	1,146
Bank Charges	13	100
Repairs and Maintenance	11	89
Equipment Leasing	4,822	4,910
Telephone	12,996	7,219
Rent and Rates	11,610	14,148
Insurance	2,104	2,249
Governance Costs	4,373	12,458
Post, Printing & Stationery	367	1,436
Depreciation	2,636	412
Total Expenditure	210,808	213,729
Surplus/(deficit for year)	28,655	(18,649)